

City of Cedar Key
Special Commission Meeting and
Final Budget & Millage Hearing
September 24, 2025 5:01 PM
809 6th Str., Cedar Key, FL

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

1. Call to Order

- Invocation
- Pledge of Allegiance
- Roll Call:

Jeff Webb
Jim Wortham
Mel Beckham

Nancy Sera
Jolie Davis

3. **ACTION ITEM:** Acceptance of the Meeting Agenda as presented

4. **ACTION ITEM:** Consent Agenda: Acceptance of 07-15-2025 Commission Meeting Minutes

5. Public Comment

6. Attorney Items:

- **ACTION ITEM: Approval of Resolution 501 Final Millage Rate 2025-2026:** A RESOLUTION OF THE CITY OF CEDAR KEY, FLORIDA ADOPTING THE FINAL MILLAGE RATE OF AD VALOREM TAXES FOR THE CITY OF CEDAR KEY FOR FISCAL YEAR 2025-2026.
- **ACTION ITEM: Approval of Resolution 502 Final Budget 2025-2026:** A RESOLUTION OF THE CITY OF CEDAR KEY, FLORIDA, ADOPTING THE FINAL BUDGET FOR THE CITY OF CEDAR KEY FOR FISCAL YEAR 2025-2026
- **ACTION ITEM: Approval of Second Reading - Ordinance 562, Parking:** AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF CEDAR KEY, FLORIDA; AMENDING CHAPTER 2, GENERAL ORDINANCES; AMENDING CHAPTER 2, SECTIONS 6.01.02 and 6.01.09 TO ADD PENALTY FOR A VEHICLE THAT TAKES UP THREE OR MORE PARKING SPACES AND PROVIDING AN EFFECTIVE DATE
- **ACTION ITEM: Approval of Resolution 500, G Street Stormwater Management:** A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF CEDAR KEY, FLORIDA, AUTHORIZING THE SUBMISSION OF AN APPLICATION TO THE FLORIDA DEPARTMENT OF COMMERCE FOR FUNDING UNDER THE INFRASTRUCTURE REPAIR PROGRAM – COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM – DISASTER RECOVERY.

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- ACTION ITEM: Approval of the 2026 INTERLOCAL AGREEMENT FOR ELECTION SERVICES between the LEVY COUNTY SUPERVISOR OF ELECTIONS and the CITY OF CEDAR KEY

Meeting Adjourned _____pm

City of Cedar Key
Commission Meeting Minutes
July 15, 2025
5:00 p.m.

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

Commission Meeting

1.) Call to Order at 5:00

- ❖ Prayer
- ❖ Pledge of Allegiance

2.) Roll Call:

Jolie Davis, Commissioner Seat 1
Jim Wortham, Commissioner Seat 3
Mel Beckham, Commissioner Seat 5

Nancy Sera, Commissioner Seat 2
Jeff Webb, Commissioner Seat 4

ACTION ITEM: Acceptance of the Meeting Agenda as presented. Mayor Webb had two modifications. To accept the April 8, 2025, minutes as they were written and the removal of the May 20, 2025, Commission Meeting Minutes. **Commissioner Davis Motioned to Approve the Agenda with the Modifications. Seconded by Commissioner Wortham. So Moved by Mayor Webb.**

- ❖ April 8, 2025, Minutes: Modify the Nomination and Acceptance for Vice Mayor by Commissioner Davis as accepted. **Commissioner Sera Motioned to Accept the April 8, 2025, Minutes as Written. Seconded by Commissioner Davis. The Commission Accepts the Minutes are Accepted as Written.**
- ❖ May 20, 2025, Minutes: Removed from the agenda as they were previously approved.

4.) **ACTION ITEM:** Consent Agenda

- **ITEM REMOVED:** May 20, 2025, Commission Meeting Minutes (previously approved)
- June 17, 2025, Commission Meeting Minutes – **Commissioner Davis Motioned to Accept the June 17, 2025, Meeting Minutes as a Consent Agenda Item. Seconded by Commissioner Wortham. The Minutes are Accepted.**

5.) Public Comment: No remarks.

6.) Purvis Gray – Barbara Boyd: 2023-2024 Final Audit Presentation

- ❖ There was a \$60,000 budget over expenditure, which was mainly due to storm debris. The city commission discussed the audit report further, clarifying that the \$60,000 budget over expenditure was largely due to an accrual of a \$120,000 expense for storm debris removal from the previous fiscal year.

7.) Discussion: Mayor's Notes/Actions:

- ❖ Discussed Savinacious and how they are assisting the City in securing significant funding from grants.
- ❖ The county is interested in conveying the Pier to the City. Commissioners discussed whether they would be interested in pursuing the investigation into this, and the responsibilities and liabilities. Commissioners expressed hesitation, citing concerns about financial responsibility and structural integrity. They will investigate the matter further and then come back to discuss it.

8.) Important Dates:

- ❖ Budget Workshop: July 22, 2025
- ❖ CRA Meeting: July 24, 2025

9.) Non-Government Organizations:

- Cedar Key Woman's Club: No remarks
- Chamber of Commerce: Adam Stites
- Cedar Key Aquaculture Association: No remarks

- Nature Coast Biological Station/NCBS: No remarks
- Cedar Key Non-Profit Organizations: No remarks
- Cedar Key Arts Center: No remarks

10.) Cedar Key Water & Sewer District: John Rittenhouse: The Water District, which has received a \$500,000 grant for generators and is in the process of a new water tower inspection and maintenance

11.) ACTION ITEM: City Clerk Position – Candidate Selections for Interviews

- ❖ The commissioners will interview five candidates for the open clerk position and plan to develop a rubric and a set of questions for the interview process.

12.) ACTION ITEM: Commissioner Beckham: Ms. Anne Osteen – 4th Street ROW/Easement. **Commissioner Davis Motioned to Execute the Deed as Recommended by the Commission 20 years ago and Approve the 4th Street ROW/Easement. Seconded by Mayor Webb.** Commissioners discussed. **Motion Carried 4-1 with Commissioner Wortham Opposing the Motion.**

13.) Attorney Items:

14.) Clerk's Office and Administration:

➤ ACTION ITEM:

1st Reading, Ordinance 559: AN ORDINANCE OF THE CITY OF CEDAR KEY, FLORIDA, PURSUANT TO PETITION NO. ANX 25-03 RELATING TO VOLUNTARY ANNEXATION; MAKING FINDINGS; ANNEXING CERTAIN REAL PROPERTY LOCATED IN LEVY COUNTY, FLORIDA, WHICH IS REASONABLY COMPACT, AND CONTIGUOUS TO THE BOUNDARIES OF THE CITY OF CEDAR KEY, FLORIDA, INTO THE BOUNDARIES OF THE CITY OF CEDAR KEY, FLORIDA; PROVIDING SEVERABILITY; REPEALING ALL ORDINANCES IN CONFLICT; PROVIDING AN EFFECTIVE DATE

Commissioner Davis Motioned to Approve the Resolution as Written. Seconded by Commissioner Wortham. Motion Carries Unanimously.

15.) Public Works: No remarks.

16.) Public Safety:

- ❖ Fire Department/Emergency Management: Fire Chief, Robert Robinson said he has secured \$1.2 million appropriation and should be taking delivery of a new truck and a 50/50 matching grant for fire truck repairs.
- ❖ Police Department:
 - ACTION ITEM: School Zone Camera – Issue RFP and Create a City Ordinance. They discussed drivers exceeding the speed limit in Cedar Key's school zones, during the flashing beacon times. A speed camera system was proposed to generate revenue and deter speeding. The commission unanimously approved releasing a Request for Proposals (RFP) for a camera system. **Commissioner Wortham Motioned to Release an RFP for School Zone Ticket Cameras. Seconded by Commissioner Davis. Commissioners discussed. Motion Carries Unanimously.**
 - ACTION ITEM: Parking Across Multiple Parking Spaces – Create a City Ordinance. The commission discussed the severity and intentionality of the problem and came to a consensus to pursue a new ordinance that would increase fines for boat owners who park in a way that takes up multiple spaces. **The Commission has consensus to raise the citation fee for Parking Across Multiple Parking Spaces to \$250.00.**

17.) Discussion: Commissioner Focus Areas:

- ❖ Environmental and Shoreline Restoration/Protection – Commissioner Wortham gave an update on his work with the tree inventory and will be holding a workshop to refresh the public on the city's vulnerability assessment and shoreline projects and what we are working towards. He also discussed his tour with Jamie McCain of the Pocket Parks and his concerns.
- ❖ City Processes and Process Improvement – Commissioner Davis presented a proposal to move forward with a website redesign that would split the cost between the city and the CRA, which would be \$3,608 for the new site and a \$2,958 annual fee. Will schedule an employee workshop to restructure the City Hall Clerk's office.
- ❖ Commissioner Beckham discussed developing an economic development plan for the City and starting the process for installing the sidewalk at the school before the start of the 2025-2026 school year.

- ❖ Financial and Economic Development – Commissioner Sera said she spoke to everyone on Dock Street about the “Dock Fest” and there had positive feedback and interest in the event.

Adjourned at 7:08 p.m.

Mayor Webb/Commissioner

Attest, Prepared by Heather Lang

CITY OF CEDAR KEY

RESOLUTION NUMBER 501

**A RESOLUTION OF THE CITY OF CEDAR KEY, FLORIDA,
ADOPTING THE FINAL MILLAGE RATE OF AD VALOREM
TAXES FOR THE CITY OF CEDAR KEY FOR FISCAL YEAR 2025-
2026.**

WHEREAS, The City Commission of City of Cedar Key, Florida, on September 10, 2025, met to consider the 2025-2026 Fiscal Year Final Millage Rate at a public hearing as required by Florida Statute §200.065;

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

1. The final FY 2025-26 operating millage rate is 4.7684 mills, which is greater than the rolled-back rate of 4.5472 mills by 4.9 %.
2. This resolution will take effect immediately upon its adoption.

**DULY ADOPTED AT A PUBLIC HEARING THIS 24th DAY OF
SEPTEMBER 2025.**

ATTEST:

CITY OF CEDAR KEY, FLORIDA,

Jennifer Sylvester, City Clerk

Jeffery G. Webb, Mayor

LEGAL REVIEW:

Norm D. Fugate, City Attorney

CITY OF CEDAR KEY

RESOLUTION NUMBER 502

**A RESOLUTION OF THE CITY OF CEDAR KEY, FLORIDA,
ADOPTING THE FINAL BUDGET FOR THE CITY OF CEDAR
KEY FOR FISCAL YEAR 2025-26.**

WHEREAS, The City Commission of City of Cedar Key, Florida, on September 24, 2025, held a public hearing on the final budget as required by Florida Statute §200.065;

WHEREAS, the total appropriations and total revenue estimate for the Budget of The City of Cedar Key for the Fiscal Year 2025-26 is \$2,381,744.00, (appropriations), and \$2,381,744.00, (revenues).

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

1. The Fiscal Year 2025-26 Final Budget as set forth in Exhibit A, attached, is hereby adopted.
2. This resolution will take effect immediately upon its adoption.

**DULY ADOPTED AT A PUBLIC HEARING THIS 24th DAY OF
SEPTEMBER 2025.**

ATTEST:

CITY OF CEDAR KEY, FLORIDA,

Jennifer Sylvester, City Clerk

Jeffery G. Webb, Mayor

LEGAL REVIEW:

Norm D. Fugate, City Attorney

			347.206 - Events- Festival Parking	1500.00
			347.207 - Events- Taxes	500.00
			347.208 - Events- Marina	0.00
			347.200 - Events Revenue - Other	0.00
			Total 347.200 - Events Revenue	9150.00
			347.400 - Summer Youth Registration	0.00
			347.500 - Marina in MARINA INCOME	
			347.507 - Marina Marina Credit Cards	100000.00
D	X	R	347.520 - Marina Marina Kiosk/beach Rental	15828.00
D	X	R	347.521 - Marina Marina Slip Rental	23000.00
			347.522 - Marina Sales Tax	10500.00
D	X	R	347.540 - Marina Passes- Annual-NON resident	17655.00
			347.545 - Marina Passes - Annual - Resident	4350.00
			347.546 - Marina Meter	20000.00
			347.547 - Marina Passes- Commercial	500.00
			347.548 - Marina- Kiosk/ Beach Water Fee	650.00
			347.549 - Marina- Kiosk/ Beach Electric	450.00
			347.500 - Marina Income - Other	0.00
			Total 347.500 - Marina Income	192933.00
			340 - Charges for Services - Other	0.00
			Total 340 - Charges for Services	512816.00
			350 - Fines and Forfeitures	
			351.900 - County Fines & Forfeitures	2000.00
			354.000 - City Parking Fines-Local Ord	17000.00
			350 - Fines and Forfeitures - Other	0.00
			Total 350 - Fines and Forfeitures	19000.00
			360 - Other Miscellaneous Revenues	
			360.600 - Prior Year Expense Refund	0.00
			361.100 - Interest	40000.00
			361.101 - Interest - Leases	0.00
B	X	R	362.000 - Chamber Rent	2400.00
			362.100 - Cell Tower Lease	26000.00
			362.101 - Lease Revenues	0.00
			365.000 - Sale of Surplus Property	0.00
			366.000 - Donations	
			366.100 - Misc. Donations	0.00
			366.150 - Fire Rescue Donations	0.00
			366.200 - Children's Holiday Donations	0.00
			366.250 - Police Donation	0.00
			366.251 - PWD Donations	0.00
			366.300 - Summer Youth Sponsorships	0.00
			366.400 - Summer Youth Donations	7000.00
			366.600 - City Gala Donations	0.00
			366.700 - Cemetery Donations	0.00
			366.000 - Donations - Other	0.00
			Total 366.000 - Donations	7000.00
			369.200 - Special Action Refunds	0.00
			369.900 - Refund School Crossing Guard	3724.00
			369.910 - Insurance Refunds & Credits	0.00
			369.920 - Other Misc Revenue	1000.00
			369.930 - Insurance Claim Recovery	0.00
			369.950 - Discounts Earned	0.00
			369.960 - Capital Credit Refund	0.00
D	X	R	(DAVIS) Parking Fee - Downtown, ...	
			936100 - CRA Interest	
			9361300 - CRA Bond Interest	0.00
			936100 - CRA Interest - Other	0.00
			Total 936100 - CRA Interest	0.00
			9369100 - Misc Income CRA	0.00
			360 - Other Miscellaneous Revenues - Other	0.00
			Total 360 - Other Miscellaneous Revenues	80124.00
			380 - Non-Operating Revenues	
			380.000 - Other Resources	0.00
			381.910 - Into GF from Other Accounts	0.00
			381.XXX Transfer into GF from FD reserve	0.00
			381.XXX Transfer into GF from Cemetery Resrv	0.00
			381.911 - Into GF from CRA	102363.00
			384.300 - Debt Proceeds	0.00
			380 - Non-Operating Revenues - Other	0.00
			Total 380 - Non-Operating Revenues	102363.00
			389 - Budget Carry Over	
			389.001 - Covid-19 Relief Funds Rollover (ARPA)	0.00
			389.002 - Fire Budget Rollover	0.00
			389.003 - Capital Outlay Carryover	0.00
			389.004 - Transfer from Tree Reserves	3000.00
			389.005 - Transfers in from Unrest. Res.	0.00
			389.010 - Fund Bal Carryover-Capt Impr Bu	0.00
			389 - Budget Carry Over - Other	0.00
			Total 389 - Budget Carry Over	3000.00
			001 - GENERAL FUND REVENUE - Other	0.00
			Total 001 - GENERAL FUND REVENUE	2381744.00
			Total Income	2381744.00
			Cost of Goods Sold	
			50000 - Cost of Goods Sold	0.00
			Total COGS	0.00
			Gross Profit WD X R	2381744.00
			Expense	
			GENERAL FUND EXPENSES	
			510 - General Government	
			511.000 - Legislative	

J	X	E	511.110 - Commission-Salary	24120.00
J	X	E	511.111 Commission-Retirement	2400.00
			511.210 - Commission-FICA Taxes	1845.00
D	X	E	511.211 Commission-Retirement-FICA Taxes	183.00
			511.240 - Commission-W/C Insurance	867.00
			511.260 - Commission- Other Insurance	0.00
			511.310 - Elections	3300.00
			511.000 - Legislative - Other	0.00
			Total 511.000 - Legislative	32715.00
			512.000 - Administrative (Executive)	
			512.110 - Admin-Manager Salary	0.00
			512.210 - Admin-FICA Taxes	0.00
			512.220 - Admin-Retirement	0.00
			512.231 - Admin Life Insurance	0.00
			512.232 - Admin Health Insurance	0.00
			512.233 - Admin Dental Insurance	0.00
			513.520 - Admin-IT	5000.00
			513.522 - Admin.-IT File	0.00
			513.523 - Admin-Back Up Battery	0.00
			513.524 - Admin.-IT SVCS	0.00
			513.550 - Admin-Training	0.00
			512.000 - Administrative (Executive) - Other	0.00
			Total 512.000 - Administrative (Executive)	5000.00
			513.000 - Executive (Fin & Admin)	
			513.110 - Clerk-¿ Clerk - Salary	50000.00
D	X	E	(DAVIS) Financial Officer	
BD	X	E	513.120 - Clerk- Office/Billing Ck	55955.00
D	X	E		
BD	X	E	513.121 - Clerk-Reception Salary	50676.00
D	X	E		
			513.140 - Clerk-Extra Salary(Overtime)	0.00
			513.141 - Clerk-Off/Bill Clerk OT	0.00
			513.210 - Clerk-FICA Taxes	11982.49
			513.214 - Clerk-Training	2500.00
			513.215 - Clerk-Records Management	900.00
D	X	E	513.220 - Clerk-Retirement	16293.10
			513.231 - Clerk-Life Insurance	470.16
D	X	E	513.232 - Clerk-Health Insurance	38017.40
D	X	E	513.233 - Clerk-Dental Insurance	1103.04
D	X	E	513.234 - Clerk - Vision Insurance	170.64
			513.240 - Clerk-W/C Insurance	572.70
			513.250 - City Unemployment Fee	567.00
			513.310 - Clerk-Physicals/Drug Tests	100.00
			513.320 - Auditin Auditing and Accounting	28222.00
D	X	E	513.325 - Outsid Outside Accounting Fees	15450.00
			513.340 - City Hall-Cleaning	500.00
			513.341 - Clerk-IT Services	7500.00
			513.410 - City Hall-Phone	3480.00
D	X	E	513.420 - Clerk-Postage	800.00
			513.430 - City Hall-Electric	3600.00
			513.431 - City Hall-Water	702.00
			513.432 - City Hall - Gas	300.00
			513.440 - Clerk-Computer/Printing/Equip	5500.00
			513.450 - City-Hall-General Liability	51835.00
			513.451 - City Hall-Public Off. Liability	0.00
			513.455 - City Hall-Property Insurance	20844.00
			513.456 - Other Insurance	0.00
J	X	E	513.459 - Clerk-Vehicle Insurance	400.00
			513.460 - City Hall-Repair & Maint. - misc	3000.00
			513.461 - City Hi City Hall Repair & Maint.	0.00
			513.470 - City Hall-Copier	2400.00
			513.480 - Clerk-Advertising	500.00
			513.490 - City Hall-Misc Expense	2200.00
J	X	E	513.492 - City Hall-Holiday Expenses	3000.00
			513.493 - Clerk-Donations	200.00
			513.494 - City Hall-UV Lighting	0.00
			513.495 - City Hall-Merchant Fees	200.00
			513.510 - Clerk-Office Supplies	3500.00
			513.512 - Clerk-Bank Fees	0.00
			513.521 - Clerk-Fuel	200.00
			513.525 - Software Subscriptions	17211.00
			513.540 - Clerk-¿ CLERK DUES	1500.00
			513.600 - Capital Outlay	0.00
D	X	E	513.630 - City Hall- Misc	1804.00
			513.000 - Executive (Fin & Admin) - Other	0.00
			Total 513.000 - Executive (Fin & Admin)	404155.53
			514.000 - Legal Counsel	
			514.310 - City At City Attorney Fees	60000.00
			514.311 - Legal-External Legal Services	0.00
			514.332 - Hearing Officer & Exp	0.00
			514.000 - Legal Counsel - Other	0.00
			Total 514.000 - Legal Counsel	60000.00
			515.000 - CRS - Public Outreach	
			515.480 - CRS - Public Outreach	0.00
			515.000 - CRS - Public Outreach - Other	0.00
			Total 515.000 - CRS - Public Outreach	0.00
			519.000 - Public Wk PUBLIC WORKS DEPARTMENT	
B	X	E	519.110 - PWD-I PWD- Director	59450.00
B	X	E	519.120 - PWD-Crew Chief	52778.96

B	X	E	519.121 - PWD-Crewman 1	44680.48
			519.130 - PWD-Festival Overtime	1500.00
			519.140 - Overtime-Public Works	0.00
			519.210 - PWD-FICA Taxes	9003.58
			519.220 - PWD-Retirement	15690.95
D	X	E	519.231 - PWD-Life Insurance	313.44
D	X	E	519.232 - PWD-Health Insurance	38017.40
D	X	E	519.233 - PWD-Dental Insurance	1103.04
D	X	E	519.234 - PWD - Vision Insurance	170.64
			519.240 - PWD-W/C Insurance	10779.57
			519.310 - PWD-Physicals/Drug Tests	100.00
			519.410 - PWD- Phone	1000.00
			519.455 - PWD-Prop. Ins. Maint Bld & Shed	5009.00
SD	X		519.459 - PWD-Vehicle Insurance	704.40
			519.460 - PWD-Equip & Maintenance	10000.00
			519.461 PWD-Bldg Repair	0.00
			519.465 - PWD-Vehicle Maintenance	3500.00
B	X	E	519.520 - PWD-Operating Supplies & Equip	6500.00
			519.521 - PWD - Fuel	6000.00
			519.640 - PWD-Cap Outlay	0.00
			519.641 PWD-Truck #1	0.00
			519.523 - PWD-Uniforms	600.00
			519.525 - PWD - Computer Software	0.00
			519.550 - PWD-Education & Training	0.00
			519.620 - PWD-Capital Outlay	7613.78
			(DAVIS) Paid Parking Downtown and	
			519.630 - Resilient Grant Expenses	0.00
			519.650 - PWD-Carryforward-Capt Outlay	0.00
			519.000 - Public Works Department - Other	0.00
			Total 519.000 - Public Works Department	274515.24
			510 - General Government - Other	
			Total 510 - General Government	776385.77
			520 - Public Safety	
			521.000 - Police Department	
B	X	E	521.110 - Police Chief Salary	72054.94
B	X	E	521.120 - Police Police Salary #2 (Lieutenant)	58066.25
B	X	E	521.121 - Police Salary #3	48559.21
W	X	E	521.122 - Police Salary #4	47374.85
JD	X	E	521.123 - Extra Police Salary-PARTTIME POSITIONS	30514.56
			521.124 - Extra Police-No FRS	0.00
			521.125 - Police-Crossing Guard	3750.00
			521.127 - Police Salary #5	0.00
D	X	E	521.140 - Police-Overtime	10000.00
			521.150 - Police-Special Pay	
B	X	E	521.151 - Police- Incentive Pay	2500.00
			521.150 - Police-Special Pay - Other	0.00
			Total 521.150 - Police-Special Pay	2500.00
			521.210 - Police-FICA Taxes	19627.59
			521.211 - Police- Cross Guard-FICA Taxes	286.88
			521.220 - Police-Retirement	90276.91
			521.230 - Police -Life & Health Insurance	
D	X	E	521.231 - Police-Life Insurance	227.52
D	X	E	521.232 - Police-Health Insurance	50689.87
D	X	E	521.233 - Police-Dental Insurance	1103.04
D	X	E	521.234 - Police - Vision Insurance	170.64
			521.230 - Police -Life & Health Insurance - Other	0.00
			Total 521.230 - Police -Life & Health Insurance	52191.07
			521.240 - Police-W/C Insurance	7543.90
			521.310 - Police-Phys/DrugTest/Bkground	1000.00
			521.410 - Police- Phone	5000.00
			521.450 - Police-Liability Insurance	
			521.456 - Police-AD+D Police Insurance	357.60
S	X		521.459 - Police-Vehicle Insurance	2696.00
			521.460 - Police-Equip Repair	2500.00
JB	X	E	521.465 - Police-Vehicle Maintenance	7000.00
			521.490 - Police-Miscellaneous	3000.00
			521.495 - Police-Merchant Fees	200.00
			521.510 - Police-Office Supplies	0.00
B	X	E	521.520 - Police-Operating Supplies	1000.00
			521.521 - Police-Fuel	22000.00
			521.525 - Police-Uniforms	5000.00
			521.526 - Speed Trailer Maintenance	500.00
			521.550 - Police-Education & Training	3500.00
B	X	E	521.567 - Police-Police Crime Insurance	0.00
			521.630 - Police-Capital Outlay-Equipment	0.00
			521.632 - DOF Grant Expenses - Police Ves	0.00
			521.990 - Police-Carryforward-Capt Outlay	0.00
			521.000 - Police Department - Other	945.00
			Total 521.000 - Police Department	497444.76
			522.000 - Fire Department	
B	X	E	522.110 - Fire Chief Salary	75633.73
B	X	E	522.120 - Fire Fighter II Salary	52582.50
			522.130 - Fire-Unemployment	378.00
			522.150 - Fire-Call Out Fees Bonus	13000.00
			522.210 - Fire-FICA Taxes	10726.54
			522.220 - Fire Retirement	45119.29
			522.230 - Fire- Life & Health Insurance	
D	X	E	522.231 - Fire-Life Insurance	101.88
D	X	E	522.232 - Fire-Health Insurance	12672.47
D	X	E	522.233 - Fire-Dental Insurance	367.68

D	X	E	522.234 - Fire - Vision Insurance	56.88
			522.230 - Fire- Life & Health Insurance - Other	0.00
			Total 522.230 - Fire- Life & Health Insurance	13,198.91
			522.240 - Fire-W/C Insurance	5650.71
			522.310 - Fire-Physical/Drug Tests	500.00
			522.410 - Fire-Phone/Data/Internet	3836.00
			522.411 - Fire-Radio Rep User Fee	500.00
			522.430 - Fire- Electric	3000.00
			522.431 - Fire-Water	780.00
			522.455 - Fire-Property Liability Insur (VFIS)	18000.00
			522.456 - Fire-Accident Sick Ins AD&D	1662.00
			522.457 - Fire-Required Cancer Ins.	355.00
			522.459 - Fire-Vehicle Insurance	10000.00
			522.461 - Fire-Bldg Repair	10000.00
			522.465 - Fire-Vehicle Maintenance	12000.00
			522.492 - Fire - Donation Expenses	0.00
			522.500 - Fire-REOCCURRING COST (annuals, testing, etc)	9034.00
			522.510 - Fire-Office Supplies	1000.00
			522.520 - Fire-Operating Supplies& Equip	10000.00
			522.521 - Fire-Fuel	4000.00
			522.550 - Fire-Education & Training	1500.00
			522.590 - Fire-Grant Expenditures	0.00
			522.591 - Fire Grant Exp	0.00
WJD	X	E	522.620 - Fire-Capital Outlay	0.00
WJD	X	E	522.621 - Fire-Capital Outlay Fire Engine	0.00
			522.630 - Fire Grant	0.00
			522.640 - Fire-Cap GENERATOR RELOCATE	0.00
			522.990 - Fire-Carryforward-Capt. Outlay	0.00
			522.000 - Fire Department - PICK-UP TRUCK	0.00
			Total 522.000 - Fire Department	302456.68
			524.000 - Building Department	
			524.120 - Bldg D Bldg Dept. Administrator Salary	50000.00
S	X	E	524.122 - Bldg D Bldg. Dept - Inspector	85000.00
			524.140 - Bldg Dept- Admin Overtime	0.00
			524.210 - Bldg Dept -FICA Taxes	3825.00
			524.220 - Bldg Dept-Retirement	5000.00
			524.231 - Bldg Dept-Life	156.72
			524.232 - Bldg Dept-Health	12672.47
			524.233 - Bldg Dept-Dental	367.68
			524.234 - Bldg Dept - Vision Insurance	56.88
			524.240 - Bldg Dept-W/C Insurance	175.00
S	X		524.311 - Bldg Dept-EAR Profess Services	0.00
			524.312 - Bldg Dept-Fire Inspection	1400.00
			524.313 - Bldg Dept-Bldg Insp Contract	0.00
			524.410 - Bldg Dept-Phone/Fax	0.00
			524.480 - Bldg Dept-Advertising	300.00
			524.490 - Bldg Dept-Unemployment	189.00
			524.491 - Bldg Dept- Radon Surcharge	1200.00
			524.492 - Bldg Dept-Impact Fees Paid	4500.00
D	X	E	524.495 - Bldg Dept-Merchant Fees	1000.00
			524.520 - Bldg Dept-Operating Supplies	0.00
			524.525 - Bldg Dept-Software	21441.10
			524.550 - Bldg Dept-Education & Training	1300.00
			524.000 - Buildin Building Department - Other	7000.00
			Total 524.000 - Building Department	195583.85
			525.000 - Emergency Management	
			525.462 - Emergency Mgmt Repairs Mnt	0.00
			525.463 - Emergency Mgmt Equip	1000.00
WD	X	E	525.650 - Emergency Mgmt - Capt Outlay	0.00
WD	X	E	525.000 - Emergency Management - Other	0.00
			Total 525.000 - Emergency Management	1000.00
			520 - Public Safety - Other	
			Total 520 - Public Safety	996485.29
			530 - Physical Environment	
			534.000 - Solid Wat SOLID WASTE CONTROL	
			534.420 - Garbage Billing Svcs	0.00
			534.430 - Garbage Monthly Collection	230000.00
J	X	E	534.432 - Yard Debris Monthly	31200.00
			534.433 - Hazardous Waste	6500.00
			534.435 - Storm Debris Removal	0.00
			534.490 - Garbage Overpayment Refunds	0.00
			534.491 - Bad Debt Expense	0.00
			534.495 - Garbage Merchant Fees	100.00
			534.520 - Garbage Operating Supplies	0.00
			534.525 - Garbage - Software	1350.84
			534.550 - Garbage - Software Training	0.00
			534.000 - Solid Waste Control - Other	0.00
			Total 534.000 - Solid Waste Control	269150.84
			535.340 - Contribution to CKWSD WW Repair	0.00
			537.000 - Shoreline Enhancement	
			537.500 - Shoreline Enhancement Grant	0.00
			537.510 - Historical Research Grant Exp	0.00
			537.000 - Shoreline Enhancement - Other	0.00
			Total 537.000 - Shoreline Enhancement	0.00
			539.000 - Cemetery Expenses	
			539.110 - Cemetery-Director	6240.00
			539.210 - Cemetery-FICA Taxes	477.36
			539.431 - Cemetery-Water	750.00
			539.460 - Cemetery-Repair/Maint of Equip	2000.00

		539.495 - Cemetery-Workers Comp	290.16
		539.520 - Cemetery-Operating Supplies	650.00
		539.630 - Cemetery Capital Outlay	0.00
		539.634 - Cemetery Park - FRDAP Grant	0.00
		572.461 - Park/Rec- Cemetery	0.00
		Total 539.000 - Cemetery Expenses	10407.52
		530 - Physical Environment - Other	0.00
S	X	Total 530 - Physical Environment	279558.36
		540 - Transportation	
		541.100 - Street Department	
		541.430 - Streets-Electric	16500.00
		541.435 - Street Dept.-Sidewalks	0.00
		541.460 - Streets-ROW Maintenance	7500.00
		541.461 - PWD-Storm Pipe Cleaning	5000.00
		541.520 - Street Dept.-Operating Supplies	4000.00
		541.531 - Street Dept-Storm Water Capital	0.00
		541.630 - Streets-Capital Outlay (Infras)	0.00
		541.990 - Budget Carryforward-Capt Outlay	0.00
		541.100 - Street Department - Other	0.00
		Total 541.100 - Street Department	33000.00
		540 - Transportation - Other	
		Total 540 - Transportation	33000.00
		570 - Culture/Recreation	
		571.000 - Library	
		571.340 - Library Cleaning	0.00
		571.341 - Library Pest Control	600.00
		571.390 - Library Miscellaneous	1400.00
		571.410 - Library Elevator Phone	3000.00
		571.430 - Library Electric	2800.00
		571.431 - Library Water	700.00
		571.455 - Library-Property Insurance	30942.00
		571.460 - Library-Elevator Inspet/Repair	2700.00
		571.620 - Library-Capital Outlay- Siding	0.00
		571.000 - Library - Other	0.00
		Total 571.000 - Library	42142.00
		572.000 - Cemetery Pt. Park	
		572.455 - CCP-Property Insurance	4085.00
		572.460 - CCP-Repairs & Maint	2500.00
		572.495 - CCP-Merchant Fees	0.00
		572.520 - CCP-Operating Supplies	0.00
		572.634 - Cemetery Park - FRDAP Grant	0.00
		572.000 - Cemetery Pt. Park - Other	0.00
		Total 572.000 - Cemetery Pt. Park	6585.00
		573.000 - Community Center/Old City Hall	
		573.310 - CC-Pest Control	0.00
		573.340 - CC-Cleaning	0.00
		573.410 - CC-Phone & Internet	0.00
		573.430 - CC-Electric	0.00
		573.431 - CC-Water	500.00
		573.432 - CC-Gas	0.00
		573.455 - CC-Property Insurance	30015.00
		573.460 - CC-Maint & Repairs	0.00
		573.490 - CC-Other Operating Expenses	0.00
		573.495 - CC Merchant Fees	0.00
		573.520 - CC-Operating Supplies	0.00
		573.620 - CC - Capital Outlay	0.00
		573.990 - CC-Budget Carryforward-Capt Out	0.00
		573.000 - Community Center - Other	0.00
		Total 573.000 - Community Center	30515.00
		574.000 - Summer Youth	
		574.120 - Summer Youth-Salary	0.00
		574.210 - Summer Youth-FICA	0.00
		574.240 - Summer Youth-W/C Insurance	0.00
		574.450 - Summer Youth-General Liability	322.00
		574.520 - Summer Youth-Operating Expenses	13,000.00
		574.521 - Summer Youth-Expenses	0.00
		574.540 - Gala - Funds Used for Donations	0.00
		574.000 - Summer Youth - Other	0.00
		Total 574.000 - Summer Youth	13322.00
		575.000 - Marina/Park Expenses	
		575.120 - Marina/Park Labor	34098.48
		575.210 - Marina FICA Taxes	2608.53
		575.240 - Marina W/C Ins	753.57
		575.340 - Marina Portalets	0.00
		575.410 - Marina Telephone/Internet	650.00
		575.430 - Marina Electric	500.00
		575.431 - Marina- Electric Pump Station	500.00
		575.432 - Park Electric Fuel Tank	350.00
		575.433 - Marina- Electric Bathrooms	700.00
		575.434 - Marina- Electric Concession	500.00
		575.435 - Marina-Water	5200.00
		575.436 - Park-Electric	1200.00
		575.437 - Park- Electric Water Storage	0.00
		575.438 - Park-Water	3850.00
		575.439 - Park- Water Sprinklers/ Kiosk	0.00
		575.450 - Marina Insurance	8121.00
		575.453 - Marina- Rest Room Insurance	2795.00
		575.455 - Park-Playround Property Ins.	2726.00
		575.456 - Park-Pavil & Rest Property Ins.	8993.00
		575.460 - Marina Equipment Repair	1500.00

B	X	E	575.461 - Marina Repairs & Maintenance	4000.00
			575.462 - Pier Maintenance & Supplies	0.00
			575.463 - Coastal Cleanup	650.00
			575.464 - Park-Repair & Maint	2500.00
			575.491 - Marina Sales Tax	6000.00
D	X	E	575.495 - Marina Merchant Fees	2200.00
			575.520 - Marina-Operating Supplies	3000.00
			575.524 - Marina-Beach Sand	0.00
			575.525 - Park/Rec-Tree Expenses	0.00
B	X	E	575.526 - Heritage Trees	10000.00
			575.527 - Park/Rec Nonqualified Tree Exp	0.00
			575.528 - Park-Operating Supplies	6000.00
			575.629 - Park - Capital Outlay	0.00
			575.632 - FRDAP- 3 Expense	0.00
			575.633 - FRDAP-4 Exp - City Park A2020	0.00
			575.634 - FRDAP-5 Expense Cem. Pl. Park	0.00
			575.640 - Marina Cap Outlay	0.00
			575.641 - Marina-Cap Outlay	0.00
			575.804 - RBEG - Capital Outlay	0.00
			575.000 - Marina/Park Expenses - Other	0.00
			Total 575.000 - Marina/Park Expenses	109395.58
			576.000 - Events	
			576.490 - Event Refunds	1500.00
			576.491 - Event Sales Tax	210.00
			576.492 - Event - Community Visioning	0.00
			576.495 - Event Merchant Fees	150.00
W	X	E	576.000 - Events - Other	1000.00
			Total 576.000 - Events	2860.00
			579.000 - Creswell House	
			579.455 - Creswell-Property Insurance	6095.00
			579.460 - Creswell Maint & Repair	400.00
			579.000 - Creswell House - Other	0.00
			Total 579.000 - Creswell House	6495.00
			570 - Culture/Recreation - Other	0.00
			Total 570 - Culture/Recreation	211314.58
			580 - Other Uses	
581.000 - Transfers				
581.900 - Transfers-Water & Sewerage Dist	0.00			
W	X	E	581.911 - GF to CRA	85000.00
			581.000 - Transfers - Other	0.00
			Total 581.000 - Transfers	85000.00
			580 - Other Uses - Other	
			Total 580 - Other Uses	85000.00
590 - Other NonOperating				
590.990 - Resilient Grant Project				0.00
590.991 - ARPA Expenditures (22-23 Funds)				0.00
590.992 - ARPA Expenditures (21-22 Funds)				0.00
590- ARPA Expenditures (23-24 Funds)				0.00
590- -ARPA Expenditures				0.00
590.993 - Contingency-Extra Taxes				
590 - Other NonOperating - Other				0.00
Total 590 - Other NonOperating				0.00
GENERAL FUND EXPENSES - Other				
Total GENERAL FUND EXPENSES				2381744.00
Total Exp X			E	2,381,744.00
Net Income	WJBD	X	RE	0.00

ORDINANCE _562_

AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF CEDAR KEY, FLORIDA; AMENDING CHAPTER 2, GENERAL ORDINANCES; AMENDING CHAPTER 2, SECTIONS 6.01.02 and 6.01.09 TO ADD PENALTY FOR A VEHICLE THAT TAKES UP THREE OR MORE PARKING SPACES AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City of Cedar Key, Florida, (the “City”), is a Florida Municipality and, pursuant to the home rule provisions of the Florida Constitution, and the powers and restrictions of Chapter 163, Fla. Stat., may regulate the use of land within the municipal boundaries of the City; and

WHEREAS, the City Commission has determined that it should amend its parking regulations as contained in its General Ordinances; and

WHEREAS, the City Commission has reviewed the proposed amendments for consistency with the City’s Comprehensive Plan, as set forth in Chapter 2, of the Laws of Cedar Key, Florida, and has found the proposed amendments to be consistent therewith;

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COMMISSION OF THE CITY OF CEDAR KEY, FLORIDA, AS FOLLOWS:

Chapter Two, §6.01.02 and §6.01.09 of the City General Ordinances, The Laws of Cedar Key, Florida, are hereby amended as follows, with added language shown as underlined; deleted language shown as ~~strikethrough~~:

SECTION 1. Section 2-6.01.09 is amended as follows:

2-6.01.09. - Parking Within Spaces Required.

- a. It shall be unlawful for any person to park or leave standing any vehicle in such a position that the same shall not be entirely within the area designated for parking.
- b. It shall be unlawful for any person to park or leave standing any vehicle that occupies three or more parking spaces.

SECTION 2. The following is added to the violation table in §2-6.01.02:

<u>Parking in violation of 2-6.01.09(b))</u>	<u>\$300.00</u>
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SECTION 3. It is the intention of the City Commission that the provisions of this ordinance shall become and be made a part of the Laws of Cedar Key, Florida, and that the Sections and Paragraphs of this Ordinance may be renumbered or relettered in order to accomplish such intention. The correction of typographical errors which do not affect the intent of the ordinance may be authorized by the City Attorney or designee without public hearing by filing a corrected or recodified copy of the same with the City Clerk.

SECTION 4. All ordinances, or parts of ordinances, in conflict herewith are to the extent of such conflict hereby repealed.

SECTION 5. If any section, sentence, clause or phrase of this Ordinance is held to be invalid or unconstitutional by any Court of competent jurisdiction, then said holding shall in no way effect the validity of the remaining portions of this Ordinance.

SECTION 6. This Ordinance shall take effect immediately.

This ordinance passed on first reading on September 16, 2025.

This ordinance passed on second reading on _____.

ATTEST:

CITY OF CEDAR KEY, FLORIDA,

Jennifer Sylvester, City Clerk

Jeff Webb, Mayor

LEGAL REVIEW:

Norm D. Fugate, City Attorney

CITY OF CEDAR KEY

RESOLUTION NUMBER 500

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF CEDAR KEY, FLORIDA, AUTHORIZING THE SUBMISSION OF AN APPLICATION TO THE FLORIDA DEPARTMENT OF COMMERCE FOR FUNDING UNDER THE INFRASTRUCTURE REPAIR PROGRAM - COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM - DISASTER RECOVERY.

WHEREAS, the City of Cedar Key is eligible to apply for funding through the Florida Infrastructure Repair Program (IRP) Community Development Block Grant - Disaster Recovery (CDBG-DR) Program; and

WHEREAS, the City of Cedar Key desires to submit an application with the minimum amount of \$750,000 for a Stormwater Management Project along G-Street Project.

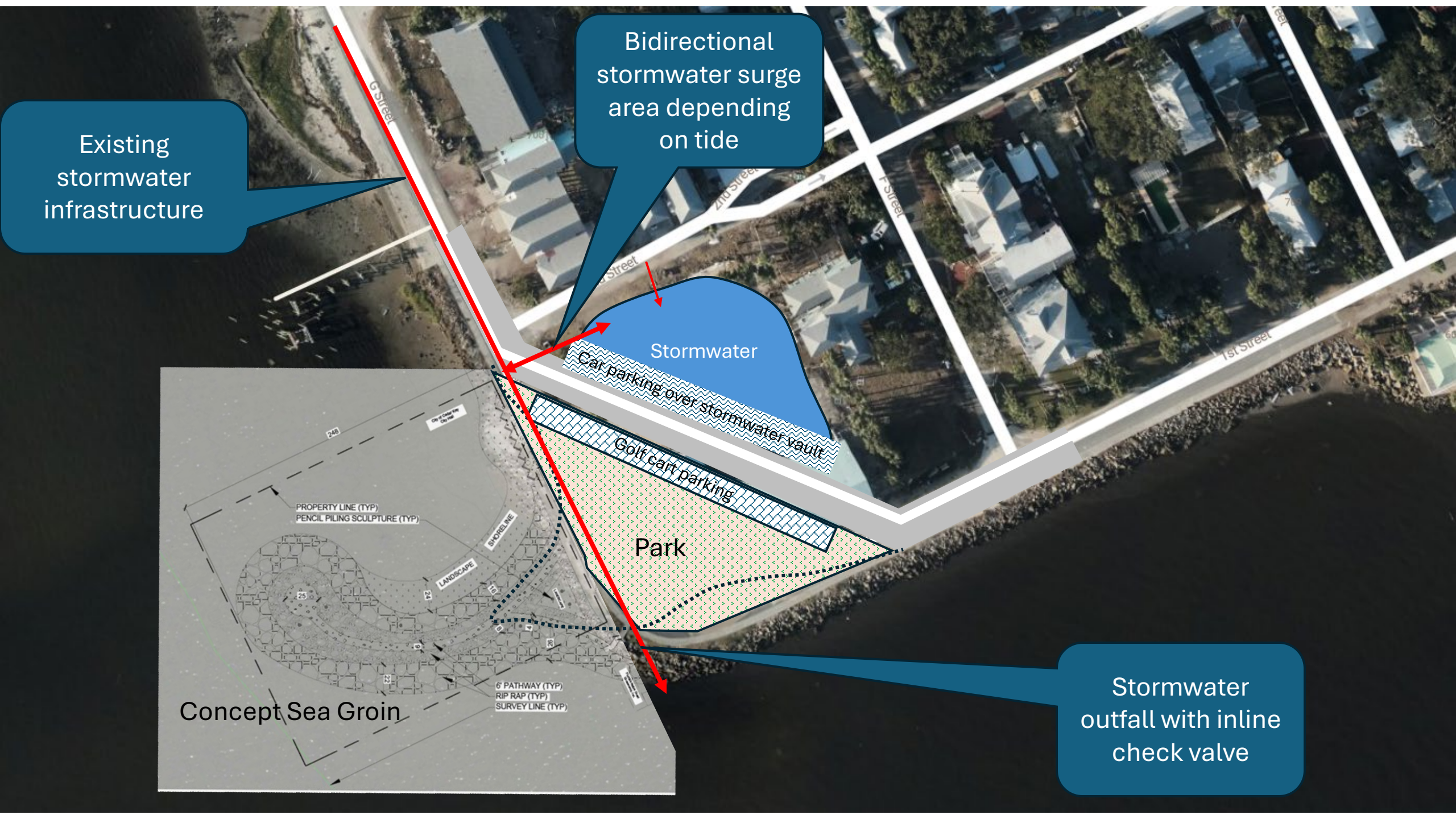
NOW, THEREFORE, BE IT RESOLVED by the City Commission of the City of Cedar Key, Florida:

- 1. The City authorizes the submission of a CDBG-DR application for the Conversion and Mitigation Project at the minimum amount of \$750,000.**
- 2. The Mayor is authorized to sign the application and all related documents.**
- 3. The City affirms its intent to comply with all applicable program requirements upon award.**

DULY ADOPTED AT A PUBLIC HEARING THIS ____ DAY OF _____, 2025.

ATTEST:

CITY OF CEDAR KEY, FLORIDA,



Existing
stormwater
infrastructure

Bidirectional
stormwater surge
area depending
on tide

Stormwater

Car parking over stormwater vault

Golf cart parking

Park

Stormwater
outfall with inline
check valve

Concept Sea Groin

PROPERTY LINE (TYP)
PENCIL PILING SCULPTURE (TYP)

SHORELINE

LANDSCAPE

6' PATHWAY (TYP)
RIP RAP (TYP)
SURVEY LINE (TYP)





Legend

 Watershed Boundary

USGS 2018 LiDAR DEM

Elevation (Ft NAVD88)

High : 33.32

 Low : -1.2



0 200 400

Feet

1:4,800

Opportunity to add stormwater surge capacity during high water events – purchase and conversion of Faraway and Beach Front Hotel properties



2026

INTERLOCAL AGREEMENT FOR ELECTION SERVICES

THIS INTERLOCAL AGREEMENT (hereinafter, the "Agreement") is made and entered into this ____ day of _____, 2025 by and between the **LEVY COUNTY SUPERVISOR OF ELECTIONS** (hereinafter, the "Supervisor"), an elected constitutional officer, whose address is 421 S Court St, Bronson, Florida, 32621 and the **CITY OF CEDAR KEY**, a Florida municipality, (hereinafter, the "City"), whose address is 809 6th Street, PO Box 339., Cedar Key, FL 32625.

WITNESSETH

WHEREAS, it is the intent of the Legislature, pursuant to Chapter 163, Florida Statutes, to encourage public agencies to join together in agreements which will best serve the public interest and promote the most efficient expenditures of public funds through avoiding costly duplication of services; and

WHEREAS, pursuant to State law, the Supervisor is the legal custodian of the Levy County voting equipment and is charged with responsibility for the custody and maintenance of the equipment; and

WHEREAS, the City desires the Supervisor to provide only such election services as are stated herein, subject to the terms and conditions set forth in this Agreement, for the City's Municipal Elections (hereinafter, the "Election"); and

WHEREAS, the parties to this Agreement recognize Chapters 97 through 106, Florida Statutes shall govern the conduct of a municipality's Election in the absence of an applicable special act, charter, or ordinance provision. No charter or ordinance provision shall be adopted which conflicts with or exempts a municipality from any provision in the Florida Election Code that expressly applies to municipalities, pursuant to Section 100.3605, Florida Statutes; and

WHEREAS, the parties intend that any referendum ballot items shall be coordinated between the City and Supervisor in a timely manner to ensure proper placement on the ballot; and

WHEREAS, the parties desire mapping, scheduling, and other responsibilities related to the conduct of the Election to be completed cooperatively and efficiently as described herein.

IT IS THEREFORE AGREED as follows:

Section One. Recitals Incorporated. The above recitals are true and correct and form a material part of this Agreement upon which the parties have relied.

Section Two. Supervisor's Responsibilities. The Supervisor shall:

1. Schedule legally required advertising with a newspaper of general circulation, excluding the Notice of Election and the 3rd and 5th week referendum advertisements, which shall be the responsibility of the City. Post all notices on the Supervisor of Elections website. Forward those notices to the city for them to post on their website.
2. Upon receiving the candidate and referendum ballot-approved information via email, the Supervisor will lay out the ballot, translate the ballot content into the Spanish language, and prepare the proof.
3. Provide the City Clerk with ballot proofs and upon approval print a ballot test deck, poll worker training, vote-by-mail, and election day ballots.
4. Program and test the tabulation and audit system to ensure accuracy of the vote count.
5. Have complete responsibility for printing, handling, distribution, and tabulation of ballots.
6. Select and train poll workers in accordance with Section 102.014, Florida Statutes. Coordinate with the City Clerk for the number of poll workers needed. Arrange for election night personnel support.
7. Select a Canvassing Board of elected officials in Levy County. The canvassing board must consist of three (3) canvassing board members and two (2) alternate members.
8. Canvassing Board members will be provided with a schedule of meetings and be required to complete a signature verification course provided by the Florida Division of Elections before verifying any signatures. Any election staff involved in verifying signatures will be required to take the same signature verification course. The Supervisor will notify the City Clerk of the names of the Canvassing Board Members selected.
9. The Canvassing Board meetings shall be convened in a publicly noticed meeting open to the public in accordance with Section 286.011 and Section 102.141 (2), Florida Statutes. All canvassing board meetings, including election night, will be conducted at the Levy County Supervisor of Elections

office located at 421 S Court St, Bronson, Florida. The election shall be conducted, and results shall be tabulated, returned, and canvassed by the Canvassing Board in accordance with general law. The election night unofficial results will be released on the Levy County Supervisor of Elections website beginning at 7:30 p.m. and will continue until complete. The Supervisor shall submit certified election results to the City Clerk within 24 hours of the official certification.

10. The Supervisor, along with the canvassing board will conduct the public Logic and Accuracy Test in accordance with Florida Statutes at the Levy County Supervisor of Elections Office located at 421 S Court St, Bronson, FL 32621.
11. Notify the City of the time, date, and place for all public Canvassing Board meetings.
12. Send by certified mail to each political party chair the canvassing board schedule.
13. Provide supplies for the conduct of the election including sufficient voting equipment and supplies for the polling places. Should a change of polling location become necessary, the Supervisor is responsible for mailing "Polling Place Change Notices" to affected voters, the cost of which shall be reimbursable to the Supervisor.
14. Provide precinct registers with alphabetical listing of those electors eligible to vote in the Election. In lieu of paper precinct registers an Electronic Voter Check-In Station (EViD) may be used for voter verification and eligibility. In this case the paper precinct register would still be provided for a back-up copy.
15. Deliver the day before the election and pick up the day following the election all necessary supplies and voting equipment to conduct the election.
16. Certify the name(s) of the poll watcher(s) designated and approved for the voting area as required under Florida Statutes 101.131. Provide an identification badge and letter to all approved poll watchers. Include a list of poll watchers to the city and election day poll workers.
17. Campaign finance questions issued to the Supervisor's office will be answered by the Supervisor, or his or her designee, and written questions and responses will be forwarded to the City Clerk.
18. Accept all requests for vote-by-mail ballots by telephone, mail, facsimile, email, or in person. The supervisor also agrees to send vote-by-mail and

overseas ballots as requested by registered voters; to receive and securely store any voted vote-by-mail ballots; to verify the signatures on any returned voted vote-by-mail ballot certificates; and to account for all vote-by-mail ballots. The Supervisor will invoice a detailed invoice for all expenses related to the mailing of these ballots, including postage and supplies for mailing.

19. Record this Agreement in the Official Records of Levy County, Florida.

Section Three. City Responsibilities. The City shall:

1. Fully execute and return the Interlocal Agreement to the Supervisor on or before January 1st of every election year.
2. Designate the City Clerk as the City employee to coordinate with the Supervisor of Elections.
3. The City Clerk shall publish in a newspaper of general circulation the Notice of Election as outlined in the charter.
4. Notices sent to the City Clerk by the Supervisor will be published on the city website in an area on the website labeled Election Information.
5. The City shall be responsible for confirming the accuracy of all dates and times and any information contained herein to ensure compliance with the City Charter and the Florida Statutes.
6. If a referendum is on the ballot, publish in a newspaper of general circulation referendum language the 3rd and 5th weeks, if required.
7. Furnish to the Supervisor on or prior to the first Tuesday in January of every election year, an updated list of ALL addresses within the city limits. This list needs to include all annexations or contractions so as to properly identify all eligible voters. Once the list has been received, the Supervisor will review ALL addresses against our voter registration system. If there are any discrepancies, the Supervisor will provide the discrepancies to the city for review. The city must review any discrepancies that are found by the Supervisor's office. If a disagreement is found, the city must provide evidence of the contrary to the Supervisor's office immediately. The city must agree or reject the Supervisor's findings by email no later than 7 days following delivery of such municipal addresses by the Supervisor.
8. Provide candidate handbooks and necessary materials to candidates. Provide the candidates with written notification of the Canvassing Board schedule during candidate qualifying.

9. The City Clerk shall act as the sole qualifying officer. All qualifying documents and fees/assessments as prescribed by the City Charter and Florida Statutes must be submitted prior to the qualifying deadline.
10. Email the Supervisor by the close of business on the last day of qualifying the list of qualified candidates, along with copies of the Candidate Loyalty Oath for each candidate. (DS-DE 302NP) Submit front and back of oath to tammy@votelevy.gov.
11. Email to the Supervisor by close of business on the last day of qualifying all referendum questions. The referendum questions shall be provided to the Supervisor in Microsoft Word format for the preparation of the ballot proof.
12. The City Clerk shall approve or reject the ballot proof by e-mail to the Supervisor (tammy@votelevy.gov) no later than 48 hours following notification by the Supervisor.
13. Election assessment fees shall be sent to the Florida Elections Commission at 107 West Gaines Street, Suite 224, Tallahassee, Florida 32399 within 30 days after the close of qualifying per Florida Statutes 99.093.
14. Receive candidate treasure reports and ensure they are filed in a timely manner. If the candidate is late filing their campaign treasurer report the City Clerk must submit a late notice to the candidate and collect fines per Florida Statutes.
15. The City Clerk shall arrange for the use of a polling location on Election Day, and is responsible for site agreements, if necessary. The City Clerk shall assist in locating and securing an emergency alternative polling location, should the Cedar Key City Hall (809 6th Street) become unavailable and reimburse the Supervisor the cost of printing and posting such notice of relocation.
16. The city may not accept any requests for vote-by-mail ballots. The city may not accept any voted vote-by-mail ballots. The City Clerk must direct the voter to the Levy County Supervisor of Elections office for assistance. All vote-by-mail ballots must be mailed or returned in person at the Levy County Supervisor of Elections office located at 421 S Court St, Bronson, Florida. All vote-by-mail ballots must be received at the Levy County Supervisor of Elections office by 7:00 p.m. election night. The polling place may not accept any returned vote-by-mail ballots.

17. Once election supplies are delivered back to the City Clerk within 10 days of the election the City Clerk shall keep the election records for 22 months in accordance with the General Records Schedule GS3.
18. Compensate poll workers for the time they spend training and working on Election Day. The Supervisor will share with the City Clerk the current pay rate set by Levy County Supervisor of Elections.
19. Pay the balance of all actual costs or obligations of election services to the Supervisor of Elections within thirty (30) days of receiving an itemized invoice from the Supervisor of Elections.
20. Pay costs involved to repair any equipment damaged during the City Election, including shipping, to the extent not covered and paid by any insurance.

Section Four. Miscellaneous Provisions.

1. The parties understand and agree that the Election shall not have an early voting period.
2. Each party, to extent permitted by Section 768.28, Florida Statutes, agrees to indemnify and hold harmless the other party, its officers, agents and employees, from and against any and all claims, damages, injuries, losses and expenses, including reasonable attorney's fees, arising out of or relating to that party's actions or omissions arising out of this Agreement and the actions or omissions of the party's officers, agents and employees; provided, however, that neither party waives sovereign immunity hereby as to third parties.
3. The terms of this Agreement cannot be altered without the prior written consent of both parties.
4. The Agreement shall become effective upon recordation in the Official Records of Levy County and shall end on June 1, 2026, and may be extended annually by written acknowledgement signed by both parties but shall terminate at such time that Tammy Jones is no longer Levy County Supervisor of Elections. This Agreement shall be made a part of the City Council minutes.

IN WITNESS WHEREOF, the parties hereto have agreed and set their hands as of the date set forth below.

APPROVED:

(SIGNATURE)

JEFF WEBB
MAYOR
CITY OF CEDAR KEY, FLORIDA

DATED: _____

APPROVED:

(SIGNATURE)

TAMMY JONES
SUPERVISOR OF ELECTIONS
LEVY COUNTY, FLORIDA

DATED: _____

ATTEST:

(SIGNATURE)

JENNIFER SYLVESTER
ACTING CITY CLERK
CITY OF CEDAR KEY, FLORIDA

DATED: _____

WITNESSED:

(SIGNATURE)

JORDAN LINDSEY
ASST. SUPERVISOR OF ELECTIONS
LEVY COUNTY, FLORIDA

DATED: _____

LEGAL REVIEW:

(SIGNATURE)

NORM D. FUGATE
CITY ATTORNEY
CITY OF CEDAR KEY, FLORIDA

DATED: _____