

**CITY OF CEDAR KEY  
COMMISSION MEETING AGENDA**

**May 19, 2026**

**5:00 PM**

**809 6th Street, Cedar Key, Florida**

**Call to Order**

**Invocation**

**Pledge of Allegiance**

**Roll Call**

- Jolie Davis, Commissioner – Seat 1
- Nancy Sera, Commissioner – Seat 2
- Jim Wortham, Commissioner – Seat 3
- Dell Weible, Commissioner – Seat 4
- Mel Beckham, Commissioner – Seat 5

**ACTION ITEM:** Approval of the Meeting Agenda

**ACTION ITEM:** Consent Agenda for Minutes-Commission Meeting April 21, 2026

**Public Comment**

**Reports by Cedar Key Entities:**

Cedar Key Water & Sewer District: General Managers Report

Lions Club

Cedar Key Woman's Club

Chamber of Commerce

Cedar Key Aquaculture Association-Leslie Sturmer to request approval for two clam sculptures

Nature Coast Biological Station/NCBS

Cedar Key Arts Center

Cedar Key Non-Profit Organizations

**Important Dates**

- May 25 – Memorial Day (City Hall closed in observance)
- May 28 – Hurricane Awareness Day at City Hall from 9 AM – 12 PM

**Clerk's Office and Administration:**

- **ACTION ITEM:** Approve the removal and update of signature authority for Seacoast Bank
- **ACTION ITEM:** Approve the removal of individual commissioner override capability for the Hurricane Re-Entry Plan
- **ACTION ITEM:** Selection of Gulf Blvd, Nature-Based Solutions Vendor
- **ACTION ITEM:** Selection of Administrative and Coordination for Gulf Blvd Resilient Florida Grant Selection
- **ACTION ITEM:** Approval of the Florida Communities Trust (FCT) Extension Agreement for the Gulf Blvd Project
- **ACTION ITEM:** Approval of the James Moore Proposal for Finance Service
- **DISCUSSION ITEM:** Review JPI Letter and Discuss Possible RFP

**Public Works**

**Fire Department/Emergency Management:**

- **ACTION ITEM:** Resolution No 499 – Budget Amendment

**Police Department**

**Attorney Items:**

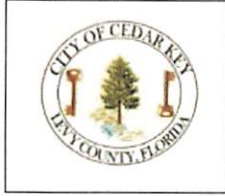
- ORDINANCE NO. 565 - AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF CEDAR KEY, FLORIDA: VACATING, ABANDONING AND CLOSING A PORTION OF 4<sup>TH</sup> STREET LOCATED WITHIN CORPORATE BOUNDARIES OF THE CITY OF CEDAR KEY; RENOUNCING ANY RIGHT TO THE CITY AND THE PUBLIC TO THAT PORTION OF THE STREET SO CLOSED; PROVIDING AN EFFECTIVE DATE
- RESOLUTION NUMBER 500 – A RESOLUTION TO THE CITY OF CEDAR KEY, FLORIDA, PURSUANT TO ITS HOME RULE AUTHORITY UNDER CHAPTER 166, FLORIDA STATUTES, AMENDING THE CITY'S CAPITALIZATION POLICY BY INCREASIN THE CAPITAL ASSET THRESHOLD FROM \$1,000 TO \$5,000; PROVIDING FOR PURPOSE AND INTENT; PROVIDING FOR RETROACTIVE APPLICATION; PROVIDING FOR RATIFICATION OF PRIOR ACTS; PROVIDING FOR IMPLEMENTATION; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

**PUBLIC HEARING ACTION ITEM:** Approval of the Variance Request for 1018 Whiddon Avenue

**DISCUSSION ITEM:** Facilitation of Department Head Performance for Position Description and Review by Beth Dieveney

**Commissioner Discussion Items, Focus Areas, and Concerns**

**Adjournment at \_\_\_\_\_ p.m.**



**CITY OF CEDAR KEY**  
**COMMISSION MEETING MINUTES**

**April 21, 2026**

**5:00 PM**

**809 6th Street, Cedar Key, Florida**

**Call to Order**

**Invocation**

**Pledge of Allegiance**

**Roll Call**

- Jolie Davis, Commissioner – Seat 1
- Nancy Sera, Commissioner – Seat 2
- Jim Wortham, Commissioner – Seat 3
- Dell Weible, Commissioner – Seat 4
- Mel Beckham, Commissioner – Seat 5

**ORGANIZATIONAL ITEM:** Judge Bustamante to swear in, the Office of Oath, Commissioner Sera, Seat 2 and Commissioner Weible, Seat 4

**ORGANIZATIONAL ITEM:** Attorney Fugate to accept a Motion for Mayor

Commissioner Davis motioned for Commissioner Beckham to be Mayor. Commissioner Beckham denied motion and motioned for Commissioner Weible to be Mayor. The vote for Commissioner Weible was 1-4 and did not pass. Commissioner Sera motioned for Commissioner Wortham to be Mayor. Commissioner Davis seconded the motion. The vote was passed unanimously for Commissioner Wortham as Mayor.

**ORGANIZATIONAL ITEM:** Mayor to accept a Motion for Vice-Mayor

Commissioner Davis motioned Commissioner Beckham to be Vice-Mayor. Commissioner Wortham seconded the motion. The vote was 3-2 majority passed as Commissioner Beckham as Vice-Mayor.

**ACTION ITEM:** Appointment of Department Heads

All department heads and Fugate Law, apart from City Clerk, were passed unanimously.

Motion: Commissioner Davis. Second: Commissioner Weible. Vote: Passes unanimously.

The amended motion to include only City Clerk for 90-day probationary period was by Commissioner Sera. Motion to approve: Commissioner Davis. Second: Commissioner Beckham. Vote: Passes unanimously.

**ACTION ITEM:** Approval of the Meeting Agenda

Motion: Commissioner Davis. Second: Commissioner Beckham. Vote: Passes Unanimously

**ACTION ITEM:** Consent Agenda of Minutes-Special Commission Meeting April 9, 2026  
Motion: Commissioner Beckham Second: Commissioner Davis. Vote: Passes unanimously.

## **Public Comment**

### **Reports by Cedar Key Entities:**

Cedar Key Water & Sewer District: General Managers Report

- **ACTION ITEM:** Approve Water Tower Management Agreement with Nextower  
**Motion:** Commissioner Davis. Second: Commissioner Beckham. Vote: 0-5. Did not pass as contract is written and presented. Consensus from commission that the contract will be reviewed, amended and provided back to the Sewer and Water District with revisions to be considered at a later date.

Lions 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 25<sup>th</sup> – DEA Drug Take Back at Old City Hall from 10 am to 2 pm
- April 27<sup>th</sup> – ETIPP Public Outreach at City Hall

### **Clerk's Office and Administration:**

- **ACTION ITEM:** Approval of applying for CDBG grant for Neighborhood (Primary)/Commercial (Secondary) Revitalization 3  
Motion: Commissioner Weible. Second: Commissioner Sera. Vote: Passes unanimously.
- **ACTION ITEM:** Approve City Clerk as Grant Administrator/City Point-of-Contact  
Removed from agenda.

## **Public Works**

### **Fire Department/Emergency Management:**

- **ACTION ITEM:** Budget Amendment for 2025-2026  
Motion: Commissioner Beckham. Second: Commissioner Davis. Vote: Passes unanimously. Attorney Fugate noted it will need to be brought back as a resolution.

## Police Department

### Attorney Items:

- Second and Final Notice for Ordinance No. 564-Voluntary Annexation of 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  
Motion: Commissioner Davis. Second: Commissioner Weible. Recused: Commissioner Beckham. Vote: 4-0 passes.

**ACTION ITEM:** Approval of Petition for Release of Restrictive Covenant applied to Parcel ID: 0871000000 (Requested by Joseph Vastola)

Motion: Commissioner Davis. Second: Commissioner Weible. Vote: 0-5, did not pass.

**ACTION ITEM:** Appoint and Approve a Development Administrator to comply with the Laws of Cedar Key-Land Development

This item was tabled.

**ACTION ITEM:** Approval of Civic Plus Online Documents: Post-Storm Permit Process, Temporary Housing Units-Post Storm Recovery, Event Permit Fee Schedule, Policy for Responding to Permit Inquires, Building Inquiry Request, Standard Written Disclaimers, Technical Inquiry Disclaimer and Acknowledgement, Technical Consultation Summary, Tier 1 Inquiry Log, and Training Certification

This item was tabled for approval. Consensus from commission to continue to move forward with this project.

## Commissioner Discussion Items, Focus Areas, and Concerns

**Adjournment at 8:10 p.m.**

\_\_\_\_\_  
Mayor, Commissioner Wortham

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 April 21, 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, \_\_\_\_\_ ;
- 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:

*I now own the property @ 12171 SW 165th Terrace. The decision to annex the property into the city affects my property.*

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.

\_\_\_\_\_  
Date Filed

\_\_\_\_\_  
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 05.11.26**

**Florida Commerce CDBG-DR Grant Agreements:** We have received the executed agreements from Florida Commerce for both CDBG-DR grants (Wastewater MS027) and Water MS029).

**Florida Commerce CDBG-DR Grant Procurements:** We are still trading documents with Florida Commerce on the grant procurements.

**Nexttower Communications Colocation Agreement:** I presented the Water Tower Management Agreement to the Cedar Key City Commission on April 21<sup>st</sup>. The City Commission has various concerns with the agreement and instructed the City Attorney to incorporate those concerns into the agreement. Evan and I have been in correspondence with the attorney and I hope to have more up-to-date information at the Board meeting Monday.

**Generator Grant FDEP L0380 Purchase Order:** FDEP L0380 is a \$500,000.00 Emergency Generator Grant. I issued the Cooperative Purchase Agreement to Tradewinds Power Corporation for two 100kW Mobile Emergency Generators and accompanying Transfer Switch Stations. Generator delivery is 12-16 weeks out. In the meantime, the Transfer Switch Stations will be installed at both plants. This time separation is not ideal but it will help me cash flow the project more easily.

**Financial Reports:** April marks the 58% point of the FY26 budget year. Water and sewer revenue through April is 58.75%, so at this time we no longer have a revenue deficit. Traditional revenue (non-grant) is at 66% of budget and remains is 10.9% above this period last year. Ad Valorem revenue is 85% of the budgeted amount and 6% more than March 2025. Again, these numbers are fluid at this time of the fiscal year.

Total payroll is 4.7% above budget and 3.4% above this budget period in 2025. Traditional expenses are 41.6% of budget not including a large carryover from FY25 storm repairs.

**Bill Adjustment Requests:** As this time, we have no Bill Adjustment Requests for the Board's consideration.

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

**Submitted By:** Brooke Smith

**Meeting Date:** 05/19/2026

**Subject:**

Approval of Removal and Update of Signature Authority for Seacoast Bank Accounts

**Discussion:**

The City Commission is requested to approve the removal and update of authorized signatories associated with the City's accounts at [Seacoast Bank](#). This action is necessary to ensure that current authorized officials and staff are properly designated for banking and financial transactions on behalf of the City. The requested updates will maintain accurate banking records, support operational continuity, and ensure compliance with the City's financial administration procedures.

**Fiscal Impact:**

None.

**Possible Commission Action:**

Approve the removal and update of signature authority for the City's Seacoast Bank accounts and authorize the appropriate officials to execute all necessary banking documentation.

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

**Submitted By:** Brooke Smith

**Meeting Date:** 05/19/2026

**Subject:**

Approval of Revisions to Hurricane Re-Entry Plan and Removal of Individual Commissioner Override Capability

**Discussion:**

The City Commission is requested to review and approve revisions to the City's Hurricane Re-Entry Plan to ensure operational clarity, consistency in enforcement, and streamlined implementation for staff, law enforcement, emergency personnel, and the public. The proposed revisions include the removal of individual commissioner override capability for granting entry exceptions or Daily Pass approvals outside of the adopted re-entry procedures. The current draft re-entry plan contains language permitting exceptions and Daily Pass approvals at the discretion of an individual commissioner. The proposed revisions are intended to establish a clear chain of command and unified emergency management process consistent with the Emergency Management Director (EMD), Mayor, Police Chief, and established operational procedures outlined in the adopted Hurricane Re-Entry Program.

The revised approach is intended to:

- Ensure fair and consistent enforcement of re-entry procedures;
- Reduce confusion for city staff, law enforcement, and checkpoint personnel during emergency operations;
- Improve accountability and public transparency;
- Support efficient rollout and training for hurricane preparedness and post-storm recovery operations;

- Ensure the public-facing re-entry materials and pass procedures remain aligned with the adopted policy.

The Hurricane Re-Entry Plan and Re-Entry Pass Flyer have been updated to reflect the proposed operational procedures and eligibility requirements.

**Fiscal Impact:**

None anticipated. Existing staff and operational resources will be utilized for implementation, training, and public communication.

**Attachments:**

- Draft, Signed Cedar Key Hurricane Re-Entry Plan

**Possible Commission Action:**

Approve the revisions to the Cedar Key Hurricane Re-Entry Plan, including the removal of individual commissioner override capability, and authorize staff to implement, train, and distribute the updated procedures and public informational materials.



**Cedar Key Police Department**  
**809 6<sup>th</sup> Street / P.O. Box 339**  
**Cedar Key, FL. 32625**  
**(Office) 352-543-5180**

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## **Cedar Key Police Department Pre-Storm & Post-Storm Responsibilities and Duties**

### **I. Pre-Storm:**

The Cedar Key Police Department is expected to participate pre-storm as set forth in the Cedar Key Department of Emergency Management Section entitled "Evacuation, Bridge Closures, Re-Entry Procedures, Safety Personnel, and Re-Entry Team Responsibilities and Duties" (herein referred to as the "**Duties and Responsibilities**") which is controlled by the Emergency Management Director (the "**EMD**"). Specifically:

1. The Police Department will be part of the "**Public Safety Personnel**" (Police, Fire, EMS, and CERT) when an evacuation is called and, at the direction of the EMD, the Police Chief will coordinate the door-to-door efforts set forth in Section I, Pre-Storm, of the Duties and Responsibilities to encourage citizens to heed the directions of the County EOC and leave the island in a timely manner. Public Safety Personnel will go to every residence within the Number Four Bridge to inform them of the evacuation order, and record the name, phone number and next of kin of all occupants choosing to remain.
  2. All Cedar Key Police Department vehicles and equipment shall be secured at a safe location out of danger from any storm surge.
  3. All equipment and supplies needed to facilitate the Re-Entry Pass Program as set forth in Section III below shall be located, checked, and stored in a safe, accessible place for use immediately after the storm. For example, sufficient barricades, signage, "Pass Lane" and No-Pass Lane" signs, up-to-date alphabetical list of residents, copies of the Re-Entry Pass Program, etc.
  4. The Chief of Police shall make sure that all his officers are thoroughly trained and completely understand the Re-Entry Pass Program (Section III below) with the ability to train outside law enforcement officers who come to assist post storm.
  5. Cedar Key Police Department Officers will be placed on standby as needed for duties post-storm (See Sections II and III below).
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**II. Post-Storm:**

The Cedar Key Police Department is expected to participate post-storm as set forth in the Duties and Responsibilities which are controlled by the EMD.

Specifically:

1. The Chief of Police, if first on the scene post-storm, temporarily assumes the role of EMD until the official EMD arrives.
  2. The Cedar Key police officers are part of the Initial Re-Entry Team personnel as defined in Section I (2) of the Duties and Responsibilities and as such they shall participate in all the Re-Entry Team jobs as set forth in said Duties and Responsibilities.
  3. The Cedar Key Police shall establish the traffic control points and secure the Number Four Bridge as directed by the EMD and Section II (5) of the Duties and Responsibilities. Re-entry pass checkpoints may also be established by the Police at key intersections throughout Cedar Key as needed to enforce the Re-Entry Pass Program as set forth below in Section III.
  4. Once the EMD, in consultation with the Mayor and Police Chief, has made the decision to re-open the Number Four Bridge to Residents/Property and Business Owners as set forth in the Duties and Responsibilities, the Cedar Key Police Department is responsible for implementing and managing the Cedar Key Re-Entry Pass Program.
    - A. The City of Cedar Key Police Department will station officers at the Number Four Bridge checkpoint 24 hours a day, 7 days a week until the island is declared opened to the public.
    - B. The City of Cedar Key Police Department along with assisting agencies will patrol the Island 24 hours a day, 7 days a week.
    - C. When a City-Wide Curfew is in effect, ANYONE coming onto the Island during curfew hours will be escorted to his/her residence or business by an officer to remain there until the curfew is lifted the next morning.
  5. The Cedar Key Police shall also continue to perform their regular law enforcement duties as needed to maintain order and to protect and secure the Residents/Property and Businesses Owners and their property.
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**III. The Cedar Key Re-Entry Pass Program ("Program"):**

**1. Re-Entry Pass Program Overview:**

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- A. This Re-Entry Program is triggered only upon the official declaration of the EMD, in consultation with the Mayor and Police Chief, that the island is safe for re-entry after the Initial Re-Entry Team has completed its work.
- B. Re-entry passes enhance public safety, efficiency, and speed up the recovery process allowing passholders to be quickly identified and affording them the right to use the “Pass Lane” when entering the island to avoid long lines and delays.

**2. Order of Re-Entry:**

- A. Initial Re-Entry Team. The Initial Re-Entry Team will be composed of members of the Cedar Key Volunteer Fire Department designated by the Fire Chief's designee who will serve in his place while he is acting as the EMD, members of the Cedar Key Police Department designated by the Police Chief, members of the Cedar Key Public Works Department designated by the Public Works Department Head, members of the Cedar Key Water and Sewer District employees designated by the CKWS Manager, members of Levy County Department of Public Safety (if available), and members of CFEC (if available) (collectively the “Initial Re-Entry Team”).
- B. Cedar Key City Staff and Commissioners. Once the location of the on-island Emergency Operations Center (EOC) has been identified as ready for operations, essential City Hall administrative staff, as designated by the Mayor and City Commissioners, will be allowed re-entry at this time.
- C. Residents, and Property and Business Owners. Unless otherwise determined by the EMD, once the island has been declared safe for re-entry, the island will be open first to Residents, and Property and Business Owners (the “Residents/Property and Business Owners”) so they can assess and secure their homes, businesses, and property, and begin the recovery process. Business Owners shall be the owners of businesses physically located on owned or leased property on the island (“Business Owner”), and for purposes of this Re-Entry Pass Program, Business Owner does not include owners of mobile businesses which should be moved off island for a storm event, inner marina mobile kiosk renters, or Aquaculture Business Owners.
- D. Aquaculture Business Owners. Unless otherwise determined by the EMD, once the island has been opened to Residents/Property and Business Owners, and the EMD has declared that at least one on-island boat ramp is functional for boat launching, the island will be open to non-resident aquaculture business owners towing an aquaculture work boat and entering the island to launch their boats for work purposes only (the “Aquaculture Business Owners”). Aquaculture Business Owners will be granted Daily Passes to gain entrance to the island using the process set forth in Section III (10) below.
- E. Contractors/Helpers. Contractors and Helpers will be able to enter the island by obtaining daily passes once the EMD, Police Chief, and Mayor make the decision to do so. This decision will be based on whether residents/property owners and business owners have had ample time and opportunity to assess and secure their property. For purposes of this Program, Helpers are those

volunteers who are coming onto the island at the request of a Resident/Property and Business Owner, to secure and/or mitigate damage to their property before the island is open to general public volunteers, etc. (the "Helpers")

- F. Non-Governmental Disaster Relief Agencies / Press. Non-Governmental Disaster Relief Organizations and the Press will be allowed on the island with Daily Passes after coordinating with City Hall personnel for entry, subject to the discretion and approval of the Mayor.

**3. Re-Entry Pass Eligibility:**

- A. Residents and Property Owners. Every Cedar Key resident or property owner is eligible to receive one Re-Entry Pass each year for free. If more than one person lives at an on-island residence, additional passes may be obtained without charge provided the requirements set forth in Section III (7) are met.
- B. On-Island Business Owners - Business Owners may receive up to two Re-Entry Passes without charge. However, if a Business Owner is also a resident, the Business Owner may only obtain one additional Re-Entry Pass.
- C. Aquaculture Business Owners Aquaculture Business Owners are not eligible for Re-Entry Passes but may be granted a Daily Pass to enter the island. See Section III(2)(D) for who qualifies as an Aquaculture Business Owner and Section III(10)(H) for the process.

**4. When To Obtain your Re-Entry Pass And Pass Characteristics:**

Eligible parties must obtain a new Re-Entry Pass sticker every year. The new yearly sticker shall be placed over the previous year's sticker on the existing Re-Entry Pass. The color of the Re-Entry Pass sticker will change yearly. Re-Entry Passes will be issued with an alpha-numeric code that includes the first 3 letters of the last name of the person who will be using the pass (as given in the passholder's driver's license) and then an identifying number, e.g. SMI147.

**5. Where To Obtain Your Yearly Re-Entry Pass:**

- A. In Person - Passes may be obtained at City Hall at any time throughout the year, up to the closing of City Hall for a storm event. City Hall is located at 809 6<sup>th</sup> Street, Cedar Key, FL 32625.
- B. By Mail - Residents may request to receive passes via mail for an additional fee by calling (352-543-5132) or emailing City Hall, and providing the necessary verification documents to [cityhall@cedarkeyfl.us](mailto:cityhall@cedarkeyfl.us).

**6. Documentation Needed To Obtain A Re-Entry Pass:**

- A. Definition of Current Documents. All documents required below must be "current" which means: (a) for a government issued identification, the document must be valid and unexpired, (b) for documents from a utility, the bill presented must not be older than three (3) months from the date re-entry is sought, (c) for a tax record, the document must be for the most recent tax year, and (d) for a rental agreement, the leased location

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(address) must be within the Number Four Bridge and the leased term must include the date re-entry is sought.

- B. Property Owners:**
  - a. A government issued picture ID with an address within the Number Four Bridge, and his/her license plate number; OR
  - b. A government issued picture ID *and* a utility bill, deed, mortgage statement, or tax records for a home or business with an address inside the Number Four Bridge; his/her license plate number.
- C. Residents or business owners who rent a property inside the Number Four Bridge:**
  - a. A government issued picture ID with an address located within the Number Four Bridge; his/her license plate number; OR
  - b. A government issued picture ID *and* a utility bill and/or rental agreement for address located within the Number Four Bridge; his/her license plate number.
- D. Businesses owners who rent may also use:**
  - a. A government issued picture ID *and* their company's Sunbiz.org registration that lists a location within the Number Four Bridge, and the name of the listed Business Owner/director/president matches the name on the person's government issued ID; his/her license plate number.

- 7. Residents/Property and Business Owners wanting a second pass:**
  - A. Must provide a copy of the government issued picture ID of the employee or resident family member who will be using the Re-Entry Pass after a storm event (the first three letters of the last name of the designated pass user will be used on their pass and is only intended for his/her use); his/her license plate number.
  - B. Additional Passholders must also provide a current vehicle registration (a) with a matching registered address within the Number Four Bridge; and (b) with a license plate number that is different from those of all other Re-Entry Passholders living at the same address.
  - C. Business Owners may only obtain one additional pass.
  - D. Business Owners must apply for the Re-Entry Pass on behalf of their employee being issued the second pass.

- 8. Enforcement of Re-Entry Passes:**
  - A. Checkpoints will be setup at the Number Four bridge and if needed at key intersections throughout Cedar Key. The Number Four Bridge checkpoint will have two lanes to enter the island – a "Pass Lane" and a "No Pass Lane".
  - B. Anyone without a valid pass or those picking up a Daily Pass at the Number Four Bridge must use the "No Pass" lane.
  - C. Entry in the Pass Lane, and clearance at all on-island checkpoints (or anytime Re-Entry Pass verification is requested by law enforcement), require the presentation of a valid Re-Entry Pass and a current government issued state ID of a person in the vehicle whose last name matches the three letters on the Re-Entry Pass.

- D. Confiscation of Passes: If a Re-Entry Pass does not match the first three letters on the current government issued state ID of someone in the vehicle, then the Re-Entry Pass will be confiscated by law enforcement and the vehicle will be re-directed to the “No Pass” line or escorted off the island, as applicable.

**9. Entry Without a Valid Pass (“No Pass Line”):**

- A. Residents/Property and Business owners seeking entry to the island without a valid Re-Entry Pass must use the “No Pass” line at the re-entry point on the Number Four Bridge.
- B. Entry WITHOUT Pass but WITH Proof of Residency/Property or Business Ownership:
- i. Provide the same document(s) and ID as required to obtain a Re-Entry Pass (see Section III (6) above). These documents may be hard copies or shown to the officer via phone or computer screen; and
  - ii. Personnel manning the “No Pass” line must verify that the address is an address within the Number Four Bridge.
  - iii. Residents/Property and Business Owners who enter via these documents will be given a Daily Pass and instructed to go to City Hall to obtain a valid Re-Entry Pass.
- C. Entry WITHOUT Pass and WITHOUT Proof of Residency/Property or Business ownership:
- i. Vehicles without a Re-Entry Pass and without the required proof of residency or property/business ownership will be denied entry except as set forth in Section III (10) below.
  - ii. Any exception to entry without a pass and without proof of residency/property or business ownership that is not otherwise expressly set forth in this Re-Entry Pass Program must be approved by a City Commissioner in his/her discretion.
  - iii. If approval is granted by a Commissioner, a Daily Pass will be provided to the Resident/Property and Business Owner as set forth in Section III (10) below.

**10. Entry Using a Daily Pass:**

- A. A “Daily Pass” may be requested from City Hall by Residents/ Property and Business Owners for Contractors and/or Helpers he/she hires or otherwise engages to help secure property or otherwise mitigate damage and loss to property/business.
- B. Information needed to obtain Daily Pass from City Hall:
- i. The name on the third-party *driver’s* government issued photo ID;
  - ii. The date for which entry with a Daily Pass is being requested;
  - iii. The address where the Contractor or Helper will be working that day (verified as an on-island address); and
  - iv. The license plate number of the vehicle gaining entry.
- C. The required Daily Pass information shall be written on the Daily Pass by the granting officer at the Number Four Bridge.


- D. Daily Pass holders shall keep their Daily Pass on the upper left of their vehicle's dashboard, information facing upward, while on island.
- E. City Staff will maintain the list of authorized Daily Pass holders and will make the list available to checkpoint personnel via electronic means whenever possible, and/or hardcopy. City Staff shall update the list with new Daily Pass requests throughout the day as possible. Law enforcement personnel shall pick up the updated Daily Pass list each morning, and as necessary when electronic update not possible, and shall distribute it to all checkpoints.
- F. A Daily Pass may also be provided by personnel manning the "No Pass" lane at the Number Four Bridge based on approval from City Commissioners or when otherwise explicitly provided for in this Re-Entry Pass Program.
- G. Personnel working the "No Pass" lane must check with City Staff prior to refusing to issue a Daily Pass to a name listed on the updated Daily Pass list.
- H. Daily Pass for Aquaculture Business Owners: Drivers requesting entry at the Number Four Bridge who produce a valid state issued Aquaculture AQ Card (see attached photo) AND who are towing a work boat to be launched at an on-island boat ramp for daily aquaculture work, will be issued a Daily Pass by bridge personnel. Daily Passes may not be issued under this Paragraph H to Aquaculture Business Owners or others for recreational purposes or purposes other than aquaculture work.
- I. Daily Passes may be checked randomly by law enforcement and/or at established checkpoints on the islands to ensure proper use of the passes.
- J. Residents/Property and Business Owners who enter via a Daily Pass as set forth herein shall be instructed by the issuing officer to go directly to City Hall to obtain a valid Re-Entry Pass.

**11. Lost or Stolen Passes:**

- A. Re-Entry Passes must be reported lost or stolen to City Hall immediately upon discovery.
- B. A duplicate Re-Entry pass may be issued with a new alpha-numeric code for a fee of \$30.00.
- C. If a Re-Entry Pass is confiscated at the Number Four Bridge because it was used by an ineligible person, and if the pass alpha-numeric code had not previously been reported to the City as lost or stolen, the passholder will have to pay a \$50.00 fine before the pass will be returned to him/her or before a new pass will be issued to him/her the next year. Said fine shall be in addition to the replacement pass fee when a replacement pass is necessary.
- D. Fines may be waived by a City Commissioner in their discretion for extenuating circumstance.

DULY ADOPTED AT A PUBLIC HEARING THIS 16TH DAY OF SEPTEMBER, 2025

City of Cedar Key, Florida,

  
Jeff Webb, Mayor

Attest:

  
Jennifer Sylvester, Interim City Clerk

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

**Submitted By:** Brooke Smith

**Meeting Date:** 05/19/2026

**Subject:**

Selection of Vendor for Gulf Boulevard Nature-Based Solutions Feasibility Study

**Discussion:**

The City Commission is requested to review the submitted Statements of Qualifications received in response to RFQ No. 2026-02 for the Feasibility Study for Nature-Based Flood Mitigation Solutions along Gulf Boulevard, State Road 24, and J Street. The project is funded through the Florida Department of Environmental Protection Resilient Florida Grant Program and includes evaluation of nature-based flood mitigation strategies to address recurring flooding along critical evacuation and transportation corridors within the City of Cedar Key. The project scope includes hydrologic and hydraulic analysis, evaluation of flooding and sea level rise impacts, conceptual mitigation alternatives, stakeholder coordination, and development of implementation strategies for future resilience and funding opportunities.

The City received qualification packages from:

- WSP USA, Inc.
- Halff Associates, Inc.

Both firms demonstrated extensive experience in coastal resiliency, hydrologic and hydraulic modeling, living shorelines, nature-based infrastructure, and grant-funded resilience projects. Submitted qualifications highlighted prior work in Cedar Key and similar coastal communities, including living shoreline projects, resilience planning, and flood mitigation initiatives.

Commission discussion and selection is requested to determine the most qualified vendor to provide professional services for the feasibility study and authorize staff to proceed with contract negotiations consistent with the RFQ and grant requirements.

**Fiscal Impact:**

The feasibility study project is funded through the Florida Department of Environmental Protection Resilient Florida Grant Program in the amount of \$200,000, including \$190,000 allocated for contractual feasibility study services and \$10,000 for project administration.

**Attachments:**

- RFQ No. 2026-02 – Feasibility Study for Nature-Based Flood Mitigation Solutions
- WSP USA, Inc. Statement of Qualifications
- Halff Associates, Inc. Statement of Qualifications
- DEP Grant Work Plan Agreement No. 26PLN55

**Possible Commission Action:**

Select the preferred vendor for the Gulf Boulevard Nature-Based Solutions Feasibility Study and authorize staff and the City Attorney to negotiate and finalize an agreement consistent with RFQ No. 2026-02 and applicable grant requirements.

CITY OF CEDAR KEY, FLORIDA  
REQUEST FOR QUALIFICATIONS (RFQ)  
RFQ No.: 2026-02

FEASIBILITY STUDY FOR NATURE-BASED FLOOD MITIGATION SOLUTIONS ALONG GULF  
BOULEVARD, STATE ROAD 24, AND J STREET

Issue Date: April 22, 2026

Submittal Deadline: May 8, 2026 at 2 PM (UPDATED DATE FOR SUBMITTAL EXTENDED TO  
FRIDAY, May 15, 2026 AT 2 PM)

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## 1. INTRODUCTION

The City of Cedar Key, Florida (“City”) is requesting Statements of Qualifications from qualified firms to provide professional services for a feasibility study to evaluate nature-based solutions that reduce flood risk, improve resilience, and restore hydrologic connectivity along critical transportation and evacuation corridors within the city.

This project is supported through funding partnerships that include The Nature Conservancy and Florida Communities Trust and is intended to advance conservation, resilience, hazard mitigation, and public benefit objectives. The selected firm will be expected to provide technical, environmental, planning, and coordination services necessary to produce an actionable feasibility study that can guide future project development, funding, permitting, and implementation.

The city seeks firms with demonstrated expertise in coastal resilience, hydrologic and hydraulic analysis, environmental restoration, nature-based infrastructure, and grant-funded project delivery in Florida, preferably in rural and coastal communities.

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## 2. PROJECT OVERVIEW

The City of Cedar Key is a low-lying, coastal community that faces recurring flooding impacts from heavy rainfall, tidal influence, storm surge, and changing coastal conditions. Flooding along Gulf Boulevard, State Road 24, and J Street affects public safety, mobility, and the resilience of critical routes relied upon by residents, visitors, and emergency responders.

The purpose of this project is to evaluate nature-based and hydrologically compatible flood mitigation strategies that can reduce risk while preserving and enhancing the natural systems that support Cedar Key’s ecological and community character.

The selected firm shall develop a feasibility study that will:

1. Identify and assess flooding risks affecting Gulf Boulevard, State Road 24, J Street, and related areas of concern.
2. Evaluate existing drainage patterns, infrastructure constraints, and opportunities to restore or improve hydrologic connectivity.
3. Analyze nature-based and green infrastructure solutions that enhance resilience, reduce flood impacts, and support environmental stewardship.
4. Provide an actionable, data-driven feasibility study that identifies preferred alternatives and supports future implementation, funding applications, permitting, and design advancement.

The study must incorporate coastal resilience principles, protect natural resources, and align with local, regional, and statewide priorities for conservation, climate adaptation, hazard mitigation, and public benefit.

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### 3. SCOPE OF SERVICES

The selected firm shall provide all professional services, labor, materials, travel, technical support, and coordination necessary to complete the feasibility study. Services shall include, but are not limited to, the following tasks.

#### Task A. Project Initiation and Coordination

The selected firm shall:

- Conduct a kickoff meeting with City staff and relevant stakeholders.
- Prepare a detailed project management plan and schedule.
- Establish communication protocols and coordination procedures.
- Coordinate with the City, funding partners, and other relevant agencies or entities throughout the project.
- Provide regular progress updates and status reports.

#### Task B. Existing Conditions Assessment and Data Collection

The selected firm shall:

- Review and compile all reasonably available existing data relevant to the study area, including but not limited to FEMA mapping, topographic information, drainage and infrastructure information, stormwater data, tidal data, sea level rise information, land use data, environmental resources, and prior studies.
- Conduct field verification sufficient to support evaluation of site conditions and flood vulnerabilities.
- Identify vulnerable areas, constraints, and opportunities associated with flooding and hydrologic conditions.
- Document the process and methodology used to collect, review, and assess data.
- Provide the City with copies of all data collected, generated, or compiled for purposes of the feasibility study, subject to applicable licensing restrictions clearly disclosed by the consultant.

#### **Task C. Hydrologic and Hydraulic Analysis**

The selected firm shall:

- Perform hydrologic and hydraulic analyses sufficient to understand existing and future flood conditions affecting the study area.
- Evaluate the effects of rainfall, tidal influence, storm surge, and other relevant coastal or watershed conditions.
- Analyze opportunities to restore or improve hydrologic connectivity where such restoration may reduce flooding or improve system performance.
- Assess existing conditions and future scenarios, including changes that may influence resilience over time.
- Clearly identify assumptions, methodologies, limitations, and any data gaps affecting the analysis.

#### **Task D. Development and Evaluation of Nature-Based Alternatives**

The selected firm shall identify and evaluate nature-based and green infrastructure alternatives appropriate for Cedar Key's coastal setting. Alternatives may include, but are not limited to:

- Living shorelines
- Wetland, marsh, or coastal habitat restoration
- Oyster reef restoration

- Green stormwater infrastructure
- Drainage improvements that support hydrologic restoration
- Other nature-based or hybrid resilience strategies appropriate to the site

For each alternative considered, the selected firm shall evaluate, as applicable:

- Technical feasibility
- Flood reduction potential
- Environmental and ecological benefits
- Compatibility with site conditions and natural systems
- Constructability and maintenance considerations
- Relative cost and lifecycle considerations
- Regulatory and permitting considerations
- Community benefit and public value

#### Task E. Benefit-Cost and Impact Analysis

The selected firm shall:

- Develop planning-level cost estimates for alternatives and recommended solutions.
- Evaluate expected benefits, including flood risk reduction, resilience enhancement, ecosystem benefits, and community impacts.
- Consider lifecycle implications, maintenance considerations, and long-term sustainability.
- Describe how proposed alternatives support public safety, natural resource protection, and community resilience.

#### Task F. Stakeholder and Public Engagement

The selected firm shall:

- Develop and implement a stakeholder engagement approach appropriate to the project.
- Conduct a minimum of two stakeholder/public engagement meetings during the study period, unless otherwise approved in writing by the city.

- Coordinate with City staff regarding outreach, meeting materials, and public communication.
- Document stakeholder and public input received and describe how that input informed the feasibility study.

#### Task G. Preferred Alternative and Conceptual Recommendations

The selected firm shall:

- Identify and recommend preferred alternative(s) based on the results of the technical evaluation and stakeholder engagement.
- Prepare conceptual-level plans, exhibits, maps, and graphics sufficient to communicate the recommended approach.
- Provide planning-level cost estimates for the recommended solution(s).
- Outline next steps for implementation, including potential permitting, design advancement, grant funding, phasing, and other considerations.

#### Task H. Final Feasibility Report

The selected firm shall prepare and submit a final feasibility report that includes, at a minimum:

- Executive summary
- Description of study area and project purpose
- Existing conditions and flood risk findings
- Data collection methodology and process
- Summary of data sources and any data gaps
- Description of entities and stakeholders engaged during the process
- Hydrologic and hydraulic analysis summary
- Alternatives considered and evaluation results
- Recommended alternative(s)
- Conceptual exhibits, maps, and graphics
- Planning-level cost estimates
- Implementation strategy and recommended next steps

- Technical appendices and supporting documentation

The final report shall be suitable for use by the City in future planning, grant applications, permitting coordination, project prioritization, and advancement to later phases of work.

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#### 4. PROJECT BUDGET

The total project budget associated with this solicitation shall not exceed \$190,000.00 for professional services related to the feasibility study scope described herein.

If the City has a separate administrative budget associated with grant administration, reporting, invoicing, or other owner-side compliance functions, such costs are not included in this RFQ unless it is specifically authorized by the city in writing. Respondents shall base their qualifications and any subsequent scope negotiation on the professional services necessary to complete the feasibility study and associated deliverables described in this RFQ.

The City reserves the right during negotiations to refine the final scope, deliverables, schedule, and compensation consistent with available funding and grant requirements.

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#### 5. FUNDING AND PROGRAM ALIGNMENT

This project is intended to support objectives associated with resilience, conservation, public benefit, and sustainable land use. The selected firm must demonstrate an understanding of and ability to support the following priorities:

- Protection and restoration of natural resources and natural hydrology
- Use of nature-based and green infrastructure solutions
- Flood risk reduction and climate resilience
- Public benefit, public safety, and community impact
- Sustainable land use and environmental stewardship
- Actionable outcomes that support future implementation and funding readiness

The selected firm shall also be prepared to coordinate its work and deliverables in a manner consistent with applicable grant requirements, funding conditions, and documentation expectations.

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## **6. MINIMUM QUALIFICATIONS**

To be considered responsive, firms must demonstrate the following minimum qualifications:

- 1. Experience in coastal engineering, environmental planning, resilience planning, water resources, or closely related disciplines.**
- 2. Demonstrated expertise in hydrologic and hydraulic analysis relevant to coastal or flood-prone environments.**
- 3. Experience evaluating or designing nature-based solutions, ecosystem restoration strategies, or green infrastructure approaches.**
- 4. Familiarity with Florida permitting, grant-funded projects, and regulatory coordination.**
- 5. Successful completion of similar feasibility studies or planning efforts of comparable scope and complexity.**

Preference may be given to firms with experience in rural, coastal, and Gulf coast communities and those with demonstrated familiarity with resilience projects funded through Florida state, federal, or conservation-related programs.

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## **7. SUBMITTAL REQUIREMENTS**

Respondents shall submit one complete Statement of Qualifications containing the following information in the order listed below:

### **1. Cover Letter**

Include:

- Name of firm**
- Address, telephone number, and email**
- Name and title of authorized representative**
- Brief statement of interest and understanding of the project**
- Signature by an authorized representative of the firm**

### **2. Firm Qualifications and Experience**

Include:

- Overview of the firm**

- Description of the firm's qualifications relevant to this project
- Relevant project experience, including at least three (3) similar projects
- Experience in Florida and in coastal or rural settings, if applicable

### 3. Project Team and Key Personnel

Include:

- Identification of project manager and key staff
- Roles and responsibilities of team members
- Resumes or qualifications summaries of key personnel
- Identification of subconsultants, if any, and their roles

### 4. Project Approach and Methodology

Include:

- Understanding of the project and study area
- Proposed approach to completing the scope of work
- Technical methods for data collection, analysis, and alternative evaluation
- Approach to stakeholder and public engagement
- Approach to identifying actionable next steps for implementation

### 5. Experience with Nature-Based Solutions

Include specific examples of the firm's experience with:

- Living shorelines
- Wetland, marsh, or hydrologic restoration
- Oyster reef restoration
- Green stormwater infrastructure
- Other nature-based resilience strategies

### 6. Experience with Grant-Funded and Compliance-Driven Projects

Include:

- Experience with Florida Communities Trust, The Nature Conservancy, FDEP, FEMA, or similar funding or compliance frameworks
- Experience managing documentation, reporting, deliverables, and grant-related requirements

## 7. References

Provide a minimum of three (3) professional references for projects of similar type, scope, or complexity. Include:

- Contact name
- Title
- Organization
- Telephone number
- Email address
- Brief project description

## 8. Required Forms and Certifications

Include any required certifications, licenses, acknowledgments, or forms identified by the City in the procurement package or requested during the process.

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## 8. EVALUATION CRITERIA

Statements of Qualifications will be evaluated based on the following criteria:

- Relevant Experience and Qualifications – 30%
- Project Approach and Understanding – 25%
- Experience with Nature-Based Solutions – 20%
- Project Team and Capacity – 15%
- Grant Experience and Compliance Capability – 10%

The City reserves the right to request clarifications, additional information, or supplemental materials from any respondent.

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## 9. SELECTION PROCESS

The selection process may include the following steps:

1. Review of submittals for responsiveness and minimum qualifications.
2. Evaluation and ranking of qualified firms based on the criteria set forth in this RFQ.
3. Shortlisting of the highest-ranked firms, if determined necessary by the city.
4. Interviews or presentations, if determined necessary by the city.
5. Negotiation of scope, deliverables, schedule, and compensation with the highest-ranked firm.
6. Recommendation for award and approval by the appropriate City authority, if required.

If the City is unable to successfully negotiate an agreement with the highest-ranked firm, the City may terminate negotiations and proceed to the next highest-ranked firm.

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## 10. SUBMITTAL INSTRUCTIONS

Submittals must be received no later than the deadline identified above and delivered to:

City of Cedar Key

Attn: City Clerk

P.O. Box 339

Cedar Key, FL 32625

Email: [cityclerk@cedarkeyfl.us](mailto:cityclerk@cedarkeyfl.us)

Late submittals may be rejected and not considered.

Submittals shall be clearly marked with the RFQ title and number.

There is no pre-bid or pre-submittal conference currently scheduled for this solicitation unless later announced by the city.

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## 11. TERMS AND CONDITIONS

1. The City reserves the right to reject any or all submittals, waive minor informalities or irregularities, and accept the submittal deemed to be in the best interest of the City.
2. This RFQ does not commit to the City to award a contract, pay any costs incurred in the preparation of a response, or procure or contract for any services.

3. All costs associated with preparation and submission of a response are the sole responsibility of the respondent.
4. The selected firm will be required to enter into a formal written agreement with the City.
5. The selected firm shall comply with all applicable federal, state, local, and grant-related requirements.
6. To the extent applicable, the selected firm shall be required to accept and comply with all funding-related provisions, contractual flow-down requirements, reporting obligations, documentation standards, and other grant conditions imposed on the City by the funding source(s).
7. The city may cancel, revise, or reissue this solicitation at any time.
8. The City Clerk shall serve as the City's point of contact for this procurement and, if awarded, for contract administration coordination unless otherwise designated by the City.

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## 12. QUESTIONS AND POINT OF CONTACT

All questions regarding this RFQ shall be directed in writing to:

Brooke Smith, City Clerk  
City of Cedar Key  
Email: [cityclerk@cedarkeyfl.us](mailto:cityclerk@cedarkeyfl.us)  
Phone: 352-543-5132

Respondents shall not contact elected officials, review committee members, or other City personnel regarding this solicitation except through the designated point of contact unless authorized by the City.



City of Cedar Key

**FEASIBILITY STUDY FOR NATURE-BASED  
FLOOD MITIGATION SOLUTIONS ALONG GULF  
BOULEVARD, STATE ROAD 24, AND J STREET**

RFQ No. 2026-02 / May 15, 2026

**STATEMENT OF QUALIFICATIONS**

# 00

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May 15, 2026

Brooke Smith, City Clerk  
Submitted via email: cityclerk@cedarkeyfl.us

## RE: Feasibility Study for Nature-Based Flood Mitigation Solutions along Gulf Boulevard, State Road 24, and J Street

Dear Ms. Smith,

WSP USA, Inc. (WSP) is excited to collaborate with the City of Cedar Key on developing nature-based flood mitigation methods that both enhance essential evacuation routes and preserve the city's unique coastal character. Our team offers experience from similar rural projects, solid grant expertise to support future funding opportunities, and valuable local knowledge gained through previous work and specialized training. We will deliver a targeted feasibility study outlining a practical and effective plan for moving forward.

### WHY WSP?

- **PROVEN SUCCESS IN RURAL SETTINGS:** Implementing nature-based solutions in rural communities presents a distinct mix of constraints and opportunities. Limited local resources and funding can shape project scope and phasing, while reduced land-use pressure can enable larger-scale approaches. WSP brings **more than seven years** of experience with **living shoreline projects in rural areas of the Florida Panhandle**, including Franklin-98 and County Road 30A. That experience informs an efficient, practical approach that moves from targeted data collection to feasible design options tailored to Cedar Key's needs and available resources.
- **GRANT EXPERTISE THAT ADVANCES IMPLEMENTATION:** The feasibility study serves as more than a foundation for final design, it is a strategic tool for competitive grant applications. WSP brings a strong track record in federal funding, with **\$53.75 billion in grants and loans** secured since 2009 across coastal resilience and green infrastructure initiatives. Our **early coordination with the City of Cedar Key in August 2025** helped frame potential funding pathways and set clear expectations for integrating grant strategy from the outset. Grant specialists will work alongside the technical team from Day 1 to strengthen applications and improve the likelihood of securing funding for future phases.
- **DEEP LOCAL INSIGHT:** WSP brings **firsthand knowledge of the Cedar Key area** through direct involvement in the city's **Living Shoreline Project**. In addition, **three team members completed the University of Florida's 2026 Florida Master Naturalist Program, Coastal Restoration Course, which included fieldwork conducted in Cedar Key**. This local insight informs context-responsive solutions, clear coordination with local stakeholders, and alignment with regulatory requirements, strengthening project outcomes from planning through implementation.

WSP understands that the City of Cedar Key is seeking a feasibility study focused on addressing recurring flooding along Gulf Boulevard, State Road 24, and J Street within a low-lying coastal environment influenced by rainfall, tidal conditions, and storm surge. The study calls for a comprehensive, data-driven evaluation of flood risk, existing drainage patterns, and infrastructure constraints, alongside opportunities to restore or enhance hydrologic connectivity. This effort integrates hydrologic and hydraulic (H&H) analysis with site-specific environmental considerations to characterize current and future flooding conditions and to clearly document methodologies, assumptions, and data gaps.

WSP is prepared to remain engaged beyond the feasibility study and to work collaboratively with the City and its stakeholders to advance this project toward implementation. That continued coordination is intended to help translate planning decisions into long-term resilience benefits for the Cedar Key community.

Respectfully,

WSP USA Inc.



**Brenda A. Powell** (Authorized Signatory)  
Senior Vice President, Local Business Leader  
brenda.powell@wsp.com  
(850) 629-3884 (p) | 850-491-7329 (m)



**William "Will" Mather**  
Associate Environmental Scientist  
will.mather@wsp.com  
(575) 200-6735 (m)

## FIRM QUALIFICATIONS AND EXPERIENCE

### FIRM OVERVIEW

Gulf Boulevard, State Road 24, and J Street are critical evacuation and access routes that are increasingly exposed to tidal flooding, storm surge, sea level rise, and hydrologic disconnect between uplands and coastal marsh systems. WSP brings a **Florida-based, coastal and water-resources practice** with direct experience in Cedar Key and throughout the Gulf and Atlantic coasts, focused on nature-based flood mitigation, H&H analysis, and feasibility-level planning that supports funding, permitting, and implementation. Our portfolio includes **living shoreline design and construction in Cedar Key and other rural areas in the Florida Panhandle**, large-scale coastal resilience and roadway vulnerability studies in **Franklin and Monroe County**, watershed management and flood mitigation planning across Florida, and Federal Emergency Management Agency (FEMA) and grant-driven H&H and benefit cost analyses.

WSP is a global professional services firm with extensive environmental, water, and coastal engineering expertise, including **more than six decades** of continuous operations in Florida and **more than 1,000 professionals** statewide. In Florida, WSP's network of offices, shown in **Figure 2.1**, allows rapid deployment of coastal, stormwater, surveying, ecological, and H&H specialists to rural Gulf Coast communities such as Cedar Key. WSP has developed a large environmental and water practice with proven experience in:

- Climate change vulnerability assessment and adaptation/resiliency planning for municipalities and government agencies.
- Stormwater engineering, watershed master planning, and flood mitigation studies integrating H&H modeling with water quality, habitat, and resilience objectives.
- Coastal engineering, shoreline restoration, and nature-based solutions such as living shorelines, marsh creation, and oyster reef restoration.
- FEMA Risk MAP, floodplain mapping, and benefit cost-oriented studies that support hazard mitigation, funding applications, and regulatory compliance.
- Grant strategy, application development, and administration for resilience and coastal restoration projects through programs such as the National Fish and Wildlife Foundation (NFWF), Florida Department of Environmental Protection (FDEP), National Oceanic and Atmospheric Administration (NOAA), FEMA, U.S. Department of Housing and Urban Development Community Development Block Grant – Disaster Recovery (HUD CDBG-DR), and the Resources and Ecosystems Sustainability, Tourist Opportunities, and Revived Economies of the Gulf Coast States Act (RESTORE Act).

This combination of local presence, Florida-specific regulatory knowledge, and national technical depth positions WSP to deliver a thorough, implementable feasibility study for nature-based flood mitigation within the stated budget and schedule.

#### WSP at a Glance

**83,000**

Worldwide Staff Resources

**1,000+**

Florida-Based Staff Resources

**23,000**

U.S.-Based Staff Resources

**20**

Florida Office Locations

**4,400**

U.S.-Based Environmental Staff Resources

**400**

Florida-Based Environmental Staff Resources

**400**

U.S. Office Locations

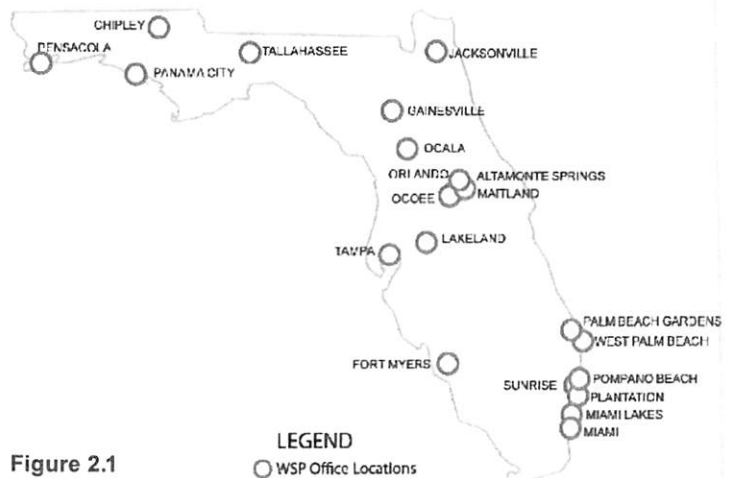


Figure 2.1

### Quality Assurance/Quality Control (QA/QC)

WSP applies a disciplined, repeatable quality management approach that aligns with the City's expectations for consistency, accountability, and regulatory compliance. Our Quality Management System is founded on ISO 9001:2015 Quality Management Principles and provides a documented, continuous framework that guides both service delivery and organizational performance.



Figure 2.2

As illustrated in **Figure 2.2**, this framework integrates quality planning, review, and improvement activities across all phases of work, establishing clear roles, defined review procedures, and documented controls that promote reliable outcomes.

### What WSP offers the City of Cedar Key

- **RELEVANT FLORIDA COASTAL AND RURAL GULF EXPERIENCE:** including completed living shoreline projects in Cedar Key and large-scale hydrologic restoration and roadway resilience efforts in coastal counties with similar low-lying conditions and funding constraints.
- **DEMONSTRATED H&H EXPERTISE:** addressing rainfall, tidal influence, storm surge, and sea-level rise (SLR) within transportation and evacuation corridors, supported by advanced coastal and H&H modeling tools appropriate for feasibility-level analysis.
- **PROVEN APPLICATION OF NATURE-BASED AND HYBRID SOLUTIONS:** including living shorelines, marsh and wetland restoration, oyster reefs, green stormwater infrastructure, and hydrologic connectivity improvements designed to reduce flood risk while protecting roads, communities, and coastal ecosystems in Florida.
- **FEASIBILITY-LEVEL PLANNING AND BENEFIT-COST CAPABILITY:** that translates technical analysis into prioritized, defensible, and fundable conceptual alternatives suitable for agency review, grant applications, and future design and implementation.
- **EXTENSIVE EXPERIENCE COORDINATING WITH FUNDING PARTNERS AND AGENCIES:** including Florida state agencies and federal programs such as the NFWF, NOAA, FDEP, and regional planning councils.

This experience is directly applicable to coordination with The Nature Conservancy (TNC), Florida Communities Trust (FCT), and other partners supporting Cedar Key initiatives.

## FIRM QUALIFICATIONS

WSP's coastal engineering expertise covers all corners of the United States and all aspects of coastal restoration. From the Great Lakes through Florida's Gulf to the Pacific Coast, WSP has conducted advanced three-dimensional analyses, established and collected essential environmental data, developed comprehensive restoration designs, provided both first-party and third-party construction and monitoring support, and executed site operation and maintenance plans to evaluate project outcomes in relation to client objectives.

### Coastal Experience

WSP's coastal expertise can be divided into **four areas of expertise:**

1. **Metoccean, Hydrodynamic, and Sediment Transport and Dispersion Analyses**
  - Instrumentation, field data collection, monitoring using WSP-owned acoustic doppler current profilers (ADCPs), buoys, and other coastal equipment
  - Metoccean studies and water level/wind analysis
  - Wave generation/propagation simulation
  - Wave diffraction and agitation simulation in harbors
  - Wave run-up and overtopping simulation
  - Hydrodynamic and circulation simulation
  - Near-field/plume dispersion simulation and diffuser design
  - Far-field dispersion and erosion/sedimentation simulation
  - Dredging and dumping near-field simulation
  - Coastal geomorphological studies and shoreline development/restoration simulation
2. **Living Shorelines and Coastal Restoration**
  - Natural and nature-based shoreline (NNBS) technique implementation
  - Extensive internal database of NNBS techniques, success stories, lessons learned, costs, benefits, and suppliers
  - Artificial oyster reef living shorelines monitoring and implementation
  - Long-term monitoring of projects with NNBS restoration components
  - Construction drawings and specifications development
  - Bid support and first- and third-party construction oversight

### 3. Coastal Structures

- Design of seawalls revetments, causeways/groins, and breakwaters
- Investigation and design of dune toe/scour, and beach design
- Physical (scale) model testing to verify/optimize design
- Bid and construction support
- Condition assessment and repair/modification design, including development of mitigation measures to improve resistance and resiliency

### 4. Coastal Resiliency

- Coastal resiliency assessment
- Climate change vulnerability risk evaluation
- Hurricane/cyclone simulations
- Tsunami propagation simulation
- Coastal flooding simulation and mitigation measure development

## Regulatory Permitting

WSP maintains established working relationships with regulatory agencies across Florida, including the FDEP, the U.S. Army Corps of Engineers (USACE), and regional water management districts. These connections, combined with our team's public-sector experience, strengthen coordination with regulatory reviewers and compliance staff throughout the permitting process. Our professionals understand the governing regulatory frameworks and permitting pathways that shape project approvals.

This knowledge allows us to anticipate requirements, respond efficiently to agency feedback, and help keep permit reviews moving forward. We approach permitting as a coordinated, collaborative effort. Our team prepares permit applications, supporting technical documentation, and agency comment responses while maintaining direct communication with regulatory staff to promote efficient review. We also stay closely engaged with state and federal regulatory developments, tracking statutory and legal updates that influence permitting strategies.

## KEY PERSONNEL SPOTLIGHT



**Deputy Project Manager** Krista Slyter brings 10 years of public-sector experience with Florida regulatory agencies, including three years with the FDEP and seven years with the Florida Fish and Wildlife Conservation Commission (FWC). She maintains established professional relationships with agency staff, including personnel at FDEP. Under the City's contract, WSP would apply Krista's agency-specific regulatory experience and familiarity with permitting processes to coordinate effectively with regulators and promote efficient review, where appropriate.

When regulatory responsibilities shift, we adapt quickly. For example, when federal wetland jurisdiction transitioned from FDEP back to USACE, our team adjusted coordination protocols and documentation approaches to maintain project schedules and keep clients informed. In addition to permitting, WSP assists clients with identifying applicable funding opportunities and aligning project development with grant program requirements, where appropriate.

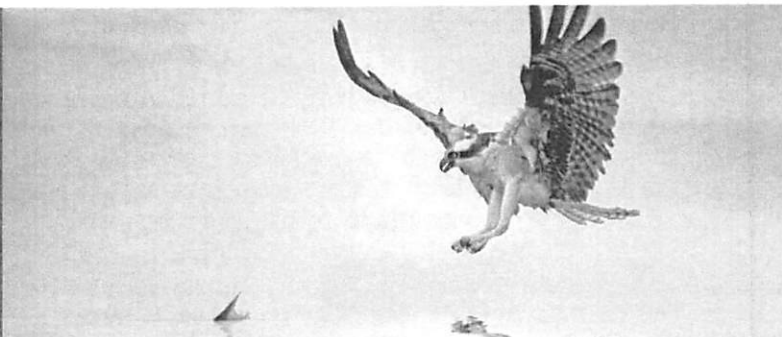
## Site Assessment

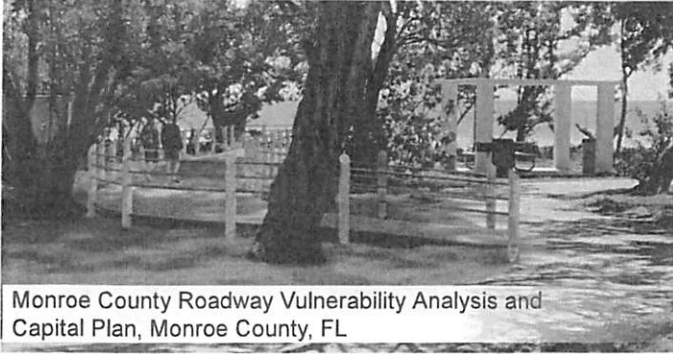
WSP maintains a network of professionals who assist clients with compliance requirements under the Endangered Species Act (ESA), the Migratory Bird Treaty Act (MBTA), and the Bald and Golden Eagle Protection Act (Eagle Act). Our specialists work across project phases to interpret regulatory requirements, coordinate with agencies, and integrate compliance considerations into project planning and delivery.

In many locations, WSP professionals hold recovery permits issued by the U.S. Fish and Wildlife Service (USFWS). These permits authorize qualified staff to conduct presence and absence surveys for a range of state and federally listed species, supporting informed decision-making and effective coordination with regulatory agencies. The WSP team includes FWC authorized gopher tortoise agents who conduct relocations, biologists with experience preparing bald eagle management plans, and qualified marine mammal observers. These capabilities allow our teams to integrate species-specific requirements into project planning and construction coordination.

“ ... the application you sent is one of the best application packages I've ever seen. It is very thorough and yet concise, and well organized. It's making my review so much easier and efficient”

RACHEL J. WARD, USACE  
MAD HORSE CREEK WMA RESTORATION





Monroe County Roadway Vulnerability Analysis and Capital Plan, Monroe County, FL

WSP also brings experience with compensatory mitigation strategies, including ESA Section 10 consultations and the development of Habitat Conservation Plans. We apply this knowledge to coordinate with jurisdictional agencies on unavoidable impacts and potential incidental take of Threatened and Endangered (T&E) species that may occur during construction, supporting informed decision-making and regulatory coordination.

### Grant Funded and Partner Driven Resilience Experience

The Cedar Key project will be supported by funding partners such as TNC and FCT and must be structured to support future grant applications and compliance. WSP has substantial experience in this arena:

- WSP has helped clients secure more than \$53.75 billion in federal grants and loans for over 140 projects nationwide since 2009, including numerous Florida resilience, stormwater, and coastal projects.
- In Florida, WSP supported Apalachee Regional Planning Council (ARPC) and the Apalachicola National Estuarine Research Reserve in securing \$15.75 million in NFWF Emergency Coastal Resilience Fund and Gulf Environmental Benefit Fund grants for the Franklin-98 Living Shoreline and continues to support grant reporting and reimbursement.
- WSP has prepared and managed successful grants for resilient infrastructure and habitat projects across Florida, including Hurricane Michael-related coastal restoration, FDEP Resilient Florida grants for Pinellas County flood adaptation projects, and FEMA Building Resilient Infrastructure and Communities (BRIC) and Hazard Mitigation Grant Program (HMGP) applications for multiple clients.
- The firm has also played program-level roles in HUD CDBG DR and CDBG MIT funding, NOAA and RESTORE Act projects, and state-funded resilience programs, integrating benefit cost analysis, climate risk assessment, and nature-based solutions into competitive, compliant proposals and implementation frameworks.

### H&H Analysis in Coastal and Flood Prone Areas

- WSP has developed watershed scale and corridor scale H&H models across Florida using Interconnected Channel and Pond Routing (ICPR), Hydrologic Engineering Center – River Analysis System (HEC RAS), HEC Hydrologic Modeling System (HMS), Storm Water Management Model (SWMM), and other tools to assess flooding, hydrologic connectivity, and the performance of stormwater and nature-based systems. For example, WSP updated the ICPR IV model for the Lake Roper Stormwater BMP Feasibility study to evaluate BMP alternatives, support no downstream flood impacts, and support feasibility level design and cost estimation.
- In the Lower Suwannee National Wildlife Refuge Hydrologic Restoration project in Dixie and Levy Counties, WSP developed GIS-based databases, existing and proposed-condition H&H models, and conceptual restoration designs for road and trail networks that were altering natural hydrology and contributing to estuarine salinity imbalances and repetitive road washouts. The work focused on restoring natural flow exchange between freshwater tributaries and estuarine waters while reducing unpaved road failures, an issue closely aligned with Cedar Key's objective to restore hydrologic connectivity along road corridors while mitigating flooding.
- Through FEMA Risk MAP and CTP programs in Florida and other states, WSP has built and calibrated large-scale 1D and 2D HEC RAS models, integrating rainfall, tidal influences, levee systems, and complex coastal and riverine interactions to support flood risk mapping, consequence analysis, and mitigation planning. For example, WSP's work for the Suwannee River Water Management District includes H&H models, floodplain mapping, and development of restoration alternatives within coastal and riverine basins that experience tidal and storm-driven flooding similar to Cedar Key.
- The firm has also led projects combining storm surge, sea level rise scenarios, and roadway/rail infrastructure analysis, such as the Loxahatchee River coastal flood assessments and the Pensacola Bay Bridge scour and hydrodynamic load analyses, demonstrating expertise in coupling coastal processes with transportation infrastructure performance.

This experience underpins WSP's ability to quantify existing and future flood conditions along Gulf Boulevard, State Road 24, and J Street; evaluate rainfall, tidal, and storm surge interactions; and analyze hydrologic connectivity improvements that support reduced flooding and enhanced system performance.

## Feasibility Studies, Benefit Cost Analysis, and Planning Level Design

WSP regularly delivers feasibility-level studies that integrate technical analysis, alternatives development, planning level costs, and benefit cost considerations:

- In **Orange County's Lake Roper Stormwater BMP Feasibility study**, WSP assessed constructability and performance of alternative stormwater treatments identified in a prior management plan, collected additional flow data, updated and calibrated the ICPR model, evaluated pollutant load reduction, developed preliminary designs (including an innovative upflow BAM filter), and prepared opinions of cost.
- For lake and watershed improvement programs in Polk County (Lake Eva, Lake Lulu, Lake Mudd) and multiple watershed management plans for Pinellas County, the City of Lakeland, Haines City, and Escambia County, WSP combined H&H modeling, pollutant-load modeling, alternatives analysis, conceptual BMP design, and cost estimation to support prioritization of projects that reduce flooding, improve water quality, and enhance ecosystem and community resilience.
- WSP's grant and funding support work for Pinellas County, South Florida Water Management District (SFWMD), the City of Lakeland, and others includes development of benefit cost analyses that quantify flood risk reduction, ecosystem services, and community benefits to support competitive applications to FEMA, NFWF, FDEP Resilient Florida Program, and related programs.

These efforts directly mirror Cedar Key's need for a feasibility study that not only screens and refines nature-based alternatives technically, but also evaluates costs, lifecycle considerations, public benefits, and implementation readiness in a format suitable for future design, permitting, grant applications, and project prioritization.



City of Cedar Key, Florida | RFQ No. 2026-02

## RELEVANT PROJECT EXPERIENCE, INCLUDING AT LEAST THREE (3) SIMILAR PROJECTS

As required by Section 7 of the RFQ, WSP provides three professional references for projects with similar scope and complexity to those requested by the City, along with detailed project information, on the following two pages. In addition to the three project showcases on the following pages, this box outlines projects that demonstrate WSP's ability to deliver the same types of analyses, nature-based alternative development, stakeholder processes, and planning level deliverables that the City of Cedar Key requires for the Gulf Boulevard, State Road 24, and J street corridor.

### 1. Cedar Key Living Shoreline, Cedar Key, FL

- **RELEVANCE:** Directly in Cedar Key; focused on coastal road protection, erosion control, and habitat restoration along G Street and Airport Road.

### 2. County Road 30A Living Shoreline, Apalachicola, FL

- **RELEVANCE:** Nature-based erosion mitigation along a rural Gulf hurricane evacuation route; living shoreline encompassing oyster reef and salt marsh restoration.

### 3. Monroe County Roadway Vulnerability Analysis and Capital Plan, Monroe County, FL

- **RELEVANCE:** Roadway adaptation planning against sea level rise (SLR) and storm impacts; numerical modeling of roadway flooding and prioritization of segments at risk.

### 4. Franklin-98 Living Shoreline, Apalachicola Bay / US Highway 98, FL

- **RELEVANCE:** Nature-based flood and erosion mitigation along a rural Gulf hurricane evacuation route; large scale living shoreline for roadway protection and ecosystem restoration.

### 5. Lower Suwannee National Wildlife Refuge Hydrologic Restoration, Dixie and Levy Counties, FL

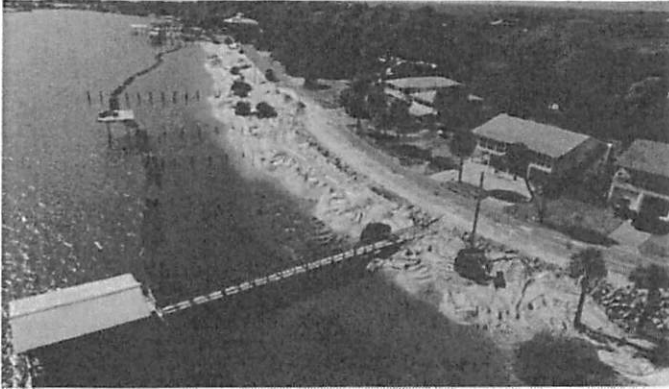
- **RELEVANCE:** Restoration of hydrologic connectivity and reduction of repetitive road washouts in a rural coastal system closely linked to the Cedar Key region.

### 6. Escambia County, Carpenter Creek and Bayou Texar Watershed Management Plan, FL

- **RELEVANCE:** Integration of flood risk reduction, water quality improvement, ecosystem restoration, and community benefits in a comprehensive watershed plan with nature-based solutions.

## Cedar Key Living Shoreline

Cedar Key, Florida



The University of Florida (UF) received EPA and FWC funding to design and construct living shoreline projects along G Street and Airport Road in Cedar Key to address shoreline erosion and restore coastal habitats. WSP was contracted by UF to provide site assessment, survey, permitting, construction plans, construction oversight, and as-built surveys.

**Site Assessment:** WSP conducted a site assessment to delineate wetlands and aquatic resources, including seagrass, oyster beds, mangroves, and T&E species habitat. The evaluation supported identification of permitting considerations and collection of supplemental data for permit applications.

**Topographic Survey:** WSP conducted shoreline elevation surveys and nearshore bathymetric surveys within the two project areas. All data were referenced to NAD83/2011 Adjustment and NAVD88, with a minimum of two three-dimensional control points established to maintain survey accuracy and consistency.

**Permitting:** WSP and UF participated in pre-application meetings with the USACE, FDEP, and consulting agencies, including NOAA Fisheries, U.S. Fish and Wildlife Service (USFWS), and USCG. WSP prepared and submitted state and federal permit applications, including biological assessments, the FDEP Environmental Resource Permit, and the USACE Nationwide Permit 54 and Individual Permit. WSP also provided signed and sealed construction plans with erosion and sediment control details and approximate cut and fill cross-sections.

**Engineering Design:** Dune and marsh communities were designed using elevation ranges observed in local habitats of smooth cordgrass (*Spartina alterniflora*) and salt hay cordgrass (*Spartina patens*). Low marsh areas (0 to 1.5 feet NAVD88) were planted with smooth cordgrass (*Spartina alterniflora*), high marsh areas (1.5 to 4.0 feet) with salt hay cordgrass (*Spartina patens*), and elevations above 4.0 feet with dune species, primarily sea oats (*Uniola paniculata*). Areas below -0.25 feet consisted primarily of oyster and mud flats.

At the G Street site, shoreline recontouring using suitable sediment created approximately 0.09 acres of low marsh, 0.19 acres of high marsh, and 0.04 acres of dune vegetation. At the Airport Road site, recontouring resulted in approximately 0.26 acres of low marsh, 0.37 acres of high marsh, and 0.37 acres of dune vegetation.

Oyster reef point bars were installed at two locations along G Street using interlocking concrete Oyster Castles®, with 200 units per point bar. A 120-foot sill constructed of jute-reinforced grout mesh encasing loose clam was installed along the lower edge of the restored marsh.

**Cost of Project:** \$57,097

**Completion Date:** 2019 to 2021

**Client/Owner:** Cedar Key

**Contact Details:** Savanna Barry, PhD, University of Florida Regional Specialized Agent Coastal Ecosystem  
(352) 325-6080 | savanna.barry@ufl.edu

## County Road 30A Living Shoreline

Apalachicola Bay, Franklin County, Florida



County Road 30A is a critical hurricane evacuation route located adjacent to Apalachicola Bay and subject to chronic shoreline erosion. Previous stabilization efforts using riprap and concrete mats provided only temporary protection. To address long-term resiliency, WSP implemented a phased, nature-based shoreline stabilization approach. In **Phase 1**, WSP was contracted by TNC under an \$85,000 grant from the Scaling Up Nature-Based Solutions Program to complete a feasibility study and 10% design for a living shoreline. The work included site characterization using drone-based LiDAR and orthomosaic imagery, development of a digital elevation model, wave monitoring, geotechnical investigations, and T&E species surveys. WSP also collected reference data from nearby marshes and oyster reefs to establish baseline environmental conditions.

In **Phase 2**, WSP supported the ARPC in securing an additional \$85,000 grant through the Florida Fish and Wildlife Conservation Commission's Marine and Estuarine Habitat Restoration, Monitoring, and Assessment Program. WSP advanced the design to the 50% level and provided engineering services for oyster reef creation, salt marsh planting, and strategic sediment placement. The design incorporated empirical analysis to size and configure reef and marsh features for effective wave attenuation. LiDAR data and benthic habitat survey results were used to optimize design placement and performance. WSP delivered 50% design drawings, specifications, and a construction cost estimate to support future funding and implementation.

**Cost of Project:** \$170,000

**Completion Date:** 2025 to 2026

**Client/Owner:** TNC and ARPC

**Contact Details:** Brian Branciforte, Environmental Planning Manager | (850) 312-3920 | BBranciforte@arpc.org

## Monroe County Roadway Vulnerability Analysis and Capital Plan



### Monroe County, Florida

Based on a pilot study of two low-lying island communities, WSP developed roadway and drainage adaptation solutions to reduce flooding risk associated with sea level rise. Projections from the Southeast Florida Regional Climate Change Compact indicate sea level rise of approximately 12 inches by 2030 and more than 30 inches by 2060 in the Florida Keys, posing a significant risk of roadway inundation and loss of access.

Monroe County initiated a pilot program in Twin Lakes (Key Largo) and Sands (Big Pine Key), where roadways are bordered by wetlands and canals and experience frequent flooding during king tides and storm events. WSP evaluated a 20-year tidal record and the 2015 flood event to establish target roadway elevations and identify required drainage improvements.

The resulting design includes raising approximately 6,400 feet of roadway and installing 2,000 feet of pre-treated, pressurized closed stormwater systems. The drainage system consists of a gravity collection network conveying runoff to a pump station, which discharges to multiple injection wells. Trunk lines along primary roadways route all runoff to the pump station.

Additional improvements include pavement reconstruction, property surveys to coordinate roadway elevations with adjacent parcels, and a proposed retaining wall to provide traffic safety and surge protection. The design follows Monroe County's adopted methodology for infrastructure adaptation to sea level rise.

**Cost of Project:** \$13M

**Completion Date:** 2026

**Client/Owner:** Monroe County

**Contact Details:** Rhonda Haag, Chief Resiliency Officer (305) 395-9928 | haag-rhonda@monroecounty-fl.gov

## FLORIDA AND COASTAL/RURAL SETTING EXPERIENCE

### Experience in Cedar Key and Levy County

- **CEDAR KEY LIVING SHORELINE – G STREET AND AIRPORT ROAD, CEDAR KEY:** As noted above, WSP designed, permitted, and oversaw construction of living shorelines that restored dune and marsh communities and installed oyster reef breakwaters along two Cedar Key road corridors, addressing erosion and roadway vulnerability following Hurricane Hermine. Elevation targeted planting zones were developed for low marsh, high marsh, and dune vegetation, and engineered oyster structures were installed to function as breakwaters and habitat features. This local experience provides direct insight into Cedar Key’s geomorphology, regulatory environment, community expectations, and the performance of nature-based measures under Gulf storm conditions.
- **LOWER SUWANNEE NATIONAL WILDLIFE REFUGE HYDROLOGIC RESTORATION – DIXIE AND LEVY COUNTIES:** WSP assessed approximately 194 miles of roads and trails across a 53,000 acre refuge where forestry roads functioned as dikes, altering freshwater delivery and contributing to estuarine salinity issues, while also suffering repetitive washouts. The team developed GIS databases, existing and proposed H&H models, conceptual restoration designs, and opinions of probable cost for restoration alternatives aimed at re-establishing more natural hydrologic connectivity and reducing road failures. This experience is highly analogous to Cedar Key’s goal of restoring hydrologic connectivity and mitigating flooding along Gulf Boulevard, State Road 24, and J Street while maintaining transportation function.

### Coastal Resilience and SLR Projects

- **MONROE COUNTY, COASTAL VULNERABILITY AND ADAPTATION ANALYSIS, AND ROADWAY VULNERABILITY ASSESSMENT:** WSP led roadway vulnerability analyses and capital planning in Monroe County, assessing roadway elevations against flood data and sea level rise projections to 2100, using numerical modeling to forecast increased storm and tidal flooding and prioritizing approximately 300 roadway segments at risk. The work included development of flood mitigation concepts and green infrastructure options to be phased over time and evaluation of adaptation strategies for coastal parks affected by hurricanes.

- **MONROE COUNTY, ROADWAY VULNERABILITY ANALYSIS AND CAPITAL PLAN, KEY LARGO AND BIG PINE KEY:** WSP served as engineer of record for pump stations, drainage systems, and ICPR modeling to address roadway flooding under sea level rise and storm scenarios in two pilot communities.
- **PINELLAS COUNTY, SLR AND STORM SURGE VULNERABILITY ASSESSMENT:** WSP developed tidal flooding and storm surge maps for 2040, 2070, and 2100 based on NOAA sea-level rise scenarios, integrating hazard projections with a county wide asset database across water, transportation, and energy systems, and providing risk based analyses to inform adaptation strategies and capital planning.

These projects demonstrate an ability to combine SLR and surge modeling with asset level vulnerability, roadway performance, and adaptation concept development for Florida coastal communities, using methodologies that can be scaled to Cedar Key’s corridors.

### Watershed and Stormwater Planning in Florida Communities

- **ESCAMBIA COUNTY, CARPENTER CREEK AND BAYOU TEXAR WATERSHED MANAGEMENT PLAN (WMP):** Comprehensive WMP including H&H modeling, pollutant load analysis, stream assessment, BMP alternatives analysis, concept plans, and stakeholder engagement, with resulting resilience and restoration projects securing external funding.
- **PINELLAS COUNTY, LAKE TARPON AND BROOKER CREEK WMPS:** Watershed evaluation, H&H modeling, pollutant load modeling, floodplain delineation, identification of flood and water quality issues, and development of conceptual improvements and cost estimates, explicitly considering sea level rise and community benefits.
- **CITY OF GAINESVILLE, STORMWATER ENGINEERING CONTINUING SERVICES:** On-call stormwater engineering including feasibility studies, modeling, alternatives analysis, and design of flood resilience projects under federal grant funding, demonstrating a clear understanding of how to align technical work with funding and regulatory requirements.

These engagements show WSP’s ability to build comprehensive, multi-parameter baselines (hydrology, hydraulics, water quality, habitat, infrastructure), to identify flood vulnerable areas and opportunities, and to translate findings into prioritized, fundable projects in Florida communities of varying size and character.

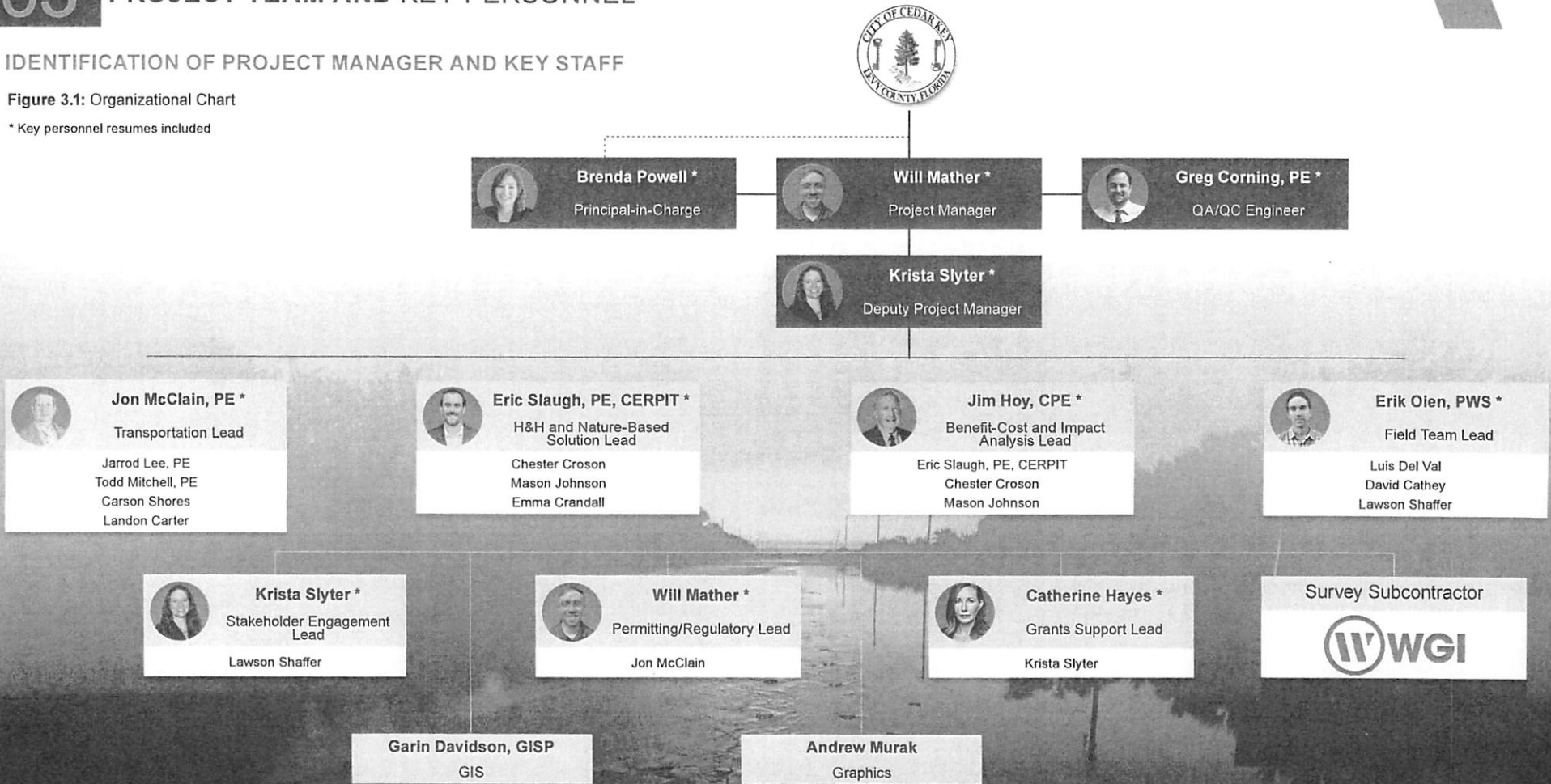


# 03 PROJECT TEAM AND KEY PERSONNEL

## IDENTIFICATION OF PROJECT MANAGER AND KEY STAFF

Figure 3.1: Organizational Chart

\* Key personnel resumes included



## ROLES AND RESPONSIBILITIES OF TEAM MEMBERS

The City of Cedar Key requires a team that can integrate nature-based coastal flood mitigation, transportation resilience, and community values along Gulf Boulevard, State Road 24, J Street, and adjacent evacuation corridors. WSP's proposed team structure is tailored to this context, combining project direction, project management, technical engineering leadership, and transportation/field delivery support to advance all RFQ tasks from kickoff through final feasibility reporting. The organization mirrors successful Florida watershed and coastal resilience efforts, where WSP has delivered H&H analyses, nature-based shoreline concepts, and grant-ready documentation for public-sector clients.

The Tallahassee office, under the leadership of **Will Mather (Project Manager)**, **Krista Slyter (Deputy Project Manager)**, and **Brenda Powell (Principal-in-Charge)**, will oversee this contract. The team will collaborate closely with the City of Cedar Key to define a clear, achievable scope and maintain alignment with the project schedule and budget.

WSP has assembled a project team consisting primarily of professionals from the Tallahassee office and the Florida Panhandle, with additional support from surrounding Florida offices. This structure expands available resources and technical capabilities to support the full scope of services. The team provides the interdisciplinary experience required to complete the tasks identified in the RFQ. WSP maintains sufficient staff capacity to respond to additional assignments as they arise and applies established practices for quality management, cost control, schedule management, and coordinated communication with the City.

The resumes for key team members illustrated in **Figure 3.1** are provided after the outline of their roles and responsibilities.

### **Brenda Powell – Principal-in-Charge**

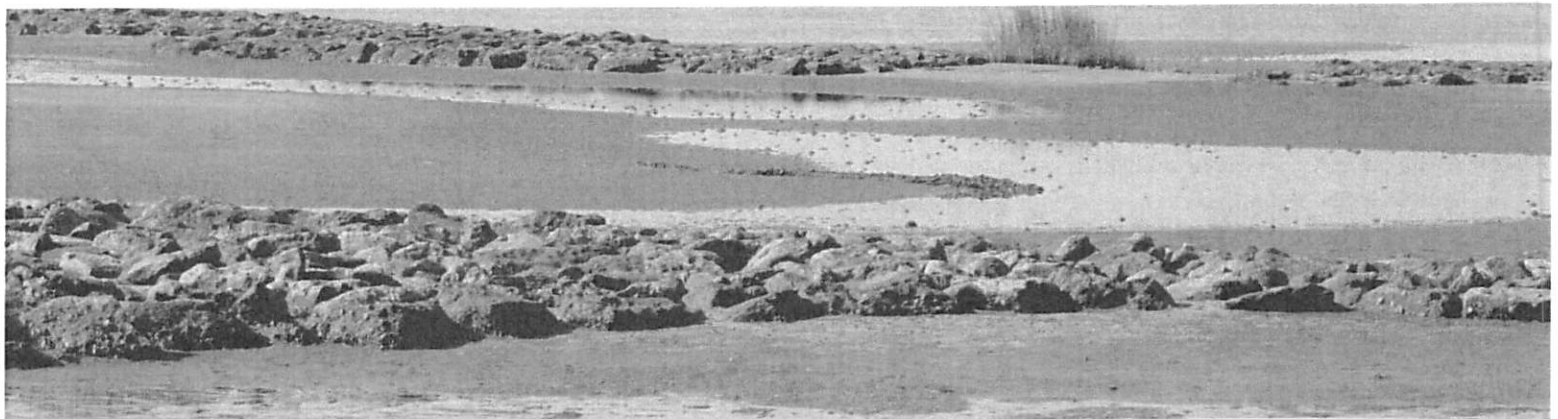
Brenda will provide executive oversight for WSP's performance, contract compliance, and adherence to the project scope, schedule, and funding requirements. She will support high-level coordination with the City and funding partners, including TNC and FCT, and will provide strategic guidance to maintain alignment with project objectives related to resilience, conservation, and public benefit. Her role includes reviewing key deliverables and ensuring that the feasibility study supports implementation, funding readiness, and regulatory expectations.

### **Will Mather – Project Manager and Permitting/Regulatory Lead**

Will will serve as Project Manager, responsible for overall project delivery, coordination, and communication. He will manage the project management plan, schedule, and reporting, and serve as the **primary point of contact** with the City and stakeholders. In his Permitting/Regulatory Lead role, he will guide evaluation of regulatory considerations for nature-based alternatives, coordinate with agencies, and outline permitting pathways and constraints to support feasible and implementable recommendations.

### **Krista Slyter – Deputy Project Manager and Stakeholder Engagement Lead**

Krista will support project management activities, including coordination, schedule tracking, and document development. She will develop and implement the stakeholder engagement approach, coordinate with City staff on outreach activities, and lead public and stakeholder meetings. She will also document input received and integrate feedback into the evaluation of alternatives and development of recommended solutions.



Franklin-98 Living Shoreline, Apalachicola Bay, FL



#### **Greg Corning, PE - QA/QC Engineer**

Greg will lead quality assurance and quality control (QA/QC) for all technical work products and deliverables. He will review analyses, technical memoranda, and the final feasibility report to verify accuracy, consistency, and completeness, including H&H analyses, alternatives evaluations, and cost information. His role is to confirm that all deliverables meet the documentation and reporting requirements necessary to support future funding, permitting, and implementation.

#### **Eric Slauch, PE - H&H and Nature-Based Solutions Lead**

Eric will direct the evaluation of existing and future flood conditions, including rainfall, tidal influence, and storm surge, and assess opportunities to improve hydrologic connectivity. He will also oversee development and comparison of nature-based and green infrastructure solutions, including assessment of technical feasibility, flood risk reduction, environmental benefits, and compatibility with site conditions.

#### **Jim Hoy, CPE - Benefit-Cost and Impact Analysis Lead**

Jim will assess alternatives based on flood risk reduction, resilience enhancement, ecosystem benefits, and community impacts, and will document lifecycle considerations and long-term sustainability. His work will support identification of preferred alternatives and provide information needed for future funding applications and decision-making.

#### **Catherine Hayes - Grants Support Lead**

Catherine will support coordination with funding requirements and assist in aligning deliverables with grant-related documentation, reporting, and compliance expectations. She will contribute to development of materials that support future funding applications and implementation strategies, including ensuring that feasibility study outputs meet the needs of funding partners and related programs.

#### **Jon McClain - Transportation Lead**

Jon will support evaluation of transportation corridors and evacuation routes, including Gulf Boulevard, State Road 24, and J Street. He will assess how flooding affects mobility, safety, and system performance, and will contribute to development of alternatives that maintain or enhance transportation function and resilience. His role includes coordinating transportation-related considerations within the feasibility study and supporting integration with drainage and resilience strategies.

#### **Erik Oien, PWS - Field Team Lead**

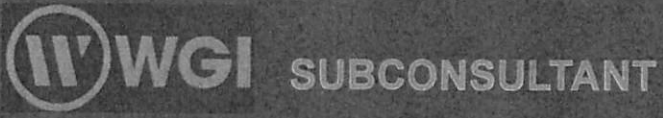
Erik will lead field activities and coordinate field investigations to confirm drainage patterns, infrastructure conditions, and environmental features, and will support identification of flood-prone areas, constraints, and opportunities.

#### **Garin Davidson, GISP - GIS Lead**

Garin will manage geospatial data collection, analysis, and mapping to support existing conditions assessment, hydrologic evaluation, and alternatives development. She will develop maps, spatial analyses, and data visualizations used throughout the study and within the final feasibility report, including supporting identification of flooding risks, environmental resources, and conceptual alternatives.

#### **Graphics Lead - Andrew Murak**

Andrew will support preparation of conceptual exhibits, maps, and visual materials. Responsibilities include developing clear, technical graphics to communicate alternatives, findings, and recommendations to the City, stakeholders, and the public.



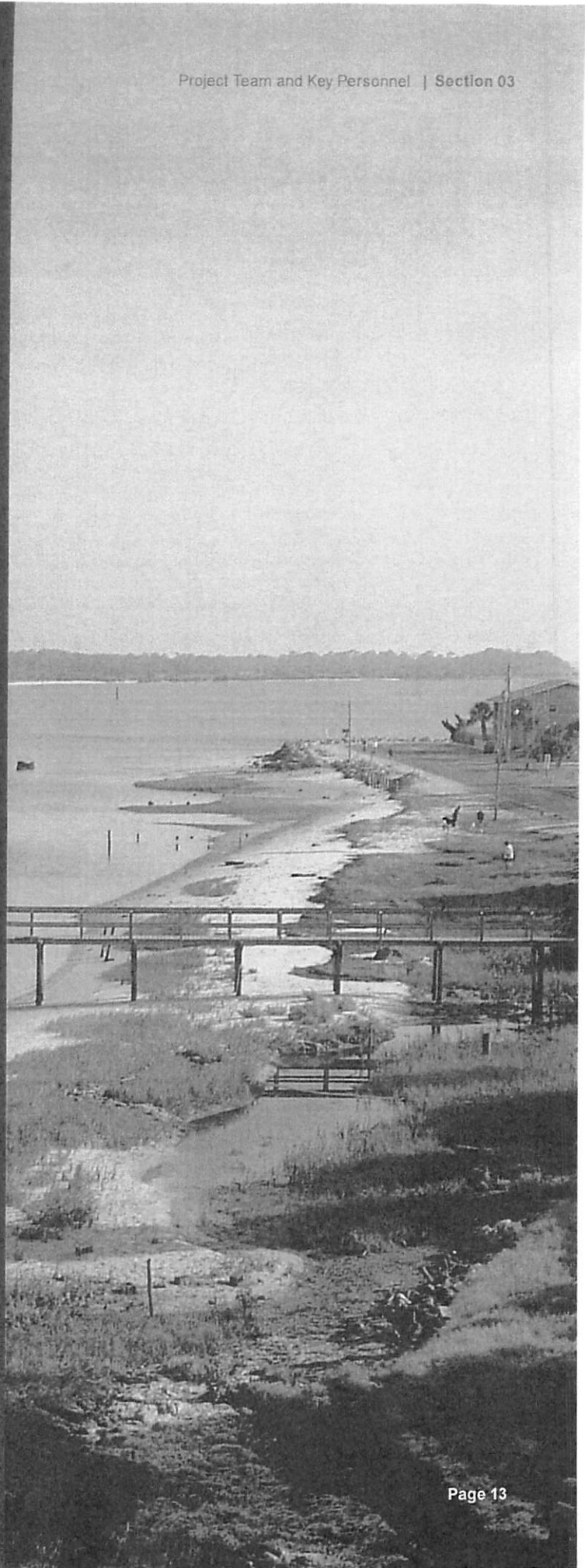
## Surveying Services

WSP and Wantman Group, Inc. (WGI) have a 5+ year history of working together on coastal restoration projects; we will leverage this familiarity and established professional relationship to expedite the work conducted for Cedar Key for this project. WGI will support WSP by providing surveying and geospatial data services necessary to inform the feasibility study for nature-based flood mitigation solutions along Gulf Boulevard, State Road 24, and J Street in Cedar Key, Florida. Their work will focus on developing accurate base mapping and field-verified data to support the study's existing conditions assessment, hydrologic evaluation, and development of conceptual alternatives as outlined in the RFQ.

WGI's surveying services will include the collection and production of topographic and planimetric data, establishment of horizontal and vertical control, and preparation of survey deliverables suitable for engineering and environmental analysis. Field efforts will support identification of drainage features, roadway geometry, low-lying areas, and other site characteristics influencing flooding and hydrologic connectivity. This data will directly support the project requirement to evaluate drainage patterns, infrastructure constraints, and flood-prone areas within the study corridors.

WGI will coordinate with the WSP team to integrate survey data into mapping, modeling, and concept development tasks, including preparation of base maps and exhibits for stakeholder engagement and the final feasibility report. Survey information will also support development of conceptual plans and graphics used to communicate recommended resilience strategies and nature-based alternatives.

All surveying services will be performed in accordance with applicable Florida standards and will be coordinated with project data collection, documentation, and deliverable requirements. WGI will provide organized, quality-controlled datasets and mapping products to support the City's need for a data-driven, actionable feasibility study that can advance future design, permitting, and funding efforts.





## Brenda Powell

Principal-in-Charge

**Years of Experience:** 31  
26 with WSP

**Education:** MS, Environmental  
Biology, Ohio State University

**Location:** Tallahassee, Florida

Brenda brings more than 30 years of experience providing senior management oversight as a Principal-in-Charge (PIC) and Contract Manager (CM) for municipal, nonprofit, federal, statewide, local, and private sector clients. She has also served as Project Director (PD), Quality Manager (QM), and Project Manager (PM) for multimillion-dollar projects, guiding complex work from planning through completion.

In addition, Brenda serves as WSP's Earth & Environment Operational Lead for the Florida Panhandle, leading a team of approximately 70 environmental professionals. In this role, she manages resource allocation, resolves client issues, and guides team performance to meet project schedules and budget expectations. Her technical experience includes managing wetland delineations and T&E species surveys; conducting water quality monitoring and construction oversight; overseeing stream and wetland restoration efforts; and preparing permit applications for federal, state, and local regulatory agencies.

### RELEVANT EXPERIENCE INCLUDES:

**ARPC, Professional Environmental Consulting Services Contracts, Nine Panhandle Counties (including coastal), FL:** Since 2023, served as PIC/CM for WSP's two contracts with the ARPC, leading the administrative support of the contract. Also serves as PD for the ~\$4.6M **Franklin-98 Living Shoreline** (Eastpoint, FL) and the **County Road 30A Living Shoreline** (Apalachicola, FL) Projects. Works with WSP's PMs in SOW development, costing, and invoicing reviews for these grant funded projects; assists in eradicating staffing needs; liaises with ARPC to ensure performance meets expectations; monitors the completion of safety training; and supports health and safety audits.

**Rutgers University, DARPA Reefense Restoration, Panama City, FL:** CM/PD on this mosaic oyster habitat prototype project for coastal defense. Supported the PM in adherence to the project schedule and to maintain costs. Supported development of the SOW and associated budgets, coordinates with the project team to meet field staffing training and personnel requirements, and supported internal strategies to expedite the receipt of the USACE permit to maintain overall project schedule and help meet grant expenditure expectations

**TNC, Master Services Contract for the Gulf of Mexico Program Contract, FL, AL, LA, MS, and TX:** Since 2023, served as PIC/CM with TNC, leading the administrative support of the contract. Serves as PD for the \$1.4M **Pensacola East Bay Oyster Habitat Restoration Project** (Santa Rosa County, FL). Provides quality reviews of project deliverables; meets with the client to discuss project progress and status; assists with project staffing allocation; and reviews invoices that support grant funding financial tracking. As PD for the **Scaling Up Nature-based Solutions (SUNS) County Road 30A Living Shoreline Project** (Apalachicola, FL) which included biological and environmental assessments, geotechnical sampling, coastal modeling, permitting, topographic and bathymetric surveys, drone surveys, and development of 10% engineering design plans, Coordinated with the client during project kickoff; reviewed project deliverables; and supported WSP's PM with invoicing of this grant funded project.



## Will Mather

Project Manager

**Years of Experience:** 7  
7 with WSP

**Professional Qualifications:**  
Certified FAA  
Part 107 Drone Pilot

**Education:** BS, Environmental  
Science, Ohio State University

**Location:** Tallahassee, Florida

Will is an environmental scientist with seven years of experience coastal resilience, remote sensing projects, and supporting site investigation and remediation (SIR). He has provided field support and project management for clients including TNC, Apalachicola National Estuarine Research Reserve, Franklin County, Walton County, FDEP, FWC, and USACE on grant-funded living shoreline projects across the Florida Panhandle. His experience with grant-funded work includes managing schedule and budget constraints tied to funding requirements.

Will is a certified FAA Part 107 drone pilot and has collected orthomosaic, photogrammetry, and LiDAR data in remote and coastal environments. He has led drone surveys mapping 12 miles of shoreline along Highway 98 to document seagrass beds, coordinating field teams to capture imagery within limited tidal, weather, and light conditions. He has also applied drone technology in the Permian Basin to map hydrocarbon releases, perform soil stockpile audits, and inspect spill prevention and control systems. His SIR experience spans hydrocarbon and chloride remediation and groundwater contamination associated with dry-cleaning compounds.

### RELEVANT EXPERIENCE INCLUDES:

**ARPC, Franklin-98 Living Shoreline, Eastpoint FL:** Project manager overseeing data collection and construction of over 100 intertidal oyster reefs, spanning 12 miles between Eastpoint and Carrabelle, Florida. Managing annual ecological monitoring efforts and coordinating field data collection. Extensive field experience supports efficient data collection for seagrass and oyster reef assessments in high-turbidity coastal environments.

**Rutgers University, DARPA Reefense, Panama City, FL:** Led field teams for site characterization, biological monitoring, and construction oversight of more than 700 experimental concrete reef units, with ongoing monitoring of site conditions and biological performance. Supported WSP's collaboration with Rutgers University on a DARPA-funded project at Tyndall Air Force Base to evaluate an innovative artificial reef designed to reduce wave energy and promote oyster growth.

**TNC, SUNS County Road 30A Living Shoreline (10% Design), Apalachicola, FL:** WSP was engaged by TNC to develop a 10% design for a living shoreline, focusing on reducing wave energy and enhancing habitat productivity along County Road 30A through

oyster reef construction and salt marsh planting. Field and climate data, including geotechnical samples, wave gauges, drone LiDAR, imagery, and species surveys, were used to establish baseline conditions and inform the design.

**ARPC, County Road 30A Living Shoreline 50% Design, Apalachicola, FL:** The 50% design effort required conducting a seagrass survey, generating a 50% design package (drawings, specifications, and cost estimates), and drafting permit applications. Responsible for developing and conducting the seagrass survey at the project site to inform FDEP and USACE draft permits.

**Walton County, Choctaw Beach Highway 20 Living Shoreline Feasibility study, Choctaw Beach, FL:** Project manager responsible for coordinating data collection and conducting seagrass surveys for a living shoreline feasibility study along Highway 20 in the Choctaw Beach area. Field and desktop data, including geotechnical, wave, and environmental inputs, were used to develop a reef and marsh layout and advance a 10% design presented to County representatives. The design supported a grant application to the NFWF.



## Krista Slyter

Deputy Project Manager

**Years of Experience:** 12  
1 with WSP

**Education:** MS of Environmental Management, Coastal Environmental Management, Duke University  
BS, Marine Science (Biology), Eckerd College

**Location:** Tallahassee, Florida

Krista serves as a Coastal Restoration Specialist, leading a multidisciplinary team and providing logistical and policy support for projects focused on coastal restoration, flood risk assessment and mitigation, and grant administration. She brings over 10 years of experience engaging diverse stakeholder groups, including local, state, and federal agencies, legislators, non-governmental organizations, and the public.

During her tenure with the State of Florida, Krista led cross-functional teams and supported the planning and delivery of public outreach initiatives. Her experience includes organizing and facilitating public meetings, technical presentations, and both internal and external coordination efforts, including large public forums.

### RELEVANT EXPERIENCE INCLUDES:

**ARPC, Franklin-98 Living Shoreline, Eastpoint, FL:** Support project manager with securing permits, conducting seagrass surveys, and overseeing installation of nearshore reefs along approximately 12 miles of shoreline between Eastpoint and Carabelle, FL.

**FDEP, Resilient Florida Program, Tallahassee, FL:** Head of the Planning and Policy section responsible for overseeing a team of resilience professionals, providing technical guidance on flood mitigation with a focus on nature-based solutions, developing legislative reports, coordinating process improvements to streamline community assistance, reviewing funding applications, and spearheading public outreach and education. The Resilient Florida Program provides grants to assist Florida's communities plan for and address risks of flooding.

**Eckerd College Marine Science, St. Petersburg, FL:** Research and teaching assistant contributing to both field and laboratory work for a study investigating the impact of soil amendments on wetland restoration.

**Florida Fish & Wildlife Conservation Commission (FWC), Division of Marine Fisheries Management, Tallahassee, FL:** Biological administrator II led a team in preparing management topics for Commission consideration, coordinated and facilitated public sessions on emerging and controversial topics, prepare agency Legislative bill analyses, and served as a point of contact for inquiries from both other agencies and the general public.

**Florida Division of Emergency Management, Elevate Florida Program, Tallahassee, FL:** This program provides cost-share for Florida property owners to mitigate storm-related damage by elevating or reconstructing homes at higher elevations. This role involves leading a team of Application Development Specialists that assist property owners with application materials, as well as collaborating with internal and external partners.

**North Carolina Coastal Federation, Ocean, NC:** As a Coastal Advocacy and Policy Fellow during summer 2013, co-authored a coastal watershed guidebook tailored for North Carolina to help mitigate stormwater runoff and enhance water quality. Contributed to legislative commentary and provided support in the execution of living shoreline projects.



## Greg Corning, PE

QA/QC Engineer

**Years of Experience:** 16  
15 with WSP

**Professional Qualifications:**  
Professional Engineer (FL  
#79293);

**Education:** BS, Civil  
Engineering, Florida Atlantic  
University

**Location:** Tampa, Florida

Greg has over 15 years of technical expertise across core civil engineering disciplines and experience supporting public-sector projects involving stormwater infrastructure, climate resiliency, environmental permitting, and construction support. Greg provides technical direction and engineering analysis for projects involving climate resiliency assessments, dredging and dewatering planning and design, stormwater system design and permitting, environmental design and permitting, and construction administration, engineering, and inspection.

Greg has supported climate resiliency and assessment projects for parks, municipal facilities, roadways, canals, and stormwater assets, with a focus on evaluating asset vulnerability, regulatory constraints, and constructability considerations. He has also conducted field investigations and applied research for environmental projects, including sediment sampling and analysis to evaluate potential contaminants that affect disposal options, surface water quality monitoring and assessment, erosion and sediment evaluations, and wetland delineations and assessments.

Greg has prepared and reviewed construction documents, including drawings, technical specifications, engineer's cost estimates, and bid packages, and has supported contractor procurement through requests for proposals and bid phase services. He brings practical experience in construction administration and inspection, supporting quality control, regulatory compliance, and coordination with contractors and agency reviewers.

In addition, Greg has experience supporting grant application development and public-facing project communication, including preparing technical content for funding applications and presenting project information at public meetings. He has delivered presentations to stakeholders and community members on technically complex and at times contentious projects on behalf of governmental clients, helping agencies communicate engineering constraints, environmental considerations, and project tradeoffs clearly and accurately.

### RELEVANT EXPERIENCE INCLUDES:

**Collier County Public Utilities, Parks & Recreation, Hurricane Damage Assessment and Estimating Services, Collier County, FL:** As project manager, WSP assisted the County with hurricane damage assessments for utility and park facilities to support FEMA Public Assistance and recovery efforts. Services included infrastructure damage identification, development of repair scopes, preparation of cost estimates, technical support for Public Assistance applications, and documentation required for grant and reimbursement submittals.

**Monroe County, Roads and Vulnerability Analysis and Capital Plan, Monroe County, FL:** Project manager for the study, engineering analysis, design, and development of a long-term roadway

adaptation plan integrating climate science and modeling with transportation engineering, including SLR projections, design criteria, adaptation strategies, policy and funding evaluation, and public and stakeholder outreach.

**Monroe County, Stillwright Point Roadway and Drainage, Monroe County, FL:** Project manager and senior engineer for design, permitting, and procurement of roadway elevation and stormwater infrastructure improvements in the Stillwright community in Key Largo, including approximately 9,000 linear feet of roadway involving elevation, resurfacing or reconstruction, and drainage system improvements.



## Jon McClain, PE

Transportation Lead

**Years of Experience:** 28  
7 with WSP

**Professional Qualifications:**  
Professional Engineer (FL  
#75765)

**Education:** BS, Civil  
Engineering, Florida State  
University

Having spent more than 28 years in transportation, Jon's career has allowed him to experience many facets of this industry where he has gained an understanding of what is required to deliver a successful and efficient product to clients. His experience in plans production, plan QA/QC, roadway design, safety analysis, construction coordination, contract management, team leadership, and project management has allowed him to have a perspective to be innovative and efficient.

Jon is experienced in American Association of State Highway Transportation Officials and FDOT criteria adherence, establishing horizontal and vertical geometry, cross section design and analysis, CADD production, plans production criteria and understanding, development of civil design software criteria, signing and pavement marking design and layout, earthwork and roadway quantities, traffic control design and analysis, safety analysis, project cost estimation, utility conflict resolution, Americans with Disabilities Act compliant design, site investigation, teaming coordination, project scheduling, specifications preparation, and technical documentation.

### RELEVANT EXPERIENCE INCLUDES:

**US 98 Brooks Bridge Design-Build, FDOT District Three, FL:** Deputy project manager and temporary traffic control engineer of record (EOR) for the replacement of the US 98 Brooks Bridge in Okaloosa County. Responsibilities included managing projects schedules, project issue resolution, public involvement, facilitate and coordinate meetings, local government coordination, cross discipline QA/QC of project documents.

**General Engineering Contract, FDOT District Three, FL:** Project manager supporting the District's Work Program, overseeing over 30 design projects, safety contracts/task work orders, and bridge maintenance contracts/task work orders. Responsible for managing project schedules, invoicing, and issue resolution; leading public involvement efforts; facilitating and coordinating meetings; coordinating with local government agencies; and conducting QA/QC of project documents.

**State Road (SR) 27 (Apalachee Parkway), FDOT District Three, Leon County, FL:** Project manager and EOR for a milling and resurfacing project on SR 27 that included sidewalk improvements and additional safety enhancements. Responsible for preparation of roadway

plans and permitting coordination. Managed project schedule, invoicing, and issue resolution; led public involvement efforts; facilitated and coordinated project meetings; coordinated with local government agencies; and performed QA/QC of project documents.

**SR 10 (US 90) Rehabilitation, Restoration and Resurfacing (RRR) West of the Four-Lane Section to the End of the Four-Lane Section in Grand Ridge, FDOT District Three, Jackson County, FL:** Project engineer for an RRR project involving milling and resurfacing of existing travel lanes, median openings, and paved shoulders. The project included replacement of substandard guardrail at a bridge culvert to meet current crash standards and address clear zone hazards. Responsible for managing project schedule, invoicing, and issue resolution; leading public involvement efforts; facilitating and coordinating meetings; coordinating with local government agencies; and conducting QA/QC of project documents.



## Eric Slaugh, PE, CERPIT

H&H and Nature-Based Solution Lead

**Years of Experience:** 11  
10 with WSP

**Professional Qualifications:**  
Professional Engineer (FL  
#100266);

Certified Ecological Restoration  
Practitioner In-Training

**Education:** MEng.,  
Environmental Engineering,  
North Carolina State University  
BS, Chemical and  
Environmental Engineering,  
Clarkson University

Eric is a water resources and habitat restoration project manager with 11 years of experience. He provides hydrologic and hydraulic analysis and leads the design of estuarine, floodplain, and coastal restoration projects, as well as pipeline mitigation strategies. He has managed projects with construction values up to \$1.5 million and supported clients across Florida, the Mid-Atlantic, and the West Coast.

Eric has served as project manager, lead design engineer, and task manager for water resources and coastal assignments. His experience includes 1D, 2D, and 3D hydrodynamic modeling, preparation of construction drawings and specifications, cost estimating, and bid support. He has also performed resident engineering and construction oversight, coordinating with agencies, stakeholders, and contractors to deliver projects within established schedules and budgets.

### RELEVANT EXPERIENCE INCLUDES:

**ARPC, Franklin-98 Living Shoreline Project, Eastpoint, FL:** Lead engineer and engineer-of-record responsible for overseeing all design- and construction-related aspects.

**ARPC, County Road 30A Living Shoreline, Apalachicola, FL:** Engineer of record and lead design engineer for this project, which will include permanent creation of oyster reefs and saltmarsh, with the possibility of also including seagrasses. Led the design of the rock sills, including their placement, sizing, and structure to facilitate the restoration of oyster reefs and salt marsh while attenuating wave energy.

**City of Clearwater, Pier 60 Rehabilitation and Restoration, Clearwater, FL:** Lead coastal and resiliency engineer responsible for leading all coastal modeling and analyses and the integration of nature-based features into the design.

**Walton County, Choctaw Beach Highway 20 Living Shoreline Feasibility Study, Choctaw Beach, FL:** Lead coastal engineer and managed a team that was responsible for the development of the Metocean Analysis and the conceptual living shoreline design.

**Rutgers University, DARPA Reefense, Panama City, FL:** Lead coastal engineer responsible for the design, layout, and implementation of the oyster reef

structures. During the construction phase, the team provided construction support to the client, teaming partners, and the contractor to guide the installation of the oyster reef units. Led a Technoeconomic Analysis (TEA) for the production and implementation of the artificial oyster reefs and the habitat mosaic.

**University of Florida, St. Augustine Salt Marsh Restoration, St. Augustine, FL:** Lead coastal engineer on this project that will restore, stabilize, and enhance salt marsh habitat that abuts the intracoastal waterway within the City of St. Augustine and will protect critical coastal infrastructure.

**City of Clearwater, Living Seawalls and Shoreline, Clearwater, FL:** Lead coastal and resiliency engineer responsible for leading all coastal analyses, the development of the design packages, and the integration of nature-based features into the design.



## Jim Hoy, CPE

### Benefit-Cost and Impact Analysis Lead

**Years of Experience:** 46  
19 with WSP

**Professional Qualifications:**  
Certified Professional Estimator  
(US and Guam #1.4-799-0711);

**Education:** BS, Accounting and  
Finance, Finance and Advisory,  
Southern New Hampshire  
University

Jim brings over 40 years of experience supporting general contractors in preconstruction services, construction management, and hard bid cost estimating for projects ranging from \$1 million to \$1 billion. His portfolio spans industrial, healthcare, institutional, hospitality, commercial, and retail sectors. Eighteen years of field experience, combined with 22 years in technical estimating, support a practical and well-informed approach to cost engineering.

Jim has prepared screening, conceptual, detailed, engineer's, bid, and control estimates, as well as provided comprehensive preconstruction services. He develops direct and indirect costs, material and equipment quantities, and labor projections at feasibility, 35%, 65%, 95%, and final construction document stages. His work also includes life cycle cost analysis, constructability reviews, and project approach evaluations, along with assessments of market conditions and project-specific economic factors. He is experienced with Timberline, MCACES III, and RSMMeans, and prepares estimates using both CSI MasterFormat and Uniformat standards. His project experience includes open-source, confidential, and classified assignments.

Jim has developed estimates in accordance with agency standards for the General Services Administration, National Park Service, U.S. Fish and Wildlife Service, Department of Energy, U.S. Air Force, Army and Air National Guard, U.S. Coast Guard, U.S. Navy, and U.S. Space Force.

#### RELEVANT EXPERIENCE INCLUDES:

**Rutgers University, DARPA Reefense Technical Economic Analysis, Panama City, FL:** WSP supported a multi-institution research effort led by seven universities with PhD-level staff that developed an artificial reef concept under controlled laboratory conditions. DARPA engaged WSP to independently evaluate feasibility. WSP reviewed and validated the technical data and developed financial models to assess commercialization and long-term viability within a private-sector framework.

Field testing included wave studies at Tyndall Air Force Base in Florida, followed by design of the artificial reef system and associated shoreline vegetation enhancements. The reef was constructed and monitored over a one-year period. Performance observations documented stability and function during hurricane and tidal surge conditions.

**City of Lakeland, Spillway Redesign/ Repairs, Lakeland, FL:** Cost estimator for the rebuilding of an existing spillway and outlet.

**Lake Manatee, Cost Estimating at 90% Design, Bradenton, FL:** Cost estimator for emergency and permanent repairs to a failing drinking water reservoir in Tampa Bay, Florida. Using the project Revit model, WSP developed a detailed cost estimate to support design and construction decision-making. The estimate addressed a comprehensive scope of work, including marine-side construction, landslide improvements, sheet pile shoring, dewatering, underwater concrete placement, dive operations, jet grouting, understructure depressurization, and temporary access roads.

**City of Key West, Diesel Plant Building FS, Key West, FL:** Cost estimator for two feasibility studies evaluating preservation options for a historically significant structure located in a coastal community at the gateway to a cruise ship docking area. Responsibilities included developing construction cost opinions for potential rehabilitation and stabilization strategies, supporting decision-making on viable approaches to maintain the structure's integrity and function within a marine environment.



## Erik Oien, PWS

Field Team Lead

**Years of Experience:** 13  
12 with WSP

**Professional Qualifications:**  
Professional Wetland Scientist

Florida FWC, Authorized  
Gopher Tortoise Agent

**Education:** BS, Biology, Florida  
State University

Erik is a biologist and environmental specialist with 10 years of experience working on biological investigations for aquatic and terrestrial vegetation and wildlife surveys for military, industrial and commercial facilities. His fieldwork experience includes wetland delineations, T&E species surveys and habitat mapping. He contributes to environmental assessments (EAs) and environmental reports (ERs) for solar, transmission and pipeline projects.

Erik offers familiarity with the marine coastal environment and various sampling/surveying procedures. He has broad experience applying geographical information system (GIS) GIS technology to project-specific mapping. Erik supports several state-wide cleanup and hazardous waste programs. He is well-versed in sampling procedures and protocols for groundwater, surface water, sediment and soils.

### RELEVANT EXPERIENCE INCLUDES:

**Franklin-98 Living Shoreline Project, Eastpoint, FL:** Field team member on a large-scale oyster reef and marsh restoration initiative in Apalachicola Bay along a 12-mile segment adjacent to US Highway 98, Florida. Assisted with baseline and annual monitoring and mapping of marshes, oysters, and seagrasses within the project area. Supported oversight activities for Phase I reef installation.

**Rutgers University, DARPA Reefense, Panama City, FL:** Field team member supporting a planned mosaic oyster habitat restoration project, assisting with baseline monitoring, monthly oyster and water quality sampling, and reef installation oversight. Collected data are used to evaluate reef performance and assess impacts to the nearshore environment.

**Money Bayou, Gulf County, FL:** This NOAA funded project entailed preliminary wetland and T&E species surveys at the St. Joseph Bay Buffer Preserve for the establishment or enhancement of low water crossings throughout the property to restore hydrologic conditions.

**Coronet Biological Sampling, Plant City, FL:** Field team member supporting an Ecological Risk Assessment, conducting sampling and collection of biological specimens for laboratory analysis of site-specific contaminants of concern. Data was used to evaluate trophic-level impacts within the study area.

**TNC, Ecological Monitoring for East Bay Oyster Restoration Project, Santa Rosa County, FL:** Supported baseline (pre-construction) monitoring for a 6.5-mile oyster habitat restoration site along Escribano Point in Pensacola East Bay, Florida. Applied universal and restoration goal-based metrics developed by TNC and partners to evaluate project performance. Monitoring included oysters, juvenile fish, transient crustaceans, epifaunal sessile invertebrates, submerged aquatic vegetation, water birds, and water quality. Currently supporting post-construction monitoring of reef performance and water quality.

Experience prior to WSP includes:

**Florida State University Coastal Marine Lab, St. Teresa, FL:** Fisheries technician for the university's coastal marine lab, collected and processed samples, conducted water quality testing, and performed fieldwork in Apalachicola Bay for Apalachicola National Estuarine Research Reserve.



## Catherine Hayes

### Grants Support Lead

**Years of Experience:** 21  
1 with WSP

**Education:** BA, International Studies/Spanish, Virginia Polytechnic Institute and State University

#### NOTABLE GRANT WINS

- **FDEP Resilient Florida Grants:** \$25.0 million
- **DOT Better Utilizing Investments to Leverage Development (BUILD):** \$24 million
- **FEMA Hazard Mitigation Grant Program:** \$15 million Facilities, Stormwater, Wastewater Departments
- **FEMA/DHS Staffing for Adequate Fire and Safety Response (SAFER):** \$6.43 million
- **FEMA/DHS FY 21 Regional Catastrophic Preparedness Grant:** \$1.3 million
- **FEMA/DHS Assistance for Firefighters Grant (AFG):** \$1.2 million
- **DOJ Office of Justice Programs Community Based Violence Intervention and Prevention Initiative:** \$1.5 million
- **HUD Community Development Block Grant (CDBG):** \$1.4 million
- **DOJ COPS Hiring Grant:** \$1.25 million
- **DOT Reconnecting Communities Pilot:** \$5.3 million
- **DOT Safe Streets and Roads for All:** \$20 million
- **HUD Healthy Homes Production Grant:** \$2 million
- **DOJ Comprehensive Opioid, Stimulant, and Substance Use Program (COSSUP):** \$900,000
- **State Historic Preservation Grant:** \$500,000

Catherine has 21 years of experience supporting grant-funded programs with a focus on compliance, documentation, and reporting across federal, state, and private-sector funding sources. She manages the full grant lifecycle, including pre-award requirements, post-award administration, and closeout, with direct responsibility for maintaining compliant documentation, tracking deliverables, and supporting audit readiness. Her experience includes preparing and reviewing reports, coordinating with funding agencies, and aligning project execution with applicable grant conditions and regulatory requirements.

Catherine has worked with multiple federal and state agencies, providing familiarity with diverse compliance frameworks. She supports project teams by aligning scope, schedule, and deliverables with funding requirements and by integrating compliance considerations into project planning and execution.

#### RELEVANT EXPERIENCE INCLUDES:

**City of Winter Haven Grant Scan and Prioritization, FL:** WSP is providing grant prioritization and funding scans including researching grant opportunities and developing funding plans for priority projects.

**South Florida Water Management District, Grant Scan and Prioritization, FL:** WSP is providing grant prioritization and funding scans including researching opportunities and developing funding plans for resiliency projects that align with FDOT capital programs.

**Tampa Hillsborough Expressway Authority, Grant Application Development, FL:** WSP is providing grant application development support. Managed and contributed to the submission of a \$25 million and \$3 million connected vehicle grant applications to USDOT and is supporting additional grant applications development for large transportation infrastructure projects worth more than \$100 million.

**Regional Transit Authority of Southeast Michigan, Grant Application Development, MI:** WSP provided grant application development support. Supported the grant program strategy and application development for a CMAQ, BUILD and Reconnecting Communities Pilot Program.

**Hillsborough Area Regional Transit Authority, Grant Application Development, FL:** WSP provided grant application development support. Supported the grant program strategy and application development for a \$30 million infrastructure project.

**City of St. Louis, Grant Application Development, MO:** WSP is providing grant application development support. Provided grant application narrative development for \$15 million important bike/pedestrian safety project.

**City and County of San Francisco, Grant Application Development, CA:** WSP is providing grant application development support. Managed and contributed to the submission of a \$100 million grant application to USDOT.

**City of Savannah, Grant Application Development, GA:** WSP provided grant application development support. Developed the technology grant application development.

## PROJECT UNDERSTANDING AND STUDY AREA

Cedar Key's natural landscape of shorelines, marshes, and mangroves historically provided a natural buffer against flooding. Over time, urban development and expansion of the roadway network have modified these natural systems and altered land topography. These changes have disrupted natural floodwater flow patterns and increased flood vulnerability within the transportation network. This feasibility study evaluates how hydrologic restoration along Gulf Boulevard could be implemented to reduce flood risk on critical evacuation routes while accounting for existing environmental and infrastructure conditions.

Cedar Key's transportation network follows a tree-like configuration, with State Road 24 serving as the primary access route from the mainland and branching into secondary and tertiary roads that provide local access. This configuration offers limited redundancy. The absence of looped or alternative routes means many areas rely on single access points.

Several of these unique access routes include low-lying segments that face elevated flood risk under extreme tidal conditions and severe flood events projected for the future, as documented in Cedar Key's statutorily compliant Vulnerability Assessment. This exposure creates the potential for access disruptions that could affect large residential areas and compromise evacuation routes.

One of the most critical of these unique access routes is the City's western access corridor, which includes Whiddon Avenue and Gulf Boulevard. This corridor serves as the sole access and evacuation route for approximately 45% of Cedar Key's homes and provides access to key community assets such as the Cedar Key Cemetery, the Cedar Key State Museum, and the Anchor Hole boat ramp.

Restoring natural shoreline conditions and improving hydrologic connectivity at vulnerable locations along this corridor would reduce stress on transportation infrastructure and lessen the effects of floodwaters on critical access routes.

## PROJECT APPROACH TO COMPLETING THE SCOPE OF WORK

WSP's approach to completing the feasibility study begins with establishing clear communication between the City and WSP project management. WSP Project Manager Will Mather would organize and host a project kickoff call with the City, WSP, and relevant stakeholders.

During the kickoff call, WSP will outline the proposed methodology for completing the scope of work and invite input from the City and project stakeholders. The team will also review the proposed schedule and anticipated deliverables to align expectations and confirm a shared understanding of project goals, coordination protocols, and next steps.

**Task A – Project Management:**

This task includes efforts associated with the Project Manager coordinating with the team to maintain individual and overall project schedules, monitor the approved project budget, and complete other project management-related tasks, such as preparing monthly invoices in accordance with the Agreement requirements.

Additionally, it includes other Project Management-related activities such as monitoring change management, risk management, tracking out-of-scope changes, and maintaining project communication both with the project team and Cedar Key.

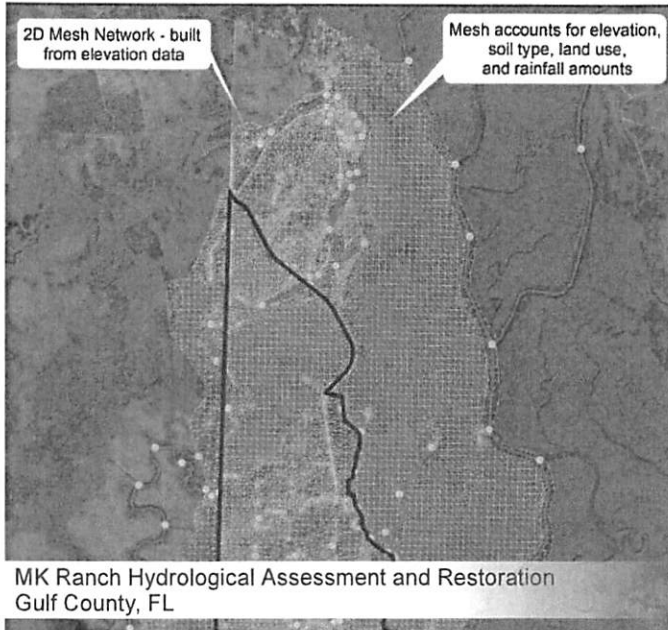
To accomplish this, the WSP Project Manager will be responsible for scheduling and executing reoccurring internal and external project planning calls to discuss task and deliverable status and address identified project risks or issues.

- **DELIVERABLES:** The deliverables will include an electronic Adobe Acrobat (.pdf) copy of meeting agendas, meeting presentations, and meeting minutes between WSP and the City of Cedar Key.

**Task B – Kick-off Meeting:**

The WSP Project Manager will schedule a Project Kick-Off meeting with the City of Cedar Key at least 2 weeks prior to field work commencement. An agenda and presentation will be developed by WSP prior to the Project Kick-Off meeting and will be distributed to the City at least 2 days before the Project Kick-Off meeting. The Project Kick-Off meeting can occur virtually, but WSP encourages an in-person meeting coupled with a site visit with City staff.

- **DELIVERABLES:** The deliverables will include an electronic Adobe Acrobat (.pdf) copy of the agenda, minutes, and the presentation for the Project Kick-Off meeting.



### Task C – Targeted Meetings with Key Stakeholders (optional but recommended):

WSP will collaborate with the City to identify key stakeholders for targeted outreach and feedback collection. Virtual meetings, either entity-specific or in small groups, will be conducted to solicit input from these stakeholders prior to public engagement and at critical project milestones. Stakeholders expected to be included in the targeted meetings include, at a minimum, Cedar Key Volunteer Fire & Rescue, Cedar Key Water and Sewer District, and University of Florida's Nature Coast Biological Station.

- **DELIVERABLES:** The deliverables will include an electronic Adobe Acrobat (.pdf) copy of the agendas and minutes from each meeting with key stakeholders.

### Task D – Site Investigation and Desktop Data Gathering:

WSP will collect site-specific data to support numerical model inputs, calibrate/validate models with observed conditions, and refine key design parameters such as material gradations and restoration plans. The datasets below will be collected to support numerical modeling and design development:

- **Wetland vegetation data** - WSP will conduct both field and desktop investigations to document existing wetland conditions. The desktop investigation will obtain wetland vegetation data from the USGS Wetland Mapper. Both efforts will record wetland extent, type, vegetation and wildlife present, stem height/diameter, and plant density (i.e., number of stems per square foot).

- **Mapping and surveying** - WSP will work with the **Wantman Group, Inc. (WGI)** to conduct limited roadway surveys, and utilities surveys along Gulf Blvd. Additionally, WSP will collect elevation data along select transects adjacent to Gulf Blvd to better characterize the topographic and bathymetric conditions in flood prone sections. WSP field teams will also collect high-resolution imagery to support design and modeling. In addition to field collection, WSP will obtain data from publicly-available sources.
- **H&H Analysis** - WSP will gather rainfall, tides, waves, and storm surge data from public sources to characterize the Project site. In addition, WSP will leverage the USACE's South Atlantic Coastal Study (SACS) model to extract probabilities of extreme weather events and associated relevant data. These data will be used to characterize current and future conditions, and to evaluate appropriate NNBS options to address the frequent flooding at the Project site.
- **Sediment collection and analysis** - WSP will identify sediment sources and sinks and collect surface, grab, or core samples. Laboratory analysis will determine composition, grain size, geotechnical properties, and historical deposition per ASTM standards.
- **T&E Wildlife data and survey** - WSP will perform a preliminary desktop assessment of the project area and generate an Information for Planning and Consultation (IPaC) report using the USFWS database to determine what species are at risk within and surrounding the project area. WSP will use this report to conduct a T&E survey during the site visit and will note any observations should they occur during the site visit. This includes both active (during a legitimate survey) and passive (outside of survey, i.e. during the wetland survey, etc.) observations. During the T&E survey, WSP staff will also note observations of evidence of nesting shorebirds.
- **Cultural resources assessment** - WSP will coordinate with the Florida Division of Historical Resources to determine if there are any historical cultural resources in or near the project area listed in the Florida Master Site File. Additionally, WSP will passively evaluate any cultural resources identified during other data collection efforts in the field. If WSP's field team encounters suspected cultural resources, photo documentation and GPS data will be collected and shared with the City and Florida Division of Historical Resources.
- **DELIVERABLES:** A Data Collection Report summarizing data collected and data collection methodologies and include conveyance of the raw GPS data.

## Task E – Alternative Analysis, Concept Evaluation, and Conceptual (10%) Design Development:

WSP will use the H&H analysis from Task D to compare proposed concepts against baseline conditions, identifying advantages, limitations, and trade-offs. This analysis will guide the selection of a preferred concept, support future permitting strategies, and inform mitigation risk analysis. Three conceptual site plans will be prepared and presented in a stakeholder meeting, with each plan's key features, benefits, drawbacks, initial permit-requirements review, schedule impacts, and budget implications outlined. Rough order of magnitude construction costs will be provided to aid decision-making.

### ▪ DELIVERABLES:

- **10% Design Report (.pdf)** summarizing alternatives evaluation, model results, and conceptual design details.
- **Presentation Slide Deck (.pptx)** with visualizations, maps, and key metrics to support stakeholder and permitting discussions.
- **Summary Tables** showing performance metrics, benefits, trade-offs, and permitting or mitigation considerations, included in the report and presentation.

## Task F – Public Workshop:

WSP will arrange and oversee a public meeting to solicit feedback on project objectives and address any concerns raised by stakeholders and citizens. WSP will support the City in identifying an appropriate venue and conduct one (1) public workshop to provide updates on project developments, collect input regarding current and future activities, and respond to questions or issues related to the project from stakeholders and the community. The workshop is expected to occur at the conceptual (10%) design threshold. WSP will collaborate with the City to identify the best methods to notice the public to ensure the workshops through multiple channels to ensure maximum participation from interested stakeholders.

- **DELIVERABLES:** The deliverables will include a copy of agenda, minute, and the presentation from the public meeting, all in an electronic Adobe Acrobat (.pdf) format.

## TECHNICAL METHODS FOR DATA COLLECTION, ANALYSIS, AND ALTERNATIVE EVALUATION

Upon confirming alignment with the City's goals, WSP will begin desktop literature review in preparation for the field event. WSP's desktop review will be completed to understand the data that is currently available for the site.

This includes such data sets as topographic and bathymetric data, wetland extents, utility information, seagrass extents, FEMA Flood Insurance Studies, tidal data, sea level rise projections, land subsidence, and prior field data collected at the site, and other information provided to WSP by the City or its relevant stakeholders. After compiling this information and developing a preliminary understanding of data gaps, WSP will draft the exact scope of work for our field effort.

WSP assumes that the field effort will include a T&E species survey, limited topographic survey (roadway survey, utilities survey, and select elevation transects), surface soil and sediment sampling (less than 2' depth), and a general site visit to assess current conditions of the site, such as delineating the approximate high water line and limits of vegetation. WSP will share this scope of work with the City prior to completing any field work to ensure alignment with the City's expectations.

Upon receiving approval from the City, WSP will complete the site visit and data collection effort. WSP will provide the City with all data collected, generated, or compiled at the site, including site photographs, for the purposes of developing the feasibility study. WSP will combine the data collected from the field effort with the information gathered during the field visit to characterize the existing conditions at the site.

Approximately 2-3 months after receiving NTP and prior to completing the qualitative assessment of nature-based solutions and transportation and roadway solutions, WSP will schedule a meeting with City Council to solicit feedback on the metrics that should be incorporated into the analysis.

WSP will also solicit feedback on the weight that should be placed on each metric and what alternatives need to be considered.



In parallel with the first City Council meeting and the data collection efforts, WSP will also complete the H&H analysis. The goal of this analysis is to characterize the effects that rainfall, tides, waves, and storm surge have on the site so that the feasibility of nature-based solutions can be assessed. The first step will be to characterize existing conditions. WSP will utilize the data from the NOAA Station ID 8727520, which is located in Cedar Key, along with the National Weather Service gauge in Cedar Key to collect the rainfall, water surface elevation, and wind speed and direction data that are needed to complete this analysis.

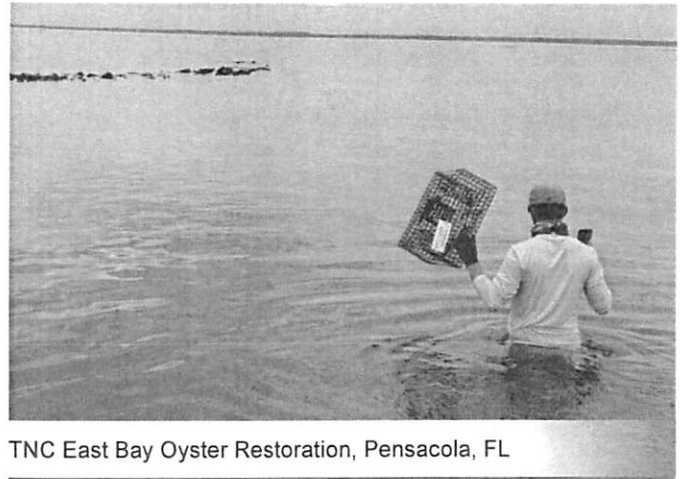
In addition to these data, WSP will access USACE's SACS model results from query points that are located by the project area. This model will output exceedance probabilities (extreme weather events) for water levels, significant wave height, and wave periods. The SACS model results provide reliable information that is perfect for utilization during feasibility level studies when funding for more comprehensive numerical modeling has not yet been secured.

WSP will utilize this data and model results to complete a H&H analysis that characterizes existing and future flooding conditions at the site. The H&H analysis will inform key aspects of the nature-based solution, such as the feasibility of various living shoreline components, the locations and make-up of native plantings, locations where oyster reefs could be located, and locations where green stormwater features would be needed. This will include assessing such aspects as the technical feasibility, flood reduction potential, and environmental and ecological benefits of each potential nature-based solution.

To do this analysis, WSP will complete a qualitative assessment of how each nature-based solution performs for each of these metrics so that it is clear how each nature-based solution performs relative to the other alternatives. All assumptions, methodologies, limitations, and data gaps affecting the H&H analysis will be documented in the Final Feasibility Report.



Alligator Creek Stream Restoration Design, Sarasota County, FL



TNC East Bay Oyster Restoration, Pensacola, FL

The H&H analysis will inform roadway and transportation aspects of the project, such as the design roadway elevation, culvert design, bridge span width, and/or bridge deck height. By understanding existing and future conditions, WSP will analyze opportunities to restore or improve hydrologic connectivity with the goal of reducing flooding or improving system performance. To complete this analysis, WSP will perform a qualitative assessment of how each roadway and transportation solution performs for key metrics so that it is clear how they perform relative to each other. All assumptions, methodologies, limitations, and data gaps affecting the H&H analysis will be documented in the Final Feasibility Report.

After completing the qualitative assessment of the nature-based solutions and the roadway and transportation aspects of the project, WSP will schedule a call with the City and its relevant stakeholders to present the findings and solicit feedback. After incorporating the feedback into the analysis, WSP will present the information during a City Council Meeting to solicit feedback from the council members and the public. The feedback received from this meeting will be incorporated into a follow-up meeting with the City and its stakeholders, where the preferred alternatives are assumed to be selected (up to three).

WSP assumes that up to three preferred alternatives, which incorporate both the nature-based solution and transportation portions of the project, will be selected and analyzed within the Final Feasibility Report. WSP will coordinate the selection of the preferred alternatives with the City and the relevant stakeholders prior to completing the Benefit-Cost and Impact Analysis. For each of the preferred alternatives, WSP will develop planning level cost estimates (-50% / +100%) to aid in comparing the alternatives and completing future grant applications. The Benefit-Cost and Impact Analysis will incorporate expected benefits from the preferred alternative, including flood risk reduction, fisheries improvement, shoreline stabilization, and community impacts.

It will also incorporate lifecycle implications, maintenance considerations, and long-term sustainability. The final product of the analysis will be tables that clearly outline the key cost drivers along with the key benefits of each preferred alternative. For each of the preferred alternatives (up to three), WSP will develop conceptual-level plans, exhibits, maps, and graphics for inclusion within the Final Feasibility Report. Some of these illustrations will also be developed for use in the stakeholder engagement and City Council meetings and with the expectation that they can be used in future grant applications. To assist in moving the project forward, WSP will outline the next steps for implementation, including considerations for permitting, design advancement, grant funding, phasing, and other considerations. This information will be included within the Final Feasibility Report.

WSP will prepare a Final Feasibility Report documenting the work completed under this scope, including data collection methods, stakeholder engagement, and supporting technical appendices. We will submit the draft to the City for review, incorporate comments, and present the report at a City Council meeting. Following Council input, WSP will finalize the report and provide it in a format suitable for future planning, grant applications, permitting coordination, and project prioritization.

## APPROACH TO STAKEHOLDER AND PUBLIC ENGAGEMENT

Technical expertise is only part of the equation for a successful project. Robust stakeholder engagement and public involvement increases the likelihood of project success, creates the opportunity for mutually equitable outcomes, and promotes environmental stewardship. WSP has extensive experience facilitating these efforts and ensuring technical content is delivered in clear, accessible formats for stakeholders, citizen groups, and all interested parties.

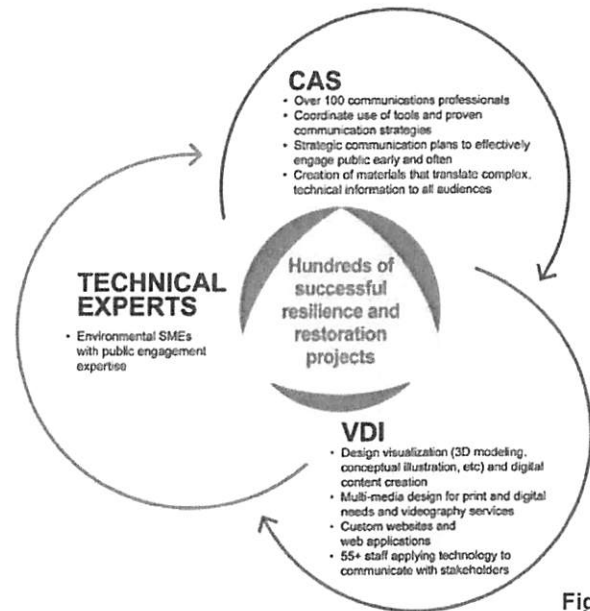


Figure 4.1

WSP closely follows industry-standard stakeholder engagement tenants including, but not limited to, providing clear, transparent, easily understood, and timely communication; seeking broad representation; and ensuring the selected engagement methods and processes encourage active participation.

WSP has a three-pronged approach to successful stakeholder engagement illustrated in Figure 4.1. This approach includes collaboration between our technical experts and two internal groups that focus specifically on communication and engaging the public. Our Communications Advisory Services (CAS) Group is a full-service team of more than 100 highly skilled communications professionals serving project-specific stakeholder engagement needs such as facilitating strategic communication.

Alongside CAS, WSP's Visual and Data Intelligence (VDI) Group applies technology services to communicate effectively and share complex technical information with the public in a simple and accessible manner. These groups use a variety of WSP's proprietary, customizable tools to enhance stakeholder satisfaction, streamline decision-making, and achieve project objectives more effectively. In addition to these proprietary tools, WSP excels in use of commercial products like Consultation Manager, Social Pinpoint, and Borealis and may use these as appropriate for individual projects.

By integrating technical planning with meaningful engagement, WSP will help the City maximize resilience investments while being grounded in the needs and values of the local stakeholders.

## APPROACH TO IDENTIFYING ACTIONABLE NEXT STEPS FOR IMPLEMENTATION

WSP understands that a feasibility study is not just the initial step to creating a final design package, but also a tool for generating competitive and compelling grant applications for future phases of the project.

To effectively secure grant funding for the implementation of nature-based solutions, it is essential to use the feasibility study as a platform for identifying actionable next steps. This process begins with a thorough assessment of project goals, community needs, and environmental benefits. By clearly defining the scope and expected outcomes, the feasibility study provides evidence-based justification for the project, which is critical for successful grant applications.

Some actionable steps WSP will take to aid in securing future grant funding include:

- **MAPPING FUNDING OPPORTUNITIES:** WSP's in-house grant specialists will identify grant programs focused on nature-based solutions, climate resilience, and ecological restoration to generate a list of applicable grant funding sources.
- **ALIGNING PROJECT OUTCOMES WITH GRANT CRITERIA:** WSP will review eligibility requirements and evaluation criteria for each grant. Further, we will tailor the feasibility study Final Report to highlight how the proposed solutions address the priorities of the funding agencies, such as measurable environmental impact, community engagement, and cost-effectiveness.
- **DEVELOPING STRATEGIC PARTNERSHIPS:** Engage stakeholders, community organizations, and academic institutions, to strengthen the project's credibility and broaden its support. Collaboration with local stakeholders not only aligns the project better with the community but increases the competitiveness of potential grant applications.
- **PREPARING GRANT-READY DOCUMENTATION:** Use the feasibility study to create detailed project plans, budgets, timelines, and impact assessments. Ensuring that all supporting materials outline where the project is in the design process and forecasting potential implementation timeframes.
- **ESTABLISHING A TIMELINE FOR APPLICATION SUBMISSION:** WSP will create a calendar of grant deadlines and required steps, such as gathering letters of support or additional technical analyses. Assisting the City of Cedar Key in maintaining momentum and ensuring timely submission of competitive applications.



WSP has maintained a strong presence in Florida for over 60 years and employs maritime specialists dedicated to the planning, design, and construction of nature-based solutions, marine infrastructure, and coastal facilities, using the latest technology to deliver future-ready solutions. Building on a legacy of over a century of finding innovative solutions to some of the most complex infrastructure problems, WSP is meeting the challenges of our coastal communities by leveraging our vast depth of expertise and experience to find resilient solutions for an increasingly variable climate.

WSP is an industry leader with experience in planning and implementing nature-based solutions that account for current and future coastal SLR, chronic erosion, storm events, inland flooding, and ecosystem benefits. We help clients proactively address environmental changes by strengthening what is currently in place and weaving resilience into new plans and designs.

- Our approach draws upon lessons learned and best practices established through our experience leading high-profile national climate resiliency planning and design projects for diverse communities.
- Our vast risk/vulnerability assessment and resilient infrastructure design and implementation experience has helped hundreds of clients tackle climate-related challenges over the past two decades.
- The WSP team has experience linking pre- and post-disaster programs with resilient infrastructure investments. Thus, WSP will be a resource to the City for linking various programs together to ensure long-term benefit in an active storm environment.

WSP has supported communities from the assessment phase, through project development, and into implementation – understanding how to take effective steps in each phase to assure final successful outcomes.



Franklin-98 Living Shoreline, Apalachicola Bay, FL

Representative Florida clients that WSP has completed design, permitting, and construction oversight for include, but are not limited to, ARPC, Walton County, Monroe County, Manatee County, FDEP, Florida FWC and the City of Cedar Key.

WSP brings broad experience across a range of nature-based solutions, as summarized below and in Table 5.1, which highlights additional relevant project experience.

### Living shorelines

For the ARPC, WSP is providing design, monitoring, permitting, and construction oversight for the **Franklin-98 Living Shoreline Project**. The project spans 12 miles of vulnerable shoreline in Apalachicola Bay, adjacent to U.S. Highway 98, a designated hurricane evacuation route.

The work responds to chronic nearshore erosion and recurring roadway damage through a nature-based approach that reduces wave energy while restoring coastal habitat. Improvements include the creation of approximately 20 acres of estuarine oyster reef and 30 acres of intertidal marsh.

WSP assisted ARPC in securing grant funding from the National Fish and Wildlife Foundation through the Emergency Coastal Resilience Fund and the Gulf Environmental Benefit Fund, providing critical financial resources to advance the project objectives.

The three-phase effort is scheduled for completion over six years and involves coordination with approximately 50 landowners and multiple regulatory agencies, including the FDEP, the Florida Department of Transportation (FDOT), and the USACE.



## Wetland, marsh, or hydrologic restoration

Working with the University of Florida, WSP has completed a salt marsh restoration assessment on the Guana Tolomato Mantanzas National Estuarine Research Reserve near St. Augustine, Florida. During Phase 1 of this project, WSP completed salt marsh and intertidal habitat condition assessments, sediment analyses, stakeholder engagement, pre-permitting coordination, and feasibility-level engineering designs.

WSP is now partnering with the University of Florida on Phase 2, which includes final design and permitting. The project seeks to restore degraded salt marsh by placing locally sourced dredged sediment at target elevations across drowning interior marsh areas. Sediment placement, combined with the construction of reef balls and breakwaters, is expected to promote marsh vegetation expansion, strengthen resilience to projected sea level rise, and reduce flood risk to nearby community infrastructure.

## Oyster reef restoration

WSP collaborated with researchers from multiple institutions to design a modular oyster reef system as part of the **Defense Advanced Research Projects Agency (DARPA) Reefense Program**. Project objectives included attenuating up to 90 percent of wave energy, reducing gastropod predation, increasing oyster recruitment, and integrating oyster stocks with demonstrated improvements in growth rates and disease resistance.

WSP provided comprehensive project services, with lead responsibility for oyster reef design, permit preparation, construction oversight, and techno-economic analysis. Additional efforts included experimental design and statistical analysis, development of monitoring programs, and field data collection. Field activities included ecological assessments of native flora and fauna, as well as evaluation of physical conditions such as marsh and subtidal elevations, water quality parameters, and wave dynamics.



Fisheating Creek Restoration, Palmdale, FL

## Green stormwater infrastructure

For the City of Mobile, WSP is currently developing a citizen-focused guide to green infrastructure implementation. Written in clear, accessible language, the guide is intended to help residents and business owners understand the value of green infrastructure and low-impact development (LID) practices. It explains how to select appropriate practices for specific site conditions and provides practical guidance on implementation and long-term maintenance.

The effort also includes a practicability assessment, through which WSP is preparing conceptual plans and drawings for green infrastructure and LID practices on selected, pre-identified City-owned parcels. This assessment will illustrate how different practices can be applied under varying site conditions and provide tangible examples to support broader adoption across the community.

## Stream restoration

The **Fisheating Creek Restoration Project** represents the largest riverine ecosystem restoration effort in the United States, encompassing approximately 34,122 acres and eight miles of previously channelized creek. For the Fisheating Creek Wetlands Reserve, WSP prepared a watershed restoration plan to guide environmental restoration efforts and developed a NEPA environmental assessment.

WSP also prepared cost estimates, technical specifications, and engineering designs to restore riverine, wetland and slough, and upland systems to pre-disturbance conditions. This work contributes to broader regional restoration priorities supported by the USACE and the SFWMD, including the Comprehensive Everglades Restoration Program, the Northern Everglades and Estuaries Restoration Program, and the South Florida Dispersed Water Storage Program.



## Estuary restoration

WSP prepared the Master Plan for the **McCoy's Creek Restoration Program**, including the Basis of Design Report and cost-benefit analyses. McCoy's Creek is a tidally influenced urban stream and estuary located in Jacksonville, Florida. The program encompasses approximately 2.8 miles of stream and estuary restoration using natural channel design and bioengineering approaches.

Planned improvements include the creation of roughly 50 acres of floodplain storage, reductions in FEMA flood elevations of up to 2.5 feet, restoration of fish and wildlife habitat, and integration of trail and recreational features. Implemented through multiple phases and supported by NOAA and FDEP Resiliency Grants, the program advances long-term restoration of McCoy's Creek while expanding community access to green space and recreation.

WSP continues to advance subsequent phases through detailed design and construction oversight.

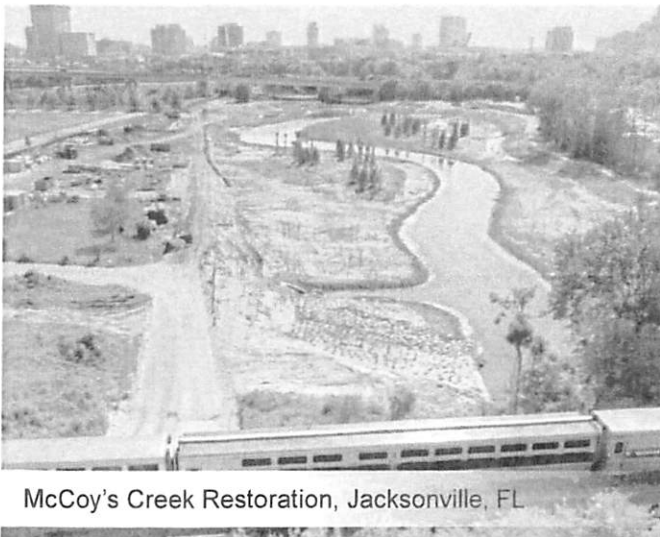
## Climate Adaption in Transportation

Building on a pilot study of two low-lying island communities, WSP designed roadway and drainage adaptation solutions to reduce vulnerability to flooding driven by sea level rise. Projections from the Southeast Florida Regional Climate Change Compact indicate that portions of the Florida Keys could experience approximately 12 inches of sea level rise by 2030 and more than 30 inches by 2060, posing a growing risk of chronic inundation for island communities.

To strengthen infrastructure resilience, Monroe County initiated a pilot program in two communities—Twin Lakes in Key Largo and the Sands neighborhood in Big Pine Key—where roadways bordered by wetlands and canals already experience frequent flooding during king tides, intense storms, and heavy rainfall. WSP conducted a detailed assessment of a 20-year tidal record and a significant 2015 flooding event to establish target roadway elevations and identify required drainage improvements for future conditions.

The study findings informed a comprehensive adaptation strategy that includes elevating approximately 6,400 linear feet of roadway and installing about 2,000 linear feet of pretreated, pressurized closed stormwater conveyance. The drainage system features gravity collection routed through trunk lines along primary roadways to a centralized pump station, which discharges to multiple injection wells. Additional work includes pavement reconstruction and signing, detailed property surveys to integrate elevated roadways with adjacent parcels, and conceptual design of a roadside retaining wall to improve driver safety and provide storm surge protection.

The design follows Monroe County's adopted methodology for adapting public infrastructure to SLR and reflects site-specific conditions unique to low-lying coastal communities.



McCoy's Creek Restoration, Jacksonville, FL



Table 5.1: Additional Project Experience Matrix

Projects	Location	Living shorelines	Wetland, marsh, or hydrologic restoration	Oyster reef restoration	Green stormwater infrastructure	Other NBS strategies
Franklin-98 Living Shoreline	Eastpoint, FL	■	■	■		
DARPA Reefense	Panama City, FL	■	■	■		■
County Road 30A Living Shoreline	Apalachicola, FL	■	■	■		
Choctaw Beach Highway 20 Living Shoreline	Choctaw Beach, FL	■	■	■		
Cedar Key Living Shoreline	Cedar Key, FL	■	■	■		
University of Florida, Salt Marsh Restoration and Coastal Community Resiliency	St. Augustine, FL	■	■	■		
McCoy's Creek	Jacksonville, FL		■		■	■
Lower Suwannee National Wildlife Refuge Hydrologic Restoration	Chiefland, FL		■			■
Carpenter's Creek	Escambia County, FL		■		■	■
Ichetucknee Springshed Water Quality Improvement	Branford, FL		■		■	
Lake Eva, Lake Mudd and Lake Lulu Water Quality Assessment, Improvements and Designs	Jacksonville, FL		■		■	■
MK Ranch Hydrological Assessment and Restoration	Gulf County, FL		■		■	
Ribault Monument Shoreline and Embankment Stabilization	Jacksonville, FL	■	■			■
Money Bayou Restoration	Port St. Joe, FL		■			■
Comprehensive Everglades Restoration Plan	Regional, FL		■		■	
Karick Lake Aquatic Habitat Enhancement	Baker, FL		■		■	■
Blackwater Fisheries Research and Development Center Reservoir and Pond Water Lines Renovation	Holt, FL		■		■	■
Fisheating Creek Engineering Design, Ecosystem Restoration Design, Watershed Rehabilitation Planning, and Wetlands Restoration and Modeling	Palmdale, FL		■		■	■
Loxahatchee River Flow-Way 3	Jupiter, FL		■		■	
Groveland Reservoir and Stormwater Treatment Area	Groveland, FL		■		■	■
Blue Spring Run Bank Stabilization	Deland, FL		■			■
Hilochee Wildlife Management Area Hydrologic and Habitat Restoration	Clermont, FL		■			■

Table 5.1: Additional Project Experience Matrix

Projects	Location	Living shorelines	Wetland, marsh, or hydrologic restoration	Oyster reef restoration	Green stormwater infrastructure	Other NBS strategies
Suwannee Ridge Wildlife and Environmental Area Hydrologic Assessment	Jasper, FL		■		■	■
Branan Field Wildlife and Environmental Area Hydrologic Assessment	Jacksonville, FL		■		■	■
Long Key Living Shoreline	Long Key, FL	■	■		■	
Guana Dam Revetment Replacement	South Ponte Vedra Beach, FL		■		■	■
Fort White Wildlife and Environmental Area Hydrologic Assessment	Fort White, FL		■		■	■
Suwannee Lake Fish Management Restoration	Live Oak, FL		■			■
Watermelon Pond Wildlife Environmental Area	Newberry, FL		■			
Bell Ridge Wildlife Environmental Area	Waters Lake, FL		■			
Parker Slough Conveyance Improvement	Three Lakes Wildlife Management Area, FL		■			
Pensacola East Bay Oyster Restoration	Pensacola, FL	■	■			■
Choctawhatchee Bay Benthic Survey	Choctaw Beach, FL		■			
Biscayne Bay Benthic Survey	Biscayne National Park, FL		■			
Alligator Creek Stream Restoration Design	Venice, FL		■		■	■
Carpenter Creek and Bayou Texar Watershed Management Plan	Pensacola, FL		■		■	■
Bishop Point Living Shoreline	Bradenton, FL	■	■		■	■
Riverside Conservancy Center Living Shoreline	New Smyrna Beach, FL	■	■			
New River Middle School Living Shoreline	Ft. Lauderdale, FL	■	■			
FSU Coastal and Marine Lab Living Shoreline	Lanark Village, FL	■	■			
Hickory Mound Impoundment Vulnerability Analysis	Big Bend Wildlife Management Area, FL		■		■	■
Alligator Point Coastal Resiliency Alternatives Analysis	Alligator Point, FL		■		■	■
St. Marks National Wildlife Refuge Salt Marsh Restoration	St. Marks, FL	■	■			■
SW Florida Aquifer Modeling	Regional, FL		■			

Table 5.1: Additional Project Experience Matrix

Projects	Location	Living shorelines	Wetland, marsh, or hydrologic restoration	Oyster reef restoration	Green stormwater infrastructure	Other NBS strategies
Shell Point Beach Habitat Restoration and Enhancement	Shell Point, FL	■	■			■
USDA/NRCS, Ecosystem Assessment and Engineering Design	Statewide, FL		■		■	■
USFWS, Ecosystem Assessment, Engineering Design, and Construction	Statewide, FL		■		■	■
Surface Water Improvement and Management Plan Updates for Choctawhatchee Bay and Adjacent Bays in NW Florida	Regional, FL		■		■	
SWFWMD General Engineering Contract - Watershed Management Plans	Regional, FL		■		■	



## EXPERIENCE WITH FCT, TNC, FDEP, FEMA, OR SIMILAR FUNDING

WSP has a dedicated 20-person Grants Team that provides grant strategy, grant development, cost-benefit analysis, and grant compliance services for our clients.

WSP brings extensive experience supporting public agencies and partners in navigating complex federal and state grant programs, including the FCT, FDEP, FEMA, and comparable conservation and resilience funding frameworks. WSP has supported projects involving FCT-funded land acquisition and conservation initiatives, including assisting local governments with eligibility documentation, appraisals, environmental due diligence, and long-term stewardship compliance. The firm is familiar with the FCT's requirements related to project site control, conservation easements, public access provisions, and audit readiness, helping ensure successful project delivery and compliance throughout the grant lifecycle.

Through partnerships with organizations such as TNC and similar conservation-focused entities, WSP has contributed to projects emphasizing resilience, ecosystem restoration, and nature-based solutions, aligning project scopes with funding priorities related to climate adaptation, habitat conservation, and water resource protection. WSP has significant experience with FDEP-administered programs, including water quality improvement grants, stormwater infrastructure funding, Resilient Florida

Program initiatives, and wastewater and drinking water funding programs. This includes ensuring compliance with state environmental regulations, permitting requirements, financial management standards, and reporting obligations, as well as aligning projects with Total Maximum Daily Load requirements, Basin Management Action Plans and statewide resilience priorities.

Additionally, WSP has deep expertise in FEMA grant programs, including Hazard Mitigation Grant Program, Building Resilient Infrastructure and Communities, Flood Mitigation Assistance, and Public Assistance. WSP supports clients in adhering to FEMA's rigorous requirements such as:

- Environmental and Historic Preservation compliance
- Benefit-Cost Analysis development
- Procurement and contracting standards (2 CFR Part 200)
- Scope compliance and hazard mitigation eligibility
- Closeout documentation and audit preparedness

Across these frameworks, WSP demonstrates a consistent ability to translate complex funding requirements into actionable project strategies, reducing compliance risk while maximizing funding outcomes.

## EXPERIENCE MANAGING DOCUMENTATION, REPORTING, DELIVERABLES, AND GRANT-RELATED REQUIREMENTS

WSP has a proven track record of managing the full lifecycle of grant-funded projects, with a strong emphasis on documentation control, regulatory compliance, and audit-ready reporting systems. The firm implements structured project management approaches to ensure that all grant requirements are consistently met, including:

- Development of grant compliance matrices aligning contract terms, scope elements, and reporting milestones
- Maintenance of centralized documentation systems for invoices, procurement records, schedules, and deliverables
- Preparation of quarterly and annual progress reports, performance reports, and reimbursement packages
- Tracking of key performance indicators and milestone deliverables against grant agreements

For FEMA- and FDEP-funded projects, WSP ensures all documentation aligns with Uniform Guidance (2 CFR Part 200) and agency-specific requirements, including eligibility documentation, cost allowability, labor tracking,

and supporting backup for reimbursements. This approach helps clients avoid common compliance pitfalls and ensures readiness for state and federal audits.

WSP also brings experience supporting grant recipients with procurement compliance, including alignment with federal and state requirements such as competitive procurement standards, Disadvantaged Business Enterprise considerations, and documentation of contractor selection processes.

In addition, WSP coordinates with multiple stakeholders, including state agencies, federal partners, sub-recipients, and internal departments, to promote consistent communication, timely submissions, and alignment with grant conditions. By combining technical expertise with rigorous project controls, WSP helps grant-funded projects move forward successfully while remaining compliant, well documented, and defensible during audits. This approach reduces risk to the client and supports long-term funding eligibility.

## References

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## Project Description

**University of Florida | CEDAR KEY LIVING SHORELINE**

The UF received EPA and FWC funding to design and construct living shoreline projects along G Street and Airport Road in Cedar Key to address shoreline erosion and restore coastal habitats. WSP was contracted by UF to provide site assessment, survey, permitting, construction plans, construction oversight, and as-built surveys.

**TNC and ARPC | COUNTY ROAD 30A LIVING SHORELINE**

County Road 30A is a critical hurricane evacuation route located adjacent to Apalachicola Bay and subject to chronic shoreline erosion. Previous stabilization efforts using riprap and concrete mats provided only temporary protection. To address long-term resiliency, WSP implemented a phased, nature-based shoreline stabilization approach.

**Florida Keys | MONROE COUNTY ROADWAY VULNERABILITY ANALYSIS AND CAPITAL PLAN**

Based on a pilot study of two low-lying island communities, WSP developed roadway and drainage adaptation solutions to reduce flooding risk associated with sea level rise. Projections from the Southeast Florida Regional Climate Change Compact indicate sea level rise of approximately 12 inches by 2030 and more than 30 inches by 2060 in the Florida Keys, posing a significant risk of roadway inundation and loss of access.



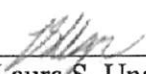
# REQUIRED FORMS AND CERTIFICATIONS

WSP USA INC.  
ASSISTANT SECRETARY'S CERTIFICATE

I, Laura S. Unger, Assistant Secretary of WSP USA Inc. (the "Corporation"), do hereby certify on behalf of the Corporation and not in my individual capacity that on May 1, 2024, the Board of Directors of the Corporation adopted the following resolutions:

**"RESOLVED**, that, in accordance with the Corporation's Signature Authority Policy, any authorized signatory may execute binding legal documents, including any RFPs, RFQs and any resulting project contracts or amendments approved in accordance with the Regional Delegation of Authority."

I further certify that the resolutions have not been revoked and that as Senior Vice President, Local Business Leader of the Corporation, Brenda Powell, is an authorized signatory to sign legal documents, including project contracts, amendments, and task orders, by and between the City of Cedar Key, Florida and the Corporation.

  
\_\_\_\_\_  
Laura S. Unger  
Assistant Secretary

May 6, 2026  
Date

# *State of Florida*

## *Department of State*

I certify from the records of this office that WSP USA INC. is a New York corporation authorized to transact business in the State of Florida, qualified on March 5, 1973.

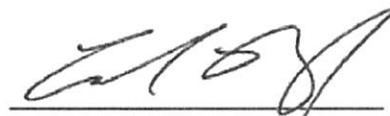
The document number of this corporation is 829626.

I further certify that said corporation has paid all fees due this office through December 31, 2026, that its most recent annual report/uniform business report was filed on January 13, 2026, and that its status is active.

I further certify that said corporation has not filed a Certificate of Withdrawal.

*Given under my hand and the  
Great Seal of the State of Florida  
at Tallahassee, the Capital, this  
the Fourth day of March, 2026*



  
Secretary of State

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**LICENSEE DETAILS**

5:32:46 PM 5/6/2026

**Licensee Information**

Name: **WSP USA INC. (Primary Name)**  
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 NEW YORK NY 10119**

**License Information**

License Type: **Engineering Business Registry**  
 Rank: **Registry**  
 License Number: **1462**  
 Status: **Current**  
 Licensure Date: **05/10/1977**  
 Expires:

**Special Qualifications**      **Qualification Effective**

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## Detail by Entity Name

Foreign Profit Corporation  
WSP USA INC.

### Filing Information

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**Event Date Filed** 09/26/2025  
**Event Effective Date** 10/01/2025

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Changed: 01/07/2025

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Changed: 03/07/2023

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PLANTATION, FL 33324

Name Changed: 07/02/1992

Address Changed: 07/02/1992

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Florida Department of State, Division of Corporations

wsp



May 15, 2026

# CITY OF CEDAR KEY

## Statement of Qualifications

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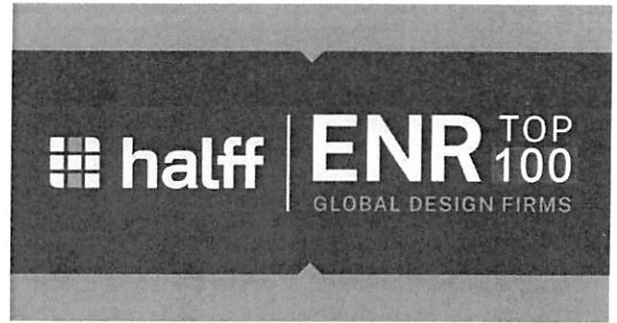
RFQ No. 2026-02

Feasibility Study for Nature-Based Flood Mitigation Solutions Along  
Gulf Boulevard, State Road 24, and J Street



May 15, 2026

Brooke Smith  
City Clerk  
City of Cedar Key  
P.O. Box 339  
Cedar Key, FL 32625



**RE: RFQ 2026-02: Feasibility Study for Nature-Based Flood Mitigation Solutions along Gulf Boulevard, State Road 24, and J Street.**

Dear Selection Committee:

Halff is pleased to submit our qualifications in response to Cedar Key's Request for Qualifications for the Feasibility Study for Nature-Based Flood Mitigation Solutions along Gulf Boulevard, State Road 24, and J Street. Our team of engineers, planners, and environmental scientists offers the multidisciplinary expertise needed to achieve the project goals.

Halff recognizes the significance of this project to the Cedar Key community. After closely collaborating with the University of Florida/IFAS team on the Cedar Key Shoreline Options for Resilience and Equity (ShOREs) initiative, we had the opportunity to see firsthand both the challenges the city faces and the community's determination to rebuild and adapt in a more resilient, sustainable manner.

A recognized leader in infrastructure consulting, Halff applies a science-based, multidisciplinary approach to planning, analysis, and design. Recent projects, including **Cedar Key's Sea Groin and Living Shoreline Templates**, **Hogans Creek Stream Restoration**, the **City of Port Richey Adaptation Plan**, and the **City of Jacksonville Compound Flood Model**, demonstrate our experience delivering innovative, practical solutions in coastal and flood-prone environments.

Our commitment to building communities that are resilient to both current and future challenges aligns with the goals of this project. Halff's interdisciplinary team offers the experience to develop Nature-Based Solutions (NBS), green infrastructure, and shoreline stabilization strategies that work for Cedar Key. Halff is well positioned to collaborate with stakeholders, including the UF/IFAS and FIBER teams, to deliver meaningful outcomes for the Cedar Key community.

Halff's work on resilience planning throughout Florida, **including our leadership in the Resilient Florida Program**, provides a foundation for understanding the region's environmental and regulatory context.

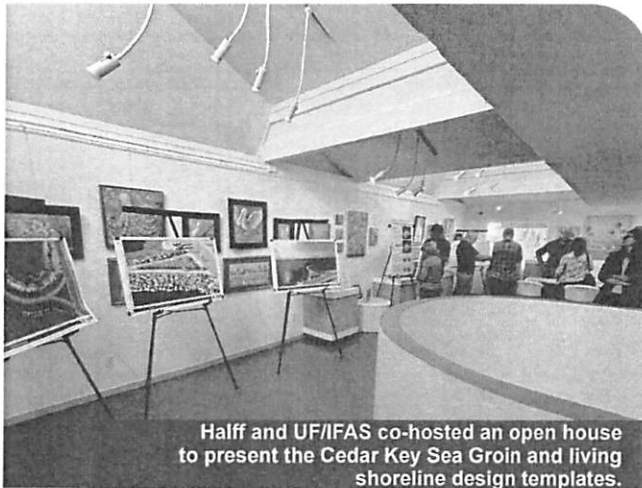
Halff understands the importance of stakeholder engagement and the need for flexibility to adapt to community needs throughout the project. We are committed to collaborating with the Cedar Key community to design solutions that meet resilient infrastructure goals.

We encourage you to review our qualifications and to contact our references. Our references can speak to our team's recent experience delivering the full range of services outlined in this RFQ, including coastal, hydrologic, and hydraulic analyses; development of conceptual alternatives; community and stakeholder engagement; and identification of funding mechanisms tailored to rural communities.

We appreciate your consideration and welcome the opportunity to support Cedar Key's resilience and sustainability goals.

Sincerely,

Guillermo Simon, PE, CFM  
Vice President, Advisor Water Resources and Coastal Engineering  
Project Manager



Halff and UF/IFAS co-hosted an open house to present the Cedar Key Sea Groin and living shoreline design templates.



Halff secured a Jobs Growth Grant for the City of Umatilla's Lake Ferns Industrial Park.



Halff and Florida's Chief Resilience Officer presenting the ARPC Vulnerability Study.

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## Our Commitment to the Cedar Key Community

We are dedicated to working closely with Cedar Key stakeholders to identify and design solutions that are resilient, sustainable, and ecologically sound, verifying long-term benefits for the community and environment.

We will allow science to inform our designs, conduct thorough site assessments and utilize data-driven insights to create tailored interventions that align with both ecological requirements and community needs.

We will design solutions that confirm equitable access to resilient shoreline spaces, fostering a sense of community connection and mobility, and verifying that all residents can benefit from the protections and enhancements made along the coast.



## Firm Qualifications and Experience

# Groin Design and Shoreline Protection Design Templates

University of Florida | Cedar Key, FL



Halff provided engineering design, environmental, and permitting services for the Cedar Key ShOREs (Shoreline Options for Resilience and Equity) Phase II project, which focuses on the implementation of nature-based solutions for shoreline protection in Cedar Key, Florida.

Building on the community-driven planning completed by the University of Florida (UF), Halff designed a shore-perpendicular rubble mound structure that integrates a living shoreline — also known as a Sea Groin — to stabilize the G Street shoreline, support ecological function, enhance coastal resilience, and create safe public access. Halff engineers and environmental scientists coordinated with permitting agencies, including USACE and FDEP, to develop construction drawings and technical specifications. Halff's design incorporates stakeholder feedback to improve buy-in from stakeholders and the community.

University of Florida staff completed hydrodynamic modeling of waves and sediment transport to assess environmental forcing. UF also collected hydrodynamic current and wave data from hurricanes Idalia (2023) and Helene (2024), which informed engineering design.

Halff also developed near-permit-ready site plans for seven shoreline protection strategies outlined in the Cedar Key Living Shoreline Master Plan, ensuring that these designs can be readily adapted by property owners and the City. Shoreline protection designs include various types of living shorelines and habitat-creation measures featuring vegetation, geosynthetic bag systems, oyster bags, and reef balls. The plan also includes riprap and articulated concrete solutions for heavily exposed, steep slopes.

**Size:** 300-600 LF

**Completed:** 2025

**Reference**

Dr. Mark Clark

352.294.3115

clarkmw@ufl.edu

# Citywide Probabilistic and Compound Flood Model and Real-Time Flood Forecasting System

City of Jacksonville | Jacksonville, FL

As part of The Water Institute's (TWI) Citywide Probabilistic and Compound Flood Model and Real-Time Forecasting System project team for the City of Jacksonville, Halff leads the development of a 2D, rain-on-mesh HEC-RAS hydraulic model to simulate coastal, fluvial, and pluvial flooding and their simultaneous effects.

To simulate flooding in the St. Johns River — including its 100-miles long estuary — and the Nassau River watersheds, Halff defined a model domain encompassing approximately 13,000 square miles, with a resolution of 500 feet, that covers both watersheds entirely.

Halff's role also includes development of a seamless topographic and bathymetric digital elevation model; collection of historical flood data; tidal and riverine gauge, wind, and precipitation data; validation and calibration of tropical and non-tropical events; representation of major flood control structures within the St. Johns River watershed; representation of stormwater infrastructure using a linear reservoir assumption; representation of antecedent conditions; quality control and review of production runs by TWI; and, support for other modeling tasks.

Size: ~10,000 sq mi

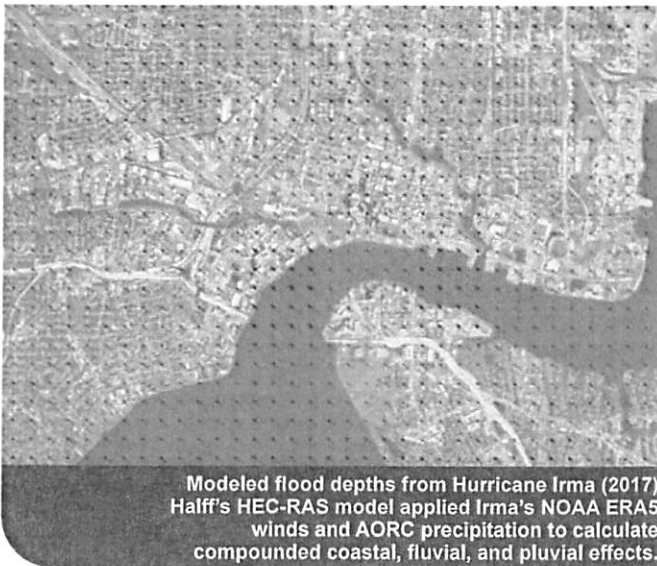
Completed: Ongoing

Reference

Anne Coglianese

904.625.8162

acoglianese@coj.net



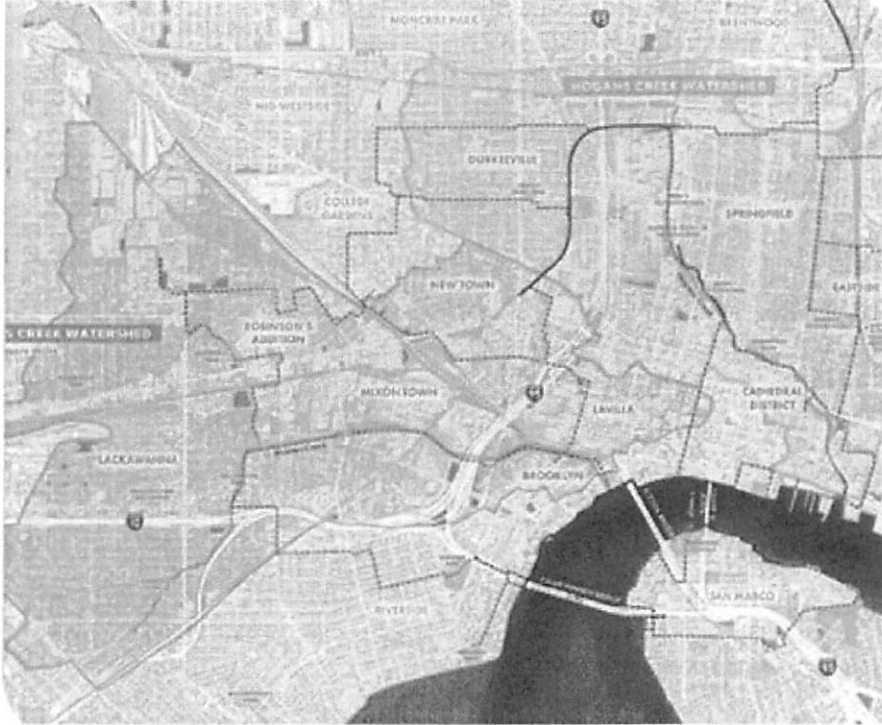
Modeled flood depths from Hurricane Irma (2017)  
Halff's HEC-RAS model applied Irma's NOAA ERA5 winds and AORC precipitation to calculate compounded coastal, fluvial, and pluvial effects.



Flooding in Springfield neighborhood during Hurricane Irma (2017)  
Halff's HEC-RAS model will inform Jacksonville residents of the risk of compound events such as Irma and support safer communities and sustainable land development.

# Hogans and McCoys Creek Watershed Resilience

Groundwork Jacksonville | Jacksonville, FL



**Size:** 9.3 square miles

**Completed:** 2025

**Reference**

Kay Ehas, CEO

904.401.0453

kay@groundworkjacksonville.org

Halff provided Groundwork Jacksonville (GWJax) with engineering, planning, and landscape architecture services for the development of the Emerald Trail Watershed Resilience Plan, a hydrologically defined watershed restoration and management plan for the McCoys Creek and Hogans Creek watersheds located in Jacksonville's urban core. Once implemented, the plan will advance the resilience of urbanized, historic communities using green infrastructure solutions that reduce flooding and improve water quality.

The plan characterizes the watersheds' hydrology and water quality, evaluates potential sources of pollution, and prioritizes green infrastructure tactics. Development and implementation of this plan involves close, frequent coordination with receiving communities. The initiative follows the US Environmental Protection Agency's six-step process to build an effective watershed plan.

During the first phase of the project, Halff and GWJax executed an outreach plan that included walks and events with residents and leaders of ten historic neighborhoods to establish relationships and identify critical areas of concern. Following community feedback and watershed characterization, Halff developed a plan that sets stormwater infrastructure improvement goals and develops indicators to guide the monitoring progress. Halff also communicates regularly with the project's Technical Advisory Board and the Watershed Stakeholder Group who guide the overall process.

Halff completed a detailed rain-on-mesh hydrology and hydraulic model to evaluate various rainfall intensities and physical settings street by street. Engineers used radar rainfall and high-water marks to validate model results with data collected by the City of Jacksonville for Tropical Storm Fay (2008), and with anecdotal information provided by residents and the City. Halff also developed a water quality model that breaks up the Hogans and McCoys Creek watersheds into more than 300 sub-basins. Both models support the decision-making process for implementation of green infrastructure.

The Emerald Trail Watershed Resilience Plan combines stormwater retrofit design and nature-based solutions to mitigate flooding and improve water quality, with direct community engagement to reshape downtown Jacksonville toward establishing a more resilient and sustainable economic, social, and environmental future.

# Pasco County Living Shorelines Plan

Pasco County | Pasco County, FL



As part of the Resilient Pasco Project (RPP), Halff developed the Pasco County Living Shoreline Plan (LSP), a comprehensive 79-page document aimed at enhancing the County’s resilience to coastal erosion while fostering ecological sustainability. The plan serves as a foundational tool for the planning, design, and implementation of living shorelines across both public and private properties in Pasco County.

The LSP introduces living shorelines as an effective and ecologically sound alternative to traditional shoreline hardening methods. It highlights the value of integrating natural elements to protect coastal resources, support biodiversity, and improve water quality. The plan provides detailed guidance on site evaluation, design criteria, hybrid approaches, and maintenance and monitoring procedures, offering a science-based framework for tailoring interventions to the unique characteristics of each site.

Halff collaborated closely with various local government stakeholders, including the RPP Core Advisory Team, the Pasco County Resilience Working Group (RWG), and representatives from Pasco County’s Parks, Recreation & Natural Resources and Planning & Economic Growth departments. This collaboration verified that the plan reflects local priorities, regulatory considerations, and the County’s long-term goals for coastal resilience.

A key element of the LSP is its emphasis on collaboration and partnership. The plan encourages a cooperative approach involving government agencies, environmental organizations, local communities, and scientific experts to advance living shoreline solutions across the region. This collaborative framework verifies that Pasco County’s living shoreline efforts are sustainable, effective, and aligned with broader resilience goals.

The Pasco County LSP lays a comprehensive, science-driven foundation for resilient shoreline management in the county, positioning Pasco County as a leader in the integration of natural infrastructure to protect coastal environments and communities.

**Size:** 177 acres

**Completed:** March 2024

**Reference**

Melissa Charbonneau  
727.847.2411 x8252  
mcharbonneau@mypasco.net



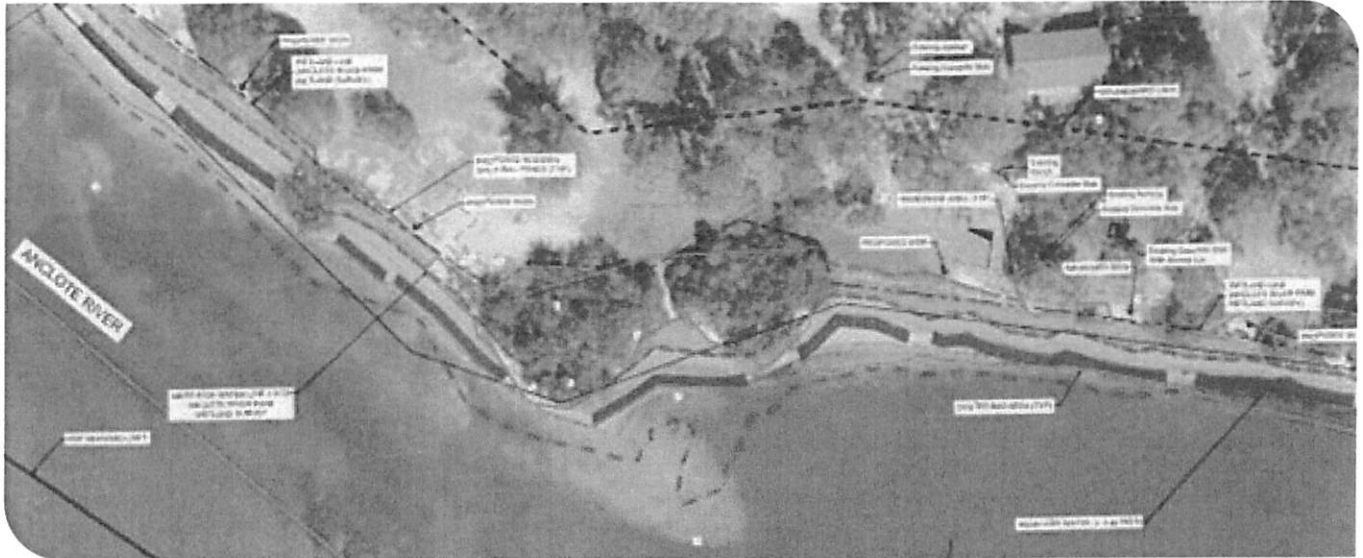
Phase 5: Living Shorelines Plan

Prepared by  
Halff  
Taylor Economics

Prepared for  
PASC  
Pasco County

# Resilient Pasco Living Shoreline Construction Plans

Pasco County | Pasco County, FL



Pasco County, located along the Gulf of Mexico, faces increasing vulnerability to storm surge events and coastal erosion, which threaten both local ecosystems and communities. In response, the Resilient Pasco Project aimed to develop conceptual living shoreline construction plans for three public parks owned and maintained by Pasco County: Anclote River Park, Key Vista Nature Park, and Robert K. Rees Memorial Park.

Halff was engaged to execute this project using a phased approach over a six-month timeline. The process began with initial site visits, comprehensive background investigations, and surveys of each site. These included subaquatic vegetation surveys and the collection of essential data to inform the design of effective, site-specific solutions. The team also conducted detailed coastal wave analyses to assess both current and future flooding risks, verifying that the final plans would account for evolving environmental conditions.

The design process focused on striking a balance between effective shoreline stabilization and the preservation of the natural environment. The final construction plans explored a variety of solutions tailored to each park's unique conditions. For Anclote River Park, the plans incorporated oyster bags placed along the shoreline to dissipate wave energy and promote sediment accumulation, thus reducing erosion. At Key Vista Nature Park, the design included the planting of mangroves and other erosion control measures, aimed at stabilizing the shoreline and fostering habitat for coastal species. Robert K. Rees Memorial Park faced additional challenges due to an aging seawall and erosion, which required a combination of shoreline stabilization techniques, including seawall reinforcement and the planting of vegetation to restore ecological balance and reduce erosion.

The Resilient Pasco Living Shoreline Construction Plans represent a comprehensive approach to enhancing coastal resilience while maintaining the ecological integrity of Pasco County's waterfront parks. Through collaboration with local stakeholders and a focus on natural, sustainable solutions, Halff's plans provide a clear path forward for addressing erosion and promoting long-term environmental stability.

**Size:** 868 sq mi

**Completed:** March 2024

**Reference**

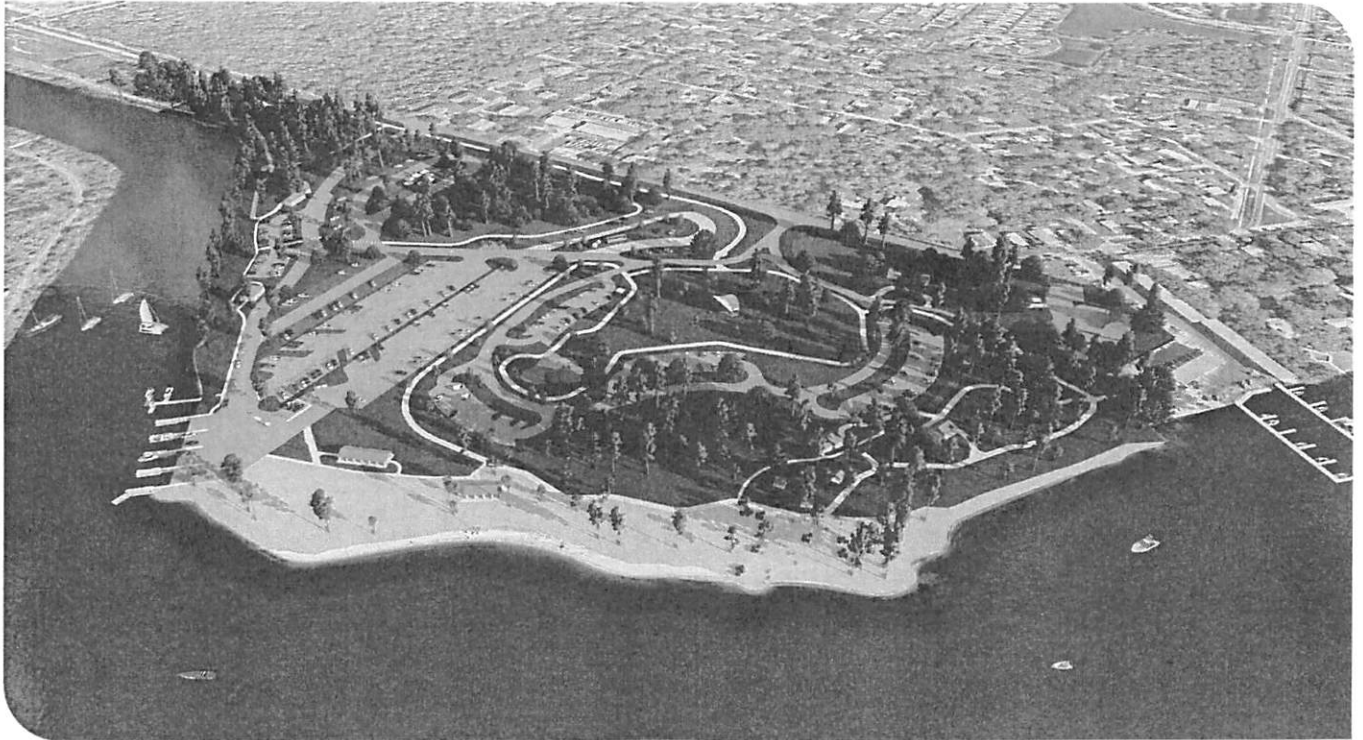
Melissa Charbonneau

727.847.2411 x8252

mcharbonneau@mypasco.net

# Anclote River Park and Trail Redesign

Pasco County | Holiday, FL



Anclote River Park, one of Pasco County's premier waterfront parks, has long been a popular destination for its boat access, recreational activities, and family-friendly atmosphere. It is also a key feature along the Coastal Anclote Trail, a 12-foot-wide, multi-use paved trail that spans 4.5 miles, connecting three county parks: Anclote River Park, Anclote Gulf Park, and Key Vista Nature Park. In the future, the trail will connect to the Pinellas Trail with the planned Elfers Spur Trail extension.

Due to rapid population and economic growth in the region, the demand for outdoor recreational spaces has significantly increased. More families are rediscovering the value of parks and trails, contributing to higher utilization of Anclote River Park and its amenities.

Halff developed a comprehensive redesign for the park, which includes the acquisition of an additional 14 acres of land, incorporating a protected Bald Eagle nesting site. The project will enhance the park with several key improvements, including recognition of the eagle nest, additional trail connections, and an updated circulation plan to reduce vehicle and pedestrian conflicts. Other upgrades will include improvements to the boat ramps for easier launching and maneuvering, expanded trailer parking, and the addition of ADA-compliant parking spaces. These enhancements will make certain a more accessible and enjoyable experience for all park visitors.

**Size:** 45 acres

**Completed:** Ongoing

**Reference:**

Tim Wilson

727.207.6723

[twilson@pascocountyfl.net](mailto:twilson@pascocountyfl.net)

# Hogans Creek Stream Restoration and Trail Design

Groundwork Jacksonville, Inc. | Jacksonville, FL



GWJax has contracted Halff to design the Hogans Creek stream restoration and trail project. Hogans Creek is a 2.6-mile tidal and freshwater creek located in Jacksonville. It begins in the City of Jacksonville's Brentwood neighborhood, north of the University of Florida's Health campus, and flows south through Springfield, the Cathedral District, and the historical Eastside, eventually discharging into the St. Johns River near the Shipyards. The restoration of Hogans Creek into a more natural waterway is a pivotal element in GWJax's vision of a 30-mile Emerald Trail system. This network of parks, trails, and waterways aims to reconnect historic neighborhoods in the heart of the city. The project goals include flood reduction, water quality improvements, creation of fish and wildlife habitat, safe access to the creek, enhanced recreational features, and overall resilience.

**Size:** 2.6 miles

**Completed:** Ongoing

**Reference**

Kay Ehas

904.401.0453

[kay@groundworkjacksonville.org](mailto:kay@groundworkjacksonville.org)

Halff's comprehensive scope of work includes community engagement, survey and right-of-way services, site planning, utility coordination and relocation, geotechnical and environmental assessments, hydraulic modeling, stream monitoring, and stream morphology analysis. The project will involve the removal of channelized creek sections, channel improvements at the Jacksonville Electric Authority's water treatment plant site, and tree mitigation. Halff will also design the structural elements, including five vehicular roads and multiple pedestrian crossings, assess soil contamination, implement stormwater best management practices, and design a living shoreline. Additionally, Halff will provide appraisal services. Halff will develop the final drawings and technical specifications for construction and support the client's permitting efforts throughout the process.

Through effective coordination of a multidisciplinary team and extensive community and stakeholder outreach, Halff's stream restoration design will transform Hogans Creek into a more natural waterway, provide safe access to the creek, and foster neighborhood connections. The project will include stream restoration, hydraulic modeling, alternatives analysis, trail planning and design, environmental assessment, surveying, and outreach support.

# Don CeSar Neighborhood Sea Level Rise Adaptation Plan

City of St. Pete Beach | St. Pete Beach, FL



The City of St. Pete Beach needed to address resiliency concerns related to sea level rise (SLR) and the impacts of storm events on its neighborhoods. In collaboration with the City and other consultants, Halff provided two adaptation alternatives for the Don CeSar neighborhood. Using the City's Coastal Resiliency Plan Stormwater Master Plan Update, GIS layers, and other existing data, Halff assessed the neighborhood's environmental and man made conditions.

With this information, Halff analyzed the range of high tide, nuisance, and SLR flooding risks affecting the existing neighborhood. Considering the City's 2050 SLR projections, Halff developed two conceptual designs to visually demonstrate potential strategies to help the neighborhood adapt to future risks.

The objectives for these conceptual designs included reducing the frequency of nuisance flooding, mitigating damage to structures and infrastructure from flooding, enhancing the neighborhood's aesthetics with an engineering-with-nature approach, and identifying solutions for relocating, retrofitting, or armoring water, wastewater, and drainage utilities, as well as roadways at risk.

The conceptual designs built on the existing strengths and assets of the Don CeSar neighborhood, such as Lazarillo Park, the adjacent mangrove vegetation and wildlife habitat, and the neighborhood street network and seawall-adjacent rights of way. The resulting landscape and engineering graphics effectively illustrated how these concepts addressed infrastructure challenges while also improving the long-term resilience and livability of the neighborhood.

**Size:** Protected Area Covers 40 Acres with a Perimeter of 1.1 Miles

**Completed:** 2021

**Reference**

Nicole Kurant

727.363.9254

[nkurant@stpetebeach.org](mailto:nkurant@stpetebeach.org)

# Willow Branch Canal Stabilization Project

Jacksonville, Florida



The City of Jacksonville contracted Halff to design the stabilization of Willow Branch Canal, a 2,700-foot tidal and freshwater creek that flows through the Riverside historic neighborhood. This important project aims to enhance the ecological function of the canal while verifying long-term stability. Halff, in collaboration with its subconsultants, will provide a comprehensive range of services, including surveying, hydraulic modeling, civil engineering, and planning. These services will support the final design, permitting, and bidding process for the channel stabilization and enhancements taking place between Sydney Street and Riverside Avenue.

**Size:** 2,700 feet

**Completed:** Ongoing

**Reference**

Gary Goldsberry  
904.255.8709  
ggoldsberry@coj.net

Halff's approach to the project involves a blend of natural and structural solutions, drawing on the expertise of engineers and scientists to verify a balanced, resilient design. This will include slope stabilization to prevent erosion, channel profile development to improve water flow, and the creation of wetlands to restore ecological function and provide habitat for wildlife. The design also addresses environmental concerns by incorporating a landscaping plan that mitigates the loss of trees due to creek expansion or realignment. This landscaping plan will help preserve the neighborhood's aesthetic and ecological integrity.

Additionally, the project involves the replacement of three pedestrian bridges to confirm safe and accessible passage across the canal, as well as the relocation of subsurface utilities that may be affected by the channel work. Halff will also lead outreach efforts with local stakeholders to make certain the community is engaged and informed throughout the project. This involvement is vital for understanding the needs and concerns of those living in the area, fostering a collaborative approach to the stabilization work. Through these combined efforts, Halff aims to deliver a resilient, environmentally sound solution that enhances the Willow Branch Canal and benefits the Riverside neighborhood for years to come.

# City of Panama City Adaptation Plan

City of Panama City | Panama City, FL



Following the completion of a Sea Level Rise Vulnerability Assessment for the City of Panama City, Halff developed an Adaptation Plan to address the city's future resilience to tidal flooding, storm surge, rainfall, and sea level rise. The plan, funded by the Resilient Florida Program, focused on identifying and prioritizing actionable strategies that could be implemented to protect the city from these growing risks.

The development process began with a public outreach meeting, where elected officials, staff, residents, community organizations, and business owners participated in a prioritization exercise. This interactive session gathered valuable community input on the suitability of various adaptation strategies tailored to local conditions. A notable outcome of the meeting was a surge of interest from public participants and elected officials, many of whom were unfamiliar with nature-based solutions but became motivated to explore the potential of living shorelines.

Following the public engagement process, Halff prioritized adaptation strategies based on best practices outlined in Florida's Adaptation Planning Guidebook. Strategies were categorized into five key areas: protection, accommodation, avoidance, managed relocation, and procedural measures. The plan placed a significant emphasis on Nature-based Solutions (NbS), focusing on the design and implementation of living shorelines and green infrastructure stormwater management practices.

Once the plan was approved by the Florida Department of Environmental Protection (FDEP), Halff continued to assist the City of Panama City in translating the strategies into actionable grant funding opportunities. This support included the successful submission of an implementation grant to the Resilient Florida Program, aimed at funding the resilient design of a local park.

**Size:** 35 sq mi

**Completed:** December 2023

**Reference**

Jennifer Aldridge  
jaldrige@panamacity.gov  
850.872.3004

# City of Port Richey Adaptation Plan

City of Port Richey | Port Richey, FL



Following Halff's development of a Flood Vulnerability Assessment for the City of Port Richey, the firm subsequently prepared an Adaptation Plan to guide the City in addressing current and future vulnerabilities to tidal flooding and storm surge. The vulnerability assessment revealed that much of the City was susceptible to these hazards, prompting the need for focused adaptation efforts.

The selection of focus areas for the Adaptation Plan was a collaborative process, involving input from city representatives, community members, and experts. The selected focus areas included citywide flood risks, residential and commercial areas west of US Highway 19, transportation and evacuation routes, Cottee River Landing, stormwater improvements, and wetlands and environmental preservation areas. This comprehensive approach verified that all aspects of the city's vulnerability were addressed.

A central objective of the Adaptation Plan was to promote the use of Nature-based Solutions (NbS) to enhance the city's resilience. These strategies were aimed at integrating natural elements into the design and implementation of flood protection, with a focus on green infrastructure, wetland preservation, and other nature-based measures to mitigate the impacts of flooding and storm surge while preserving the city's environmental assets.

By combining community-driven input and expert analysis, Halff's Adaptation Plan for Port Richey provides the City with a clear roadmap for improving its resilience to climate risks, promoting sustainability, and fostering long-term environmental stewardship.

**Size:** 2.7 sq mi

**Completed:** December 2023

**Reference**

Pamela Lynch

727.835.1270 ext. 130

[p.lynnch@cityofportrichey.com](mailto:p.lynnch@cityofportrichey.com)

# Ozona and Philippe Park – Living Shoreline Projects

Pinellas County | Pinellas County, FL



Halff teamed with Environmental Science Associates (ESA) to complete two living shoreline projects. The primary goal of each project was to design and receive regulatory permits (Statewide Environmental Resource Permit [SWERP] and USACE Nationwide Permit No.54 [NWP 54]) for living shoreline enhancements. The Ozona Living Shoreline project specifically involved the protection to an existing seawall and shoreline enhancement to address erosion and provide ecological benefits within Ozona, Florida. The Philippe Park project was specifically focused on stabilization of the southern shoreline to address erosion and provide environmental benefits for Philippe Park in Safety Harbor, Florida.

**Size:** 1 acre (Ozona)  
1.5 acres (Philippe Park)

**Completed:** 2020

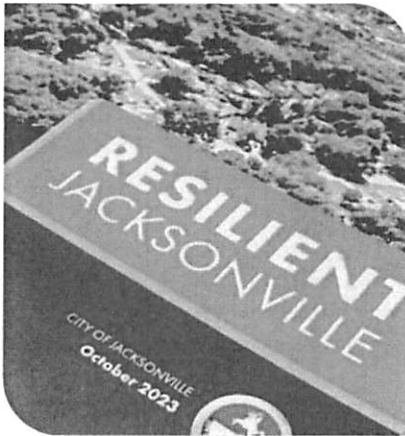
**Reference**  
Stacey Day, PhD  
727.464.4425  
sday@co.pinellas.fl.us

These projects both involved the collection of pertinent project data; which included site reconnaissance and field visits, as well as coastal conditions analyses. This information was used to support the development of a nature-based design, as well as securing the regulatory permitting for each site. Conceptual designs were prepared for pre-application meetings with the regulatory agencies, which identified any potential permitting issues so the project design could be further refined. Construction plans were developed in accordance with the County's format and specifications. Both projects were formulated as Living Shoreline demonstration sites for waterfront landowners, so that the public can learn about alternative shoreline protection alternatives.

The Ozona Living Shoreline was installed during several volunteer installation days. The project team coordinated with the County to organize the installation of Oyster domes, oyster bags, and educational material.

## RESILIENT JACKSONVILLE 50-YEAR STRATEGY

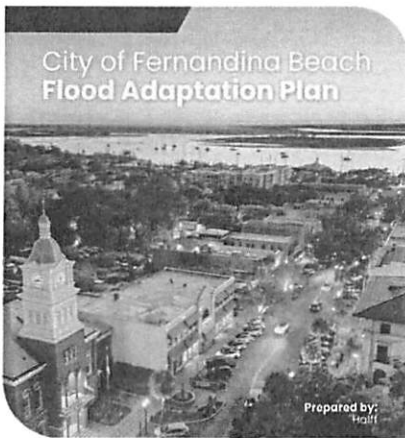
City of Jacksonville | Jacksonville, FL



As subconsultant to The Water Institute, Halff supported the City of Jacksonville in developing its nationally recognized resilience strategy following the appointment of the City's first Chief Resilience Officer in 2021. Over an 18-month planning process, Halff partnered with a multidisciplinary consultant team to help create a 50-year roadmap for flood risk reduction and climate resilience using a Structured Decision-Making Framework that integrated technical analysis, transparent evaluation of trade-offs, and inclusive public engagement. As a core planning team member, Halff led the integration of Jacksonville's vulnerability assessment into the adaptation process, developed current and future flood hazard layers for riverine and coastal scenarios, supported the strategy's emphasis on nature-based solutions, and facilitated public and stakeholder engagement to confirm community priorities informed equitable resilience investments.

## CITY OF FERNANDINA BEACH ADAPTATION PLAN (AP)

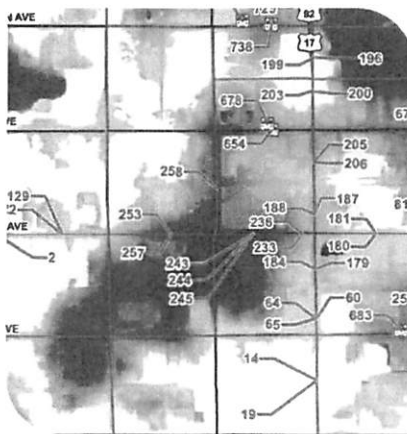
City of Fernandina Beach | Fernandina Beach, FL



Halff completed the City of Fernandina Beach Vulnerability Assessment and Adaptation Plan between 2023 and 2025, advancing the City's flood resilience and climate adaptation efforts. Funded by the Resilient Florida Program, the Vulnerability Assessment inventoried critical assets, developed current and future flood hazard layers, and analyzed exposure to tidal flooding, storm surge, sea level rise, and extreme rainfall, with public workshops integrating community priorities and meeting statutory requirements. Halff then led development of the Adaptation Plan in 2025, delivering a clear roadmap with 17 strategies and more than 75 actions focused on capital improvements, regulatory updates, nature-based solutions, and grant opportunities. An implementation framework supports near-term action and cross-department coordination, positioning Fernandina Beach for resilience funding and a long-term, science-based approach to flood adaptation.

## CITY OF DELAND ADAPTATION PLAN (AP)

City of DeLand | DeLand, FL



Halff supported the City of DeLand in completing a Vulnerability Assessment to address increasing flood risks tied to growth and inland flooding. Funded by the Resilient Florida Program and consistent with Section 380.093, Florida Statutes, the effort combined advanced hydrologic and hydraulic modeling with community input to evaluate flood exposure across current and future conditions. Halff used a two-dimensional HEC-RAS rain-on-mesh model and GIS-based asset analysis to assess 15 flood scenarios. Halff continues to support the City through site-specific flood mitigation analyses funded by Volusia County's CDBG-DR program, advancing implementable solutions for vulnerable neighborhoods and critical infrastructure.

### CITY OF PANAMA CITY ADAPTATION PLAN (AP)

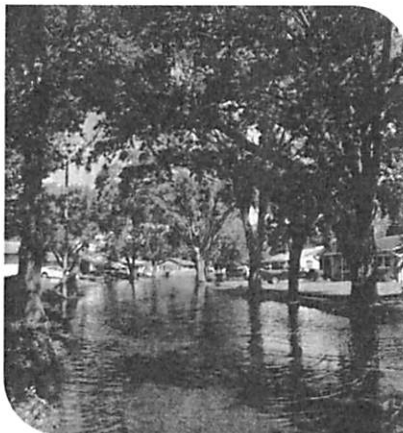
City of Panama City | Panama City, FL



Halff supported the City of Panama City in preparing a Vulnerability Assessment and Adaptation Plan to address increasing flood risks following Hurricane Michael. The effort evaluated current and future exposure to tidal flooding, storm surge, sea level rise, extreme rainfall, and compound flooding using localized data and climate projections, and complied with Section 380.093, Florida Statutes under the Resilient Florida Program. The resulting Adaptation Plan provides a forward looking roadmap that integrates infrastructure improvements, policy and land use actions, and nature based solutions such as living shorelines, wetland restoration, and green infrastructure. Through coordination with City staff and public engagement, Halff helped align resilience strategies with capital planning and funding opportunities to support long-term, client-informed redevelopment.

### CITY OF PORT RICHEY ADAPTATION PLAN (AP)

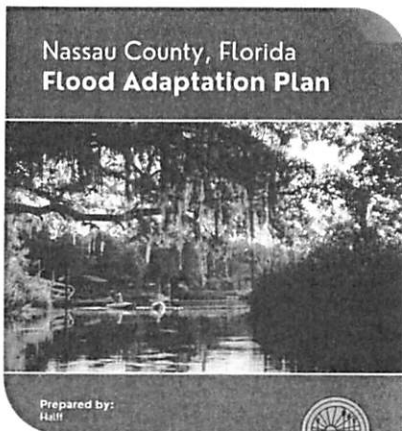
City of Port Richey | Port Richey, FL



Halff completed a flood resilience planning initiative for the City of Port Richey addressing current and future risks from tidal flooding, storm surge, and sea level rise. The Vulnerability Assessment and Adaptation Plan were aligned with Section 380.093, Florida Statutes, and supported development of a comprehensive plan amendment consistent with Peril of Flood requirements to integrate long-term flood risk reduction into the City's regulatory framework. Halff worked closely with City staff and leadership to identify priorities, inventory critical assets, and evaluate exposure to coastal flood hazards. The resulting plan amendment provides actionable strategies for infrastructure adaptation, land use planning, and risk communication, positioning Port Richey to strengthen resilience, comply with state law, and pursue future funding opportunities.

### NASSAU COUNTY ADAPTATION PLAN (AP)

Nassau County | Nassau County, FL



This project involves the development of Nassau County's Resilient Florida Flood Adaptation Plan, a comprehensive effort to assess flood vulnerabilities and build community resilience against rising sea levels and increased storm events. Managing a multidisciplinary team of planners, engineers, and environmental scientists, the project involves detailed risk assessments, mapping, and modeling to understand current and future flood exposure. The team is identifying a broad range of adaptation strategies—including protection measures such as seawalls and natural buffers; accommodation tactics such as elevating structures and improving drainage; avoidance of high-risk areas; management of relocation or retreat options; and recommendations of policy and regulatory changes to support resilience goals.



## Project Team and Key Personnel

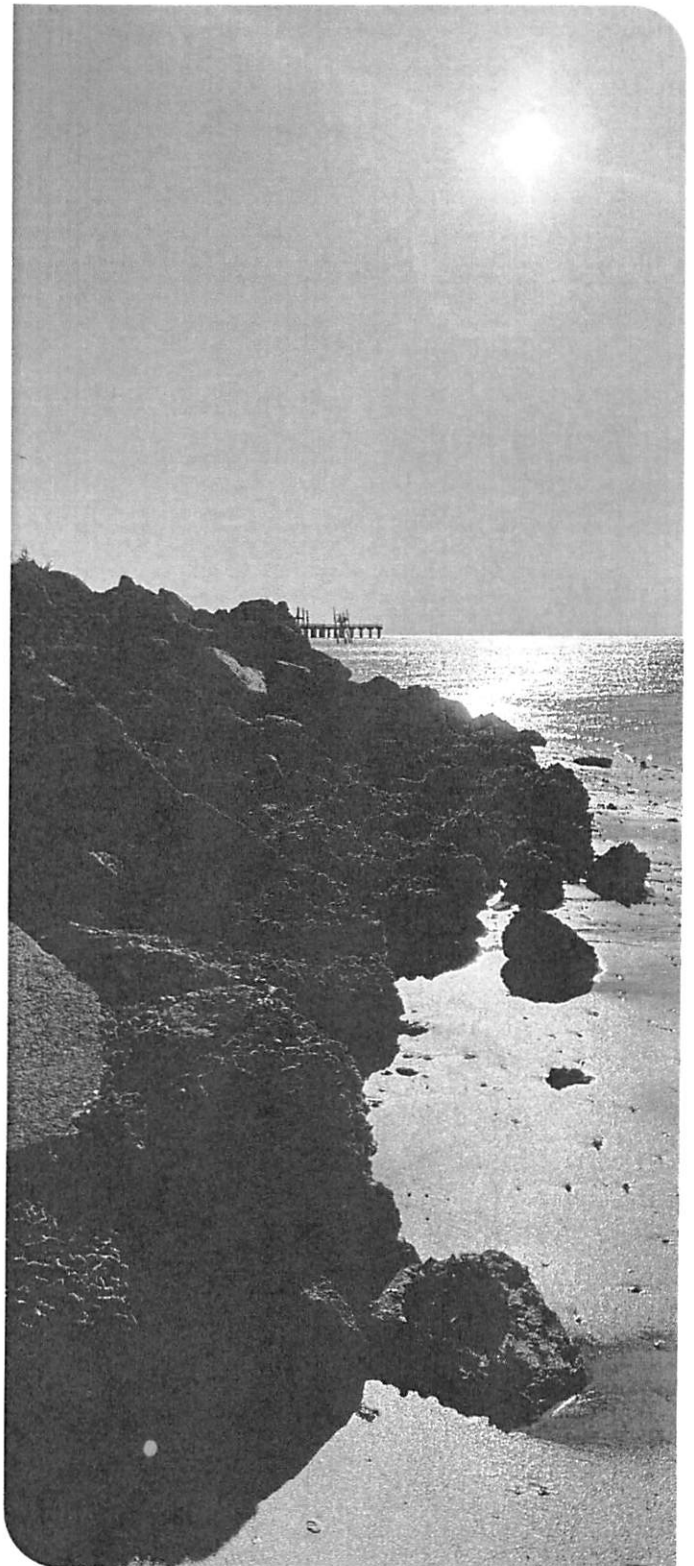
Halff brings decades of experience across the Southeastern U.S., applying Nature-Based Solutions (NBS) to concepts and designs, as well as coastal and hydrologic modeling.

As part of the Cedar Key ShOREs Master Plan, Halff collaborated with the UF/IFAS group on the development of permittable living shoreline templates and a “living” Sea Groin to reduce shoreline erosion along G Street. Elsewhere in Florida, Halff has completed Resilient Florida-compliant Vulnerability Assessments (VAs) for 54 municipalities and 21 counties — across both coastal and inland communities — providing eligibility for state funding and future project implementation. Many of these efforts also included developing Adaptation Plans (APs) with an emphasis on NBS. Halff coastal engineers and planners regularly engage in the design of coastal features that support the implementation of green infrastructure, particularly for shoreline stabilization.

Halff has recently led a variety of advanced engineering and planning projects that involve NBS at various scales. These projects include the Hogans Creek Stream Restoration, the Willowbranch Canal Stabilization, the U.S. EPA-compliant Hogans and McCoys Creek Watershed Plans, the City of Jacksonville Compound Flood Model, and the award-winning Resilient Jacksonville Strategy (the last two acted as a subconsultant).

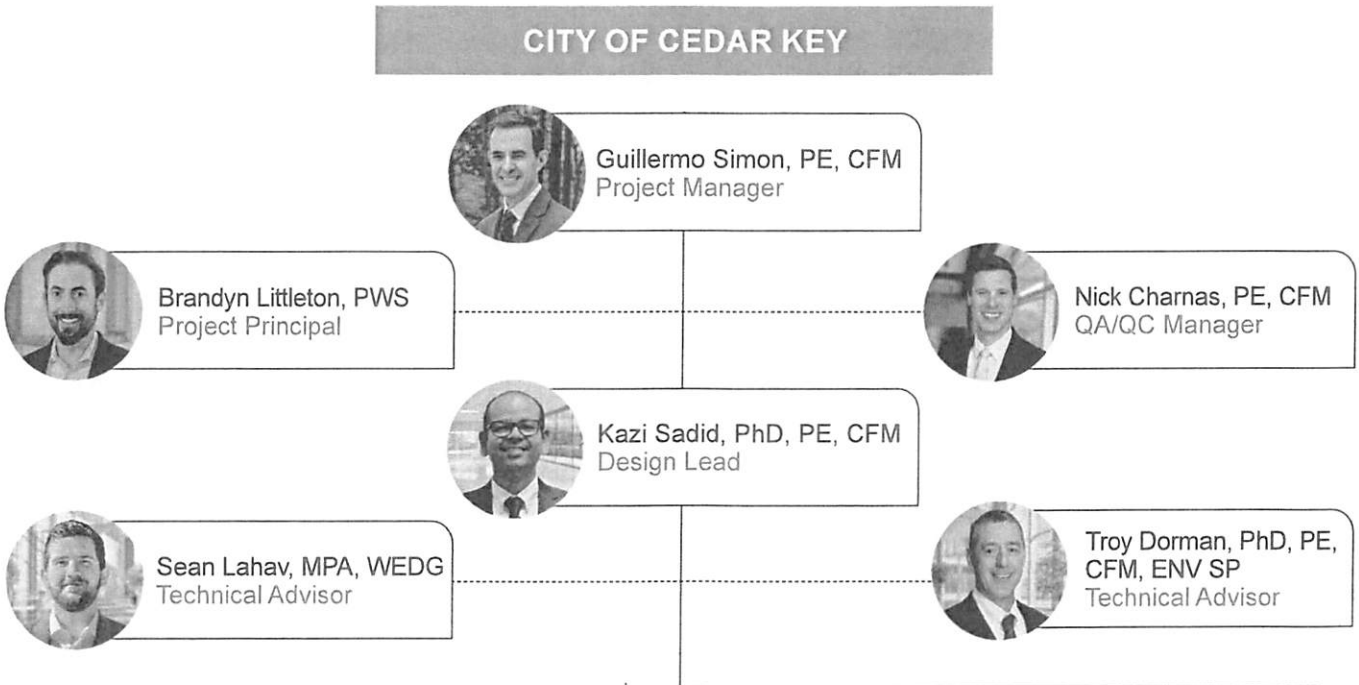
Through these projects, Halff has assessed specific best management practice (BMP) designs that fit the range of urban, suburban, and rural communities, for inland and coastal settings. The design process has refined our approach to creating community spaces that provide ecological enhancements, habitat creation for native species, cooler urban parks, flood reduction, and water quality enhancements.

The successful delivery of these projects gives Halff engineers and planners an understanding of potential solutions to the Gulf Boulevard hydrologic issues: from setting up a large-scale hydrological model — suitable for conceptual design — to the development of alternatives. Notably, Project Manager and coastal engineer Guillermo Simon, PE, CFM, acted as lead engineer in the design of the Cedar Key Sea Groin for UF/IFAS.



## Organizational Chart

Halff's organizational chart prepared for Cedar Key integrates a diverse range of disciplines, including environmental science, landscape architecture, civil engineering, and water resources management. Additionally, our team includes several professionals certified in Waterfront Edge Design Guidelines (WEDG). This certification verifies that our design plans adhere to national industry standards for resilient, sustainable, and ecologically sound nature-based solutions.



### Technical Staff

#### Coastal Engineering

Kazi Sadid, PhD, PE, CFM  
Sam Sarkar, PE, PH  
Paul Chilton, PhD

#### Environmental Permitting

Drew Sanders, WEDG  
Joe Brooker, ISA

#### Civil Engineering

Alistair Brice, PE  
Ben Prewitt, PE

#### Funding Resources

Lisa King, GPC  
Robin Alexander

#### Landscape Architecture

Martin Steffen, PLA, WEDG

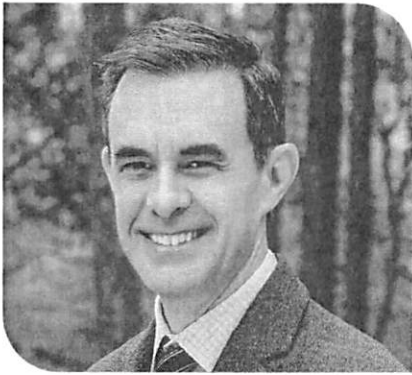
#### Geographic Information Systems

Samuel Amoako-Atta, GISP, CFM  
Arielle Mundy

#### Stormwater Management |

#### Hydrology & Hydraulics

Allyson Hunt, PE, CFM  
Kyle Schare, EI, WEDG



## Guillermo Simon, PE, CFM

Guillermo has 30 years of experience in the fields of coastal engineering and surface hydrology and hydraulics (H&H). His background includes a wide variety of projects, ranging from single lots to multi-county and basin-wide projects, from scoping to completion and quality control. Guillermo's experience includes engineering analyses, modeling, and design. With his diverse skill set in coastal and water resource engineering and project management, he serves as Halff's Advisor, Water Resources and Coastal Engineering in Florida. He is currently serving on the City of Jacksonville's Environmental Protection Board, providing input on regulations necessary for the administration and enforcement of the City's environmental laws.

### ROLE

Project Manager

### EXPERIENCE

30 Years

### EDUCATION

MS, Coastal and Oceanographic Engineering, University of Florida

BS, Civil Engineering, Universidad Nacional Autonoma de Mexico

### REGISTRATION

Professional Engineer, Florida No. 64644

Certified Floodplain Manager, Florida No. US-05-01518

### REPRESENTATIVE PROJECT EXPERIENCE

#### Groin Design and Shoreline Protection Design Templates, Cedar Key, FL.

Project manager and lead coastal engineer for the design of a shore-perpendicular, rubble-mound groin (also called Sea Groin) aimed at reducing shoreline erosion and creating recreational space near Cedar Key's G Street. The project includes the use of green and gray infrastructure design of various shore protection templates in areas where Cedar Key experiences chronic erosion. The design includes coastal engineering assessment and design, stormwater sewer relocation, an opinion of probable construction cost, permitting assistance, and coordination of a team of subconsultants to produce bathymetric surveys and geotechnical analyses.

#### Hogans Creek Restoration, Jacksonville, FL.

Hogans Creek, a 2.6-mile tidal and freshwater creek, is central to Groundwork Jacksonville's 30-mile Emerald Trail, connecting neighborhoods through parks, trails, and waterways. Groundwork Jacksonville, the City of Jacksonville, and Halff developed the Hogans Creek Restoration plan to reduce flooding, improve water quality, and enhance access and recreation. Community input was incorporated into the design process. The Trail Master Plan aims to improve crossings and match the greenway's quality with the Emerald Trail standards. The project coordinates a multidisciplinary team and extensive outreach to restore Hogans Creek to a more natural state, provide safe access, and integrate the trail into the City's Emerald Trail system.

#### Hogans Creek & McCoys Creek Watershed Resilience Plan, Jacksonville, FL.

Project Manager for the development of two Watershed Resilience Plans that encompass historic communities in downtown Jacksonville. Guillermo led a team of planners, engineers, and landscape architects for the development of an ecology-based watershed restoration and management plan for the McCoys Creek and Hogans Creek watersheds. Guillermo also leads a team of modelers to assess pluvial flooding, aimed at identifying areas with chronic ponding throughout the watersheds. Halff's hydrology and hydraulic and water quality models incorporate detailed topography and buildings, model validation using recent flood data, storm drains and infiltration. The study applies the U.S. EPA's six-step, nine-element watershed planning framework which includes constant and frequent outreach and community engagement. Halff developed an alternatives matrix to prioritize green and gray solutions that reduce flood risk, improve water quality, and enhance recreation space.

## **Guillermo Simon, PE, CFM** *(Continued)*

### **Suwannee River Water Management District (SRWMD), Development of a Homeowners' Shoreline Erosion Control Manual, North Florida Region.**

Project Manager for the development of an erosion control manual for waterfront property owners within SRWMD lands. The manual helped homeowners implement proven, cost-effective erosion control solutions that do not require detailed engineering analyses and helped the SRWMD staff to streamline the permit application process. The manual described the advantages and installation techniques of ten alternatives ranging from re-vegetation and erosion control blankets to minor rigid structural solutions.

### **Don CeSar and Boca Ciega Neighborhoods Sea Level Rise Adaptation Alternatives, City of St. Pete Beach, FL.**

Senior Coastal Engineer for the development of sea level rise adaptation measures for the Don CeSar Peninsula. Study tasks included sea level rise and king tide flooding assessment; short- and long-term alternatives to mitigate tidal flooding; interior flooding assessment and stormwater adaptation alternatives; and engineer's opinion of probable costs.

### **ARPC Vulnerability Assessment, Leon, Gadsden, Liberty, Jackson, Calhoun, Gulf, Wakulla, Franklin, and Jefferson Counties FL.**

Senior Water Resources Engineer for the development of a vulnerability assessment for the ARPC covering three coastal counties and six inland counties in north Florida. This study applied the 2022 Florida Statute for vulnerability assessments for the first time in the state. Tasks include compilation and formatting of GIS data layers to describe and quantify infrastructure assets; assessment of future coastal and inland flood risks including sea level change, increased precipitation and compound flood effects; development of a GIS database to identify vulnerable critical assets.

### **Coastal Engineering Subject Matter Expert, Gulf of Mexico, Mid-Atlantic, and South Atlantic Coasts, and Deputy Coastal Control Account Manager.**

Coastal engineering subject matter expert for the Compass Production Technical Services team that services FEMA. As Senior Coastal Engineer, he provides overarching support regarding coastal flood hazards for the Gulf of Mexico, Mid-Atlantic, and South Atlantic coasts. As Deputy Coastal Control Account Manager (CAM), he provides support to the Compass PTS team in its mission to support FEMA.

### **HSPF Model Update for Lower St. Johns River, FL.**

Project Manager and Lead Engineer for the update and calibration of the USACE's HSPF hydrologic model for the Lower St. Johns River and Lake George sub-watersheds. Major project tasks included replacing rainfall gauge data with Next Generation Weather Radar (NEXRAD) data; extending evapotranspiration; updating 1995 land use/land cover with 2009 values, including riparian and non-riparian wetlands; modifying existing HSPF basins to include new stream gauges; supervising model calibration at multiple gauges using PEST; updating HSPF's User Control Interface (UCI) files for each sub-watershed; and performing baseline simulations for 117 sub-watersheds (14 Planning Units), that included downtown Jacksonville.

### **TWDB Flood Planning Guidance, TX.**

Senior Engineer for the development of Flood Planning Guidance documentation for the State of Texas. Work includes development and review of a stakeholder survey regarding needs, issues, tools, and resources; develop recommendations for TWDB staff to develop guidance for the application of hydrology, hydraulic, coastal, and other modeling tools.



## Brandyn Littleton, PWS

Over his 21-year career, Brandyn has provided environmental services, GIS modeling and mapping, permitting support, project management, and interdisciplinary design support to a wide spectrum of projects including public infrastructure (stormwater, transportation, utilities, parks, and trails), ecological restoration, electrical transmission, energy development, residential/commercial/industrial development, and comprehensive planning. In his role as Operations Manager for Halff's Tampa office he is responsible for verifying that we meet and exceed our client's needs and expectations by connecting our Tampa Bay regional expertise with the resources and institutional knowledge of over 1,500 employees across the southeast.

### ROLE

Project Principal

### EXPERIENCE

21 years

### EDUCATION

MS, Applied Geography,  
University of North Texas

BS, Geography,  
University of North Texas

### REGISTRATION

Professional Wetland Scientist,  
Texas No. 2909

### REPRESENTATIVE PROJECT EXPERIENCE

#### **Anclote River Park, Holiday, FL.**

Principal-in-Charge responsible for overseeing and managing the comprehensive redesign and expansion of one of Pasco County's premier waterfront parks. This role involves oversight of the Halff team, identifying and allocating project management and production resources, and verifying adherence to the schedule of deliverables.

#### **Hogans Creek Restoration, Jacksonville, FL.**

Environmental QA/QC responsible for providing environmental services for the development of the 30% stream restoration design of Hogans Creek in downtown Jacksonville, FL. The goal of this project is to reduce flooding, improve water quality, and provide access and recreational opportunities along the creek. Preliminary plans are currently being shared with the community to gather input that will be incorporated into the iterative design process. The Trail Master Plan includes improving the crossing conditions along the existing Hogans Creek greenway, and enhancing the overall quality of the greenway to match the established design standard for the entire Emerald Trail system.

#### **City of St. Pete Beach General Engineering Services, St. Pete Beach, FL.**

Principal-in-Charge responsible for overseeing Halff's contract for General Engineering Services for the City of St. Pete Beach. Halff was selected by the City of St. Pete Beach in January of 2017 to provide general engineering services related to public works projects, which include street and drainage improvements, a sea level adaptation plan, seawall repair, environmental permitting and more

#### **Cedar Bayou Bond Implementation Program, Harris County, TX.**

Environmental team lead for a Harris County Flood Control District Flood Risk Reduction Study, advancing preliminary engineering, design, and permitting for six flood mitigation and channel restoration projects under the bond program. Brandyn developed a desktop methodology for wetland and stream constraint assessments, engaged in public meetings and agency coordination, crafted permitting strategies, contributed to natural channel design concepts, conducted aquatic surveys and relocation plans, and guided alternatives analysis.



## Nick Charnas, PE, CFM

Drew is highly experienced in environmental permitting that encompasses a wide range of public and private projects. His areas of specialization include project management, environmental permitting, ecological assessments, and habitat mapping of terrestrial and aquatic systems, plant and wildlife surveys, listed species surveys, photo interpretation, wetland delineation and hydroperiod assessment, habitat restoration and management, and wetland mitigation design.

### REPRESENTATIVE PROJECT EXPERIENCE

#### **Stormwater Channel Hardening/Bulkheads at Channel 1A2, Pinellas Park, FL.**

After successfully applying and obtaining cooperative funding of approximately \$403,000 from SWFWMD, Nick led the design plans for a 1,200-linear foot channel hardening project and applied for necessary permit applications. The SWFWMD ERP was obtained in seven business days and included complex improvements such as bulkheads, inline baffle box, 8'x12' box culverts, reinforced concrete lining with engineered subsurface drainage layer, and floodplain impacts. Hydrologic and hydraulic model analysis for floodplain impacts and permitting was completed using ICPR. The project has finished construction.

#### **Bartlett Park and 7th Street South Stormwater Improvements, St. Petersburg, FL.**

After Nick successfully assisted the City of St. Petersburg with obtaining approximately \$1.2 MM in grant funding from SWFWMD for this flood protection and water quality improvement project, he helped prepare design plans, permit applications, and cost estimates. The project included bioswales with biosorption activated media, a baffle box, a large box culvert conveyance system, roadway improvements, and a 6-inch diameter watermain replacement. Necessary permitting was completed in 12 business days within a complex watershed and urban corridor. Design was fast-tracked for the benefit of the City to meet SWFWMD funding requirements.

#### **Zephyrhills Readiness Center Civil Engineering Design, Zephyrhills, FL.**

Just north of the Zephyrhills Municipal Airport, Nick provided the Florida Army National Guard (FLARNG) with civil, stormwater, and utilities engineering. The project consists of a prototypical National Guard Readiness Center building of permanent construction. The improvements included: General Purpose Training Bay, Controlled Waste Facility, Flammable Materials Facility, Backup/Emergency Generator, Rigid Pavement for Military Equipment Parking and Operations, Flexible Pavement for POV Parking and Access, and Sustainability/Energy Measures. Construction includes all utility services, information systems, roads, walks, curbs, gutters, storm drainage, parking areas and site improvements.

### ROLE

QA/QC Manager

### EXPERIENCE

21 Years

### EDUCATION

ME, Industrial and Systems Engineering, University of Florida

MBA, University of Florida

BS, Civil Engineering, Purdue University

BS, Land Surveying Engineering, Purdue University

### REGISTRATION

Professional Engineer, Florida No. 69136

### CERTIFICATION

Certified Floodplain Manager, Florida No. US-17-09708



## Sean Lahav, MPA, WEDG

Sean serves as Halff's Resilience Market Leader, where he spearheads resilience initiatives, emphasizing multidisciplinary collaboration and innovation. Specializing in local and regional flood risk management, Sean has advised 25 counties and 76 municipalities across Florida, developing flood vulnerability assessments and adaptation plans across the Northeast, Apalachee, Emerald Coast, Tampa Bay, and East Central regions. He has managed over \$3M in planning contracts and grants, successfully securing \$1M in funding, and has presented at more than 120 events for civic, technical, and governmental audiences. Sean's work has involved close collaboration with State and Federal regulatory agencies, including FDEP, USACE, NOAA, FEMA, and EDA. He is an active member of the Society of American Military Engineers (SAME) and the Urban Land Institute (ULI), where he is currently a PhD candidate at FSU researching the USACE Engineering with Nature (EWN) initiative. Sean was recognized with an Environmental Achievement Award by the City of Jacksonville's Environmental Protection Board in 2021.

### ROLE

Technical Advisor

### EXPERIENCE

10 Years

### EDUCATION

PhD, Urban and Regional Planning, Florida State University  
(Course Work Completed, Defense Expected 2025)

MPA, Public Administration & Policy, University of North Florida

BA, Political Science, University of North Florida

### CERTIFICATION

Waterfront Edge Design Guidelines

### REPRESENTATIVE PROJECT EXPERIENCE

#### City of Jacksonville Resilience Strategy, Jacksonville, FL.

Senior Resilience Planner for Halff, a subconsultant who supported the Water Institute in developing the City of Jacksonville's 50-year resilience strategy. The project focused on public policy and stakeholder engagement priorities, including community mapping efforts. The strategy covered 875 square miles and benefited a population of over 950,000 residents. **Resilient Jacksonville recognized with APA National Planning Award for Resilience and Sustainability in 2024.**

#### Amelia Island Plantation Flooding Review, Amelia Island, FL.

Technical Lead who oversaw the development of a localized flooding review and strategic plan for private community association's coastal resilience and climate adaptation goals. The review included flood risk analysis and focused on current and future vulnerabilities such as storm surge, tidal flooding, and sea level rise.

#### A1A Scenic Byway Organizational Plan, Nassau & Duval, FL.

Project Manager contracted by the NEFRC to assist the A1A Ocean Islands Trail Scenic Byway in developing an organizational plan. Led efforts to restructure the nonprofit's leadership and organizational framework, resulting in a final plan that provided executive guidance for the committee's future direction.

#### Tampa Bay Regional Inundation Coordination, Tampa, FL.

Stakeholder Engagement Lead for the Tampa Bay Regional Planning Council's TBRIC initiative. Led technical research and stakeholder outreach activities. Conducted expert interviews and facilitated workshops with local government leaders, focusing on flood modeling, mapping, and resilience strategies for the 4,998-square-mile region, benefiting 7 counties and 21 municipalities. **TBRIC recognized with National ESRI Special Achievement in GIS Award in 2024.**

#### Resilient Florida Grant Writing, Nassau, St. Johns, Putnam & Flagler, FL.

Grant Writer who successfully secured \$850K in Resilient Florida grant funding to support infrastructure vulnerability assessments for St. Johns, Putnam, and Flagler Counties. Secured adaptation plan for City of Fernandina Beach. Funded projects covered a total of 2,258 square miles, benefiting a population of 500,565 residents across four counties.



## Troy Dorman, PhD, PE, CFM, ENV SP

Troy has 27 years of civil/environmental engineering experience in water resources engineering, stormwater management, low impact development (LID) techniques, water quality BMPs, watershed master planning, land use planning, utility coordination, surface and groundwater hydrologic modeling, hydraulic design, and erosion control. Dr. Dorman's roles have included project management, engineering design/review, land use regulations and team leadership for clients ranging from the U.S. Army Corps of Engineers (USACE) to state, county, and local agencies.

### ROLE

Technical Advisor

### EXPERIENCE

27 Years

### EDUCATION

Doctoral Degree,  
Water Resources and  
Environmental Engineering,  
Texas Tech University

Master of Science,  
Civil Engineering,  
Texas Tech University

Bachelor of Science,  
Hydrology, Tarleton  
State University

### REGISTRATION

Professional Engineer,  
Florida No. 103174

Certified Floodplain Manager,  
Texas No. 1915-10N

Envision Sustainability  
Professional

### REPRESENTATIVE PROJECT EXPERIENCE

#### **Anclote & Lower Coastal Watersheds Water Quality Study, Pasco County, FL.**

Project Manager for a comprehensive watershed study evaluating water quality conditions within the Anclote and Lower Coastal basins to support data-driven environmental management and infrastructure planning. Leads multidisciplinary efforts focused on watershed assessment, stormwater management strategies, and integration of nature-based solutions to improve coastal water quality and system resilience. Coordinates technical analyses and stakeholder engagement to advance sustainable, long-term outcomes for Pasco County's coastal systems.

#### **Resilient Pasco Project, Living Shorelines (Pasco County, FL)**

Project Manager who Led resilience planning and vulnerability assessment efforts, supporting development of a countywide action plan and implementation of nature-based shoreline solutions. Coordinated multidisciplinary teams to advance sustainable strategies that enhance infrastructure performance and coastal resilience.

#### **City of Sequin Stormwater Utility and Strategic Stormwater Plan, Sequin, TX.**

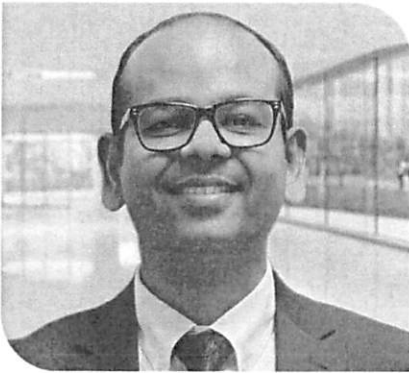
Successfully developed a stormwater program and stormwater utility fee. The team determined the costs to staff a municipal stormwater program that constructs, manages, and maintains city owner infrastructure while maintaining privately-owned infrastructure. Troy directed the creation of a capital improvements plan (CIP) that provides budgetary costs and prioritizes drainage projects while developing a strategic stormwater plan to implement the utility over the first five years.

#### **City of San Antonio Stormwater On-Call, San Antonio, TX.**

Responsible for assisting with the multi-year program with scoping projects, balancing staffing needs, communicating with client leadership, and leading strategic tasks.

#### **City of San Antonio Regional Stormwater Program Update, San Antonio, TX.**

Responsible for helping the City of San Antonio (COSA) evaluate and update its Regional Storm Water Management Program (RSWMP) - first implemented in 1997 – that has evolved over the years by means of code and policy changes. Halff is preparing a comprehensive evaluation of the City's UDC, SWDCM, and Fee-in-lieu-of Detention (FILO) program to face the number of complex market, policy, resource, financial, stakeholder, and environmental issues that will likely result in increased costs and require additional flexibility and agility by the City's Storm Water Utility and its rates.

**ROLE**

Design Lead |  
Coastal & Waterfront Engineering

**EXPERIENCE**

16 years

**EDUCATION**

Doctoral, Civil Engineering,  
Louisiana State University

MS, Civil Engineering,  
University of Louisiana at Lafayette

BS, Water Resources Engineering,  
Bangladesh University of  
Engineering and Technology

**REGISTRATION**

Professional Engineer,  
Florida No. 103245

Certified Floodplain Manager,  
Texas No. 4660-24N

**Kazi Sadid, PhD, PE, CFM**

Kazi serves as Halff's Coastal Engineering Lead, bringing deep expertise in riverine and coastal protection and restoration. His comprehensive experience covers planning, data collection, engineering design, and construction oversight, with a focus on numerical modeling of hydrodynamics, sediment transport, and wave action. Kazi advances ecologically beneficial initiatives including beach nourishment, shoreline protection, and the beneficial use of dredged materials for ecosystem restoration. His prior roles at the U.S. Army Corps of Engineers (USACE) and Louisiana's Coastal Protection and Restoration Authority inform his leadership in "engineering with nature" approaches that strengthen coastal resilience and promote sustainable navigation. Kazi holds a Ph.D. in Civil Engineering, is a Registered Professional Engineer, and a Certified Floodplain Manager.

**REPRESENTATIVE PROJECT EXPERIENCE**

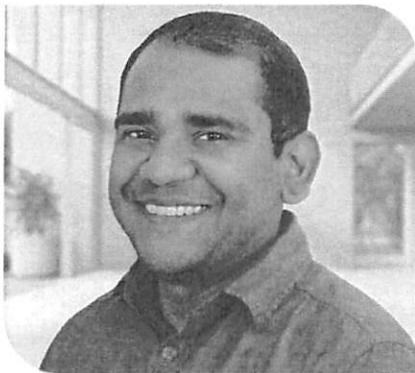
**Groin Design and Shoreline Protection Design Templates, Cedar Key, FL.**  
Project Manager and Lead Engineer for the design of a shore-perpendicular, rubble-mound groin (also called Sea-Groin) aimed at creating recreational space near Cedar Key's southern end. The study also includes the use of green and gray infrastructure design of various shore protection templates in areas of Cedar Key experiencing chronic erosion. The design includes bathymetric and geotechnical sampling, development of an opinion of probable construction cost, and permitting assistance.

**Hogans Creek Restoration, Jacksonville, FL.**

Lead Designer for the 30% stream restoration design of Hogans Creek in downtown Jacksonville, guiding the integration of environmental restoration, flood mitigation, and public realm improvements along the urban corridor. The project aims to reduce flooding, improve water quality, and expand recreational and community access along the creek as part of the Emerald Trail system. Responsibilities included leading the iterative design process, coordinating multidisciplinary environmental services, and incorporating community feedback into preliminary design concepts. The Trail Master Plan also advances safer crossing conditions and enhanced greenway amenities consistent with the overall Emerald Trail design vision.

**Texas GLO Monitoring Program, Baytown, TX.**

Lead H&H Engineer for the design of a timber-framed flood monitoring platform located at the confluence of the San Jacinto River and Gulf of Mexico. Responsible for hydrologic and hydraulic analysis to confirm the platform's resilience to both riverine and coastal flood conditions, including Category 4 hurricane wind speeds.



## Sam Sarkar, PE, PH

Sam Sarkar is a registered professional engineer with 15 years of experience specializing in the development and application of numerical and computational models to support solutions for water resources and water quality problems. Mr. Sarkar has supported federal, state, and municipal governments in watershed-based planning, stormwater management, flood mitigation planning, TMDL implementation and nine element plans, BMP implementation and evaluation, and resiliency planning. He is an expert in the development and application of hydrology, hydraulics, and water quality models using EPA-SWMM, XP-SWMM, HEC-HMS, HEC-RAS, SWAT, APEX, HSPF, LSPC, SUSTAIN, PRMS and EFDC.

### ROLE

Coastal Engineering

### EXPERIENCE

15 Years

### EDUCATION

MS, Environmental Engineering and Science, Clemson University

BS, Civil Engineering, Indian Institute of Technology BHU

### REGISTRATION

Professional Engineer, Texas No. 137702

*\*Individual Experience*

### REPRESENTATIVE PROJECT EXPERIENCE

**Apalachee Regional Planning Council (ARPC), Nine-County Regional Vulnerability Assessment. Tallahassee, FL.**

Led technical efforts to evaluate compound flooding and future-precipitation climate hazard scenarios across the 9-county Apalachee Region. Identified and obtained applicable datasets from the National Aeronautics and Space Administration (NASA), United States Geological Survey (USGS), and Northwest Florida Water Management District (NWFWMDC). Developed regional maps based on outcomes of analyses and wrote methodology sections of final vulnerability assessment report.

**\*Global Climate Change Research Project, USEPA ORD, Conterminous US. Watershed Modeler.** Supported a project to analyze the impacts of climate and land use change on hydrology and pollutant loading in large river basins across the US. Developed SWAT models for 15 major basins (~20,000 mi<sup>2</sup> each) in the conterminous US; calibrated and validated models for hydrology, sediment and nutrients; simulated impacts of future climate (NARCCAP down-scaled climate scenarios) and land use change scenarios (ICLUS) on watershed hydrology, and sediment and nutrient yield; supported development of technical reports summarizing the modeling methodology and results; co-authored two peer-reviewed manuscripts. The Apalachicola-Chattahoochee-Flint basin was one of the 15 watersheds assessed under this study.

**\*Updating IDF Curves for Future Climate, USEPA ORD.**

Technical Lead. An efficient statistical method is being developed for extrapolation of current precipitation intensity-duration-frequency (IDF) curves to future climate, fully consistent with NOAA Atlas 14 analyses. Developed scripts to extract daily downscaled CMPI5 GCM time-series outputs (LOCA/MACA) for NOAA Atlas 14 point-based locations; developed scripts to update the IDF curves by mapping the change between historic and future GCM output onto the Atlas 14 statistical fit; simulated the impacts of design storms based on the updated IDF curves on stormwater BMPs using SWMM; co-authored manuscript (in progress) for submission with peer-reviewed journal.



## Paul Chilton, PhD

Dr. Chilton brings a wealth of experience in stormwater design, large-scale flood modeling, storm surge modeling, land use change analysis, and risk assessment. His current focus is on coastal compound flooding interactions, specifically the interactions between oceanic and riverine systems.

During his undergraduate studies, Dr. Chilton completed various internships, including stormwater management permitting with the Florida Department of Environmental Protection (FDEP) and coastal construction and dredging with Manson Construction Co. While earning his MSc in Coastal and Port Engineering, he concentrated on the factors influencing storm surge, which involved probabilistic analysis of storm surge simulations during Hurricane Sandy in the New York Bight. As a PhD student and research fellow in Virginia Tech's Disaster Resilience and Risk Management program, Dr. Chilton collaborated with an interdisciplinary team on various projects focused on riverine and coastal natural hazards. These studies also incorporated additional factors such as public policy, public health, and economics to enhance the understanding of compound flooding disasters.

### ROLE

Coastal & Waterfront  
Engineering

### EXPERIENCE

6 Years

### EDUCATION

Doctoral Degree, Geophysics,  
Virginia Polytechnic Institute  
and State University

MS, Coastal and Port  
Engineering, University of  
North Florida

BS, Civil Engineering,  
University of North Florida

### REGISTRATION

Qualified Stormwater  
Management Inspector,  
FSESCI No. 34071

*\*Individual Experience*

### REPRESENTATIVE PROJECT EXPERIENCE

#### Forecasting Cedar Key, Hillsborough and Manatee Counties, FL.

A 2D overland flow model of Cedar Key Florida was created to predict storm surge magnitude and duration for the area. In creating the model, evacuation routes, on-grade homes and airports were prioritized. Using a combination of NEXRAD, LiDAR, and ADCIRC based surge prediction models, surge predictability of approximately 48 hours was established with accuracies within 3-inches of observed values. The Hillsborough and Manatee County models combined tributaries of the Tampa Bay region with a more complex urban topography and stormwater infrastructure. As with Cedar Key, tidal data, paired with surge forecasts and additional USGS gauges across the study areas.

#### Upper and Middle St. Johns River Basin System Development, FL.

The St. Johns River Basin project aims to develop a comprehensive real-time flood warning system for the St. Johns River Water Management District (SJRWMD). The project focuses specifically on the middle St. Johns River basin, which encompasses over 1,200 square miles of drainage area. Key tasks of the project include optimizing the hydraulic network of a collection of existing models, fine-tuning model parameters for improved computational efficiency within the overall model network, and replacing or adjusting the most recent base data for each model.

#### \*Punta Gorda Flood Sensitivity Analysis, Punta Gorda, FL.

Work produced for flood hazard identification and analysis. Tasks included the development of infographics and maps to inform the public of sensitive areas including infrastructure and cultural sites in Punta Gorda.



## Drew Sanders, WEDG

Drew is highly experienced in environmental permitting that encompasses a wide range of public and private projects. His areas of specialization include project management, environmental permitting, ecological assessments, and habitat mapping of terrestrial and aquatic systems, plant and wildlife surveys, listed species surveys, photo interpretation, wetland delineation and hydroperiod assessment, habitat restoration and management, and wetland mitigation design.

### REPRESENTATIVE PROJECT EXPERIENCE

#### **Pasco County, Anclote River Park, Pasco County, FL.**

Environmental Scientist responsible for providing project management for the renovation and expansion of the Anclote River Park. As a part of the project, Drew is providing assistance with wetland delineations, habitat mapping, seagrass and mangrove surveys, and wildlife surveys in support of the park improvement project. Assistance with public meetings, regulatory agency coordination, and environmental permitting for wetland and wildlife is also being provided.

#### **Hogans Creek Restoration, Jacksonville, FL.**

Environmental Scientist responsible for providing environmental services for the development of the 30% stream restoration design of Hogans Creek in downtown Jacksonville, FL. The goal of this project is to reduce flooding, improve water quality, and provide access and recreational opportunities along the creek. Preliminary plans are currently being shared with the community to gather input that will be incorporated into the iterative design process. The Trail Master Plan includes improving the crossing conditions along the existing Hogans Creek greenway, and enhancing the overall quality of the greenway to match the established design standard for the entire Emerald Trail system.

#### **University of Florida, Consultant Services for Design of Nature Based Shoreline Protection, Cedar Key, FL.**

Environmental Scientist responsible for providing environmental services and project coordination for Cedar Key Shores Phase II, a coastal resilience initiative addressing shoreline erosion and sea level rise impacts along Florida's Nature Coast. Responsibilities include supporting coastal habitat assessments, shoreline evaluations, environmental permitting, and coordination with regulatory agencies and stakeholders. The project applies a science-based, community-driven approach to help protect critical coastal resources, working waterfront industries, and the long-term ecological and cultural resilience of Cedar Key.

#### **Resilient Pasco, Pasco County, FL.**

Drew was responsible for this comprehensive initiative focused on establishing priorities for resilience and sustainability, developing a risk and vulnerability assessment, producing a resilience and sustainability action plan, and developing a living shorelines plan. Halff is currently in the process of navigating the project where a dedicated team of resilience professionals are leading the development of a comprehensive inventory of critical and regionally significant assets in support of the vulnerability assessment. Environmental scientists and field surveyors are evaluating options and strategies for integrating nature-based solutions and living shorelines into local sites that are publicly owned and maintained.

**ROLE**  
Environmental Permitting

**EXPERIENCE**  
34 Years

**EDUCATION**  
BS, Biology,  
University of South Florida

**CERTIFICATION**  
Waterfront Edge  
Design Guidelines



## Joe Brooker, ISA

Joe has a diverse background in environmental science. Specializing in Florida's unique upland and wetland plant communities, Joe is well versed with wetland monitoring & compliance, wetland delineation, habitat surveying & mapping, environmental due diligence & permitting, tree surveying & permitting, and listed species surveys, permitting, and relocation. In addition, Joe also has experience with project management, developing budgets & proposals, and training inexperienced staff.

### REPRESENTATIVE PROJECT EXPERIENCE

#### Anclote River Park, Pasco County, FL.

Lead Arborist assisted in conducting a seagrass survey per FWC recommended survey protocols for estuarine and marine Submerged Aquatic Vegetation (SAV) along sea bottom transects. He also acted as the field lead for listed species and formal wetland determination surveys. In addition, acting as a Certified Arborists he evaluated the trees on site to determine if any would qualify as a "Grand Tree".

#### Wekiva Trail Segment 1, Lake County, FL.

Field Lead responsible for a biological site evaluation of on-site habitat conditions, wetland limits, and potential occurrences of any species considered Endangered, Threatened, or of Special Concern by USFWS under C.F.R 17.11-12 to obtain a general understanding of the current site condition and document listed species that may be present on this site so that potential permitting requirements can be identified in advance and appropriately addressed.

#### Blueprint, Airport Gateway Stage 2, Tallahassee, FL.

Arborist assisted in conducting a review of potential tree mitigation. Through a field review and coordination with local municipalities he was able to calculate the monetary impacts of three proposed roadway and trail segments, and their alternative routes/alignments. In addition, he conducted health evaluations for trees with the potential to be considered patriarch or exceptional trees in accordance with local municipal codes.

#### Mondon Hill Substation Tree Survey, Hernando County, FL.

Arborist assisted with the determination of tree species and conducted overall health assessments for the purposes of protection and permitting.

#### 34th St N Wetland Delineation and Permitting, Pinellas County, FL.

Project Manager conducting wetland delineation and permitting for a site development project. Tasks included a field wetland survey, a field review with local government, 404 wetlands permitting, a Waters of the United States WOTUS determination, and collecting field observations and data to assess wetland conditions and wildlife use to determine the amount of mitigation necessary for impacts using Florida's Uniform Mitigation Assessment Method (UMAM).

**ROLE**  
Environmental Permitting

**EXPERIENCE**  
11 Years

**EDUCATION**  
BS, Environmental  
Science & Policy,  
University of South Florida

**REGISTRATION**  
Certified Arborist ISA,  
FL-9563A

Certified Gopher Tortoise  
Agent No. GTA-15-00088E

Tree Risk Assessment  
Qualification



## Alistair Brice, PE

Alistair Brice brings extensive of experience in public works engineering with a focus on improving and enhancing infrastructure to benefit communities. His experience includes a diverse range of public works projects including roadways, stormwater, drainage, and land development.

### REPRESENTATIVE PROJECT EXPERIENCE

#### **Pasco County, Anclote River Park, Holiday, FL.**

Lead Engineer responsible for internal and external team coordination, site engineering, program management, and managing day-to-day client expectations for one of Pasco County's most utilized park. This waterfront park is enjoyed by many and is known for its boat access, recreational activities, and providing an overall family-friendly park experience.

#### **Lakeside Station Phase II, Plant City, FL.**

Engineer responsible for providing site modifications to facilitate the tenant's lease. Improvements included the addition of a third truck court adjacent to the southern building facade. In addition, a 750-foot public right of way extension was completed, as well as an additional employee parking lot.

#### **City of New Port Richey 2018-19 Street Improvements Program, New Port Richey, FL.**

Engineer responsible for the field review and analysis of roadway deterioration of aging street network and minor stormwater issues. Construction Plans for limits of removing/replacing asphalt and base material or Milling/Overlying Asphalt. Striping of roadway to conform with FDOT Design standards, placement of reflective pavement markers, adjusting/replacing valve covers as necessary. Provided City with opinion of probable cost.

#### **301 Business Center, Tampa, FL.**

Engineer responsible for the development of the proposed 301 Business Center, which included design, permitting, and construction of all: wetland impacts, master stormwater management facilities, mass earthwork, sanitary sewer pump station, off-site force main, and potable water/fire service connection. The project was designed and constructed in three distinct phases. This required the development of a master utility and stormwater plan that would both allow ultimate build-out and support the incremental phased construction by providing adequate stub-outs for driveways and required utilities. Halff also provided construction observation services associated with this project.

**ROLE**  
Civil Engineering

**EXPERIENCE**  
13 Years

**EDUCATION**  
BS, Civil Engineering,  
University of South Florida

**REGISTRATION**  
Professional Engineer,  
Florida No. 90790

**CERTIFICATIONS**  
Temporary Traffic Control  
Advanced, Florida No. 75962



## Ben Prewitt, PE

Ben has over 26 years of experience in the areas of project management, land development, utility systems planning and design, stormwater management, and roadway design. He has successfully delivered projects ranging from one acre to over 500 acres, involving multiple disciplines and stakeholders. He has also designed and served as engineer of record for permitting efforts throughout the state of Florida, as well as for various marine structures, such as seawalls, docks, boat lifts, and water control structures.

### REPRESENTATIVE PROJECT EXPERIENCE

#### Wiregrass Ranch Sports Campus Phases 1 & 2, Wesley Chapel, FL.

Project Manager/Engineer-of-Record responsible for the design of the new sports complex, which included comprehensive services such as site design, civil/site engineering, and hydraulic modeling. Key stakeholders are RaddSports, the tenant, and Pasco County Facilities, the landowner for Phase 1. Pasco County also serves as the owner/operator of the concession building for Phase 2. The project spans approximately 138.1 acres and involves developing a 100,000 sf indoor sports complex, multiple outdoor soccer fields, at-grade parking lots, and the extension of water, sewer, and reclaimed water mains to support the site.

#### CAE Headquarters, Tampa, FL.

Project Manager/Engineer of Record that included civil/site engineering and permitting. Project stakeholders include CAE USA (Client/User), Hillsborough County Aviation Authority (HCAA – land owner), City of Tampa (local government), and Space Florida (Building Developer/Owner). Services were performed in close coordination with all stakeholders, as well as the ASD Sky Architects (Project Architect). The site is approximately 19 acres and required extensive easement and right of way vacating as well as relocation of various public and private utilities to create adequate site buildable area.

#### City of St. Pete Beach General Engineering Services, St. Pete Beach, FL.

Project Manager responsible for leading the team in continuing services contract including roadway, drainage, and utility design services for multiple projects within the City. Environmental permitting and engineers' estimates have also been included.

#### 54th Avenue N. 24-inch Force Main Replacement, Pinellas County, FL.

Project Manager/Engineer of Record responsible providing modeling, design, permitting, and construction administration for 1,400 feet of an existing 24-inch prestressed concrete cylinder pipe (PCCP) force main. This force main runs eastbound along 54th Avenue and discharges into a 30-inch existing force main within the South Cross Bayou Treatment Plant (SCBTP). Recognizing the deterioration and intermittent failures of the current pipe, Pinellas County has decided to replace the PCCP with a new fusible PVC pipe. Halff utilized this information to conduct a replacement design for the change in material.

### ROLE

Civil Engineering

### EXPERIENCE

26 years

### EDUCATION

BS, Civil Engineering,  
University of Florida

### REGISTRATION

Professional Engineer,  
Florida No. 64681



## Lisa King, GPC

Lisa has more than 35 years of experience in providing grant writing and grant administration consulting services to local governments in Florida. She is specialized in projects related to the life cycle of water, transportation, and resilience including emergency management and mitigation. **Lisa has successfully obtained over \$300 million in grants to Florida local governments.**

### REPRESENTATIVE PROJECT EXPERIENCE

#### **Pasco County Grant Consulting Services, Pasco County, FL.**

Lisa has been providing comprehensive grant writing services since 2019. Funding Resource Strategy development. Highlights of successful projects include: Multiple applications for HMGP stormwater and drainage projects. CDBG-MIT and BRIC applications for critical facility hardening. Technical assistance on HLMP. Technical assistance on American Rescue Plan and Infrastructure Investment and Jobs Act funding.

#### **City of Panama City Grant Consulting Services, Panama City, FL.**

Lisa has been providing comprehensive grant writing services since 1992. Funding Resource Strategy development. Highlights of successful projects include: Resilient Florida Vulnerability Assessment, Environmental land acquisition of three parks (Oaks by the Bay, Venetia Sunset and Sweetbay Wetlands Preserve) Multiple park development projects through FRDAP, CPI and LWCF programs. Restoration of historic properties such as the McKenzie House and Panama City Publishing Company, Multiple planning efforts funded through CPI and DEO's CPTA. Technical assistance on BRIC, CDBG-DR and CDBG-MIT. Technical assistance on American Rescue Plan and Infrastructure Investment and Jobs Act funding.

#### **Seminole County Grant Consulting Services, Seminole County, FL.**

Lisa has been providing comprehensive grant writing services since 2014. Funding Resource Strategy development. Highlights of successful projects include: Multiple HMGP projects associated with Hurricanes Matthew and Irma for drainage and stormwater projects. Applications for CDBG-MIT and BRIC. Pending applications for Resilient Florida Planning and Implementation and HMGP-COVID. Technical assistance on American Rescue Plan and Infrastructure Investment and Jobs Act funding.

#### **City of Arcadia Grant Consulting Services, Arcadia, FL.**

Lisa has been providing comprehensive grant writing services since 2017. Highlights of successful projects include: Multiple HMGP projects associated with Hurricanes Matthew and Irma. Applications for CDBG-MIT Stormwater. Multiple successful Historic Preservation grant projects for building restoration planning and implementation. 1926 City Hall, vacant for 15 years being restored with grant funding. Pending application for FDEP Wastewater grant for WWTP replacement.

### ROLE

Funding Resources

### EXPERIENCE

35 Years

### EDUCATION

BA, Political Science,  
Stetson University

### REGISTRATION

Grant Professional Certified,  
Grant Professional  
Certification Institute



## Robin Alexander, LGPP

Robin is a public administration professional with nearly 30 years of experience in grant writing, project implementation, and departmental operations management. She is skilled in policy research, program development, data analysis, and technical writing. Robin has extensive knowledge of federal and state regulation in areas of community development, infrastructure improvement, and disaster recovery.

### REPRESENTATIVE PROJECT EXPERIENCE

**Fruitland Park, SRF Compliance, Fruitland Park, FL.**

Project Manager responsible for grant administration and labor standards compliance for a \$908K project funded through the State Revolving Fund (SRF) program of the Florida Department of Environmental Protection (FDEP) for the installation of a 10,000 LF of sanitary force main.

**City of Umatilla, Jobs Growth Infrastructure Grant, Umatilla, FL.**

Project Manager responsible for grant administration and labor standards compliance for a on a \$4.9M project funded through the Jobs Growth Infrastructure Grant program of the Florida Department of Commerce (FLCommerce) for installation of utilities on Lake Ferns Road in furtherance of the Lake Ferns Industrial Park project.

**City of Umatilla, FLDEP DWSRF Grant Admin, Umatilla, FL.**

Grant Administrator for a \$1.2-million State Revolving Fund project, overseeing grant administration and labor standards compliance for a water line installation along SR-19.

**Kendall County, CDBG-MIT Allocation Projects, Boerne, TX.**

Task Leader responsible for rewriting the County's CDBG MIT MOD funding application through the Texas General Land Office (TX GLO), and fielding agency Requests for Information (RIFs) for a \$1.5M grant for a Countywide Drainage Plan, Guadalupe River Channel Restoration, culvert replacement on Mill Dam Road, installation of flood swing gates at 16 locations, and installation of generators at three volunteer fire department stations.

**Johnson City, FEMA Grant Assistance, Johnson City, TX.**

Task Leader responsible for application development and submission of the Texas Water Development Board's Flood Mitigation Assistance (FMA) program for a \$700K Flood Hazard Mitigation Plan.

### ROLE

Funding Resources

### EXPERIENCE

28 Years

### EDUCATION

MPA, Community and Economic Development,  
Texas Tech University

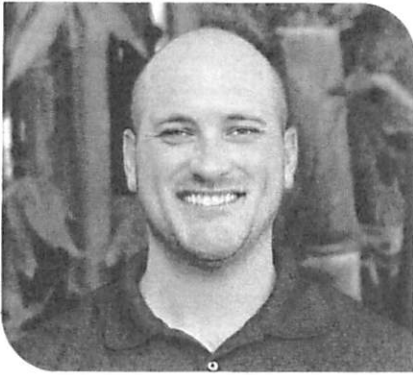
BA, Psychology,  
University of Texas at Austin

### REGISTRATION

NOTARY,  
Texas No. 126724614

### CERTIFICATIONS

Local Government Project Procedures, Texas No. 95785



## Martin Steffen, PLA, WEDG

Martin has been active in landscape architecture, site design, and land planning for more than 13 years. His experience encompasses both private and public-sector projects. Project experience includes master planning services, special use permits, design for residential subdivisions, office/commercial site design, and residential landscape design as well as due diligence for eminent domain cases.

### REPRESENTATIVE PROJECT EXPERIENCE

#### **Anclote River Park and Trail, Pasco County, FL.**

Landscape Architect responsible for internal design coordination, site design, program management, overall amenity design, and maintaining client relationships for one of Pasco County's most utilized park. This waterfront park is enjoyed by many and is known for its boat access, recreational activities, and providing an overall family-friendly park experience.

#### **University of Florida, Consultant Services for Design of Nature Based Shoreline Protection, Cedar Key, FL.**

Landscape Architect responsible for supporting planning, design coordination, and environmental resiliency efforts for Cedar Key Shores Phase II, a coastal resilience initiative focused on mitigating shoreline erosion and sea level rise impacts along Florida's Nature Coast. Responsibilities included coastal site analysis, shoreline and habitat assessments, resilience-focused landscape planning, coordination of environmental permitting efforts, and collaboration with regulatory agencies and community stakeholders. The project emphasized context-sensitive, community-driven design strategies to protect critical coastal resources, preserve working waterfront character, and enhance the long-term ecological and cultural resilience of Cedar Key.

#### **Downtown Landscaping Improvements Project, Port Richey, FL.**

Landscape Architect responsible for designing, rendering, assisting in bidding process, and created construction documents for enhanced landscape improvements throughout Downtown New Port Richey. Inventory and analysis were performed to preserve and relocate existing street trees in various locations near downtown. Established a design theme to create a sense of place for the historic downtown district. Project elements included an edible garden, uniform streetscape, parking lot enhancements, and enhancements of existing raised planters. This project involved landscape improvements to enhance existing landscaping along highly visible streets including Main Street of downtown New Port Richey. Design included extensive tree relocation, median and streetscape planting enhancements, and layout and species specifications for an urban orchard/garden.

### ROLE

Landscape Architecture

### EXPERIENCE

13 Years

### EDUCATION

BS, Landscape Architecture,  
University of Kentucky

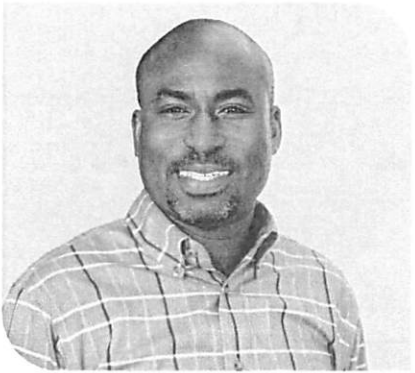
### REGISTRATION

Professional Landscape  
Architect, Florida No. 6667386

Professional Landscape  
Architect, Texas No. 3964

### CERTIFICATION

Waterfront Edge  
Design Guidelines



## Sam Amoako-Atta, GISP, CFM

Sam specializes in Geographic Information System (GIS) integration and support for water resource engineering studies and applications. His expertise focuses on Geo-Database Design, GPS and GIS Integration, and GIS data modeling. Sam has a clear understanding of FEMA's Guidelines and Specifications with regard to floodplain mapping, flood risk products, and data capture standards and provides effective GIS leadership support for various FEMA projects. Sam has also developed and taught GIS-based training courses for FEMA DFIRM Products, FEMA Risk MAP Products, and BLE data as decision-support toolkits for floodplain managers.

### ROLE

Geographic Information  
Systems

### EXPERIENCE

25 Years

### EDUCATION

MS, Computer Science and  
Geographic Information  
Systems, Texas A&M  
University Corpus Christi

BS, Geomatic Engineering,  
University of Science and  
Technology - Ghana

### REGISTRATION

Certified Floodplain Manager,  
No. 1132-07N

Geographic Information  
Systems Professional,  
No. 57065

### REPRESENTATIVE PROJECT EXPERIENCE

#### Port Richey Resiliency Plan, Port Richey, FL.

GIS Specialist responsible for supporting the City of Port Richey's 2023 Resilient Florida Program initiative by performing GIS-based vulnerability assessments and developing adaptation planning deliverables focused on current and future inundation risks. Conducted spatial analysis of low-lying coastal areas using elevation, floodplain, and inundation datasets to identify vulnerable infrastructure and community assets. Developed maps, geospatial datasets, and technical exhibits that supported a fully compliant statutory vulnerability assessment and informed long-term resilience planning strategies.

#### Lower Red-Sulphur-Cypress Regional Flood Planning Group, TWDB, TX.

This project involved preparing a regional flood plan under the direction of the Region 2 RFPG that contains the elements needed for the state plan. This also included the design and implementation of public involvement activities including conducting public meetings, reviewing and responding to public comments, and developing educational materials on regional flood planning issues for presentation to both technical and non-technical audiences in the region.

#### FEMA Region VI, Regional Task Order Upper Southern Coastal, Denton, TX.

Project Manager responsible for various FEMA Physical Map Revision (PMR) projects, Terrain Development, and BFE Determination for over 1000 structures in Louisiana. Provided on-call support for Regional Service Center (RTC), LOMC investigation, support for publishing FEMA Region 6 Preliminary DFIRM data and Non-Regulatory Flood Risk Data (Vector Depth Grids), status of studies GIS database and Web Map Viewer, Flood Risk Products inventory tracking database support, etc.

#### Spring Creek Floodplain Mapping, Assessment, and Awareness Project (MAAPnext), Harris County, TX.

Engineer responsible for the analysis included storm drain modeling in XP-SWMM, detention calculations, floodplain fill mitigation, and corridor volume calculations. Recommendations were made for detention and storm drain improvements, mitigation, and right of way.



## Arielle Mundy

Arielle is a graduate of Florida State University with a bachelor of science in geography and a certificate in urban and regional planning. She has experience in cartography, web mapping, site analysis, managing an internal statewide dataset, and GIS-CAD interoperability. She provides internal GIS support to all Half's Florida offices as well as client projects.

### REPRESENTATIVE PROJECT EXPERIENCE

#### **Apalachee Regional Planning Council (ARPC), Nine-County Regional Vulnerability Assessment. Tallahassee, FL.**

GIS Technical Lead for the ARPC's development of a regional vulnerability assessment. Identified and inventoried publicly available statewide critical asset data sources, developed a comprehensive GIS geodatabase of all project data, and produced visual maps for critical asset vulnerabilities under different flood scenarios.

#### **Don CeSar Neighborhood Resiliency Plan, St. Pete Beach, FL.**

Assisted with the development of sea level rise adaptation measures for the Don CeSar Peninsula. Study tasks include sea level rise and king tide flooding assessment; short- and long-term alternatives to mitigate tidal flooding; interior flooding assessment and stormwater adaptation alternatives; and, implementation costs.

#### **Hermosita Drive Drainage Improvements, St. Pete Beach, FL.**

Assisted the Half Team in developing engineering plans and contract documents for drainage improvements within project area. The design included Best Management Practices (BMPs) to increase channelization of stormwater runoff to the three existing discharge outfalls. The ICPR modeling software was used to develop a model of the existing piping network and used for final proposed pipe/inlet sizing and regrade of the street. The design included approximately 590 LF of 18" RCP, 7 new curb inlets, 3,700 LF Miami curb, 6,180 SY of street/driveway reconstruction.

#### **Boca Ciega Isle Drive Drainage Improvements, St. Pete Beach, FL.**

Assisted with the design of drainage improvements which included approximately 500 LF of street, driveway, curb and gutter reconstruction. The project also included approximately 500 LF of new 24-inch piping and additional drainage inlets. Interconnected Pond Routing Model was used for the sizing of the new piping.

#### **GIS Survey of Traffic Signal Devices, Tallahassee, FL.**

Design and construct a GIS Database with City Staff to survey 355 signalized intersections. The database includes inventories for signals, crosswalks, lanes/ approach, signage, and signal cabinets and power sources as well as photos. Data is input using Collector for ArcGIS Online and delivered to the City as a file geodatabase.

**ROLE**  
Geographic Information  
Systems

**EXPERIENCE**  
11 Years

**EDUCATION**  
BS, Geography, Florida  
State University



## Allyson Hunt, PE, CFM

Allyson has 15 years of experience in stormwater modeling and civil infrastructure design. She has managed or assisted with numerous publicly funded stormwater management projects, including master plan development, floodplain mapping, level of service evaluation, design alternative evaluation, drainage retrofit design (including flood mitigation, water quality improvement, and erosion countermeasures) and model review. She is skilled in H&H modeling (1D/2D), cost estimation, drainage design calculations, report preparation, and construction document preparation. Her permitting experience includes Environmental Resource Permits (including emergency authorizations), FEMA map revisions, NPDES and USACE Permits, and FDOT drainage connection permits.

### ROLE

Stormwater Management

### EXPERIENCE

15 Years

### EDUCATION

MS, Civil Engineering,  
University of Central Florida

BS, Civil and Environmental  
Engineering, University of  
South Florida

### REGISTRATION

Professional Engineer,  
Florida No. 78531

Certified Floodplain Manager,  
Florida No. US-10-05504

### REPRESENTATIVE PROJECT EXPERIENCE

#### North Merritt Island Watershed Master Plan, Brevard County, FL.

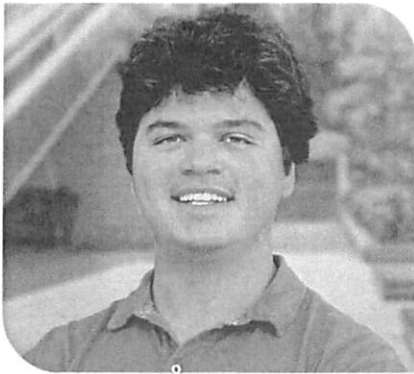
Project Manager responsible for the 38-mi<sup>2</sup> North Merritt Island watershed model, which includes both 1D and 2D components with groundwater integration. Allyson led the team conducting data collection, field reconnaissance, survey, analysis of tidal tailwater and rainfall data (current and future projection) supporting the model development, as well as managing the collaboration between team members. The ICPR4 model was calibrated to Hurricane Irma in 2017 and updated to include post-2017 improvements. Design storm simulations were conducted, and floodplains were delineated for the watershed. The model network's geodatabase was in SWFWMD's GWIS format.

#### Ironbark Drive Neighborhood Flood Abatement Project, Pasco County, FL.

Project Engineer and QA/QC Support responsible for developing design alternatives to mitigate significant and persistent roadway and structure flooding in the landlocked residential area. Over 15 conceptual designs were developed. The final design included expanding a nearby inactive rapid infiltration basin (RIB) and connecting two existing stormwater ponds, pump station and force main design for recovery of the RIB, and design of a new secondary drainage system. Allyson's responsibilities included detailed stormwater modeling (ICPR), design alternative development and analysis, presentation to County staff, and coordinating sub-consultant efforts. She also provided QC of construction documents, cost estimates, and water quality calculations for permitting the project.

#### Stormwater Master Plan, Malabar, FL.

Project Manager responsible for developing a town-wide stormwater master plan model and CIP design recommendations. The project included the development of a 24.5-mi<sup>2</sup> H&H model (ICPR4 with both 1D and 2D components), field reconnaissance, delineation of floodplains, identification, and prioritization of areas of concern, and the development of design alternatives for the various identified locations. She also presented the results of the study and conceptual designs to the Town's Council at a public meeting. She is currently supporting the Town with the SRF funding requirements.



## Kyle Schare, EI, WEDG

Kyle is experienced in the design of stormwater and utility infrastructure, and site development for commercial and residential projects. He currently focuses on hydrology and hydraulic modeling of master drainage and regional flood planning projects in Florida and Texas. Kyle is also involved in the stabilization and restoration of creeks in the Jacksonville area. He applies his education from the Georgia Institute of Technology to bring project ideas to life and improve communities. Kyle is a lifelong Jacksonville resident and loves to fish and kayak. He has a keen interest in pursuing projects and a career that will improve waterways and leave a positive impact for generations to come.

### ROLE

Hydrology & Hydraulics

### EXPERIENCE

4 Years

### EDUCATION

BS, Civil Engineering, Georgia Institute of Technology

### REGISTRATION

Engineer Intern,  
Florida No. 1100027816

### CERTIFICATION

Waterfront Edge  
Design Guidelines

### REPRESENTATIVE PROJECT EXPERIENCE

#### City of St. Pete Beach, Maritana Neighborhood Water Threats Adaption Study, St. Petersburg, FL.

Kyle worked as a modeler and designer applying his knowledge of hydrology and hydraulics to create an efficient design to prevent flooding within the historic Maritana neighborhood in response to sea level rise and frequent flooding. The design included stormwater pumps, seawall design and a living shoreline component to reduce flood risk in the area.

#### Lower Brazos Regional Flood Planning Group, Regional Flood Plan, Waco, TX.

Kyle was the lead modeler in developing 2D rain-on-grid HEC-RAS models for two of the study areas in the project. These models were designed to predict flood risk based on existing conditions, as well as model potential projects that could be suggested to the Texas Water Development Board to ultimately reduce flood risk.

#### Groundwork Jacksonville, Hogans Creek Stream Restoration, Jacksonville, FL.

Kyle has assisted in designing and modeling alternatives using HEC-RAS to determine how to best reduce flooding throughout the project. Kyle also assisted with data collection and model calibration to best model flooding in the creek.

#### City of Jacksonville Compound Flood Model, Jacksonville, FL.

Kyle worked as the lead modeler to create a 2D rain-on-grid HEC-RAS model capable of evaluating compound flood risk throughout the City of Jacksonville. The model uses the full capabilities of HEC RAS utilizing gridded precipitation, winds, and spatially varied infiltration. The model development included the creation of a topo-bathymetric DEM, a hydrologic analysis of the St. Johns River basin, and the validation and calibration of the model to historical events.





## Project Approach and Methodology



### Task A | Project Initiation and Coordination

Halff will develop a detailed schedule that begins with project initiation and kick-off coordination with City of Cedar Key staff. The kick-off meeting establishes shared roles, decision authority, and expectations, with an emphasis on aligning goals, schedule, and deliverables that meet grant delivery requirements. Project management will focus on early identification of alternatives that will derive on a proposed conceptual design. Following kick-off, Halff will create periodic meetings with Cedar Key staff to report progress, identify constraints, and maintain alignment with project expectations.



### Task B | Existing Conditions Assessment and Data Collection

Halff will complement data collected during the G Street Sea Groin project to allow for a thorough understanding of the physical environment along Gulf Boulevard, State Road 24 and J Street. Additional data collection efforts may include desktop research of Florida Department of Environmental Protection (FDEP's) online database as well as the city's records of the site. Halff will also collect readily available technical reports and data relevant to the Gulf Blvd area that describe hydrodynamics near the site. These data include sources such as the Federal Emergency Management Agency (FEMA) and the National Oceanic and Atmospheric Administration (NOAA).

After desktop research, staff will perform site reconnaissance to further document physical conditions and improve understanding of the site's constraints and opportunities. Site reconnaissance will also assess potential survey needs required to implement the recommended alternative.



### Task C | Hydrologic and Hydraulic (H&H) Analysis

Halff's team of H&H engineers will develop a large-scale computer model that simulates coastal hydrodynamic circulation and rainfall-runoff that allows for an efficient and cost-effective evaluation of alternatives at Gulf Boulevard, State Road 24, and J Street. The coastal hydrodynamic analysis will compare the hydraulic connectivity through the marsh areas under various meteorological and future conditions, including sea level rise. The H&H model will also identify runoff patterns that support green stormwater infrastructure design. Critically, the model will compare proposed alternatives with baseline condition (i.e., current condition) by providing information on flow velocity and flood depths.



### Task D | Development and Evaluation of Nature-Based Solutions (NBS)

Halff will develop an exhaustive list of NBS alternatives applicable to the Cedar Key area and will engage a team of coastal and civil engineers, transportation engineers, planners, and environmental scientists to brainstorm alternatives for evaluation. These alternatives will support drainage improvements and coastal habitat (e.g., living shorelines and oyster reefs).

Halff recommends a set of two to four alternatives in addition to a "no-action" condition. The set of alternatives must cover a wide range of solutions — from low to high cost — to provide a constructive comparison. Per the grant goals of conservation, resilience, hazard mitigation and public benefit, Halff will prioritize the application of NBS to preserve Cedar Key's ecological character.



### Task E | Benefit Cost and Impact Analysis

Given that each alternative retains individual benefits, Halff will apply a framework that supports prioritization based on planning-level benefits and costs. Benefits include flood risk reduction, ecosystem and habitat creation, community mobility and connectivity, project life span and constructability, maintenance, and community buy-in.



### Task F | Stakeholder and Public Engagement

In coordination with Cedar Key staff, Halff will develop a Stakeholder and Public Engagement plan. The plan will include a minimum of two meetings during the study period. Based on recent experience, Halff recommends holding the first meeting after the first concepts have been developed to elicit constructive, concrete feedback. A second meeting shall take place after addressing feedback from the first meeting.

Use of community spaces such as the Cedar Key Public Library may be ideal to host community meetings. However, Halff is also comfortable and experienced hosting virtual public meetings, if necessary.

Of note, we recommend maintaining City Commissioners, the Community Redevelopment Agency (CRA), and Public Works department informed about the project. Their institutional knowledge regarding constraints and opportunities for implementation is critical.

Halff will document stakeholder and public input to inform the feasibility study and for future reference.



### Task G | Preferred Alternative and Conceptual Recommendations

Technical evaluation and stakeholder and public feedback must support the selected alternative. Based on the tasks completed — from data collection and hydrologic analyses to public feedback — Halff and the Cedar Key staff will select a preferred alternative for concept development. This task must highlight the project benefits that justify the choice.

Halff will develop conceptual-level plans that communicate the alternative and support future detailed design. In addition to the benefits, the concept plan will describe associated costs and implementation steps, including permitting, grant funding opportunities, and potential phased approach.



### Task H | Final Feasibility Report

The Feasibility Report will support the City of Cedar Key in subsequent design advancement and implementation efforts. To achieve this goal, the report must clearly document the work and conclusions from tasks A – G.

Halff will develop a clearly organized, comprehensive Feasibility Report of the nature-based flood mitigation solutions along Gulf Blvd, State Road 24, and J Street. The Feasibility Report will describe data collection and assessment of current conditions; coastal, hydraulic, and hydrologic analysis results; selection of NBS flood mitigation alternatives; stakeholder and public engagement; planning-level benefits and cost estimates; and concept drawings, maps, and graphics. The Feasibility Report will must meet minimum grant requirements funding the study and support grant applications for project advancement.





# Experience with Nature-Based Solutions

## Previous Experience with Green Infrastructure Projects

**Resilient Jacksonville:** Resilient Jacksonville: As part of Jacksonville's 50-year resilience strategy, Halff supported the integration of green infrastructure (GI) alternatives throughout coastal and riverine flood-prone areas.

The team identified priority sites for living shorelines, stormwater retrofits, and habitat restoration while engaging communities to align investments with local needs. Halff also developed compound flood models to evaluate the combined impacts of storm surge, tidal influences, rainfall, and riverine flooding on vulnerable neighborhoods and infrastructure. These analyses informed data-driven adaptation strategies and prioritized nature-based solutions that reduce flood risk, improve ecological function, and strengthen community resilience.

**City of Houston Green Infrastructure Planning and Prioritization:** Since 2019, Halff has led the development of Houston's first Citywide stormwater infrastructure model, integrating green infrastructure strategies to prioritize stormwater management and resilience. As Program Manager, Halff oversaw model standardization across multiple consulting teams, conducted detailed QA/QC reviews, and validated the model against historical storm events. This work informs targeted implementation of nature-based solutions across the City, confirming equitable, data-driven approaches to flood mitigation and water-quality improvements.

**Hogans Creek Stream Restoration and Emerald Trail:** Halff is leading the design of the Hogans Creek stream restoration project in Jacksonville, transforming a 2.6-mile urban creek into a more natural and resilient waterway as part of the City's Emerald Trail initiative. The project integrates nature-based solutions including stream restoration, living shorelines, stormwater best management practices, and habitat enhancement to improve flood resilience, water quality, and ecological function. Halff's multidisciplinary team is providing hydraulic modeling, environmental assessment, trail planning, and community engagement to support neighborhood connectivity, recreational access, and long-term resilience.

**Cedar Key Nature-Based Shoreline Stabilization Design:** Halff is collaborating with the University of Florida on a nature-based sea groin in Cedar Key, designed to reduce shoreline erosion and support tidal habitat. The project places strong emphasis on community and stakeholder engagement, incorporating workshops and local input to confirm the design reflects both ecological priorities and community values.

**Cascades Park:** Halff led the planning and design of Cascades Park, transforming a former Superfund site into a 25-acre green corridor that functions as floodable urban infrastructure. The park incorporates stream restoration, stormwater conveyance, and passive recreation, demonstrating the effective integration of green infrastructure for flood mitigation, ecological restoration, and community revitalization.

**Pasco County Living Shoreline Construction Plans:** Halff conducted site analyses, vegetation surveys, and hydrologic assessments to guide the design of living shorelines across three coastal parks. The project integrated tidal and surge dynamics, marsh and transition plantings, and recreational infrastructure to create resilient, nature-based coastal protections that mitigate erosion and adapt to sea level rise.

**Emerald Trail Watershed Resilience Master Plan:** Halff is leading planning, engineering, and landscape architecture services for the Emerald Trail Watershed Resilience Plan, addressing urban flooding and water-quality challenges in the McCoys and Hogans Creek watersheds. The plan prioritizes green infrastructure strategies—including rain gardens, bioretention, and stormwater conveyance—through detailed hydrologic modeling and sub-basin analysis. Implementation is guided by community input and coordinated with local stakeholders, confirming equitable, resilient, and nature-based solutions for downtown Jacksonville's historic neighborhoods.

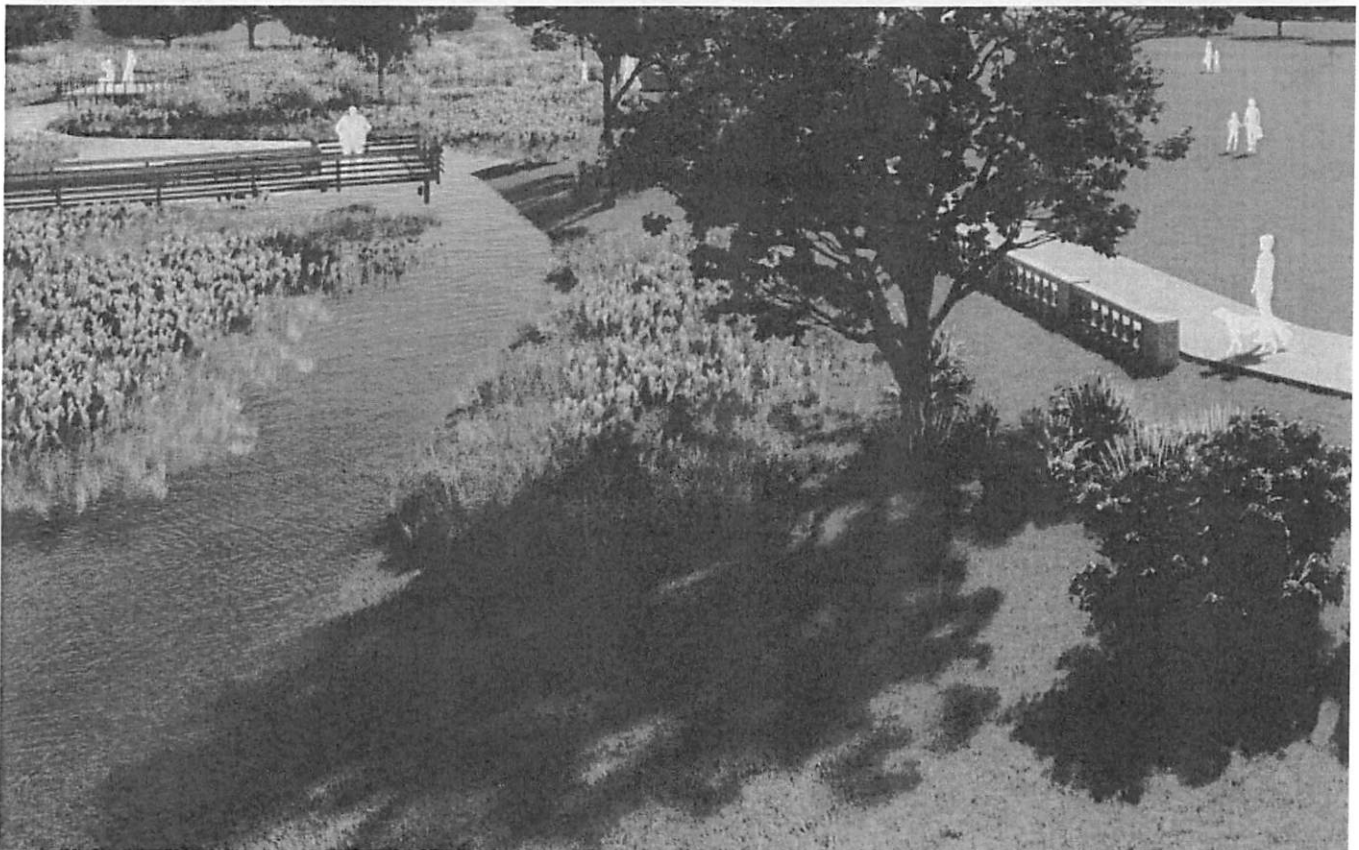
### Additional Projects:

- Hogans Creek Stream Restoration Design
- Pasco County Living Shorelines Manual
- Pasco Homeowner's Guide to Living Shorelines
- San Antonio River Authority GI Manual
- Anclote River Park and Trail Redesign

“Halff has provided **significant resources** for this very complicated project, and is **on time and on budget**. **Project management has been excellent**. Their team is **knowledgeable and dedicated to achieving the goals** set out for the project which include flood reduction, the creation of fish and wildlife habitat, improved water quality, contamination clean up, and providing access and increased recreational activities. The design approach is natural channel design - taking a straightened and bulk headed creek back to a natural stream. It also involves daylighting the creek in two locations - through a hospital parking lot and replacing a box culvert with a bridge on State Road 115/Arlington Expressway. There are numerous stakeholders, including FDOT, JEA, City of Jacksonville, Duval County Health Department, FDEP, Downtown Investment Authority, Jacksonville Historic Preservation Commission, St. Johns River Water Management District, U.S. Army Corps, the neighborhoods of Springfield, Eastside, and Cathedral District, and 17 property owners of vacant parcels that need to be acquired for the project. **Halff is working well with all of the stakeholders.**”

**Reference:**

Groundwork Jacksonville  
Kay Ehas  
kay@groundworkjacksonville.org  
904.401.0453





# Experience with Grant-Funded and Compliance-Driven Projects

## Experience with Florida Communities Trust, FEMA, FDEP, and Similar Funding Programs

Florida Communities Trust, The Nature Conservancy, FDEP, and FEMA programs require extensive technical expertise, coordination, and regulatory knowledge. Halff has substantial experience supporting grant applications, project implementation, and long-term compliance management across state and federal programs.

Lisa King has prepared dozens of successful Florida Communities Trust grant applications and management plans serving communities across Florida, ranging from rural to urban settings and from small parcels to acquisitions of hundreds of acres. She also served for three years as a subcontractor to the Trust for Public Land, supporting Florida Communities Trust applications.

Lisa King has also prepared successful FEMA grant applications through the Hazard Mitigation Grant Program (HMGP) and Building Resilient Infrastructure and Communities (BRIC) programs. Additional successful grants have been completed through FDEP programs, including:

- Water Quality Improvement Program
- Florida Recreation Development Assistance Program
- Land and Water Conservation Fund
- Recreational Trails Program
- State Revolving Fund

Halff has successfully implemented numerous grant-funded projects, including:

### Panama City - Robinson Bayou Drainage Project

A FEMA HMGP-funded initiative supported by more than \$2.7 million in FEMA funding and additional HUD CDBG-DR funding, totaling approximately \$3.4 million. The project reduces flooding impacts across approximately 309 acres of wetlands through:

- Resizing two downstream culverts
- Wetland rehabilitation to improve stormwater storage
- Nature-based solutions to redirect and manage water flow

### Apalachicola - Market Street Vacuum Station

HMGP-funded project administered through FDEP with \$157,500 in FloridaCommerce CDBG matching funds. The project included design of a new vacuum sewage station to protect wastewater infrastructure serving the historic downtown district.

### Apalachicola - Riverfront Revitalization Project

FloridaCommerce-administered CDBG project valued at \$4.8 million. The project revitalized the Riverfront District through improvements to private and public docks, sidewalks, lighting, and parking areas.

Additional relevant experience includes:

- Dozens of State Revolving Fund projects supporting wastewater, drinking water, and stormwater improvements
- More than ten Resilient Florida projects, including Vulnerability Assessments, Adaptation Plans, and flood forecasting systems
- FEMA-funded watershed management and stormwater planning projects

## Experience Managing Documentation, Reporting, Deliverables, and Grant Compliance

Halff's Funding Resources Team has decades of experience providing grant administration services for local governments, including documentation management, reporting, invoicing support, deliverable tracking, and coordination with funding agencies. Recent grant administration experience includes projects funded through:

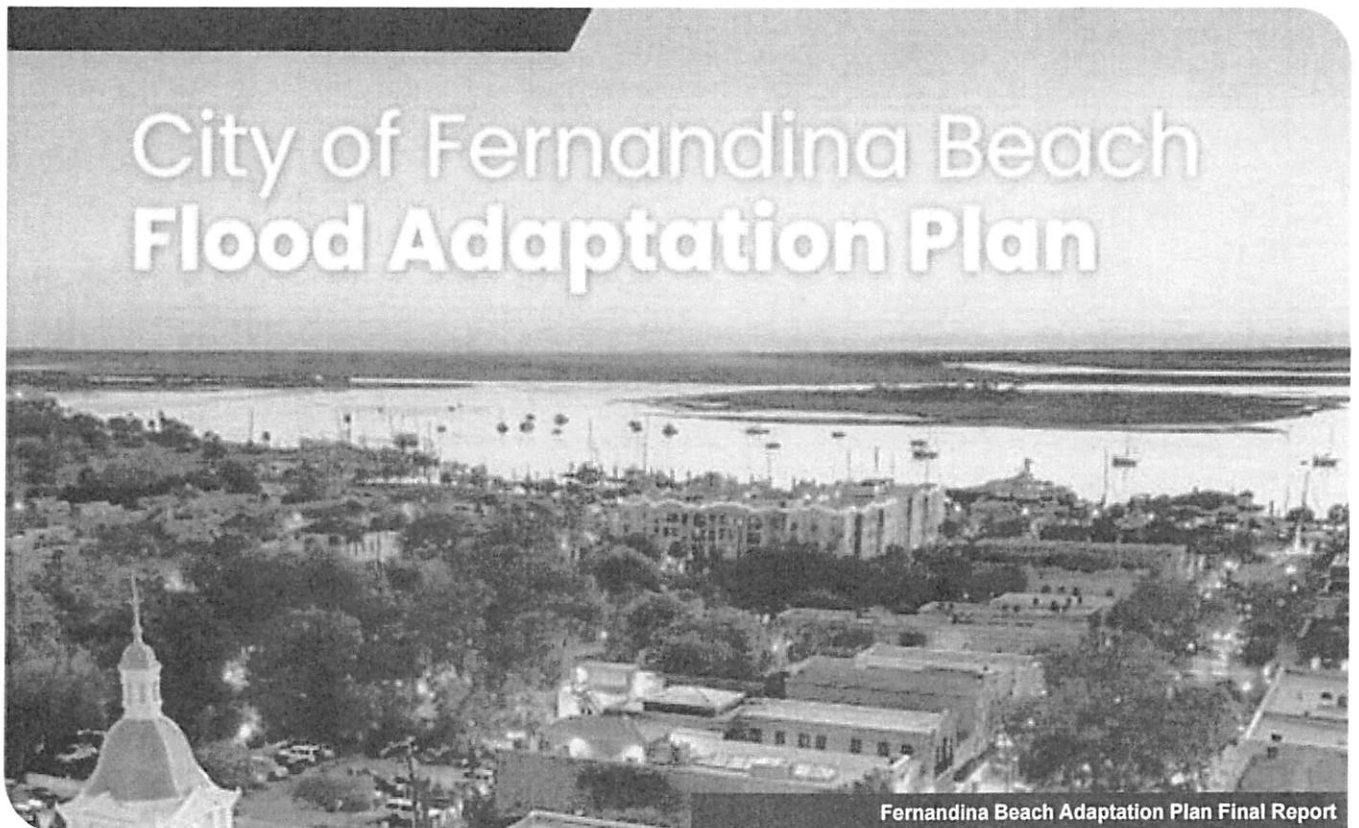
- FDEP State Revolving Fund
- FloridaCommerce Rural Infrastructure Fund (CDBG-funded)
- FloridaCommerce Job Growth Grant Fund Program
- Community Development Block Grant
- American Rescue Plan Act funding programs

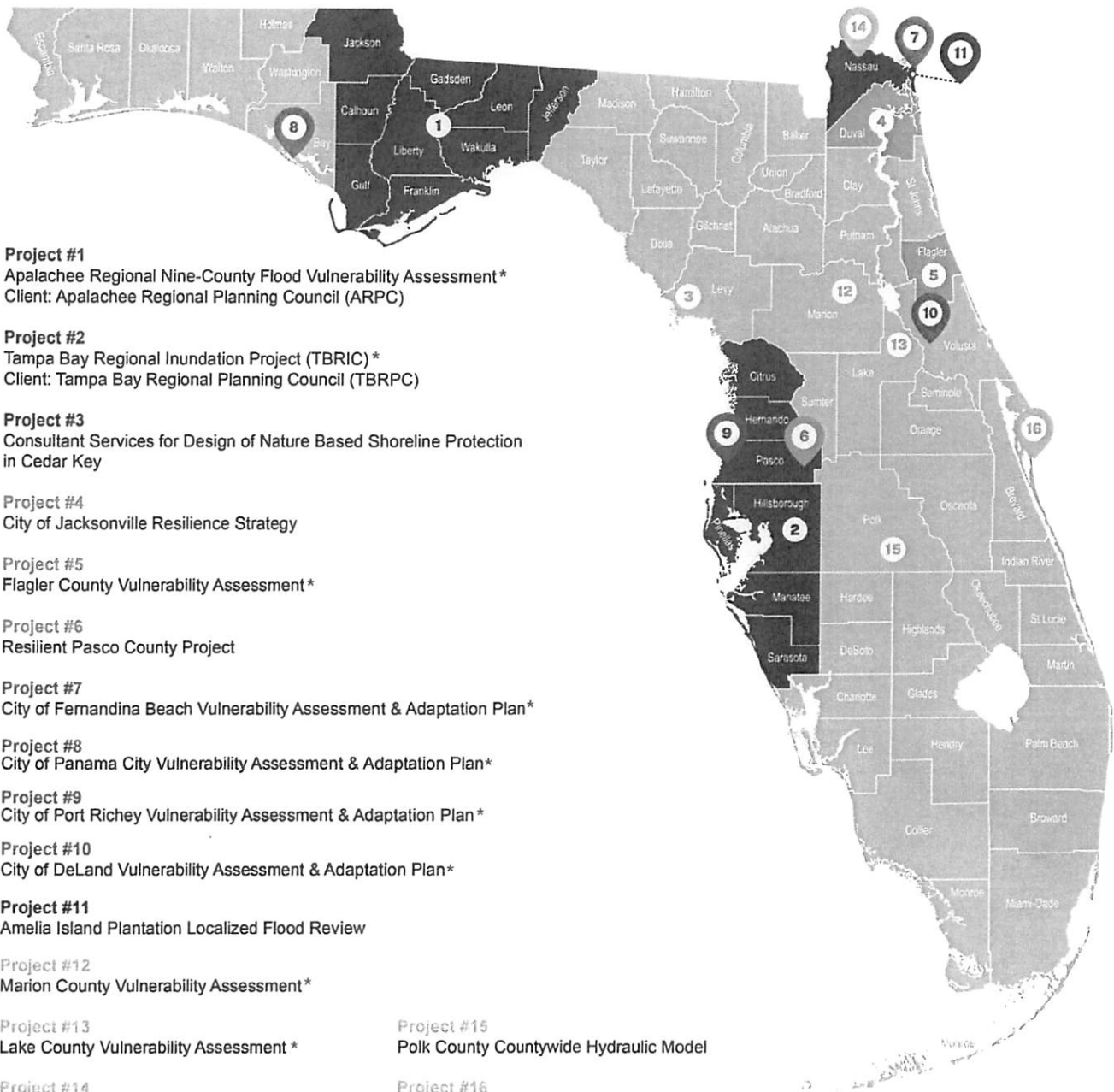
## Experience with Grant-Funded Project Delivery

Halff has extensive experience delivering projects funded through the Resilient Florida Program and is fully versed in the statutory, technical, and administrative requirements governing these grants. We have developed Adaptation Plans (AP) for Panama City, Port Richey, DeLand, and Fernandina Beach in accordance with Section 380.093, Florida Statutes, and Florida's Adaptation Planning Guidebook. These projects translated completed Vulnerability Assessments (VA) into actionable adaptation strategies and capital improvement priorities addressing tidal flooding, storm surge, SLR, extreme rainfall, and compound flooding.

Halff's Resilient Florida work has been recognized for technical quality and implementation readiness. The Fernandina Beach Flood Adaptation Plan received a 2025 Natural Resources/Environmental Award from the First Coast Chapter of FPZA and a 2025 Regional Excellence Award for Resilience from NEFRC. We are currently completing a Resilient Florida AP for Nassau County and have secured funding to develop Marion County's AP, reflecting our ongoing, active engagement with the program.

Beyond grant delivery, Halff advances local resilience through complementary planning. After advising on Resilient Jacksonville, we supported the City's Office of Resilience with probabilistic compound flood modeling and are now developing an extreme temperature risk assessment, strengthening the City's technical foundation for Resilient Florida implementation. **To date, Halff has delivered statutorily compliant Resilient Florida projects benefiting 16 counties and 51 municipalities statewide.**





**Project #1**  
 Apalachee Regional Nine-County Flood Vulnerability Assessment\*  
 Client: Apalachee Regional Planning Council (ARPC)

**Project #2**  
 Tampa Bay Regional Inundation Project (TBRIC)\*  
 Client: Tampa Bay Regional Planning Council (TBRPC)

**Project #3**  
 Consultant Services for Design of Nature Based Shoreline Protection  
 in Cedar Key

**Project #4**  
 City of Jacksonville Resilience Strategy

**Project #5**  
 Flagler County Vulnerability Assessment\*

**Project #6**  
 Resilient Pasco County Project

**Project #7**  
 City of Fernandina Beach Vulnerability Assessment & Adaptation Plan\*

**Project #8**  
 City of Panama City Vulnerability Assessment & Adaptation Plan\*

**Project #9**  
 City of Port Richey Vulnerability Assessment & Adaptation Plan\*

**Project #10**  
 City of DeLand Vulnerability Assessment & Adaptation Plan\*

**Project #11**  
 Amelia Island Plantation Localized Flood Review

**Project #12**  
 Marion County Vulnerability Assessment\*

**Project #13**  
 Lake County Vulnerability Assessment\*

**Project #15**  
 Polk County Countywide Hydraulic Model

**Project #14**  
 Nassau County Resilient Florida Adaptation Plan\*

**Project #16**  
 City of Cocoa Beach Vulnerability Assessment\*

**\*Funded by Resilient Florida Program**

The map above highlights Halff’s extensive experience supporting Florida communities with vulnerability assessments, adaptation plans, and “Peril of Flood” comprehensive plan amendments. Our team of dedicated resilience professionals has partnered with municipalities and regions across the state to assess climate risks, identify adaptation strategies, and incorporate resilience into local planning frameworks. These projects are often supported by targeted policy updates, GIS-based analyses, and robust public engagement processes.



## References

### UNIVERSITY OF FLORIDA

Savanna Barry, PhD  
Regional Specialized Extension Agent III - Coastal Ecosystems  
P 352.325.6080  
E savanna.barry@ufl.edu  
552 1st Street  
Cedar Key, FL 32625

#### **Cedar Key Sea Groin Design and Living Shoreline Templates**

Halff provided engineering design, environmental, and permitting services for the Cedar Key ShORES (Shoreline Options for Resilience and Equity) Phase II project, which focuses on the implementation of nature-based solutions for shoreline protection in Cedar Key, Florida.

### CITY OF PORT RICHEY

Pamela Lynch  
CRA/Grant Coordinator  
P 727.835.1270 ext. 130  
E p.lynch@cityofportrichey.com  
6333 Ridge Road  
Port Richey, FL 34668

#### **Vulnerability Assessment and Adaptation Plan**

Halff conducted a comprehensive vulnerability assessment and developed a citywide adaptation plan to address risks associated with tidal flooding, storm surge, and sea level rise. The effort evaluated critical infrastructure and evacuation routes and identified nature-based and engineered solutions to reduce flood risk, protect environmental assets, and support long-term community resilience.

### CITY OF JACKSONVILLE

Anne Coglianesi  
Chief Resilience Officer  
P 904.255.7939  
E acoglianesi@coj.net  
214 Hogan Street, Suite 300  
Jacksonville, FL 32202

#### **Resilient Jacksonville Strategy and Citywide Probabilistic and Compound Flood Model**

Halff supported the City of Jacksonville's Resilience Office in developing a comprehensive resilience strategy through geospatial analyses, vulnerability assessment refinement, and flood hazard mapping for coastal, riverine, and pluvial systems.

As part of the Citywide Probabilistic and Compound Flood Model and Real-Time Forecasting System initiative, Halff leads the development of a 2D, rain-on-mesh HEC-RAS hydraulic model to simulate coastal, fluvial, and pluvial flooding and their simultaneous effects.

### GROUNDWORK JACKSONVILLE, INC.

Kay Ehas  
Chief Executive Officer  
P 904.401.0453  
E kay@groundworkjacksonville.org  
PO Box 13295  
Jacksonville, FL 32206

#### **Hogans Creek Stream Restoration & Emerald Trail**

Halff is leading the restoration of a 2.6-mile urban creek corridor as part of Jacksonville's Emerald Trail, integrating hydraulic modeling, environmental assessment, and trail design to reduce flooding, improve water quality, and restore habitat. The project combines nature-based solutions with community-focused planning to enhance resilience, connectivity, and recreational access across surrounding neighborhoods.



# Certifications

## State of Florida Department of State

I certify from the records of this office that HALFF ASSOCIATES, INC. is a Texas corporation authorized to transact business in the State of Florida, qualified on November 6, 2018.

The document number of this corporation is F18000005458

I further certify that said corporation has paid all fees due this office through December 31, 2024, that its most recent annual report/uniform business report was filed on February 7, 2024, and that its status is active.

I further certify that said corporation has not filed a Certificate of Withdrawal.

*Given under my hand and the  
Great Seal of the State of Florida  
at Tallahassee, the Capital, this  
the Seventh day of February, 2024*



*[Signature]*  
Secretary of State

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**Joseph Sutkowi**  
Chief Waterfront Design Officer

*Courtney Koenig Worrall*  
**Courtney Koenig Worrall**  
President and CEO

2024

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**The International Society of Arboriculture**  
Hereby Announces That

*Joseph Brooker*

Has Earned the Credential  
**ISA Certified Arborist®**

By successfully meeting ISA Certified Arborist certification requirements through demonstrated attainment of relevant competencies as supported by the ISA Credentialing Council

*Calvin Bell*  
Calvin Bell  
CEO & Executive Director

1 October 2019	31 December 2025	FL-4965A
Issue Date	Expiration Date	Certification Number

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**Drew Sanders**

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**Joseph Sutkowi**  
Chief Waterfront Design Officer

*Courtney Koenig Worrall*  
**Courtney Koenig Worrall**  
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**Joseph Sutkowi**  
Chief Waterfront Design Officer

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*Troy Dorman*

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**Grant Professional Certified**

Recertification Validity Period: 12/1/2023 - 11/30/2026

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President, GPCI

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FLOODPLAIN MANAGERS, INC.**

**CERTIFICATION BOARD OF REGENTS**

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**Allyson G. Hunt, CFM**

IS DULY REGISTERED AS AN

**ASFPM CERTIFIED FLOODPLAIN MANAGER**

IN TESTIMONY WHEREOF THIS CERTIFICATE HAS BEEN ISSUED BY THE AUTHORITY OF THE CERTIFICATION BOARD OF REGENTS, CERTIFICATE NO. CFM-1048300A, ISSUED 10/10/2023 THIS CERTIFICATE SHALL EXPIRE 1/31/2025, UNLESS RENEWED ACCORDING TO THE RULES OF THIS BOARD.

*Roger A. Lindsey*

CERTIFICATION BOARD OF REGENTS  
PRESIDENT, ROGER LINDSEY, P.E., CFM

*Chad M. Berginns*

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EXECUTIVE DIRECTOR, CHAD M. BERGINNS, CFM

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HEREBY RECOGNIZES

**SAMUEL AMOAKO-ATTA**

AS A NATIONALLY ACCREDITED  
**CERTIFIED FLOODPLAIN MANAGER**

For meeting criteria in the area of experience, references, education and training in floodplain management and hazard mitigation. This CFM has passed the Texas National CFM exam which exhibits competency with the basic principles of sound floodplain management as mandated by the National Flood Insurance Program.

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ISSUED: March 2007

*Schmerl Ray Burgess*

Schmerl Ray Burgess, CFM  
Chairman, TFMA Board of Directors

*Roy D. Sedwick*

Roy D. Sedwick, CFM  
Executive Director, TFMA

Ron DeSantis, Governor Melanie S. Griffin, Secretary

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**STATE OF FLORIDA  
DEPARTMENT OF ENVIRONMENTAL PROTECTION  
GRANT WORK PLAN  
AGREEMENT NO. 26PLN55**

**ATTACHMENT 3**

**PROJECT TITLE:** City of Cedar Key Gulf Boulevard Feasibility Study

**PROJECT LOCATION:** The Project is located within the City of Cedar Key within Levy County, Florida.

**PROJECT DESCRIPTION:**

The City of Cedar Key (Grantee) will complete the City of Cedar Key Gulf Boulevard Feasibility Study Project (Project) to include a feasibility study of Gulf Boulevard to determine the nature-based solutions that will address risks of flooding along this evacuation route.

**TASKS AND DELIVERABLES:**

**Task 1: Feasibility Study**

**Description:** The Grantee will conduct a feasibility study for nature-based solutions (e.g., restoration, revegetation, restoration, and living shorelines) of Gulf Boulevard. The study will detail the scope of the problem in the Project area, including analyzing hydrologic and hydraulic processes contributing to roadway flooding; evaluate the effectiveness of nature-based solutions in reducing the impact of flooding and sea level rise; outline design options; evaluate the costs and benefits of implementing each option; and identify the selected mitigation strategies and tasks required to implement the study. The Grantee will also collect data, conduct surveys, and coordinate with necessary entities, in order to identify data sources and fill data gaps to support the feasibility study. Activities including, but not limited to, the data collection and surveys for the initial, high-level planning phase necessary for a conceptual design (equivalent to less than 30% design) are eligible to be performed solely to support completion of the AP. Such activities shall not be undertaken to initiate preconstruction activities for specific project sites, or any work beyond the expressly authorized scope of the proposed project without the Department's prior written approval.

**Deliverables:** The Grantee will provide the following:

- **1.1:** A feasibility study to include the evaluation of nature-based solution alternatives;
- **1.2:** A copy of all data collected and surveys conducted to support the feasibility study; and
- **1.3:** A summary report to include the process and methodology of the data collection, overview of any data gaps, and entities that were engaged during the process.
- **1.4:** Project management report that details periodic progress and activities in service of above deliverables. To be submitted up to quarterly.

**Task 2: Project Administration**

**Description:** The Grantee will carry out project coordination tasks necessary to support project implementation, oversight, reporting, and compliance with grant requirements. Activities include but are

not limited to project coordination meetings, preparation of grant reports and payment requests, contracting, compliance, and review of deliverables under Task 1.

**Deliverables:** The Grantee will provide the following:

- **1.1:** Grant administration report that details periodic progress and activities in service of grant management. To be submitted up to quarterly in conjunction with project progress reports.

**PERFORMANCE MEASURES:** The Grantee will submit all deliverables for each task to [ResilientFloridaGrants@FloridaDEP.gov](mailto:ResilientFloridaGrants@FloridaDEP.gov) on or before the Task Due Date listed in the Project Timeline. The Department's Grant Manager will review the deliverable(s) to verify that they meet the specifications in the Grant Work Plan and the task description, to include any work being performed by any subcontractor(s), and will provide written acceptance or non-acceptance of the deliverable(s) to the Grantee within thirty (30) calendar days. Deliverables that the Department determines are not acceptable must be corrected and resubmitted within thirty (30) calendar days prior to the Agreement's Date of Expiration, and in coordination with the Department's Grant Manager. Tasks may include multiple deliverables to be completed. The Department will accept partial and full deliverables. Incomplete deliverables will not be accepted. A "partial deliverable" is defined as a deliverable consisting of one (1) or more (but not all) subcomponents listed in the deliverable list for a single task, where such subcomponent(s) are delivered to the Department at one hundred percent (100%) completion. A "full deliverable" is defined as a deliverable comprising all subcomponents listed in the deliverable list for a single task, all delivered to the Department at one hundred percent (100%) completion. An "incomplete deliverable" is defined as a deliverable for which one hundred percent (100%) completion has not been achieved for any of the subcomponents listed in the deliverable list for a single task. A task is considered one hundred percent (100%) complete upon the Department's receipt and approval of all deliverable(s) listed within the task and the Department's approval provided by the Deliverable Acceptance Letter. All deliverables must be received by the Task Due Date and accepted by the Department on or before the Agreement's Date of Expiration, or the Consequences for Non-Performance set forth herein shall apply.

**CONSEQUENCES FOR NON-PERFORMANCE:** For each task deliverable not received and accepted by the Department at one hundred percent (100%) completion on or before the Agreement's Date of Expiration, the Department will reduce the relevant Task Funding Amount(s) paid to Grantee in proportion to the percentage of the deliverable(s) not fully completed. For each task deliverable not received by the Department by the specified Task Due Date listed in the Agreement's most recent Project Timeline, the Department will reduce the relevant Task Funding Amount(s) by 5% per calendar day, which will be imposed until the Department has received the task deliverable. The Consequence for Non-Performance will be applied to and included in the relevant task deliverable's payment request.

**PAYMENT REQUEST SCHEDULE:** Following the Grantee's full or partial completion of a task's deliverable(s) and acceptance by the Department's Grant Manager, the Grantee may submit a payment request for cost reimbursement using the Exhibit C, Payment Request Summary Form. The Grantee will implement a **quarterly, direct pay billing cycle**, submitting payment requests no more frequently than once per quarter based on completed and accepted deliverables within the reporting period. All payment requests must be accompanied by the Deliverable Acceptance Letter; the Exhibit A, Progress Report Form, detailing all progress made in the invoice period; and supporting fiscal documentation including match, if applicable. In addition, the Grantee will compile and submit documentation for **annual reimbursement reconciliation** at the end of each project year during the performance period. This

annual reconciliation will summarize all quarterly billings, expenditures, and supporting documentation to ensure compliance with grant requirements and facilitate final reimbursement approval for that period.

If the payment request includes the Contractual Services budget category, the Exhibit H, Contractual Services Certification, and all supporting documentation required therein, must be submitted for each of the Grantee's contractors included in the payment request. Interim payments will not be accepted. Payment requests will not be accepted until all required Exhibit A, Progress Report Forms, have been submitted to the Department's Grant Manager for all reporting periods dating back to the Agreement Execution Date. For the reporting period beginning on the Agreement Begin Date and ending on the Agreement Execution Date, submittal of a single Exhibit A, Progress Report Form, covering only this reporting period will be acceptable. Upon the Department's receipt of the aforementioned documents and supporting fiscal documentation, the Department's Grant Manager will have ten (10) working days to review and approve or deny the payment request.

**PROJECT TIMELINE AND BUDGET DETAIL:** The tasks must be completed by, and all deliverables received by, the corresponding task due date listed in the table below and must be an allowable expenditure category pursuant to Attachment 2, Special Terms and Conditions. Cost-reimbursable grant funding must not exceed the budget amounts indicated below. Requests for any change(s) to the task due date(s) must be submitted on or before the current task due date listed in the Project Timeline. Requests are to be sent via email to the Department's Grant Manager, with the details of the request and the reason for the request made clear.

<b>Task No.</b>	<b>Task Title</b>	<b>Budget Category</b>	<b>DEP Amount</b>	<b>Match Amount</b>	<b>Total Amount</b>	<b>Task Start Date</b>	<b>Task Due Date</b>
1	Feasibility Study	Contractual Services	\$190,000	\$0	\$190,000	7/1/2025	3/31/2028
2	Administration	Contractual Services	\$10,000	\$0	\$10,000	7/1/2025	3/31/2028
<b>Total:</b>			<b>\$200,000</b>	<b>\$0</b>	<b>\$200,000</b>		

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

**Submitted By:** Brooke Smith

**Meeting Date:** 05/19/2026

**Subject:**

Selection of Administrative and Coordination Services for the Gulf Boulevard Resilient Florida Grant

**Discussion:**

The City Commission is requested to consider the selection of professional administrative and coordination services to support implementation of the Gulf Boulevard Resilient Florida Grant Project funded through the Florida Department of Environmental Protection (FDEP) Resilient Florida Grant Program. The project includes a feasibility study for nature-based flood mitigation solutions along Gulf Boulevard, State Road 24, and J Street within the City of Cedar Key.

The selected administrative and coordination services provider will assist the City with grant compliance, project coordination, reporting requirements, invoicing, communication with consultants and funding agencies, deliverable tracking, procurement documentation, meeting coordination, and overall grant management support throughout the duration of the project.

Services are intended to ensure compliance with FDEP grant requirements, support timely project implementation, and maintain coordination between the City, consultants, stakeholders, and partnering agencies.

The grant work plan includes a dedicated administration component to support oversight, reporting, coordination, and compliance activities associated with the project.

Commission discussion and direction is requested regarding the selection of a provider for these professional services and authorization to proceed with agreement preparation and implementation activities.

**Fiscal Impact:**

Administrative services are included within the approved Resilient Florida Grant budget. The grant work plan allocates \$10,000 for project administration and coordination services. This has been approved by the commission.

**Possible Commission Action:**

Approve the selection of a provider for administrative and coordination services for the Gulf Boulevard Resilient Florida Grant Project and authorize staff and the City Attorney to negotiate and finalize the necessary agreement documents.

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

**Submitted By:** Brooke Smith

**Meeting Date:** 05/19/2026

**Subject:**

Approval of Florida Communities Trust (FCT) Extension Agreement for the Gulf Boulevard  
**Project**

**Discussion:**

The City Commission is requested to review and approve the Florida Communities Trust (FCT) Extension Agreement associated with the Gulf Boulevard Nature-Based Solutions and Resiliency Project. The extension will allow the City additional time to continue coordination, planning, grant administration, procurement activities, stakeholder engagement, and project development efforts related to the Gulf Boulevard flood mitigation and resiliency initiative.

The Gulf Boulevard Project is intended to evaluate and advance nature-based flood mitigation solutions along critical transportation and evacuation corridors within the City of Cedar Key.

The project includes coordination with state and regional partners to support long-term resiliency, flooding mitigation, environmental restoration, and future implementation opportunities. The requested extension will assist in maintaining project eligibility, continuity of grant-related activities, and alignment with associated Resilient Florida planning and feasibility study efforts.

Approval of the extension agreement will allow the City to continue working collaboratively with Florida Communities Trust and project partners while ensuring compliance with applicable grant requirements and timelines.

**Fiscal Impact:**

No additional fiscal impact is anticipated at this time. The extension agreement supports continuation of existing grant-related project activities and coordination efforts.

**Possible Commission Action:**

Approve the Florida Communities Trust (FCT) Extension Agreement for the Gulf Boulevard Project and authorize the Mayor and/or designated City officials to execute all necessary documents related to the extension.

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

**Submitted By:** Brooke Smith

**Meeting Date:** 05/19/2026

**Subject:**

Approval of James Moore & Co. Proposal for Municipal Finance Support Services

**Discussion:**

The City Commission is requested to review and consider approval of the proposal submitted by [James Moore & Co., P.L.](#) for municipal finance support services for the City of Cedar Key. The proposed engagement includes accounting, budget, audit coordination, reporting, financial consulting, and related municipal financial support services beginning June 1, 2026.

The proposal outlines ongoing financial support services including monthly bank reconciliations, year-end adjustments, budget assistance, audit coordination, reporting to state agencies, financial advisory services, and guidance related to municipal finance operations. The agreement also includes assistance with Annual Financial Reports, public depositor reporting, audit preparation, capital asset tracking, budget amendments, and financial compliance activities.

The proposed agreement establishes monthly billing for core services, identifies roles and responsibilities between the City and the consultant, and provides for additional services upon mutual agreement when necessary.

Commission discussion and consideration is requested regarding approval of the proposal and authorization for execution of the agreement documents.

**Fiscal Impact:**

The proposed agreement includes monthly fees for core municipal finance support services in the amount of \$5,000 per month for an estimated annual cost of \$60,000, plus a one-time

budget setup fee of \$5,100. Additional services outside the core scope may be billed separately upon mutual agreement.

**Attachments:**

- James Moore & Co. Engagement Letter and Proposal for Municipal Finance Support Services

**Possible Commission Action:**

Approve the proposal and engagement agreement from James Moore & Co., P.L. for municipal finance support services and authorize the Mayor and/or designated City officials to execute the agreement and related documents.



May 12, 2026

To the Honorable Mayor and City Commission,  
City of Cedar Key, Florida:

This letter is to confirm our understanding of the terms and objectives of our engagement and the nature and limitations of the accounting, budget, and financial consulting services we will provide to the City of Cedar Key, Florida (the City).

### **Scope and Cost of Services**

We anticipate commencing our accounting, budget, and financial consulting services as of June 1, 2026.

Please see the attached Exhibit A for the proposed fee schedule and Exhibit B for the summary scope of services, based on the items checked under the "JMCo" column. To establish the most detailed understanding possible that is clear for both parties, we have worked to summarize the proposed services while listing which functions would be performed by the City, JMCo, and/or in some cases, the City's external auditor or other third parties.

For as long as the City opts to utilize our discounted direct billing for an approved accounting system, we will also bill the town for the reimbursement of such licensing fees.

We will invoice for our core services on a monthly basis in equal installments. Any additional fees for services not outlined in this letter shall only be billed upon mutual agreement as to the scope/nature of services to be provided and determination of an agreed-upon fee. Any annual adjustments to our monthly fees as provided for in Exhibit A shall be communicated and ratified as part of the City's annual budget process.

Zach Chalifour and Brendan McKitrick are the service leaders for the services specified in this letter. Their responsibilities include supervising all services performed as part of this engagement and, should any formal compilation or preparation reports be required, signing or authorizing another qualified firm representative to sign the accountants' report.

### **Required Software**

To maximize our ability to provide you with the highest level of service, our ability to provide these services at the quoted cost is dependent upon your utilization of an "approved" accounting system for which our team has extensive training and familiarity. Our current list of approved accounting systems for our government clients includes:

- QuickBooks Online
- Aclarian Cloud-Based ERP

As outlined in Exhibit B, you are responsible for all payroll processing and all related activity (payroll tax returns, withholding and retirement remittances, etc.). Due to the complexity of payroll tax law and frequency of changes, we do not require, but strongly recommend the utilization of a professional third-party payroll processing company. Any assistance required of us relative to payroll processing, tax, and related issues is not covered as part of this engagement.

### **Management Responsibilities**

We will not assume management responsibilities or make management decisions for you. However, we may provide advice, research materials, and recommendations to assist you in performing your functions and making decisions. You must agree to perform the following functions in connection with our engagement:

- Make all management decisions and perform all management responsibilities;
- Designate an individual who possesses suitable skill, knowledge, and/or experience, preferably within senior management, to oversee the services;
- Evaluate the adequacy and results of the services performed;
- Accept responsibility for the results of the services; and
- Establish and maintain internal controls, including monitoring ongoing activities.

You agree to review all bank statements for improprieties or fraudulent activity as part of your own review of ongoing financial activity in addition to our responsibility to prepare bank reconciliations. Management is responsible for preventing and detecting fraud.

### **Other Engagement Terms**

This engagement may be terminated by either party at any time for any reason, subject to a transition period. Upon the date of notice of intent to terminate this agreement, the effective termination date shall be at least three (3) months following the notice of intent to terminate the agreement, unless another date is mutually agreed upon by both parties.

The Agreement can be terminated for cause due to a breach that is not corrected to the satisfaction of the non-breaching party. The non-breaching party shall provide written notice to the breaching party outlining all breaches. The breaching party shall have at least forty-five calendar days from the date notice is delivered to remedy the breach to the reasonable satisfaction of the non-breaching party. If the breaches are not corrected, the non-breaching party can terminate by written notice.

During the term of this agreement and for a period of one (1) year thereafter, neither party will solicit the employment of any employee from the other party. Should either party hire an employee who is currently employed or has been employed in the past six (6) months by the other party, a fee equal to 25% of the new employee's starting salary shall be paid to the other party.

As part of this engagement, we will share any observations and recommendations that we observe related to the City's processes and internal controls. However, the development, maintenance, or assessment of internal controls sufficient to protect the City from the risk of loss and/or failure of internal controls, whether due to fraud or error, is not part of this engagement. We will also share any observations noted with regard to unusual or potentially fraudulent activity. However, our engagement cannot be relied upon to identify or disclose errors, fraud, or any wrongdoing within the entity or noncompliance with laws and regulations.

Our work in connection with this engagement is not intended to result in the preparation of financial statements for the City as defined by Statements on Standards for Accounting and Review Services issued by the American Institute of Certified Public Accountants. Such an engagement, as defined by professional standards, has as its objective to prepare financial statements pursuant to a specified financial reporting framework. By your signature below, you understand that the preparation of financial statements as defined above is outside the scope of this engagement. Should you require periodic interim financial statements, we would be pleased to discuss with you the requested level of service. Such engagement would be considered separate and not deemed to be part of the services described in this engagement letter.

You agree to release, indemnify, defend, and hold us harmless from any liability or costs, including attorney's fees, resulting from management's knowing misrepresentations to us.

**Public Records**

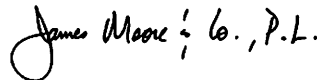
It is our policy to provide copies of public records upon the completion of our work. Additionally, any records provided by the City are considered to be copies of public records already in your possession. However, to the extent we are in possession of any public records, in accordance with Florida Statute §119.0701, we shall keep and maintain public records required by the City in performance of services pursuant to the contract. Upon request from the City’s custodian of public records, we shall provide the City with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided pursuant to Florida Statute Chapter 119 or as otherwise provided by law. We shall ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the contract if we do not transfer the records to the City. We shall, upon completion of the engagement, transfer, at no cost, to the City all public records in our possession or keep and maintain public records required by the City to perform services pursuant to the engagement. If we transfer all public records to the City upon completion of the engagement, we shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If we keep and maintain public records upon completion of the engagement, we shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the City, upon request from the City’s custodian of public records, in a format that is compatible with the information technology systems of the City. Notwithstanding the foregoing, nothing herein shall be interpreted to mean that we will host client data or otherwise take steps with regard to client’s data that would violate applicable law or professional standards.

IF WE HAVE ANY QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO OUR DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS ENGAGEMENT, WE WILL CONTACT YOUR CUSTODIAN OF PUBLIC RECORDS.

**Summary**

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

Very truly yours,



JAMES MOORE & CO., P.L.

**RESPONSE:**

This letter correctly sets forth the understanding of the City of Cedar Key, Florida.

By \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

**EXHIBIT A: FEE SCHEDULE**

*Core Municipal Finance Support Services*

Based on the scope of our ongoing engagement and assistance to be provided on an annual basis, our fees for the initial period from the start of the engagement through the end of the fiscal year ended September 30, 2026, will be as follows:

<b>Service</b>	<b>Billing Amount</b>	<b>Billing Frequency</b>	<b>Annual Cost</b>
Services per Engagement Letter Dated January 15, 2026	\$3,300	Monthly	\$39,600
All Core Services Outlined in Exhibit B	\$5,000	Monthly	\$60,000
Budget Setup Fee (3x Monthly Fee Increase)* *includes all services to import and convert client budget	\$5,100	At Execution of Agreement	One-time cost

Unless otherwise negotiated, for periods beyond the initial period outlined above, our annual fee for all core services shall be subject to an increase based on the greater of 3.0% or the most recent June Consumer Price Index (CPI; Series ID CUUR0300SA0; All Items in South; average for All Urban Customers), capped at a maximum increase of 7.0%.

*Discounted Software Licensing*

If applicable, software may be licensed through out direct partnerships with our approved software providers. While these discounted costs are subject to change at the discretion of the software providers, 8current estimated discounted rates are as follows:

<b>Service</b>	<b>Billing Amount</b>	<b>Billing Frequency</b>	<b>Estimated Annual Cost</b>
QuickBooks Online Licensing Fee	\$75-\$300	Monthly	\$900-\$3,600
Aclarian Cloud-Based ERP	\$500-\$2,000	Monthly	\$6,000-\$24,000

*Additional Services and Travel*

Should any additional services be required outside the based scope of the Agreement, they shall be mutually agreed upon prior to any services being rendered, as outlined in paragraph. While both parties may come to a different agreement, this schedule of fees is designed to serve as a basis for determining the estimated fees for additional services:

<b>Hourly Fees</b>	<b>Partner / President / Director</b>	<b>Manager</b>	<b>Accountant</b>	<b>Staff</b>
Base Fees – Additional Hourly Work	\$350	\$275	\$150	\$125

For any work or meetings requiring an on-site presence, mileage will be charged according to standard IRS rates and travel time will be billed at a reduced rate of 50% of the established hourly billing rates.

Known examples of hourly work not typically included in our base fees due to the unpredictable and variable nature of such items include, but are not limited to, the following:

City of Cedar Key, Florida

May 12, 2026

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- Grant application and management
- Debt issuance
- Software system implementation and/or conversion
- All other items not explicitly included in our scope of services in Exhibit B

**EXHIBIT B: SCOPE OF CORE SERVICES/RESPONSIBILITIES**

Area	Task	JMCo	Client	Other
General	Availability for routine questions up to 15 minutes per topic (out of scope items to be identified and fees discussed in advance)	X		
General	Designated individual with completion of 8 hours of investment continuing education to achieve entity's compliance with Section 218.415, Florida Statutes	X		
General	Invitation to free training offered by James Moore team during summer Government CPE Series (8+ hours)	X		
General	Invitation to quarterly client roundtable discussions and training to address current issues and best practices.	X		
General	Unlimited assistance/consultations on out of scope matters (up to 30 minutes per topic)	X		
General	Standing 30-minute monthly status calls for open discussion/advisory on financial or nonfinancial matters	X		
Accounting	Monthly bank/investment account reconciliations, including recording of monthly revenue/other activity (e.g. payroll, utility billing, revenue, bank fees, etc.)	X		
Accounting	Monthly or other periodic balance sheet account reconciliations (non-cash)	X		
Accounting	Year-end closing/cash to accrual adjustments	X		
Accounting	Monthly inspection of general ledger activity	X		
Accounting	Quarterly preparation of year-to-date revenue and expenditure activity reports relative to budget (30-day turnaround from month-end)	X		
Budget	TRIM – assistance in calculation and preparation of financial data for public hearing resolutions and newspaper budget advertisements.	X		
Budget	TRIM – publishing and execution of advertising, meeting notices, action items, legal adoption of millage rate, and final submittal to Florida Department of Revenue		X	
Budget	TRIM – completion of eTRIM forms	X		
Budget	TRIM – final approval and submittal of eTRIM forms	X		
Budget	Basic assistance and limited review of client-prepared budget for proper classification, formatting, and trend analysis of proposed budget amounts.	X		
Budget	Preparation of any applicable year-end budget amendments	X		
Budget	Guidance as to future spending needs, including both payroll and non-payroll projections	X		
Budget	Assistance with proper classification, formatting, and trend analysis of proposed budget amounts, as well as additional assistance in and ownership of compiling final proposed budget	X		
Accounts Payable	Coding invoices to the proper expense accounts		X	

Area	Task	JMCo	Client	Other
Accounts Payable	Compliance with procurement rules and approval process for all vendor activity		X	
Accounts Payable	Issuing, printing, and signing checks		X	
Cash Management	Evaluation of cash account structure and providing recommendations for functional improvement (e.g. pooled cash vs. isolated accounts, interest rate improvement opportunities, etc.)	X		
Cash Receipts	Handling, coding, and processing of cash receipt transactions and bank deposits		X	
Payroll	Preparation assistance of 941 tax returns		X	Payroll Co.
Payroll	Preparation of W-2's		X	Payroll Co.
Payroll	Processing all payroll activity, approvals, and transactions (including all tax filings, withholding and other remittances, retirement reporting and remittances, etc.)		X	
Grants	Solicitation and application for new grants; ongoing reporting and compliance with existing grants		X	
Grants	Preparation of year-end grant schedule and activity	X		
Audit-General	Primary liaison with external auditors / Coordination of audit request list items / preparation of applicable schedules	X		
Audit-General	Assist in planning and development of corrective actions to address any audit comments.	X		
Audit-General	Fulfill auditor requests related to source documents or other standard transactional activity		X	
Audit-Capital Assets	Capital asset detail and depreciation schedule maintenance (utilizing our ProFx Fixed Asset software)	X		
Audit-Capital Assets	Identification of any known capital asset additions and dispositions		X	
Audit-Leases	Identification of all lease agreements to which the entity is the lessee/lessor		X	
Audit-Leases	Summary of lease activity and calculation of lease asset/liability (GASB 87)	X		
Audit-OPEB	Coordination with OPEB Pension actuary re: data and timing of report (if report required and elected)		X	
Audit-OPEB	Review of draft actuary report for financial reporting purposes (if report required and elected)	X	X	
Audit-Pension	Year-end analysis and allocation of net pension liability from actuary report(s)	X		
Audit-Reporting	Final submittal of audited financial statements to the Florida Auditor General	X		
Audit-Reporting	Submittal of audited financial statements to grantors or other interested parties		X	
Audit-Reporting	Preparation of audited financial statements			Auditor
Audit-Reporting	Preparation of Data Collection Form (if subject to federal single audit)	X		

Area	Task	JMCo	Client	Other
Reporting	Public depositor annual report	X		
Reporting	Preparation of Annual Financial Report submittal to Department of Financial Services	X		
Reporting	Preparation of Local Government Financial Report per F.S. 129.03 and 166.241 to Officer of Economic and Demographic Research (EDR)	X		
Reporting	Preparation of FHWA-536 report to Department of Transportation	X		

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

**Submitted By:** Brooke Smith

**Meeting Date:** 05/19/2026

**Subject:**

Review of JPI Building Official Billing Letter and Discussion of Possible Request for Proposals (RFP)

**Discussion:**

The City Commission is requested to review correspondence submitted by JPI regarding proposed changes to building official billing services and discuss potential next steps related to the City's building department operations, including the possibility of issuing a Request for Proposals (RFP) for future building department and related professional services.

The letter from JPI formally notifies the City that effective July 1, 2026, the minimum weekly billing requirement for reserving a dedicated Building Official will increase from eight hours to sixteen hours per week at a rate of \$135 per hour, resulting in a minimum weekly cost of \$2,160. The correspondence also states that additional work above the minimum reserved hours would continue to be billed separately for inspections, plan review, building official services, and related activities.

Commission discussion is requested regarding the operational, financial, and administrative impacts associated with the proposed billing structure, current building department needs, future service expectations, automation implementation efforts, and whether the City wishes to pursue a formal procurement process through issuance of an RFP for building department services and related support functions.

Discussion may also include review of staffing models, service delivery expectations, cost containment measures, public accessibility, permitting efficiency, inspection availability, and alignment with the City's long-term operational goals.

**Fiscal Impact:**

Potential increase in operational costs associated with building official services. Based on the proposed billing structure, the minimum weekly billing would increase to approximately \$2,160 per week exclusive of additional billed services.

**Attachments:**

- JPI Building Official Billing Letter

**Possible Commission Action:**

Review and discuss the JPI correspondence and provide direction to staff regarding continued negotiations, operational adjustments, and/or preparation and issuance of a Request for Proposals (RFP) for building department professional services.



## **JPI Building Official Billing**

City of Cedar Key  
c/o Brooke Beck-Smith  
P.O. Box 339  
809 6th Street  
Cedar Key, FL 32625

Dear Ms. Smith,

Please advise the Commissioners of the following information at your convenience.

JPI would like to formally notify the City that as of July 1<sup>st</sup>, 2026, the minimum weekly billing to reserve a dedicated Building Official will increase from eight to sixteen hours minimum. This is due to JPI operational demands to reserve the Building Official for Cedar Key. At the rate of \$135/hr, the minimum billing per week will equal \$2,160.

JPI will still bill for work over and above the weekly sixteen hours per the assigned activity (e.g. inspections, plan review, Building Official, etc.).

Thank you as always.

Sincerely,

Joe Payne, PE MBA  
President - JPI  
813.520.1683

Corporate address: 5995 S A1a, Melbourne, FL 32951

Mailing address: 16057 Tampa Palms Blvd. West, #242, Tampa, FL 33647

[www.jpiflorida.com](http://www.jpiflorida.com)

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

**Submitted By:** Brooke Smith and/or Chief Robinson

**Meeting Date:** 05/19/2026

**Subject:**

Approval of Resolution No. 499 Amending the Fire Department Budget for Fiscal Year 2025-2026

**Discussion:**

The City Commission is requested to review and consider approval of Resolution No. 499 amending the Fiscal Year 2025-2026 Fire Department Budget. The proposed resolution amends the adopted budget to increase appropriations within the applicable fund in accordance with Florida Statutes governing municipal budget amendments.

Florida Statute §166.241 provides that municipal expenditures must be made pursuant to the adopted budget and authorizes municipalities to amend budgets to increase appropriations within a fund through the same adoption process as the original budget.

The proposed amendment is necessary to address Fire Department operational and/or budgetary needs during Fiscal Year 2025-2026 and to ensure that expenditures remain properly appropriated and compliant with applicable financial and statutory requirements.

**Fiscal Impact:**

The proposed resolution increases appropriations within the Fire Department budget for Fiscal Year 2025-2026. The amendment will adjust the applicable fund balances and budget allocations as identified in Resolution No. 499 and accompanying Exhibit "A."

**Attachments:**

- Resolution No. 499 – Fire Department Budget Amendment
- Exhibit "A" – Budget Amendment Detail

**Possible Commission Action:**

Approve Resolution No. 499 amending the Fiscal Year 2025-2026 Fire Department Budget and authorize the appropriate City officials to execute all related budget amendment documentation.

**RESOLUTION NO. 499  
CITY BUDGET AMENDMENT NO. 2026-01**

**A RESOLUTION OF THE CITY COMMISSION OF THE  
CITY OF CEDAR KEY, FLORIDA AMENDING THE 2025-  
2026 BUDGET TO INCREASE THE BUDGETED  
APPROPRIATIONS OF A FUND WITHIN THE CITY  
BUDGET**

WHEREAS, Fla. Stat. §166.241(2) provides that it is unlawful for any officer of the City to expend or contract for expenditures in any fiscal year except pursuant to the adopted budget; and

WHEREAS, Fla. Stat. 166.241(4)(c) allows a municipal governing body to amend its budget to increase the budgeted appropriations of a fund, using the same manner of adoption as the original budget; and

WHEREAS, the City Commission has determined that, the City's budget should be amended to increase the Fire Department budget by \$1,205,306.00 to amend the 2025-2026 fiscal year annual budget.

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

1. The budget for the City for the fiscal year 2025-2026 is hereby amended as set forth in Exhibit "A", attached.
2. The City Clerk shall post this adopted amendment on the City's official website within 5 days after its adoption, as required by Fla. Stat. §166.241(5).

**PASSED AND ADOPTED THIS 19<sup>th</sup> DAY OF May 2026.**

**ATTEST:**

**CITY OF CEDAR KEY, FLORIDA,**

\_\_\_\_\_  
**Brooke Beck-Smith, City Clerk**

\_\_\_\_\_  
**Jim Wortham, Mayor**

**LEGAL REVIEW:**

\_\_\_\_\_  
**Norm D. Fugate, City Attorney**

## ***EXHIBIT A***

Amend Fire Department Budget by \$1,205,306.00

\$1,200,000.00 received from State Appropriations to pay for new Quint and equipment.

Income Side: Journal # 331.716

Expense Side: Journal # 522.649

\$5,306.00 received from County to pay for radio for Brush 75

Income Side: Journal # 342.200

Expense Side Journal # 522.520 (radio)

Original Budget \$302,456.68

Budget Amendment Total \$1,205,306.00

**NEW BUDGET TOTAL \$1,507,762.68**

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

**Submitted By:** Brooke Smith

**Meeting Date:** 05/19/2026

**Subject:**

Approval of Ordinance No. 565

**Discussion:**

The City Commission is requested to review and consider approval of Ordinance No. 565, an ordinance vacating, abandoning, and closing a portion of 4th Street located within the corporate boundaries of the City of Cedar Key.

The ordinance was initiated following a Petition to Close and Vacate Streets submitted by Ann C. O'Steen requesting the vacation and closure of a portion of 4th Street as identified within the official plat records of the City of Cedar Key. The ordinance further states that the City Commission determined the action to be consistent with the City's Comprehensive Plan and acknowledges the City's authority under Florida law and home rule powers to vacate and close streets within its jurisdiction.

The specific area proposed for vacation is described as:

"The North half of that portion of 4th Street lying East of D Street and West of the ordinary high water line, as shown on the map of the City of Cedar Key, Plat Book 1, page 3, Official Records of Levy County, Florida."

The ordinance provides for the release and relinquishment of any right, title, or interest of the public and the City in the described property area and establishes an effective date upon adoption.

**Fiscal Impact:**

None anticipated.

**Attachments:**

- Ordinance No. 565

**Possible Commission Action:**

Approve Ordinance No. 565 vacating, abandoning, and closing a portion of 4th Street within the City of Cedar Key and authorize execution of all associated documents.

ORDINANCE NO. 565

ORDINANCE OF THE CITY COMMISSION OF THE CITY OF CEDAR KEY, FLORIDA; VACATING, ABANDONING AND CLOSING A PORTION OF 4<sup>th</sup> STREET LOCATED WITHIN CORPORATE BOUNDARIES OF THE CITY OF CEDAR KEY; RENOUNCING ANY RIGHT OF THE CITY AND THE PUBLIC TO THAT PORTION OF THE STREET SO CLOSED; PROVIDING AN EFFECTIVE DATE

WHEREAS, a Petition to Close and Vacate Streets has been made by Ann C. O'Steen for the vacating and closing by the City of Cedar Key, Florida, (the "City"), of certain lands designated as streets on the plat of The City of Cedar Key; and

WHEREAS, the City Commission has determined that such action would be consistent with the comprehensive plan of the City; and

WHEREAS, the City possesses, pursuant to the home rule powers granted under the Florida Constitution and §166.021, Fla. Stat., to vacate and close streets located within its corporate boundaries;

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

SECTION 1. The City Commission of the City does hereby vacate, abandon and close the following described parcel, which constitutes a portion of a certain street as shown on the referenced plat:

The North half of that portion of 4<sup>th</sup> Street lying East of D Street and West of the ordinary high water line, as shown on the map of the City of Cedar Key, Plat Book 1, page 3, Official Records of Levy County, Florida.

SECTION 2. The City does hereby release and relinquish all right, title, interest and estate of the public and of the City of Cedar Key, Florida, in and to the land described.

SECTION 3. This action is not intended and shall not be construed to affect the rights of other parties other than the public and the City to the lands described.

SECTION 4. This Ordinance shall be effective May 19, 2026.

Date of First Reading: May 19, 2026.

Enacted following a properly noticed public hearing at the regular Commission meeting on May 19, 2026.

**ATTEST:**

**CITY OF CEDAR KEY, FLORIDA**

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**Jim Wortham, Mayor**

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**Brooke Smith, City Clerk**

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**Norm D. Fugate, City Attorney**

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

**Submitted By:** Brooke Smith

**Meeting Date:** 05/19/2026

**Subject:**

Approval of Resolution No. 500 Amending the City's Capitalization Policy

**Discussion:**

The City Commission is requested to review and consider approval of Resolution No. 500 amending the City's capitalization policy by increasing the capital asset threshold from \$1,000 to \$5,000.

The proposed resolution states that the current capitalization threshold no longer reflects the City's operational needs, administrative efficiency considerations, or current best practices. The resolution further references recommendations from the Government Finance Officers Association (GFOA) supporting capitalization thresholds that reduce unnecessary recordkeeping while maintaining accountability for significant assets.

The amendment would define capital assets as tangible and intangible assets with an individual cost of \$5,000 or greater and an estimated useful life of more than one year. Items below the threshold would be expensed during the applicable reporting period unless otherwise required by accounting standards.

The resolution also provides for retroactive application to September 30, 2025, for purposes of preparing the City's fiscal year 2025 financial statements in accordance with generally accepted accounting principles (GAAP).

**Fiscal Impact:**

The proposed policy amendment is anticipated to improve administrative efficiency and reduce time associated with tracking lower-cost capital assets while maintaining appropriate financial controls and reporting standards.

**Attachments:**

- Resolution No. 500 – Capital Asset Threshold Policy Amendment

**Possible Commission Action:**

Approve Resolution No. 500 amending the City's capitalization policy to increase the capital asset threshold from \$1,000 to \$5,000 and authorize implementation of the updated policy.

RESOLUTION NO. 500

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF CEDAR KEY, FLORIDA, PURSUANT TO ITS HOME RULE AUTHORITY UNDER CHAPTER 166, FLORIDA STATUTES, AMENDING THE CITY'S CAPITALIZATION POLICY BY INCREASING THE CAPITAL ASSET THRESHOLD FROM \$1,000 TO \$5,000; PROVIDING FOR PURPOSE AND INTENT; PROVIDING FOR RETROACTIVE APPLICATION; PROVIDING FOR RATIFICATION OF PRIOR ACTS; PROVIDING FOR IMPLEMENTATION; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City of Cedar Key (the "City") maintains a capitalization policy to establish a minimum cost threshold for recording and reporting capital assets in accordance with generally accepted accounting principles (GAAP); and

WHEREAS, the current capitalization threshold of \$1,000 was established in prior years and no longer reflects the City's operational needs, administrative efficiency considerations, or current best practices; and

WHEREAS, the Government Finance Officers Association (GFOA) recommends that governments establish capitalization thresholds that are reasonable and that minimize the cost of recordkeeping while maintaining accountability over significant assets; and

WHEREAS, the GFOA further recognizes that many governments have adopted higher capitalization thresholds, commonly in the range of \$5,000 or more, to improve financial reporting efficiency and reduce administrative burden without materially impacting financial statement accuracy; and

WHEREAS, increasing the capitalization threshold to \$5,000 will allow the City to focus its resources on tracking and reporting assets that are material in nature, while continuing to safeguard all City property through appropriate internal controls and inventory procedures; and

WHEREAS, the City Commission finds that it is in the best interest of the City to amend its capitalization policy to reflect current best practices, improve operational efficiency, and ensure that the City's fiscal year 2025 financial statements are prepared in a manner consistent with updated capitalization standards.

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

SECTION 1. PURPOSE AND INTENT. The foregoing recitals are hereby ratified and confirmed as true and correct and are incorporated herein as legislative findings of the City Commission.

SECTION 2. CAPITALIZATION POLICY. This amendment is adopted pursuant to the City's home rule powers under Chapter 166, Florida Statutes, and applicable provisions of the City Charter authorizing the City Commission to establish financial and administrative policies.

- (a) Capital assets shall be defined as tangible and intangible assets with an individual cost of \$5,000 or greater and an estimated useful life of more than one (1) year.

(b) Items costing less than \$5,000 shall be expensed in the period incurred, unless otherwise required by applicable accounting standards.

**SECTION 3. RETROACTIVE APPLICATION.** This Resolution shall be applied retroactively to September 30, 2025, for purposes of preparing the City's fiscal year 2025 financial statements in accordance with GAAP. The City Clerk, or designee, is authorized to apply this capitalization threshold to applicable assets as of that date and to make such adjustments as are necessary to ensure consistency and proper financial reporting.

**SECTION 4. RATIFICATION OF PRIOR ACTS.** All actions previously taken by the City Commission or City staff in furtherance of updating or implementing the capitalization threshold consistent with the intent of this Resolution are hereby ratified, approved, and confirmed.

**SECTION 5. IMPLEMENTATION.** The City Clerk, or designee, is authorized to implement and administer this Resolution and to develop any necessary procedures, forms, or internal controls to carry out its intent.

**SECTION 6. CONFLICTS.** All resolutions or parts of resolutions in conflict herewith are hereby repealed to the extent of such conflict.

**SECTION 7. SEVERABILITY.** If any section, subsection, sentence, clause, or provision of this Resolution is held invalid, the remainder of this Resolution shall not be affected by such invalidity.

**SECTION 8. EFFECTIVE DATE.** This Resolution shall take effect immediately upon adoption.

**PASSED AND ADOPTED** by the City Commission of the City of Cedar Key, Florida, this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

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**SIGNED:**

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Mayor

**APPROVED AS TO FORM AND LEGAL SUFFICIENCY:**

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City Attorney

City of Cedar Key  
Commission Meeting  
Agenda Item

Submitted By: Joe Hand

Meeting Date: 4-21-26

Subject: Variance Request

Discussion: Building new FEMA approved home and  
keep present log cabin as Accessory Storage Bldg

Fiscal Impact: Lower taxes if cabin is gone

Attachments: Variance application

Possible Commission Action: Approve variance

# City of Cedar Key- Variance Application

Applicant Name: joe hand Phone: (352) 284-9292  
Address: 1018 Whiddon Ave Cedar Key FL 32625 United States

Property Owner: joe hand Phone: (352) 284-9292  
Address: 1018 Whiddon Ave Cedar Key FL 32625 United States


## Property Description:

Section-Township-Range: 30-15-13 Total Acres: 0.27

Tax Parcel Number(s) or Attach Legal Description: \_\_\_\_\_

Location: 0041900000 1018 Whiddon ave cedar key fl 32625

I, the undersigned applicant, hereby certify that the information contained in this application is true and correct to the best of my knowledge and belief. I hereby grant the appropriate City personnel permission to enter the subject property during reasonable hours so that they may investigate and review this variance/ conditional use/ hardship relief land use request. The below excerpts of the Laws of Cedar Key will be sample findings of fact for the listed request.

Joe Hand   
Signature (Owner/ Agent)

04/09/2026  
Date

### 10.01.00. VARIANCES: \$1,100.00

#### 10.01.01. Restrictions on Variances

No variance may be granted from any of the provisions in Article II (Land Use) and Article IV (Consistency/Concurrency) or from the policies and objectives of the City Comprehensive Plan (Ordinance) except by Amendment of the Plan and ordinance in the manner prescribed by state law, except when the Code or Comprehensive Plan specifically allow for such variance.

#### 10.01.02. Granted by City Commission

The Administrator may recommend the approval or denial of a variance from any provision of this Code, except as provided in Part 10.01.01 above, and the City Commission may grant a variance if the following procedures are followed and findings made.

D. *Part of Development Review.* Any person desiring to undertake a development activity not in conformance with this Code may apply for a variance in conjunction with the application of development review. A development activity that might otherwise be approved by the Administrator must be approved by the City Commission if a variance is sought. The variance shall be granted or denied in conjunction with the application for development review.

E. *Process.* The application for development review must be submitted at least thirty (30) days in advance of a hearing. Notice of a public hearing must be made by mail to all property owners whose property abuts the property requesting a variance; by posting a notice of the hearing on the property, and by posting a notice at City Hall. All required notices of the public hearing shall be made at least fifteen (15) days prior to the hearing. The developer or his designated representative must be present at the hearing.

#### 10.01.03. Limitation on Granting Variances

A. *Initial Determination.* The Administrator and Technical Review Committee shall first determine whether the need for the proposed variance arises out of the physical surroundings, shape, topographical condition, or other physical or environmental conditions that are unique to the specific property involved, or if the condition(s) that exist(s) are common to numerous sites so that requests for similar variances are likely to be received. The City Commission shall make a finding that is:

1. Unique to this site alone; or, advises of
  2. The cumulative effect of granting the variance to all who may apply.
- B. *Required Findings.* The City Commission shall not vary the requirements of any provision of this Code unless it makes a positive finding, based on substantial competent evidence, on each of the following:
1. There are practical or economic difficulties in carrying out the strict letter of the regulation.
  2. The variance request is not based exclusively upon a desire to reduce the cost of developing the site.
  3. The proposed variance will not substantially increase congestion on surrounding streets, and will not increase the danger of fire, or other hazards to the public.
  4. The proposed variance will not substantially diminish property values in, nor alter the essential character of, the area surrounding the site.
  5. The effect of the proposed variance is in harmony with the general intent of this Code and the specific intent of the relevant subject area(s) of this Code, such as parking, buffer zones, accessory uses, and the like.

C. *Imposition of Conditions.* In granting a development approval involving a variance, the City Commission may impose such conditions and restrictions upon the premises benefited by a variance as may be necessary to allow a positive finding to be made on any of the foregoing factors, or to minimize the injurious effect of the variance.

D. *Part of Public Hearing.* The initial determination, required findings and imposition of conditions shall be a part of the public hearing.

E. *Record of Variances to Be Maintained.* The Administrator shall maintain a record of all variances including the justification for their issuance and a copy of the notice of the variance. The Administrator shall report all variances in the annual report to the City Commission.

#### 10.01.04. Coastal Construction Setbacks

Variances to the Coastal Construction setback shall only be granted consistent with the provisions contained at Section 5.01.07 C. and D. and Section 6.01.03 of this Code. (History: Ord. No. 372)

#### 10.01.05. Parking

Variances to the parking requirement of this code shall only be granted in accordance with the provisions contained at section 6.03.02 of this code. (History: Ord. No. 372)

Application Received Date: \_\_\_\_\_ Fee\$ \_\_\_\_\_ Received \_\_\_\_\_ Application Number: \_\_\_\_\_

# City of Cedar Key- Variance Application

## 6.07.07. Variances and Appeals

- A. **General.** The City Commission shall hear and decide on requests for appeals and requests for variances from the strict application of these regulations. Pursuant to section 553.73(5), F.S., the City Commission shall hear and decide on requests for appeals and requests for variances from the strict application of the flood resistant construction requirements of the Florida Building Code.
- B. **Appeals.** The City Commission shall hear and decide appeals when it is alleged there is an error in any requirement, decision, or determination made by the Floodplain Administrator in the administration and enforcement of these regulations. Any person aggrieved by the decision may appeal such decision to the Circuit Court, as provided by Florida Statutes.
- C. **Limitations on authority to grant variances.** The City Commission shall base its decisions on variances on technical justifications submitted by applicants, the considerations for issuance in 6.07.07 (F) of these regulations, the conditions of issuance set forth in 6.07.07 (G) of these regulations, and the comments and recommendations of the Floodplain Administrator and the Building Official. The City Commission has the right to attach such conditions as it deems necessary to further the purposes and objectives of these regulations. (Editor's Note: See Resolution 380, §4, for required conditions for aquaculture facilities variance)
- D. **Historic buildings.** A variance is authorized to be issued for the repair, improvement, or rehabilitation of a historic building that is determined eligible for the exception to the flood resistant construction requirements of the Florida Building Code, Existing Building, Chapter 12 Historic Buildings, upon a determination that the proposed repair, improvement, or rehabilitation will not preclude the building's continued designation as a historic building and the variance is the minimum necessary to preserve the historic character and design of the building. If the proposed work precludes the building's continued designation as a historic building, a variance shall not be granted, and the building and any repair, improvement, and rehabilitation shall be subject to the requirements of the Florida Building Code.
- E. **Functionally dependent uses.** A variance is authorized to be issued for the construction or substantial improvement necessary for the conduct of a functionally dependent use, as defined in these regulations, provided the variance meets the requirements of Section 6.07.07 (F), is the minimum necessary considering the flood hazard, and all due consideration has been given to use of methods and materials that minimize flood damage during occurrence of the base flood.
- F. **Considerations for issuance of variances.** In reviewing requests for variances, the City Commission shall consider all technical evaluations, all relevant factors, all other applicable provisions of the Florida Building Code, these regulations, and the following:
1. The danger that materials and debris may be swept onto other lands resulting in further injury or damage;
  2. The danger to life and property due to flooding or erosion damage;
  3. The susceptibility of the proposed development, including contents, to flood damage and the effect of such damage on current and future owners;
  4. The importance of the services provided by the proposed development to the community;
  5. The availability of alternate locations for the proposed development that are subject to lower risk of flooding or erosion;
  6. The compatibility of the proposed development with existing and anticipated development;
  7. The relationship of the proposed development to the comprehensive plan and floodplain management program for the area;
  8. The safety of access to the property in times of flooding for ordinary and emergency vehicles;
  9. The expected heights, velocity, duration, rate of rise and debris and sediment transport of the floodwaters and the effects of wave action, if applicable, expected at the site; and
  10. The costs of providing governmental services during and after flood conditions including maintenance and repair of public utilities and facilities such as sewer, gas, electrical and water systems, streets and bridges.
- G. **Conditions for issuance of variances.** Variances shall be issued only upon:
1. Submission by the applicant, of a showing of good and sufficient cause that the unique characteristics of the size, configuration, or topography of the site limit compliance with any provision of these regulations or the required elevation standards;
  2. Determination by the City Commission that:
    - a. Failure to grant the variance would result in exceptional hardship due to the physical characteristics of the land that render the lot undevelopable; increased costs to satisfy the requirements or inconvenience do not constitute hardship;
    - b. The granting of a variance will not result in increased flood heights, additional threats to public safety, extraordinary public expense, nor create nuisances, cause fraud on or victimization of the public or conflict with existing local laws and ordinances; and
    - c. The variance is the minimum necessary, considering the flood hazard, to afford relief;
  3. Receipt of a signed statement by the applicant that the variance, if granted, shall be recorded in the Office of the Clerk of the Court in such a manner that it appears in the chain of title of the affected parcel of land; and
4. If the request is for a variance to allow construction of the lowest floor of a new building, or substantial improvement of a building, below the required elevation, a copy in the record of a written notice from the Floodplain Administrator to the applicant for the variance, specifying the difference between the base flood elevation and the proposed elevation of the lowest floor, stating that the cost of federal flood insurance will be commensurate with the increased risk resulting from the reduced floor elevation (up to amounts as high as \$25 for \$100 of insurance coverage), and stating that construction below the base flood elevation increases risks to life and property.

# City of Cedar Key- Variance Application

Resolution 380

A RESOLUTION OF THE CITY OF CEDAR KEY, FLORIDA, MAKING FINDINGS RELATED TO AQUACULTURE FACILITIES' VARIANCE ELIGIBILITY; PROVIDING REQUIRED CONDITIONS FOR AQUACULTURE FACILITIES ELIGIBLE FOR A VARIANCE; PROVIDING A SEVERABILITY CLAUSE; PROVIDING A REPEALING CLAUSE; AND PROVIDING AN IMMEDIATE EFFECTIVE DATE.

## SECTION 3. Findings related to aquaculture facilities' variance eligibility.

1. The services provided by aquaculture activities to the City of Cedar Key are of paramount importance.
  - b. The City of Cedar Key is the leading producer of farm raised clams in the State of Florida and is one of the leading producers of farm raised clams in the United States.  
Aquaculture activities drive the City of Cedar Key's economy providing jobs for clam farmers as well as related industries such as retail, manufacturing and construction.
2. Aquaculture activities require access to brackish water, require access to a discharge location for brackish water and include docking facilities for loading and unloading equipment and aquaculture products. Therefore, aquaculture activities are a functionally water dependent use which must be located on or immediately adjacent to the water. Because aquaculture facilities must be located on the water, no alternate locations for any given proposed aquaculture facility are available which are subject to a lower risk of flooding or erosion.
3. Aquaculture activities are compatible with existing and anticipated development in those Future Land Use categories in which aquaculture activities are an allowed use.
4. The City of Cedar Key Comprehensive Plan includes several objectives and policies which reflect the significance of aquaculture to the City of Cedar Key. These include:
  - a. Future Land Use Element Objective 1-4 which requires all amendments to the Comprehensive Plan, including the Future Land Use Map, to ensure the protection of the aquaculture;
  - b. Future Land Use Element Policy 1-4.1 which requires evaluation of all proposed amendments to the Comprehensive Plan to ensure proposed changes will not result in greater adverse impacts to aquaculture;
  - c. Conservation and Coastal Management Element Policy 4-7.1 which prioritizes all land uses permitted on remaining undeveloped commercial shoreline and ranks aquaculture as the highest priority land use;
  - d. Conservation and Coastal Management Element Policy 4-8.1 which exempts aquaculture from the established coastal construction setback line;
  - e. Housing Element Objective 6-1 which requires the city to adopt regulations which assure the availability of affordable housing for families supported by aquaculture; and
  - f. Housing Element Policy 6-1.2 which recognizes increased employment through aquaculture projects as a city objective.
5. Because no locations which are not subject to the city's floodplain management ordinance fulfill the practical requirements of operating an aquaculture facility, if Cedar Key does not grant a variance for the operation of an aquaculture facility in the city, then there would be no location in the vicinity where that aquaculture facility could operate. Therefore, a refusal to grant a variance from the floodplain management ordinance to a proposed aquaculture facility would constitute an extreme hardship upon applicants for a variance.

## SECTION 4. Required conditions for aquaculture facilities eligible for a variance.

Section 6.07.07.C., Chapter Four, Laws of Cedar Key permits the City Commission to attach conditions to variances to further the purposes of the floodplain management ordinance. All variances from the requirements of the floodplain management ordinance for aquaculture facilities which the City Commission approve shall be conditioned on the permitted development meeting the following minimum criteria in addition to any standards otherwise required by law, including Section 6.07.07., Chapter Four, Laws of Cedar Key:

1. Raceways and tanks for the spawning, holding, protecting, and feeding of immature mollusks shall:
  - a. be constructed of fiberglass, aluminum or other lightweight material that will not present a significant hazard to life and property in the event of a flood event;
  - b. not be secured to any structure insofar as they will freely float in the event of a flood;
  - c. be supported adequately using only materials approved by the Florida Building Code for the construction of docks;
  - d. be connected to the flow of water by such means as the raceways will not be restricted or held in place in the event of a flood; and
2. Electric installations shall:
  - a. be the minimum necessary for aquaculture purposes;
  - b. include registers and duct work which are above base flood elevation;
  - c. include electrical drops, panels and breakers which are attached to structural supports, rather than to breakaway wall panels'
  - d. meet or exceed all requirements of the Florida Building Code requirements for exterior electrical service and Florida Building Code and FEMA requirements for wet flood proofing, including but not limited to requirements for the placement of power distribution boxes in relation to the floodplain, ground fault protection, adequate gauge lines for the safe supply of electricity, and all other applicable requirements, to the extent practicable; and
3. Climate control structures used for the processing and temporary storage of aquaculture products shall:
  - a. meet or exceed all requirements of the Florida Building Code requirements for exterior electrical service and plumbing and Florida Building Code and FEMA requirements for wet flood proofing, including but not limited to requirements for the location, attachment, and protection of HVAC equipment in relation to the floodplain, break-away walls, electrical supply and lighting, and all other applicable requirements, to the extent practicable; and

Application Received Date: \_\_\_\_\_ Fee\$ \_\_\_\_\_ Received \_\_\_\_\_ Application Number: \_\_\_\_\_

# City of Cedar Key- Variance Application

Please provide a statement to describe the requested action along with necessary drawings, product approval codes, and necessary supplemental documentation (elevation certificates, survey, building plans, etc).

Per Ordinance 4-7.01.02 storage buildings shall be located in the the side and rear yards. We are requesting a variance to allow for the existing, log cabin structure (which will become a storage building) to stay in the front with the new FEMA compliant primary residence to be located in the rear.

The log cabin currently serves as our dwelling space. The rear addition to the log cabin will be demolished to provide space for the construction of the new home, while we temporarily reside in the log cabin. Upon the completion of the new single-family home, the log cabin will be utilized solely as an accessory building.

An accessory building is typically constructed behind an existing home, but this situation is unique because we intend to retain the existing log cabin structure, making it not new construction in front of a single-family home.

This arrangement will enable our family to remain as residents of Cedar Key. We respectfully request that this variance be approved, considering the extenuating conditions outlined herein.

We have attached a layout of the proposed new home, along with the log cabin to be converted into an accessory building, for your review.

Joe hand *Joe Hand*  
Signature (Owner/ Agent)

3/13/26  
Date

## AFFIDAVIT

Owner(s) Joseph George Hand  
Tax Parcel Number(s) or Attach Legal Description: 0041900000

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

- (initial applicable statements)  
 That I am (we are) the owner(s) and record title holder(s) of the above-described property.  
 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: \_\_\_\_\_

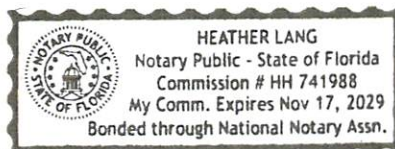
I (we) swear or affirm that the above information is true and correct to the best of my (our) knowledge.

*Joseph Hand*  
Signature (Owner/ Agent)

\_\_\_\_\_  
Signature (Owner/ Agent)

Sworn to and subscribed before me this 13<sup>th</sup> day of April, 2026, by the above signed who is personally known to me, or who has produced drivers license as identification.

*Heather Lang*  
Signature of Notary



Application Received Date: \_\_\_\_\_ Fee\$ \_\_\_\_\_ Received \_\_\_\_\_ Application Number: \_\_\_\_\_



# City of Cedar Key- Variance Application

Applicant Name: joe hand Phone: (352) 284-9292  
Address: 1018 Whiddon Ave Cedar Key FL 32625 United States

Property Owner: joe hand Phone: (352) 284-9292  
Address: 1018 Whiddon Ave Cedar Key FL 32625 United States

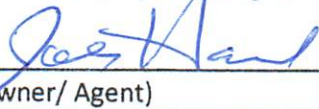
## Property Description:

Section-Township-Range: 30-15-13 Total Acres: 0.27

Tax Parcel Number(s) or Attach Legal Description: \_\_\_\_\_

Location: 0041900000 1018 Whiddon ave cedar key fl 32625

I, the undersigned applicant, hereby certify that the information contained in this application is true and correct to the best of my knowledge and belief. I hereby grant the appropriate City personnel permission to enter the subject property during reasonable hours so that they may investigate and review this variance/ conditional use/ hardship relief land use request. The below excerpts of the Laws of Cedar Key will be sample findings of fact for the listed request.

Joe Hand   
Signature (Owner/ Agent)

04/09/2026  
Date

### 10.01.00. VARIANCES: \$1,100.00

#### 10.01.01. Restrictions on Variances

No variance may be granted from any of the provisions in Article II (Land Use) and Article IV (Consistency/Concurrency) or from the policies and objectives of the City Comprehensive Plan (Ordinance) except by Amendment of the Plan and ordinance in the manner prescribed by state law, except when the Code or Comprehensive Plan specifically allow for such variance.

#### 10.01.02. Granted by City Commission

The Administrator may recommend the approval or denial of a variance from any provision of this Code, except as provided in Part 10.01.01 above, and the City Commission may grant a variance if the following procedures are followed and findings made.

D. *Part of Development Review.* Any person desiring to undertake a development activity not in conformance with this Code may apply for a variance in conjunction with the application of development review. A development activity that might otherwise be approved by the Administrator must be approved by the City Commission if a variance is sought. The variance shall be granted or denied in conjunction with the application for development review.

E. *Process.* The application for development review must be submitted at least thirty (30) days in advance of a hearing. Notice of a public hearing must be made by mail to all property owners whose property abuts the property requesting a variance; by posting a notice of the hearing on the property, and by posting a notice at City Hall. All required notices of the public hearing shall be made at least fifteen (15) days prior to the hearing. The developer or his designated representative must be present at the hearing.

#### 10.01.03. Limitation on Granting Variances

A. *Initial Determination.* The Administrator and Technical Review Committee shall first determine whether the need for the proposed variance arises out of the physical surroundings, shape, topographical condition, or other physical or environmental conditions that are unique to the specific property involved, or if the condition(s) that exist(s) are common to numerous sites so that requests for similar variances are likely to be received. The City Commission shall make a finding that is:

1. Unique to this site alone; or, advises of
2. The cumulative effect of granting the variance to all who may apply.

B. *Required Findings.* The City Commission shall not vary the requirements of any provision of this Code unless it makes a positive finding, based on substantial competent evidence, on each of the following:

1. There are practical or economic difficulties in carrying out the strict letter of the regulation.
2. The variance request is not based exclusively upon a desire to reduce the cost of developing the site.
3. The proposed variance will not substantially increase congestion on surrounding streets, and will not increase the danger of fire, or other hazards to the public.
4. The proposed variance will not substantially diminish property values in, nor alter the essential character of, the area surrounding the site.
5. The effect of the proposed variance is in harmony with the general intent of this Code and the specific intent of the relevant subject area(s) of this Code, such as parking, buffer zones, accessory uses, and the like.

C. *Imposition of Conditions.* In granting a development approval involving a variance, the City Commission may impose such conditions and restrictions upon the premises benefited by a variance as may be necessary to allow a positive finding to be made on any of the foregoing factors, or to minimize the injurious effect of the variance.

D. *Part of Public Hearing.* The initial determination, required findings and imposition of conditions shall be a part of the public hearing.

E. *Record of Variances to Be Maintained.* The Administrator shall maintain a record of all variances including the justification for their issuance and a copy of the notice of the variance. The Administrator shall report all variances in the annual report to the City Commission.

#### 10.01.04. Coastal Construction Setbacks

Variances to the Coastal Construction setback shall only be granted consistent with the provisions contained at Section 5.01.07 C. and D. and Section 6.01.03 of this Code. (History: Ord. No. 372)

#### 10.01.05. Parking

Variances to the parking requirement of this code shall only be granted in accordance with the provisions contained at section 6.03.02 of this code. (History: Ord. No. 372)

Application Received Date: \_\_\_\_\_ Fee\$ \_\_\_\_\_ Received \_\_\_\_\_ Application Number: \_\_\_\_\_

# City of Cedar Key- Variance Application

## 6.07.07. Variances and Appeals

A. **General.** The City Commission shall hear and decide on requests for appeals and requests for variances from the strict application of these regulations. Pursuant to section 553.73(5), F.S., the City Commission shall hear and decide on requests for appeals and requests for variances from the strict application of the flood resistant construction requirements of the Florida Building Code.

B. **Appeals.** The City Commission shall hear and decide appeals when it is alleged there is an error in any requirement, decision, or determination made by the Floodplain Administrator in the administration and enforcement of these regulations. Any person aggrieved by the decision may appeal such decision to the Circuit Court, as provided by Florida Statutes.

C. **Limitations on authority to grant variances.** The City Commission shall base its decisions on variances on technical justifications submitted by applicants, the considerations for issuance in 6.07.07 (F) of these regulations, the conditions of issuance set forth in 6.07.07 (G) of these regulations, and the comments and recommendations of the Floodplain Administrator and the Building Official. The City Commission has the right to attach such conditions as it deems necessary to further the purposes and objectives of these regulations. (Editor's Note: See Resolution 380, §4, for required conditions for aquaculture facilities variance)

D. **Historic buildings.** A variance is authorized to be issued for the repair, improvement, or rehabilitation of a historic building that is determined eligible for the exception to the flood resistant construction requirements of the Florida Building Code, Existing Building, Chapter 12 Historic Buildings, upon a determination that the proposed repair, improvement, or rehabilitation will not preclude the building's continued designation as a historic building and the variance is the minimum necessary to preserve the historic character and design of the building. If the proposed work precludes the building's continued designation as a historic building, a variance shall not be granted, and the building and any repair, improvement, and rehabilitation shall be subject to the requirements of the Florida Building Code.

E. **Functionally dependent uses.** A variance is authorized to be issued for the construction or substantial improvement necessary for the conduct of a functionally dependent use, as defined in these regulations, provided the variance meets the requirements of Section 6.07.07 (F), is the minimum necessary considering the flood hazard, and all due consideration has been given to use of methods and materials that minimize flood damage during occurrence of the base flood.

F. **Considerations for issuance of variances.** In reviewing requests for variances, the City Commission shall consider all technical evaluations, all relevant factors, all other

applicable provisions of the Florida Building Code, these regulations, and the following:

1. The danger that materials and debris may be swept onto other lands resulting in further injury or damage;
2. The danger to life and property due to flooding or erosion damage;
3. The susceptibility of the proposed development, including contents, to flood damage and the effect of such damage on current and future owners;
4. The importance of the services provided by the proposed development to the community;
5. The availability of alternate locations for the proposed development that are subject to lower risk of flooding or erosion;
6. The compatibility of the proposed development with existing and anticipated development;
7. The relationship of the proposed development to the comprehensive plan and floodplain management program for the area;
8. The safety of access to the property in times of flooding for ordinary and emergency vehicles;
9. The expected heights, velocity, duration, rate of rise and debris and sediment transport of the floodwaters and the effects of wave action, if applicable, expected at the site; and
10. The costs of providing governmental services during and after flood conditions including maintenance and repair of public utilities and facilities such as sewer, gas, electrical and water systems, streets and bridges.

G. **Conditions for issuance of variances.** Variances shall be issued only upon:

1. Submission by the applicant, of a showing of good and sufficient cause that the unique characteristics of the size, configuration, or topography of the site limit compliance with any provision of these regulations or the required elevation standards;
2. Determination by the City Commission that:
  - a. Failure to grant the variance would result in exceptional hardship due to the physical characteristics of the land that render the lot undevelopable; increased costs to satisfy the requirements or inconvenience do not constitute hardship;
  - b. The granting of a variance will not result in increased flood heights, additional threats to public safety, extraordinary public expense, nor create nuisances, cause fraud on or victimization of the public or conflict with existing local laws and ordinances; and
  - c. The variance is the minimum necessary, considering the flood hazard, to afford relief;
3. Receipt of a signed statement by the applicant that the variance, if granted, shall be recorded in the Office of the Clerk of the Court in a manner that it appears in the chain of title of the affected parcel of land; and

4. If the request is for a variance to allow construction of the lowest floor of a new building, or substantial improvement of a building, below the required elevation, a copy in the record of a written notice from the Floodplain Administrator to the applicant for the variance, specifying the difference between the base flood elevation and the proposed elevation of the lowest floor, stating that the cost of federal flood insurance will be commensurate with the increased risk resulting from the reduced floor elevation (up to amounts as high as \$25 for \$100 of insurance coverage), and stating that construction below the base flood elevation increases risks to life and property.

# City of Cedar Key- Variance Application

Resolution 380

A RESOLUTION OF THE CITY OF CEDAR KEY, FLORIDA, MAKING FINDINGS RELATED TO AQUACULTURE FACILITIES' VARIANCE ELIGIBILITY; PROVIDING REQUIRED CONDITIONS FOR AQUACULTURE FACILITIES ELIGIBLE FOR A VARIANCE; PROVIDING A SEVERABILITY CLAUSE; PROVIDING A REPEALING CLAUSE; AND PROVIDING AN IMMEDIATE EFFECTIVE DATE.

## SECTION 3. Findings related to aquaculture facilities' variance eligibility.

1. The services provided by aquaculture activities to the City of Cedar Key are of paramount importance.
  - b. The City of Cedar Key is the leading producer of farm raised clams in the State of Florida and is one of the leading producers of farm raised clams in the United States.

Aquaculture activities drive the City of Cedar Key's economy providing jobs for clam farmers as well as related industries such as retail, manufacturing and construction.
2. Aquaculture activities require access to brackish water, require access to a discharge location for brackish water and include docking facilities for loading and unloading equipment and aquaculture products. Therefore, aquaculture activities are a functionally water dependent use which must be located on or immediately adjacent to the water. Because aquaculture facilities must be located on the water, no alternate locations for any given proposed aquaculture facility are available which are subject to a lower risk of flooding or erosion.
3. Aquaculture activities are compatible with existing and anticipated development in those Future Land Use categories in which aquaculture activities are an allowed use.
4. The City of Cedar Key Comprehensive Plan includes several objectives and policies which reflect the significance of aquaculture to the City of Cedar Key. These include:
  - a. Future Land Use Element Objective 1-4 which requires all amendments to the Comprehensive Plan, including the Future Land Use Map, to ensure the protection of the aquaculture;
  - b. Future Land Use Element Policy 1-4.1 which requires evaluation of all proposed amendments to the Comprehensive Plan to ensure proposed changes will not result in greater adverse impacts to aquaculture;
  - c. Conservation and Coastal Management Element Policy 4-7.1 which prioritizes all land uses permitted on remaining undeveloped commercial shoreline and ranks aquaculture as the highest priority land use;
  - d. Conservation and Coastal Management Element Policy 4-8.1 which exempts aquaculture from the established coastal construction setback line;
  - e. Housing Element Objective 6-1 which requires the city to adopt regulations which assure the availability of affordable housing for families supported by aquaculture; and
  - f. Housing Element Policy 6-1.2 which recognizes increased employment through aquaculture projects as a city objective.
5. Because no locations which are not subject to the city's floodplain management ordinance fulfill the practical requirements of operating an aquaculture facility, if Cedar Key does not grant a variance for the operation of an aquaculture facility in the city, then there would be no location in the vicinity where that aquaculture facility could operate. Therefore, a refusal to grant a variance from the floodplain management ordinance to a proposed aquaculture facility would constitute an extreme hardship upon applicants for a variance.

## SECTION 4. Required conditions for aquaculture facilities eligible for a variance.

Section 6.07.07.C., Chapter Four, Laws of Cedar Key permits the City Commission to attach conditions to variances to further the purposes of the floodplain management ordinance. All variances from the requirements of the floodplain management ordinance for aquaculture facilities which the City Commission approve shall be conditioned on the permitted development meeting the following minimum criteria in addition to any standards otherwise required by law, including Section 6.07.07., Chapter Four, Laws of Cedar Key:

1. Raceways and tanks for the spawning, holding, protecting, and feeding of immature mollusks shall:
  - a. be constructed of fiberglass, aluminum or other lightweight material that will not present a significant hazard to life and property in the event of a flood event;
  - b. not be secured to any structure insofar as they will freely float in the event of a flood;
  - c. be supported adequately using only materials approved by the Florida Building Code for the construction of docks;
  - d. be connected to the flow of water by such means as the raceways will not be restricted or held in place in the event of a flood; and
2. Electric installations shall:
  - a. be the minimum necessary for aquaculture purposes;
  - b. include registers and duct work which are above base flood elevation;
  - c. include electrical drops, panels and breakers which are attached to structural supports, rather than to breakaway wall panels;
  - d. meet or exceed all requirements of the Florida Building Code requirements for exterior electrical service and Florida Building Code and FEMA requirements for wet flood proofing, including but not limited to requirements for the placement of power distribution boxes in relation to the floodplain, ground fault protection, adequate gauge lines for the safe supply of electricity, and all other applicable requirements, to the extent practicable; and
3. Climate control structures used for the processing and temporary storage of aquaculture products shall:
  - a. meet or exceed all requirements of the Florida Building Code requirements for exterior electrical service and plumbing and Florida Building Code and FEMA requirements for wet flood proofing, including but not limited to requirements for the location, attachment, and protection of HVAC equipment in relation to the floodplain, break-away walls, electrical supply and lighting, and all other applicable requirements, to the extent practicable; and

Application Received Date: \_\_\_\_\_ Fee\$ \_\_\_\_\_ Received \_\_\_\_\_ Application Number: \_\_\_\_\_

# City of Cedar Key- Variance Application

Please provide a statement to describe the requested action along with necessary drawings, product approval codes, and necessary supplemental documentation (elevation certificates, survey, building plans, etc).

Per Ordinance 4-7.01.02 storage buildings shall be located in the the side and rear yards. We are requesting a variance to allow for the existing, log cabin structure (which will become a storage building) to stay in the front with the new FEMA compliant primary residence to be located in the rear.

The log cabin currently serves as our dwelling space. The rear addition to the log cabin will be demolished to provide space for the construction of the new home, while we temporarily reside in the log cabin. Upon the completion of the new single-family home, the log cabin will be utilized solely as an accessory building.

An accessory building is typically constructed behind an existing home, but this situation is unique because we intend to retain the existing log cabin structure, making it not new construction in front of a single-family home.

This arrangement will enable our family to remain as residents of Cedar Key. We respectfully request that this variance be approved, considering the extenuating conditions outlined herein.

We have attached a layout of the proposed new home, along with the log cabin to be converted into an accessory building, for your review.

Joe hand *Joe Hand*  
Signature (Owner/ Agent)

3/13/26  
Date

### AFFIDAVIT

Owner(s) Joseph George Hand  
Tax Parcel Number(s) or Attach Legal Description: 0041900000

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

- (initial applicable statements)
- That I am (we are) the owner(s) and record title holder(s) of the above-described property.
- 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: \_\_\_\_\_

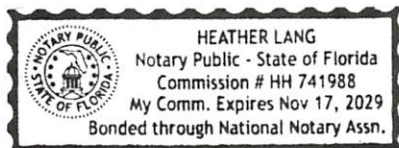
I (we) swear or affirm that the above information is true and correct to the best of my (our) knowledge.

*Joseph Hand*  
Signature (Owner/ Agent)

\_\_\_\_\_  
Signature (Owner/ Agent)

Sworn to and subscribed before me this 13<sup>th</sup> day of April, 2026, by the above signed who is personally known to me, or who has produced drivers license as identification.

*Heather Lang*  
Signature of Notary





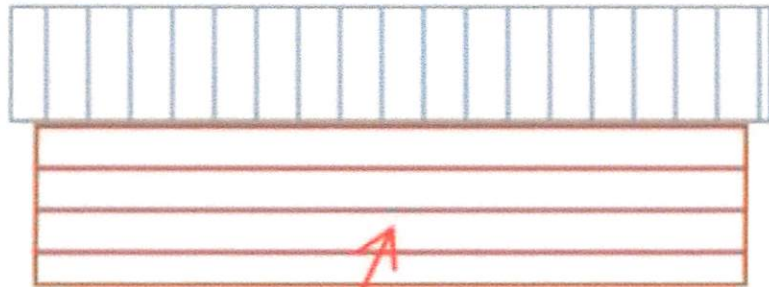
A photograph of a rustic log cabin. The cabin features a stone foundation and wooden siding. The upper portion is constructed from horizontal log logs, while the lower portion is made of stacked stones. A large window with a wooden frame is prominent on the right side, with a white air conditioning unit mounted on the sill. To the left of this window, the address number '1938' is written vertically in white. The cabin is surrounded by trees and a garden with several potted plants in the foreground. A blue banner at the bottom of the image contains the text 'Front view of 1938 Log Cabin'.

Front view of 1938 Log Cabin

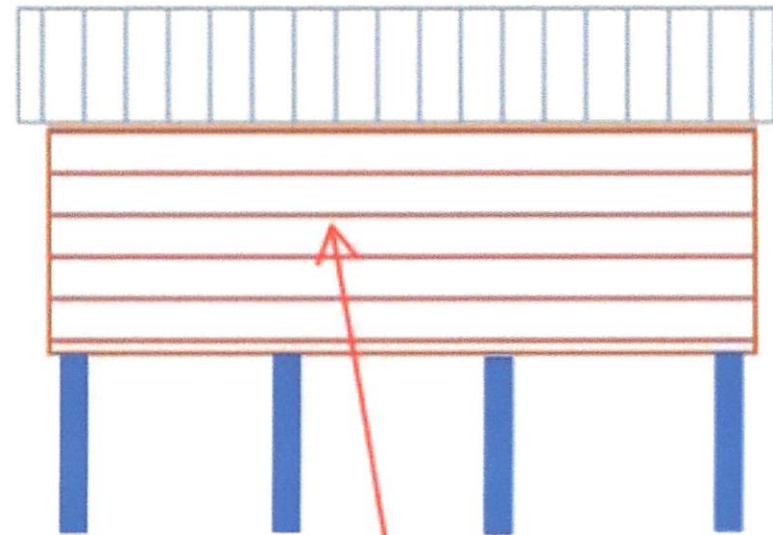
# Side view of 1938 Log Cabin



building to be removed  
To make way for new 'FEMA' compliant home



Existing log cabin to be retained as an Accessory Structure



New elevated single family home to rear of existing log cabin

## **4-7.01.02. - Storage Buildings, Utility Buildings, Greenhouses.**

The following standards shall apply to storage, utility and greenhouse buildings:

Accessory buildings regulated by this section shall be permitted only in side and rear yards

**We would like a variance to allow us to maintain the existing (not-new) log cabin structure in its present location and build a new single-family home west of it**

# *City of Cedar Key*

## *The Island City*

---

Phone (352) 543-5132 • Fax 1-866-674-2419 • P.O. Box 339 • Cedar Key, Florida 32625

### **NOTICE OF PUBLIC HEARING – VARIANCE REQUEST**

Date: May 5, 2026

Dear Property Owner:

You are receiving this notice because you own property within 300 feet of the subject property identified below. The City of Cedar Key Board of Adjustment will hold a public hearing to consider a variance request.

Applicant: Joe Hand

Property Address: 1018 Whiddon Avenue, Cedar Key, Florida

Parcel ID: 0041900000

**Request:** The applicant is requesting a variance from the City of Cedar Key Land Development Regulations to allow the existing log cabin structure to remain within the front yard setback and be converted into an accessory storage building, in connection with the construction of a new FEMA-approved single-family residence. The request is intended to avoid demolition of the existing structure and to allow for temporary residential use during construction.

**Public Hearing Information:**

Date: Tuesday, May 19, 2026

Time: 5:00 PM

Location: City Hall, 809 6<sup>th</sup> Street, Cedar Key, Florida

The purpose of this hearing is to receive public comment and consider approval, approval with conditions, or denial of the requested variance.

You are invited to attend the public hearing and provide comments. If you are unable to attend, written comments may be submitted prior to the hearing to:

City of Cedar Key

Attn: City Clerk

P.O. Box 339

Cedar Key, Florida 32625

or via email to: [cityhall@cedarkeyfl.us](mailto:cityhall@cedarkeyfl.us)

A copy of the variance application, site plan, and supporting materials are available for public inspection at City Hall during normal business hours.

In accordance with the Americans with Disabilities Act, persons needing a special accommodation to participate in this proceeding should contact City Hall at least 48 hours prior to the meeting.

If you decide to appeal any decision made at this hearing, you 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.

If you have any questions, please contact City Hall at 352-543-5132.

Sincerely,  
Brooke Beck-Smith  
City Clerk  
City of Cedar Key

**PUBLIC NOTICE  
CITY OF CEDAR KEY, FLORIDA  
VARIANCE REQUEST HEARING**

**NOTICE IS HEREBY GIVEN** that the City of Cedar Key Board of Adjustment will hold a public hearing to consider a variance request for the property identified below:

**APPLICANT:** Joe Hand

**PROPERTY ADDRESS:** 1018 Whiddon Avenue, Cedar Key, Florida

**PARCEL ID:** 0041900000

**REQUEST:**

Variance to allow an existing log cabin structure to remain within the required front yard setback and be converted into an accessory storage building, in connection with the construction of a new FEMA-approved single-family residence.

**PUBLIC HEARING INFORMATION**

**DATE:** Tuesday, May 19, 2026

**TIME:** 5:00 PM

**LOCATION:** City Hall

809 6th Street, Cedar Key, Florida

**PUBLIC PARTICIPATION**

All interested parties are encouraged to attend and be heard.

Written comments may be submitted prior to the hearing at City Hall.

Project application materials, including site plans, are available for review at City Hall during normal business hours.

**IMPORTANT**

In accordance with the Americans with Disabilities Act, persons needing special accommodations should contact City Hall at least 48 hours prior to the meeting.

**POSTED ON SITE:** May 5, 2026

**CITY OF CEDAR KEY**

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

**Submitted By:** Brooke Smith

**Meeting Date:** 05/19/2026

**Subject:**

Facilitation of Department Head Position Description and Performance Review Process by Beth Dieveney

**Discussion:**

The City Commission is requested to review and discuss a proposal submitted by Beth Dieveney regarding facilitation of a department leadership evaluation process for the City of Cedar Key. The proposed process is intended to support annual department head evaluations through development of position description guidance, evaluation criteria, and coordinated commissioner feedback procedures.

The proposal outlines a structured evaluation framework designed to:

- Review department leadership position descriptions and scope of work guidance;
- Establish annual evaluation criteria and expected outcomes;
- Create consistency among commissioner evaluations;
- Facilitate mid-year and end-of-year department leadership reviews; and
- Compile commissioner input into a combined evaluation report.

The proposed facilitation process also identifies consideration of Sunshine Law requirements, confidentiality concerns, transparency, and procedures for communicating evaluation feedback to department leadership and during commission meetings.

The proposal states that the process is intended to create a professional evaluation structure that is simple, transparent, consistent, defensible, replicable, and accountable for commissioners, department leadership, and staff.

Beth Dieveney's relevant experience includes leadership roles with the National Oceanic and Atmospheric Administration (NOAA) Office of National Marine Sanctuaries involving strategic planning, operational planning, annual work plans, and multi-stakeholder management processes.

**Fiscal Impact:**

Fiscal impact will depend upon the final scope of services and any negotiated agreement for facilitation services.

**Attachments:**

- Proposal for Cedar Key City Commissioners – Department Leadership Evaluation Process by Beth Dieveney

**Possible Commission Action:**

Review and discuss the proposal submitted by Beth Dieveney regarding facilitation of department head position descriptions and performance evaluations and provide direction regarding implementation and/or preparation of a professional services agreement.

## **Proposal for Cedar Key City Commissioners Department Leadership Evaluation Process**

**Goal:** Create and facilitate a process to support annual department leadership evaluation. This process will allow for:

- individual commissioner input combined into a single feedback report, and
- protect department leadership privacy will also allowing transparency.

### **Process**

1. Work with each department lead to generally review Position Description and craft scope of work guidance including annual evaluation criteria. While this will be specific to each department there will also be common elements across departments (e.g., administrative, budget management, customer service).
2. Solicit commissioner feedback to finalize and ensure a common understanding of department and department leadership annual goals and expected outcomes.
3. Support mid-year and end-of year department leadership evaluation:
  - Department leadership accomplishment report provided to commissioners
  - Compile individual commissioner feedback (via in person interview/discussion and/or in writing)
  - Create a combined evaluation report

### **Benefits**

1. Clarity and shared understanding across commissioners and department leadership regarding department and department leadership annual goals and expected outcomes.
2. Consistent evaluation criteria applied among commissioners.
3. Create a professional process that is simple, transparent, consistent, defensible, replicable, and ensures accountability for commissioners and department leadership and staff.

### **Outstanding Questions/Considerations**

1. Ensure process accounts for Sunshine law and associated procedures
2. Input on process for sharing feedback with department leadership (see question above)
3. Input on process for sharing feedback at a commission meeting (see question above)

### **Beth Dieveney relevant experience:**

Recently retired from the National Oceanic and Atmospheric Administration's Office of National Marine Sanctuaries. In this position and specific to this proposal I led a large scale, multi-stakeholder strategic planning process that was then translated to a 5-year multi-partner management plan, an office specific annual operating plan, and finally individual annual work-plans.