



City of Cedar Key
Commission Meeting Agenda
809 6th Street
December 16, 2025

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

- Call to Order
 - Invocation
 - Pledge of Allegiance
 - Roll Call:
 - Jolie Davis, Commissioner Seat 1 Nancy Sera, Commissioner Seat 2
 - Jim Wortham, Commissioner Seat 3 Jeff Webb, Commissioner Seat 4
 - Mel Beckham, Commissioner Seat 5
- **ACTION ITEM: Approval** of the Meeting Agenda as presented
- **ACTION ITEM:** Consent Agenda:
 - Minutes: 09-16-2025 Commission Meeting
 - Minutes: 10-21-2025 Commission Meeting
 - Minutes: 11-18-2025 Commission Meeting
- Public Comment:
- Cedar Key Water & Sewer District: General Managers Report
- Non-Government Organizations
 - Lion's Club:
 - Cedar Key Woman's Club:
 - Chamber of Commerce:
 - Cedar Key Aquaculture Assoc.:
 - Nature Coast Biological Station/NCBS:
 - Cedar Key Arts Center:
 - Cedar Key Non-Profit Organizations:
- Important Dates:
 - City Hall will be closed (December 24 - 26 and December 31 (Noon) – January 2)
 - December 31 (9:00 PM) - New Years Ball Drop
 - January 12 – 16, 2026 Homecoming Week CK
 -
- Public Works:
 - **ACTION ITEM:** Approval of use of Park Mobile at the Marina for Launch Fee
- Public Safety:
 - Fire Department/Emergency Management –
 - Police Department –
- Attorney Items:
 - **ACTION ITEM: 1ST READING OF ORDINANCE 563** - AN ORDINANCE IF THE CITY COMMISSION OF THE CITY OF CEDAR KEY, FLORIDA.AMENDING THE CURRENT ORDINANCE REGULATING BUSINESSES ENGAGING PASSENGER TRANSPORT FOR HIRE VEHICLES OR RENTAL VEHICLES; PROVIDING FOR CODIFICATION; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.



City of Cedar Key
Commission Meeting Agenda
809 6th Street
December 16, 2025

- **ACTION ITEM:** REQUEST FOR PROPOSALS FOR SCHOOL ZONE CAMERA SERVICES RFP # 2026-1 DUE FEBRUARY 6, 2026 BY 4:00 PM
- Clerk's Office and Administration:
 - **Discussion Item:** Election Qualifying for Commission Seats 2 & 4 for 2-year Terms
- Discussion Items:
 - Mayor's Notes/Actions: Monthly Activities
 - **Discussion Item:** Review and discuss the Draft Cedar Key Implementation Plan for Florida Statutes §166.0335 (SB250 - Post-Disaster RV and Temporary Housing Regulations)
 - **Discussion Item:** Code Enforcement
 - Commissioner Focus Areas:
 - Environmental and Shoreline Restoration/Protection - Commissioner Wortham
 - City Processes and Process Improvement - Commissioner Davis
 - Financial and Economic Development – Commissioner Beckham
 - Public Relations and Community Engagement – Commissioner Sera
 - Commissioners Concerns/Information:
- Meeting Adjourned _____PM

City of Cedar Key
Commission Meeting Minutes
September 16, 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	Nancy Sera, Commissioner Seat 2
Jim Wortham, Commissioner Seat 3	Jeff Webb, Commissioner Seat 4
<i>Mel Beckham, Commissioner Seat 5 – Not Present</i>	

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

❖ **Commissioner Davis Motioned to Accept the Agenda as Written. Seconded by Commissioner Sera. Motion Carried Unanimously.**

4.) ACTION ITEM: Consent Agenda: N/A

5.) Public Comment: No remarks.

6.) Non-Government Organizations:

- Cedar Key Water & Sewer District - General Manager's Report: No remarks.

- Cedar Key Lions Club: Seafood Festival Update: President, Robert Belair, and Susan Rosenthal.
 - ✚ This year's Parade will include the VFW of Chiefland, Shriners of Gainesville, and Williston High School Marching Band.
 - ✚ There will be Live Music on the Boat in the Park, Cast Net Demonstrations and Training, Local Food Vendors, and Community Booths.
 - ✚ Children's contests and activities – Flamingo Find Scavenger Hunt, Clam Hole, Hula Hoop, Mullet Toss and more.
 - ✚ A FAQ brochure will be posted on Facebook along with the Festival Menu.
 - ✚ The Lions Club thanked the City for logistical support and noted increased online promotion.
- Cedar Key Woman's Club: Jan Hendrix
 - ✚ Announced the release of the 2026 Fundraising Calendar, benefiting local charities including the Cedar Key Art Center, Community Food Pantry, Library, School, and more. Calendars are available for purchase by Woman's Club members and are available at local businesses
- Chamber of Commerce: No remarks.
- Cedar Key Aquaculture Association: No remarks.
- Nature Coast Biological Station/NCBS: Mike Allen
 - ✚ Thanked the Cedar Key Fire Rescue Department for hosting CPR and First-Aid Training.
 - ✚ Invited the community to their Open House event during the Seafood Festival featuring research displays, kids' activities.
- Cedar Key Arts Center: No remarks.
- Cedar Key Non-Profit Organizations: No remarks.

- Cedar Key School Event: No remarks.

7.) Discussion: Mayor's Notes/Actions: Update on Police Chief Edwin Jenkins.
Monthly Activities and Updates.

8.) Discussion: City Clerk Position

- ❖ The Commission confirmed hiring Laura Roberts effective September 22, 2025, at an annual salary of \$50,000, with full benefits (paying 5% of health benefits), with a bonus for obtaining her Clerk's Certification. Outgoing Clerk Jennifer Sylvester will remain through September 30 for training and transition.

9.) ACTION ITEM: Approval of Cedar Key Police Department Pre-Storm & Post-Storm Responsibilities and Duties (REV 7.21.25)

- **Commissioner Sera Motioned to Accept the Cedar Key Police Department Pre-Storm & Post-Storm Responsibilities and Duties Document. Seconded by Commissioner Davis. Motion Carried Unanimously.**

10.) Important Dates:

- September 20, 2025: Coastal Cleanup
- September 24, 2025: Final Budget and Millage Rate (5:01 p.m.)
- September 27, 2025: 4-8 p.m. Opening of the Historic Society Museum
- October 18-19, 2025: 54th Cedar Key Lions Seafood Festival
- October 31: Pirates Festival Starts
- November 8, 2025: Fly-In at the Airport

11.) Attorney Items:

- ACTION ITEM: Approval Task Orders #4 and #5 between the City of Cedar Key and Savinacious, LLC.

- ❖ **Commissioner Davis Motioned to Approve Task Orders #4 and #5 between the City of Cedar Key and Savinacious, LLC. Seconded by Commissioner Sera. Discussion. Motion Carried Unanimously.**

- ACTION ITEM: Approval of Resolution 497, Old City Hall: 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

- ❖ **Commissioner Davis Motioned to Approve Resolution 497 as Written. Seconded by Commissioner Wortham. Motion Carried Unanimously.**

- ACTION ITEM: Approval of Resolution 498, 3rd Street Storm-Water Drainage & Retention Study: 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

- ❖ **Commissioner Sera Motioned to Approve Resolution 498 as Written. Seconded by Commissioner Wortham. Discussion. Motion Carried Unanimously.**

- ACTION ITEM: Approval of Resolution 500: 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 to Submit an Application Regarding the Project that was Just Mentioned.

- ❖ **Commissioner Davis Motioned to Approve Resolution 500. Seconded by Commissioner Sera. Discussion. Motion Did Not Carry**

Roll Call Vote:

Commissioner Sera: Yes

Commissioner Webb: No

Commissioner Wortham: Yes

Commissioner Davis: No

- ACTION ITEM: Approval of Resolution 499: Increase in Marina Launch Fees: A RESOLUTION OF THE CITY OF CEDAR KEY, FLORIDA AMENDING THE CURRENT SCHEDULE OF RATES AND CHARGES FOR THE CITY'S MARINA; PROVIDING FOR AN EFFECTIVE DATE.

- ❖ **Commissioner Davis Motioned to Amend Resolution 499 and Make the Daily Launch Cash Rate \$20, the Daily Launch Card Rate \$21, and Raise the Annual Commercial Pass Dry Storage Pass to \$750.00 (plus tax). Seconded by Commissioner Sera. Discussion. Motion Carried Unanimously.**

- ACTION ITEM: Approval of SECOND READING: Ordinance No. 560, 2026 Election Proposal, Levy County Supervisor of Elections: AN ORDINANCE OF THE CITY OF

CEDAR KEY, FLORIDA AMENDING PROVISIONS RELATING TO ELECTIONS AS CONTAINED IN CHAPTER 2 OF THE LAWS OF CEDAR KEY; PROVIDING AN EFFECTIVE DATE.

❖ **Commissioner Wortham Motioned to Approve Ordinance No. 560 as Written. Seconded by Commissioner Davis. Motion Carried Unanimously.**

- ACTION ITEM: Approval of Parking 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.

❖ **Commissioner Wortham Motioned to Approve Ordinance No. 562 as Written. Seconded by Commissioner Davis. Motion Carried Unanimously.**

- Discussion: Seeking direction on proceeding with the Request for Annexation: 12050 SW 165th Trc. (Ardizzoni). Consensus to go forward.

12.) Clerk's Office and Administration:

- ACTION ITEM: Approval of FIRST READING: Ordinance 561, AN ORDINANCE OF THE CITY OF CEDAR KEY, FLORIDA, PURSUANT TO PETITION NO. ANX 25-03, BY BRYAN SKARUPSKI AND DARLENE SKARUPSKI, 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 Ordinance No. 561 as Read. Seconded by Commissioner Wortham. Motion Carried Unanimously.**

- ❖ ACTION ITEM: Approval of Interlocal Agreement with the City of Williston for the following services:

A. Review of all required building plans submitted by CEDAR KEY to determine compliance with the Florida Fire Prevention Code, and other applicable Life Safety codes

B. Performance of annual Fire and Life Safety inspections for required facilities upon request.

C. Performance of Fire and Life safety Inspection for all change of use and change of occupancy of commercial buildings. CEDAR KEY shall retain authority to issue a certificate of occupancy at which time CEDAR KEY may make additional inspections for compliance with CEDAR KEY requirements and collect any additional fees due.

D. Inspection of Fire and Life Safety Code Violation complaints, and the taking of appropriate enforcement actions were necessary.

❖ **Commissioner Davis Motioned to Approve the Interlocal Agreement with the City of Williston as Written. Seconded by Commissioner Wortham. Motion Carried Unanimously.**

13.) Public Works: Jamie McCain

➤ ACTION ITEM: Approval to proceed with RFQ for Outer Launch Expansion Project.

❖ **Commissioner Davis Motioned to Proceed with the RFQ for the Outer Launch Project. Seconded by Commissioner Wortham. Discussion. Motion Carried Unanimously.**

14.) Public Safety:

➤ Fire Department/Emergency Management: Fire Chief, Robert Robinson

▪ Agenda Item for Discussion: Local Mitigation Strategy (LMS) List

➤ ACTION ITEM: Approval to dispose of surplus equipment.

❖ **Commissioner Davis Motioned That All the Items on the List Provided in Our Packet are Deemed Surplus and That You Have the Option to List Them and Sell Them For the Highest Amount You Can Possibly Get. Seconded by Commissioner Wortham. Motion Carried Unanimously.**

➤ Police Department: N/A

15.) Discussion: Commissioner Focus Areas:

- Environmental and Shoreline Restoration/Protection – Commissioner Wortham
- City Processes and Process Improvement – Commissioner Davis
- Financial and Economic Development – Commissioner Beckham
- Public Relations and Community Engagement – Commissioner Sera

16.) Discussion: Commissioners Concerns/Information: Commissioner Wortham noted that this was Jennifer's last meeting and thanked her for her service. Mayor Webb thanked Jennifer for her service.

Adjourned at 6:43 p.m.

Mayor Webb/Commissioner

Attest, Prepared by Heather Lang

City of Cedar Key
Commission Meeting
October 21, 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 accommodation to participate in the meeting should contact the City Clerk at (352) 543-5132 at least 48 hours in advance to request accommodation.

Commission Meeting

1. Call to Order

- Invocation
- Pledge of Allegiance
- 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

2. ACTION ITEM: Approval of the Meeting Agenda as presented:

❖ **Commissioner Davis Motioned to Approve the Agenda as Amended. Seconded by Commissioner Sera. Motion Carries Unanimously.**

3. ACTION ITEM: Consent Agenda: N/A

4. Public Comment: Nicole Gill - DECA

5. Cedar Key Water & Sewer District: General Manager's Report – Not present

6. Non-Government Organizations

- Lion's Club: Susan Rosenthal – Seafood Festival Coordinator
- Cedar Key Woman's Club: Susan Rosenthal – Thanksgiving Fall Market
- Chamber of Commerce: No remarks
- Cedar Key Aquaculture Assoc.: No remarks
- Nature Coast Biological Station/NCBS: No remarks
- Cedar Key Arts Center: No remarks
- Cedar Key Non-Profit Organizations: No remarks

7. Discussion: Mayor's Notes/Actions: Monthly Activities. The Mayor discussed the Vision/Mission/Core Values

8. Important Dates:

- October 24-25 – Chasin' Reds for Dan Fishing Tournament
- October 31, 2025 – Trick or Treat in Downtown Cedar Key
- October 31 – Nov. 2, 2025 – Pirates Invasion
- November 8, 2025 - Cedar Key Airport Fly In
- November 14-16 - Florida Gulf Coast Small Boat Meet in Cedar Key

9. ACTION ITEM: Approval CKS DECA Fund Raiser Fishing Tournament – Permit Waiver Request for November 14, 2025, along with request for use of the City Hall kitchen and Thelma's Pavilion to distribute the food, and request to use the Pavilion in the Park for their weigh-in on November 15.

❖ **Commissioner Davis Motioned to Approve the Waiver of the permit fees. Seconded by Commissioner Wortham. Motion Carries Unanimously.**

10. ACTION ITEM: Approval FWC-Florida Boater Improvement Program - Cedar Key Outer Ramp Expansion Project - Planning and Engineering Design Grant Agreement for \$250,000.00 for planning, design and permitting for an expansion of the outer ramp. Discussion.

❖ **Commissioner Davis Motioned to Approve FWC-Florida Boater Improvement Program - Cedar Key Outer Ramp Expansion Project - Planning and Engineering Design Grant Agreement. Seconded by Commissioner Wortham. Motion Carries Unanimously.**

11. ACTION ITEM: Approval CPH Corporation (fka Midtower) as the Engineer for Cedar Key Outer Ramp Expansion Project-Design and Permitting City of Cedar Key Commission Meeting Agenda 809 6th Street October 21, 2025 Discussion.

- ❖ **Commissioner Wortham Motioned to Approve the Selection of CPH Corporation as the Engineer for the Cedar Key Outer Ramp Expansion Project-Design and Permitting. Seconded by Commissioner Davis. Motion Carries Unanimously.**

12. ACTION ITEM: Approval of Job Posting & Job Description, reporting responsibilities, and salary range for Building / CRA Administrator. Discussion.

- ❖ **Commissioner Davis Motioned to Approve the Job Description as Written. Seconded by Commissioner Sera. Motion Carries Unanimously.**

13. ACTION ITEM: Approval, in concept, of the “Strategic Development Initiatives for the City of Cedar Key” Discussion.

- ❖ **Commissioner Davis Motioned to Approve the Strategic Development Initiatives for the City of Cedar Key. Seconded by Commissioner Sera. Motion Carries Unanimously.**

14. ACTION ITEM: Approval of modification of the Marina Slip lease language to remove reference “...and the launch pass” from section in lease - 4. RENT A. The Lessee shall pay lessor \$ _____ per month for the use of the leased premise and the launch pass.” Discussion.

- ❖ **Commissioner Davis Motioned to Strike Out and Remove the Language “And the Launch Pass.” Seconded by Commissioner Sera. Motion Carries Unanimously.**

15. Attorney Items: • ACTION ITEM: SECOND READING: Ordinance 561 AN ORDINANCE OF THE CITY OF CEDAR KEY, FLORIDA, PURSUANT TO PETITION NO. ANX 25- 03, BY BRYAN SKARUPSKI AND DARLENE SKARUPSKI, 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 Ordinance 561. Seconded by Commissioner Sera. Motion Carries Unanimously.**

16. Clerk's Office and Administration: No remarks.

17. Public Works:

- ACTION ITEM: Approval to proceed with the pursuit of Inner Marina Dredge and the addition of another matching Floating Dock for the inner marina. Discussion. Action Item Tabled.
- ACTION ITEM: Direction on EV Charger location. Discussion

- ❖ **Commissioner Beckham Motioned to Place the Dual Charging EV Charger Behind City Hall Next to the Handicap Spots. Seconded by Commissioner Sera. Motion Carries Unanimously.**

18. Public Safety:

- Fire Department/Emergency Management – No remarks.
- Police Department – Edwin Jenkins
 - o Discussion Items: Discussed the Seafood Festival. Thanked the Commission and expressed appreciation.
- Improving Code Enforcement: The Mayor introduced a discussion regarding improving the city's Code Enforcement Program, referencing coordination with JPI. Discussion.

19. Discussion: Commissioner Focus Areas:

- Environmental and Shoreline Restoration/Protection - Commissioner Wortham updated the Commission on the status and progress.
- City Processes and Process Improvement - Commissioner Davis provided an update.
- Financial and Economic Development – Commissioner Beckham discussed.
- Public Relations and Community Engagement – Commissioner Sera provided a status update on her meeting with all the businesses.

20. Discussion: Commissioners Concerns/Information: Staff salaried status, overtime, and comp-time. It was noted that the salaried designation was initially proposed solely for

personnel within the Clerk's Office. Discussion on compliance with state and federal labor laws and updating the Employee Manual to match the policy.

Adjourned at 7:12 p.m.

Mayor Webb/Commissioner

Attest, Prepared by Heather Lang

City of Cedar Key
Commission Meeting Minutes
November 21, 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

- Invocation
- 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

- 2.) **ACTION ITEM:** Approval of the Meeting Agenda as presented. Mayor Webb said he forgot to add our State's Attorney to the agenda, and he will speak for a few minutes. Mayor Webb requested that another agenda item be added regarding a new appropriations opportunity. He had sent an email to the commissioners earlier after a discussion with Norm. Mayor Webb said that the city had been approached about pursuing DOT appropriations funding for wave attenuation devices and proposed two actions: to submit the application for funding and authorization for a lobbyist to register on Cedar Key's behalf to support the effort.

- ❖ **Mayor Webb Motioned to Add an Additional Topic to the Agenda: For the City to Submit an Application for DOT Appropriations Funding and to Authorize a Lobbyist to Register for Cedar Key to Help us in that Effort. Seconded by Commissioner Davis. Motion Carried Unanimously.**

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

- Minutes: 07-22-2025 Special Commission Meeting – Budget

- Minutes: 07-29-2025 Commission Workshop
- Minutes: 08-12-2025 Special Commission Meeting – Budget
- Minutes: 08-19-2025 Commission Meeting
- Minutes: 08-26-2025 Special Commission Meeting – Budget

❖ **Commissioner Davis Motioned to Accept the Consent Agenda. Seconded by Commissioner Sera. Motion Carried Unanimously.**

5.) Public Comment: State’s Attorney Brian S. Kramer, Creed Grear, Howard & Lisa Gelts.

6.) Cedar Key Water & Sewer District: General Manager's Report by John Rittenhouse.

7.) Non-Government Organizations

- Lion’s Club – No remarks.
- Cedar Key Woman’s Club – Jan Hendrix.
- Chamber of Commerce – Adam Stites.
- Cedar Key Aquaculture Association – No remarks.
- Nature Coast Biological Station/NCBS – No remarks.
- Cedar Key Arts Center - No remarks.
- Cedar Key Non-Profit Organizations - No remarks.

8.) Important Dates:

- November 24, 2025 – Christmas Tree Assembly in the Park (8:30 am)
- November 27, 2025 – 5K Turkey Trot (8:00 am)
- November 28, 2025 – Christmas Parade and Tree Lighting (6:00/7:00 pm)
- November 29, 2025 – Woman’s Club Fall Market
- December 04, 2025 – CRA Meeting
- December 06, 2025 – Christmas Market on Dock Street (10:00 am-4:00 pm)
- December 15, 2025 – Santa in the Park

9.) ACTION ITEM: Approval to close Dock Street, No Fee, No Open Containers, and plan specifics for Dock Street Christmas Festival.

❖ **Mayor Webb Motioned to Approve the Closure of Dock Street for a Market Including Street Vendors with No Open Container Allowance, no Vendor Fees, and No Permitting Fees. Seconded by Commissioner Wortham. Commissioners Discussed. Motion Carried Unanimously.**

10.) ACTION ITEM: Approval to put mural/artwork on retaining wall next to Cedar Key Bakery (some examples included for consideration) – JR Sellers, Cedar Key Island Bakery.

- ❖ **Mayor Webb Motioned to Approve the Painting of the Parking Space Wall with the Exception that Final Approval Would be Brought Back to the Commission for the Mural. Seconded by Commissioner Davis. Commissioners Discussed. Motion Carried Unanimously.**

11.) ACTION ITEM: Approval of Nick Roney assuming of Cedar Key Boat Rentals and Island Tours lease for Inner Deck A and Marina Slip # 23

- ❖ **Commissioner Beckham Motioned to Approve the Assumption of the Cedar Key Boat Rentals and Island Tours Lease for Inner Deck A and Marina Slip #23 at the Current Rate Through the End of the Lease in 2026. Seconded by Commissioner Wortham. Commissioners Discuss. Motion Carried Unanimously.**

12.) ACTION ITEM: Approval to accept the Community Planning and Technical Assistance (CPTA) grant money (\$75,000) and release an RFQ for contractor planning and technical assistance support

- ❖ **Mayor Webb Motioned to Accept the Community Planning and Technical Assistance (CPTA) Grant Money (\$75,000) and Release an RFQ for Contractor Planning and Technical Assistance Support. Seconded by Commissioner Wortham. Commissioners Discuss. Motion Carries Unanimously.**

13.) ACTION ITEM: Approval to respond to Request for Proposal (RFP) No. RFP-2026-10040 for “ETIPP Cohort 5 Strategic Energy Planning Track Community Support,” which sets up a subcontract with the city (worth \$20,000) to participate in the study (See Statement of Work for details)

- ❖ **Commissioner Davis Motioned to Approve a Response to the Request for Proposal (RFP) No. RFP-2026-10040 for “ETIPP Cohort 5 Strategic Energy Planning Track Community Support,” Which Sets up a Subcontract with the City (worth \$20,000) to Participate in the Study. Seconded by Commissioner Wortham. Motion Carried Unanimously.**

14.) ACTION ITEM: Status of Code Compliance, possible resolution of Lis Pendens, pending sale requiring a clear title to proceed – Attorney Ethan White. Commissioners Discuss. Realtor Vanessa Edmunds.

- Soldatos - Possible commission action item regarding path forward to closing of sale

- Dodds - Separate any fines from the lawsuit to be able to release the Lis Pendens to supply a clear title to move forward to close the sale after contract demo work is completed to satisfy the city.

City Attorney Norm Fugate noted that Commissioner Beckham would not be allowed to vote or participate in this matter because his sister, Vanessa Edmunds, is the realtor for the property for sale and will benefit financially.

Commissioner Beckham filed a completed and signed Form 8B Memorandum of Voting Conflict for County, Municipal, and Other Local Public Officers, which is attached to these minutes.

The Commission suggested that Vanessa Edmunds' clients extend the contract for the sale of the property and made note that the Commission will take no action at this time.

15.) Public Works – Jamie McCain.

16.) Public Safety:

- Fire Department/Emergency Management – Chief Robert Robinson.
- Police Department – Chief Edwin Jenkins.

17.) Attorney Items:

- ACTION ITEM: Quasi-Judicial Hearing: Development Review – Change of Use Application (2025-16) – 12050 SR 24 (Low Key Hideaway) – Laura Gregory. Commissioners discuss. Public Comments.
 - ❖ **Commissioner Davis Motioned to Grant the Three-Year Deferral and That the City Commit to Revising. Seconded by Commissioner Beckham. Motion Carried Unanimously.**
- ACTION ITEM: Quasi-Judicial Hearing: Development Review Application (2025-06) – 409 1st Street (New Steamers Clam Bar & Grill) – Dennis Gill, Corey Rudd. Commissioners Discuss. Historic Board Comments.
 - ❖ **Commissioner Davis Motioned to Approve the New Steamers Clam Bar & Grill Development as Presented with the Condition that they Follow up with the Historic Board on the Screening Issue for their Approval. Seconded by Commissioner Beckham. Commissioners discuss. Motion Carried Unanimously.**

18.) Clerk's Office and Administration:

- ACTION ITEM: Approve Resolution No. 503 - A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF CEDAR KEY, FLORIDA AMENDING THE 2024-2025 BUDGET TO INCREASE THE BUDGETED APPROPRIATIONS OF A FUND WITHIN THE CITY BUDGET
 - ❖ **Commissioner Davis Motioned to Approve Resolution No. 503. Seconded by Commissioner Sera. Motion Carried Unanimously.**
- ACTION ITEM: Approval of the City of Cedar Key attorney to research and submit for approval modifications to the current city law to ensure that city requirements do not exceed the requirements set forth in state statute for golf carts, bikes, e-bikes, etc.
 - ❖ **Mayor Webb Motioned to Approve the City Attorney to Research and Submit for Approval Modifications to the Current City Law to Ensure that the City Requirements Match and do not Exceed the Requirements set forth in State Statute for Golf Carts, Bikes, E-Bikes, etc. Seconded by Commissioner Davis.** Commissioners discuss. Public comments. No action.
 - ❖ **Commissioner Davis Motioned to Instruct City Attorney Norm Fugate to Come Back with Wording of the Statute, a New 260202 that Conforms with the Minimum Requirements of the State Statute. Seconded by Commissioner Sera.** Commissioners discuss. **Motion Carried Unanimously.**

19.) Discussion Items:

- Mayor's Notes/Actions: Monthly Activities
- Code Enforcement: When a complaint is received, that complaint goes to the Building Official to investigate.
- Job Applications: The Planning and Development Administrator position has been posted, and we have received our first response.
- The wave attenuation application for funding has been completed.

❖ **Commissioner Wortham Motioned to Proceed with the Grant Application for Receiving Appropriations for the Wave Attenuation Devices. Seconded by Commissioner Davis.**

- Big Deck has submitted a permit, and 29 North has a plan, but no permit submission to date.
- Commissioner Focus Areas:
 - Environmental and Shoreline Restoration/Protection - Commissioner Wortham
 - City Processes and Process Improvement - Commissioner Davis
 - Financial and Economic Development – Commissioner Beckham
 - Public Relations and Community Engagement – Commissioner Sera

20.) Commissioners Concerns/Information:

Adjourned at 7:52 p.m.

Mayor Webb/Commissioner

Attest, Prepared by Heather Lang

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

Submitted By: Jamie McCain

Meeting Date: 12/16/25

Subject: Park Mobile at the Marina for Launch Fee

Discussion: Adding Park Mobile as an option to pay the launch fee at the marina. Park Mobile will integrate with our current pay machines. Having a mobile option should improve marina traffic flow at peak times.

Fiscal Impact: A charge of forty cents will be paid by the user. The vendor provides all necessary signage.

Attachments: Park Mobile Pricing

Possible Commission Action: Approve to move forward with Park Mobile.



ParkMobile™

PART OF EASYPARK GROUP



RFP 24□S835 - Parking Meters, Software, Systems and Related Products and Services

Section 2 - Pricing

March 24, 2025

Madison Huemmer
Head of Market Transformation
Madison.Huemmer@ParkMobile.io
□619□ 707□1264



ParkMobile Price List

ParkMobile On Demand Zone Parking Pricing

Description	List Price	OMNIA Discounted Pricing**
Standard On Demand Mobile Payment Transaction Fee Due to ParkMobile Per Parking Session. Transaction fees can be paid by the end user (parker) or covered by the client on behalf of their parkers.	\$0.45	\$0.40
ParkMobile Wallet On Demand Transaction Fee Mobile Payment Transaction Fee Due to ParkMobile Per Parking Session. Transaction fees can be paid by the end user (parker) or covered by the client on behalf of their parkers. Note: ParkMobile Wallet payment type is only available when ParkMobile is acting as the Merchant of Record**	\$0.25	\$0.25
Variable Fee % of parking fee with a minimum On-Demand User Fee collected by ParkMobile.	20% with minimum of \$1.00	15% with minimum of \$0.75

☐ Transaction fee paid by the parker may exceed ceiling/final price listed, if public agency requests a revenue share.

☐☐ Pricing excludes all credit card costs associated with the processing of transactions. ParkMobile charges 3% & 20 cents per transaction for processing credit card payments on behalf of Client. Client may be MOR and be exempt from processing fees from ParkMobile, but gateway fees may apply.

☐☐☐ Beginning on the first anniversary of the Effective Date and continuing annually thereafter on a compounding basis, fees for the On-Demand User Fee shall increase by ten percent ☐ 10% ☐ or the percentage equal to the average increase in all items under the Consumer Price Index over the prior 12-month period, whichever is greater. Based on this criteria, fees shall then round up to the nearest two ☐ ☐ decimal places. This change will take effect without prior notice to Client.

ParkMobile Reservations Pricing

Description	List Price	OMNIA Discounted Pricing**
Parking Reservation Transaction Fee Due to ParkMobile Per Parking Session. Fee is based on a percentage of total parking fee amount. Transaction fees can be paid by the end user (parker) or covered by the client on behalf of their parkers.	15%	13%
No Charge <input type="checkbox"/> Free <input type="checkbox"/> Parking Reservation Fee Due to ParkMobile Per No Charge Reservation.	\$1.00	\$0.50

☐☐ Pricing excludes all credit card costs associated with the processing of transactions. ParkMobile charges 3% & 20 cents per transaction for processing credit card payments on behalf of Client. Client may be MOR and be exempt from processing fees from ParkMobile, but gateway fees may apply.



ParkMobile Insights Pricing**

Description	List Price	Omnia Discounted Pricing**
Tier 1 - Total Street Length: 25 - 100 miles		
Parking Dashboard Monthly Subscription Includes data access, product updates, and hosting	\$2,000.00	\$1,800.00
Initial Inventory Data Collection One-time fee based on data collection mileage <input type="checkbox"/> Tier 1 <input type="checkbox"/> 25 <input type="checkbox"/> 100 miles).	\$50,000.00	\$45,000.00
Initial Occupancy Data Collection One-time fee based on data collection mileage <input type="checkbox"/> Tier 1 <input type="checkbox"/> 25 <input type="checkbox"/> 100 miles).	\$10,000.00	\$9,000.00
Optional: Ongoing Occupancy Updates One-time fee per update	\$1,500.00	\$1,350.00
Optional: Parking Data Consulting Services Price is Per Day. Quantity is subject to project/client needs.	\$2,000.00	\$1,800.00
Tier 2 - Total Street Length: 100-500 miles		
Parking Dashboard Monthly Subscription Includes data access, product updates, and hosting	\$2,000.00	\$1,800.00
Initial Inventory Data Collection One-time fee based on data collection mileage <input type="checkbox"/> Tier 2 <input type="checkbox"/> 100 <input type="checkbox"/> 500 miles).	\$100,000.00	\$90,000.00
Initial Occupancy Data Collection One-time fee based on data collection mileage <input type="checkbox"/> Tier 2 <input type="checkbox"/> 100 <input type="checkbox"/> 500 miles).	\$20,000.00	\$18,000.00
Optional: Ongoing Occupancy Updates One-time fee per update	\$5,000.00	\$4,500.00
Optional: Parking Data Consulting Services Price is Per Day. Quantity is subject to project/client needs.	\$2,000.00	\$1,800.00
Tier 3 - Total Street Length: 500-1,000 miles		
Parking Dashboard Monthly Subscription Includes data access, product updates, and hosting	\$2,000.00	\$1,800.00
Initial Inventory Data Collection One-time fee based on data collection mileage <input type="checkbox"/> Tier 3 <input type="checkbox"/> 500 <input type="checkbox"/> 1,000 miles).	\$175,000.00	\$157,500.00
Initial Occupancy Data Collection One-time fee based on data collection mileage <input type="checkbox"/> Tier 3 <input type="checkbox"/> 500 <input type="checkbox"/> 1,000 miles).	\$40,000.00	\$36,000.00
Optional: Ongoing Occupancy Updates One-time fee per update	\$7,500.00	\$6,750.00
Optional: Parking Data Consulting Services Price is Per Day. Quantity is subject to project/client needs.	\$2,000.00	\$1,800.00
Tier 4 - Total Street Length: 1,000+ miles		
Parking Dashboard Monthly Subscription Includes data access, product updates, and hosting	\$2,000.00	\$1,800.00
Initial Inventory Data Collection One-time fee based on data collection mileage <input type="checkbox"/> Tier 4 <input type="checkbox"/> 1,000 <input type="checkbox"/> miles).	\$250,000.00	\$225,000.00



Initial Occupancy Data Collection One-time fee based on data collection mileage <input type="checkbox"/> Tier 4 <input type="checkbox"/> 1,000 <input type="checkbox"/> miles).	\$50,000.00	\$45,000.00
Optional: Ongoing Occupancy Updates One-time fee per update	\$10,000.00	\$9,000.00
Optional: Parking Data Consulting Services Price is Per Day. Quantity is subject to project/client needs.	\$2,000.00	\$1,800.00

☐☐Our ParkMobile Insights solution is tier-based on the total distance to be mapped by the system. The Data Collection fees for ParkMobile’s Insights solution for Tier 3 and 4 cities ☐500☐ mapping miles) may receive an additional discount when implementing ParkMobile MPP services and will be quoted separately.

ParkMobile Services Included At No Cost

- Signage and decal stickers for the initial rollout
- Setup and Implementation
- Call Center, Customer Support, Hosting and Maintenance
- Social media, PR, standard marketing, and advertising for program launch
- Integrations with meter, enforcement and LPR vendors
- As a backup to the integrations, ParkMobile will provide a cloud-based enforcement portal with secure credentials to validate active OnDemand smart parking sessions for each of your location(s) where your smart parking services are made available.
- ParkMobile 360 Customizable Self-Administration Toolset for reporting and setting rates.

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AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF CEDAR KEY, FLORIDA; AMENDING THE CURRENT ORDINANCE REGULATING BUSINESSES ENGAGING IN PASSENGER TRANSPORT FOR HIRE VEHICLES OR RENTAL VEHICLES; PROVIDING FOR CODIFICATION; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City Commission finds it is necessary to amend its existing ordinance regulating passenger transport vehicles-for-hire and rental vehicles;

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

SECTION 1. Sections 2-6.02.04 and 2-6.02.05 of The Laws of Cedar Key, Florida are hereby amended as follows, with deleted language shown as ~~striketrough~~:

~~2-6.02.04. Liability Insurance Coverage Required.~~

~~A. No permit shall be issued or renewed by the City unless there is in force a Commercial General Liability Insurance policy with minimum amount of \$300,000.00 per occurrence, combined single limit, for bodily injury, personal injury, and property damage. Such Liability Insurance policy shall specifically include the City as an additional insured and require each policy to be endorsed to state that coverage shall not be canceled by the applicant or carrier except after 30 days written notice sent via certified mail, return receipt requested, to the City. It is the applicant's responsibility to ensure notice to the City in accordance with the above requirement is met.~~

B. ~~The applicant will provide the City with a certificate or certificates of insurance showing the existence of coverage as required and will, upon written request by the City, provide certified copies of all policies of insurance. New insurance certificates and, when requested in writing, certified copies of policies shall be provided to the City whenever any policy is renewed, revised, or obtained from other insurance carriers.~~

2-6.02.05. - Permit Required; Application.

Before any business shall begin operation providing passenger transport for hire vehicles or rental vehicles, a permit shall be obtained from the City, based on an application signed under oath, which shall contain:

A. The name, residence address, and proposed place of business of the applicant, the name of the applicant's business and the trade name, if applicable, under which the business will operate;

- 37 B. The number, type, year, model, VIN number of all passenger transport for hire
38 vehicles or rental vehicles proposed to be operated or controlled by the applicant, and
39 a copy of the Florida registration for each. Additionally, a color photograph of each
40 public conveyance proposed to be operated or controlled by the applicant shall be
41 included with the application clearly depicting any license tag on the vehicle;
42 C. The names, addresses, driver's license numbers for all drivers in the applicant's
43 employ; and
44 D. A safety certificate, as required in section 3, ~~above, and proof of insurance, as~~
45 ~~required in section 4, above.~~

46 **SECTION 2.** It is the intention of the City Commission that the provisions of this
47 ordinance shall become and be made a part of the Laws of Cedar Key, Florida, and that the
48 Sections and Paragraphs of this Ordinance may be re-numbered or re-lettered in order to
49 accomplish such intention. The correction of typographical errors which do not affect the intent
50 of the ordinance may be authorized by the City Attorney or designee without public hearing by
51 filing a corrected or recodified copy of the same with the City Clerk.

52 **SECTION 3.** All ordinances, or parts of ordinances, in conflict herewith are to the extent
53 of such conflict hereby repealed.

54 **SECTION 4.** If any section, sentence, clause or phrase of this Ordinance is held to be
55 invalid or unconstitutional by any Court of competent jurisdiction, then said holding shall in no
56 way effect the validity of the remaining portions of this Ordinance.

57 **SECTION 5.** This Ordinance shall take effect immediately.

58 This ordinance passed on first reading on _____.

59 This ordinance passed on second reading on _____.

60 **ATTEST:**

CITY OF CEDAR KEY, FLORIDA,

61 _____
62 **Laura Roberts, City Clerk**

Jeff Webb, Mayor

63
64 **LEGAL REVIEW:**

65 _____
66
67 **Norm D. Fugate, City Attorney**

CITY OF CEDAR KEY

**REQUEST FOR PROPOSALS FOR
SCHOOL ZONE CAMERA SERVICES**

RFP# 2026-1

DUE: February 6, 2026 4:00 P.M.

SECTION 1: REQUEST FOR PROPOSAL NOTICE

CITY OF CEDAR KEY REQUEST FOR PROPOSAL SCHOOL ZONE CAMERA SERVICES

Public Notice is hereby given that the City of Cedar Key, Florida is requesting proposals from experienced and qualified firms to provide equipment and professional services to the City.

Sealed Proposals must be clearly marked “2024 CITY OF CEDAR KEY REQUEST FOR PROPOSAL FOR SCHOOL ZONE CAMERA SERVICES” and must be delivered to the City of Cedar Key 809 Sixth Street, PO Box 339 Cedar Key, FL 32625 on or before February 6, 2026, no later than 4:00 P.M. The respondent shall bear all costs associated with the preparation and submission of the submittal.

SECTION 2: GENERAL TERMS AND CONDITIONS

SCOPE OF SERVICES

The City is seeking a vendor to provide all equipment and services necessary to enforce traffic violations in accordance with §316.008(9), §316.1894, §316.1895 & §316.1896

DATES: The services to be procured shall commence upon City Commission award of the contract. The City intends to establish an open ended contract for services, which will be reviewed during the annual budget process each year. The contract shall be terminable at will of the City Commission.

REQUEST FOR PROPOSAL DOCUMENTS

The Request for Proposal (RFP) documents constitute the complete set of Proposal specifications and forms. Proposals not submitted in the prescribed manner may be rejected. By submitting a Proposal, the Proposer agrees to be subjected to all terms and conditions specified herein. Submittal of a response to this Request for Proposal constitutes a binding offer by the Proposer.

ELIGIBILITY

To be eligible to respond to this RFP and be considered for award, the Proposer must demonstrate that it or the principals assigned to the project has successfully provided services, similar in scope and complexity, as a school zone camera services vendor.

WAIVER OF IRREGULARITIES

The City reserves the right to accept or reject any or all Proposals, in whole or in part, with or without cause, and to waive irregularities and/or technicalities.

QUESTIONS

All questions relating to this RFP should be addressed to the City and must be received by January 15, 2026. All answers will be shared with all proposal holders. Likewise, all interpretations of, or changes to, the RFP documents shall be made in a written addendum to the document and shall be furnished to all proposal holders.

FLORIDA PUBLIC RECORDS LAW

Sealed proposals received by the City are exempt from the provisions of Chapter 119 Florida Statute until such time the City provides notice of a decision or intended decision or within 30 days after proposal opening, whichever is earlier. If you believe that your proposal or any portion thereof, is exempt from disclosure under the public records law, state the grounds for your position in CAPITAL LETTERS on the cover sheet accompanying your sealed proposal.

TIMELINE

The anticipated schedule for this RFP process is as follows:

RFP available for distribution December 16, 2025.

Deadline for questions January 15, 2026.

Deadline for submittal February 6, 2026, 4:00 P.M.

Review by staff week of February 9, 2026.

Review, score and award by City Commission February 17, 2026.

SECTION 3: SUBMITTAL REQUIREMENTS

Proposers shall submit an original proposal in electronic form of the entire proposal submission packet. Proposals received by fax will not be considered. Proposers should carefully follow the format and instructions outlined herein. Proposals must be signed by the person or member of the firm making the Proposal, and in the case of a corporation, by an authorized officer or agent subscribing the name of the Corporation and his or her own name.

At a minimum, Proposals must include the following information:

Introductory Items and Firm Background

1. Table of contents providing a clear identification of the material by section and by page number.
2. Transmittal letter no more than 2 pages explaining why the firm believes itself to be best qualified.
3. Description and history of the make-up and composition of the firm.
4. Location of the primary office from which the services will be provided.

Experience and Expertise

1. Relevant school zone camera experience of firm.
2. Not less than three (3) Florida references for which the firm has performed similar work.
3. Circumstances and status of any disciplinary actions taken or pending against the firm or any partners or employees of the firm by local government, State regulatory bodies or professional organizations during the past three (3) years.
4. The Proposer shall describe any litigation or proceeding whereby, during the past three (3) years, a court or any administrative agency has ruled against the firm or any of the professional staff in any manner related to its professional activities.
5. Overview of the engagement team and role to be played by each team member.
6. Resumes of partners, managers and other supervisory staff assigned to this audit, which must include the following information:
 - a. Formal education and experience in the services requested.
 - b. Experience in the services requested.
 - c. Membership in professional organizations.

Pricing:

It is the intent of this request that the services be provided at no additional cost to the City. The services shall be paid for from fines imposed for violations of the City School Zone Camera Speeding Ordinance.

SECTION 4 – SELECTION, EVALUATION AND AWARD

Each Proposal will be reviewed to determine if it is complete and responsive to the submission requirements outlined in this RFP. The Proposals and a summary will be presented to the Cedar Key City Commission.

The Commission will evaluate, score and award the Proposals on a scale of 0-100 points per Proposal.

City staff opening and reviewing the proposals shall have no part in the final consideration of award, however, they shall notify the Commission if a proposal is deemed non-responsive due to the lack of required information, and then the Commission shall make a determination of acceptance or rejection of the proposal.

CONTRACT AWARD

The selected firm's proposal shall be incorporated into the final contract for services between the City and the Proposer, which contract shall include standard City contract provisions.

END OF REQUEST FOR PROPOSAL

CEDAR KEY COMMISSION
Agenda Item

Submitted By: City Clerk

Meeting Date: December 16,2025

Subject: Notice of Election

Short Explanation: The dates that the Notice of Election will be published and the Qualifying Week Dates

Attachment(s): Notice of Election Ad

Possible Commission Action: None

NOTICE OF ELECTION CITY OF CEDAR KEY

Cedar Key City Hall

809 6th Street

April 7, 2026

From 7 am until 7 pm

If Necessary, a RUN-OFF ELECTION
will be held on April 28, 2026

TWO CITY COMMISSION SEATS:

Seats 2 & 4 (Two Year Term)

Qualifying Period

Monday, January 26, 2026, at 8:30 am

Until

Friday, January 30, 2026, at 12 Noon

REGISTRATION BOOKS CLOSE ON

Monday, March 9, 2026

CITY OF CEDAR KEY

Commission Briefing Document

Senate Bill 250 (2023) - Temporary Shelter Program

Post-Disaster RV and Temporary Housing Regulations

Prepared for: **Cedar Key City Commission**

Date: **December 2025**

Subject: **Implementation of Florida Statutes §166.0335 (Post-Disaster RV and Temporary Housing Regulations)**

EXECUTIVE SUMMARY

Florida Senate Bill 250, signed into law by Governor Ron DeSantis on June 28, 2023 (Chapter 2023-304, Laws of Florida), establishes a statewide framework allowing residents to place temporary shelters, including recreational vehicles (RVs), trailers, and similar structures, on residential properties following a gubernatorial declaration of a state of emergency for a natural disaster. This law was enacted in response to the devastating impacts of Hurricanes Ian and Nicole in 2022.

Key Points:

- Municipalities cannot prohibit temporary shelters on residential properties for up to 36 months after a declared emergency
 - The law applies when permanent residential structures are damaged and rendered uninhabitable
 - Specific requirements must be met for the temporary shelter to be permitted
 - The City must establish a permitting and oversight process to ensure compliance
-

I. STATUTORY TEXT

Florida Statute §166.0335 - Temporary Shelter Prohibition (Municipalities)

166.0335 Temporary shelter prohibition.—

(1) For the purposes of this section, the term "temporary shelter" includes, but is not limited to, a recreational vehicle, trailer, or similar structure placed on a residential property.

(2) Notwithstanding any other law, ordinance, or regulation to the contrary, following the declaration of a state of emergency issued by the Governor for a natural emergency as defined in s. 252.34(8) during which a permanent residential structure was damaged and rendered uninhabitable, a municipality may not prohibit the placement of one temporary shelter on the residential property for up to 36 months after the date of the declaration or until a certificate of occupancy is issued on the permanent residential structure on the property, whichever occurs first, if all of the following circumstances apply:

(a) The resident makes a good faith effort to rebuild or renovate the damaged permanent residential structure, including, but not limited to, applying for a building permit, submitting a plan or design to the municipality, or obtaining a construction loan.

(b) The temporary shelter is connected to water and electric utilities and does not present a threat to health and human safety.

(c) The resident lives in the temporary structure.

II. LEGAL REQUIREMENTS AND HOMEOWNER RESPONSIBILITIES

A. Triggering Conditions

The temporary shelter provisions apply ONLY when ALL of the following conditions exist:

1. **Governor's Declaration:** The Governor has issued a state of emergency declaration for a natural emergency as defined in Florida Statute §252.34(8)
2. **Property Damage:** A permanent residential structure on the property was damaged during the natural emergency
3. **Uninhabitable Status:** The damage rendered the permanent residential structure uninhabitable
4. **Residential Property:** The property is zoned or designated as residential

B. Mandatory Homeowner Responsibilities

Property owners seeking to place a temporary shelter must demonstrate compliance with three statutory requirements:

1. Good Faith Effort to Rebuild (§166.0335(2)(a))

The resident must demonstrate active progress toward rebuilding or renovating the damaged permanent structure. Acceptable evidence includes:

- **Building Permit Application:** Submission of a complete building permit application to the City of Cedar Key

- **Design or Plan Submission:** Provision of architectural plans, engineering drawings, or construction plans to the City
- **Construction Loan Documentation:** Evidence of application for or approval of financing for reconstruction
- **Construction Contract:** Executed contract with a licensed contractor for repairs or reconstruction
- **Material Progress:** Ongoing construction activity, material deliveries, or other tangible evidence of reconstruction efforts

Important Note: The "good faith effort" requirement is continuous throughout the temporary shelter period. Cessation of rebuilding efforts may constitute grounds for revocation of the temporary shelter authorization.

2. Utility Connection and Safety Compliance (§166.0335(2)(b))

The temporary shelter must meet minimum health and safety standards:

Water Utilities:

- Connection to the City's municipal water system, OR
- Connection to an approved private well system meeting Florida Department of Health standards, OR
- Connection to the existing property water service

Electric Utilities:

- Connection to the municipal electric grid or approved utility provider
- Installation must meet National Electrical Code (NEC) standards
- Inspection and approval by City electrical inspector or designated authority
- Proper grounding and overcurrent protection
- No extension cords as permanent wiring solutions

Health and Safety Standards:

- No visible hazards to occupants or neighboring properties
- Compliance with Florida Department of Health sanitation requirements
- Proper sewage disposal (connection to municipal sewer or approved septic system)
- Adequate ingress and egress
- Structural stability appropriate for intended occupancy

3. Primary Residency Requirement (§166.0335(2)(c))

- The property owner or authorized resident must actively reside in the temporary shelter
- The temporary shelter cannot be used as a rental property
- The temporary shelter cannot be left vacant for extended periods
- Periodic verification of occupancy may be required by the City

C. Limitations and Restrictions

Quantity Limitation:

- Only ONE (1) temporary shelter is permitted per residential property
- Multiple RVs or trailers on a single property are not permitted under this statute

Time Limitations:

- Maximum period: 36 months from the date of the Governor's emergency declaration, OR
- Until a certificate of occupancy is issued for the repaired/reconstructed permanent structure
- **Whichever occurs first**

Property Type Restriction:

- Applies only to residential properties
- Does not apply to commercial, industrial, or mixed-use properties unless they contain a residential dwelling unit

III. RECOMMENDED CITY OVERSIGHT AND PERMITTING PROCESS

A. Program Administration

Designated Administrator:

- City Planning and Development Administrator or Building Official or designee shall serve as the Temporary Shelter Program Administrator
- Responsible for permit application review, inspections, and compliance monitoring

Interdepartmental Coordination:

- Building Department: Structural and code compliance
- Planning/Zoning: Land use verification
- Public Works: Utility connection verification
- Code Enforcement: Ongoing compliance monitoring

B. Application and Approval Process

Step 1: Initial Application (Within 30 days of temporary shelter placement)

Required Documentation:

1. Completed Temporary Shelter Permit Application (see Section VI)

2. Proof of property ownership (deed or tax record)
3. Property insurance claim documentation (if applicable)
4. Damage assessment report or photographs documenting uninhabitable condition
5. Copy of Governor's emergency declaration
6. Evidence of good faith effort to rebuild:
 - Building permit application (if submitted), OR
 - Preliminary plans or contractor proposals, OR
 - Construction loan application or approval
7. Site plan showing:
 - Location of damaged permanent structure
 - Proposed location of temporary shelter
 - Existing utility connections
 - Property boundaries and setbacks
8. RV/trailer registration and insurance
9. Utility connection plan

Application Fee:

- Recommended: \$50 (cost-recovery basis to cover administrative review)
- Waived for demonstrated financial hardship

Step 2: Plan Review (10 business days)

City staff will review application for:

- Compliance with statutory requirements
- Zoning compatibility
- Setback requirements (recommend minimum 10 feet from property lines)
- Utility connection feasibility
- Health and safety considerations
- Floodplain management compliance (critical for Cedar Key)

Step 3: Inspection and Approval (Before Occupancy)

Required Inspections:

1. **Site Inspection:** Verify temporary shelter location, condition, and general safety
2. **Electrical Inspection:** Verify proper electrical connection and code compliance
3. **Plumbing/Sewer Inspection:** Verify proper water supply and wastewater disposal
4. **Final Inspection:** Overall compliance verification before occupancy authorization

Approval Criteria:

- All three statutory requirements met (good faith effort, utilities, occupancy)
- No violations of other applicable codes or regulations
- No threat to public health, safety, or welfare
- Compliance with floodplain management regulations

Issuance of Temporary Shelter Permit:

- Valid for initial 12-month period
- Must be renewed annually with evidence of continued compliance
- Subject to revocation for non-compliance

Step 4: Ongoing Monitoring

Semi-Annual Progress Reports (Required): Property owners must submit progress reports every 6 months documenting:

- Rebuilding progress with photographs
- Permit status updates
- Construction timeline
- Contractor information
- Financial status (if applicable)

Annual Permit Renewal:

- Renewal application due 30 days before expiration
- Updated evidence of good faith rebuilding effort
- Utility connection verification
- Occupancy confirmation
- Inspection to verify continued compliance
- Renewal fee: \$25 (recommended)

Code Enforcement Monitoring:

- Random compliance checks
- Response to complaints
- Verification of occupancy
- Safety inspections

C. Grounds for Permit Denial or Revocation

The City may deny or revoke a Temporary Shelter Permit if:

1. **Statutory Requirements Not Met:**
 - Failure to demonstrate good faith effort to rebuild
 - Improper or unsafe utility connections
 - Temporary shelter not being used as primary residence
2. **Code Violations:**
 - Violations of health and safety codes
 - Environmental violations
 - Zoning violations
 - Building code violations
3. **Misrepresentation:**
 - False statements in application

- Fraudulent documentation
- Concealment of material facts
- 4. **Abandonment of Rebuilding:**
 - No progress toward reconstruction for 6+ consecutive months
 - No active building permit
 - Evidence of abandoned rebuilding efforts
- 5. **Public Nuisance:**
 - Creation of hazardous conditions
 - Repeated code violations
 - Threat to public health or safety

Due Process:

- Written notice of intent to deny or revoke
 - Opportunity for property owner to respond
 - Right to appeal to City Commission
-

IV. SPECIAL CONSIDERATIONS FOR CEDAR KEY

A. Hurricane Preparedness and Evacuation

Mandatory Provisions in Permit:

- Property owner acknowledges responsibility to evacuate temporary shelter during hurricane warnings
- Property owner must secure or remove temporary shelter per emergency management directives
- No liability to City for storm damage to temporary shelter

B. Historic District Considerations

Cedar Key Historic District:

- While temporary shelters are permitted by state law, placement should be sensitive to historic character
 - Recommend rear-yard or less visible locations where possible
 - Historic preservation guidelines do not override state law but can guide placement
-

V. IMPLEMENTATION RECOMMENDATIONS

A. Immediate Actions (Within 30 Days)

1. **Adopt Implementing Ordinance:** City Commission should adopt an ordinance establishing the temporary shelter permit program, incorporating the application process and oversight procedures outlined in this document.
2. **Establish Fee Schedule:** Set application and renewal fees by resolution (recommend \$50 initial / \$25 renewal).
3. **Designate Program Administrator:** Formally assign administrative responsibility to Planning and Development Administrator or Building Official
4. **Develop Forms and Procedures:** Finalize application forms, inspection checklists, and administrative procedures.
5. **Train Staff:** Conduct training for Building, Planning, and Code Enforcement staff on SB250 requirements and permit procedures.

B. Public Education and Outreach

1. **Public Notice:** Issue press release and post information on City website explaining temporary shelter program.
2. **Informational Materials:** Develop FAQ document for property owners.
3. **Community Meeting:** Consider hosting public information session to explain program.
4. **Coordination with Levy County:** Ensure consistent approach with county for properties near municipal boundaries.

C. Integration with Emergency Management

1. **Emergency Operations Plan:** Incorporate temporary shelter provisions into City's Comprehensive Emergency Management Plan.
2. **Pre-Event Planning:** Establish streamlined procedures for implementing program immediately following disaster declaration.
3. **FEMA Coordination:** Ensure program coordinates with federal disaster assistance programs.

D. Legal Review

- City Attorney should review implementing ordinance
 - Ensure consistency with other City codes
 - Address any conflicts with existing regulations
 - Establish appeal procedures
-

VII. FISCAL IMPACT

Revenue:

- Permit application fees (estimated 5-10 applications per qualifying event): \$250-\$500
- Annual renewal fees: \$125-\$250 per year

Expenses:

- Staff time for application review, inspections, and monitoring: Minimal (within existing duties)
- Forms and materials: Minimal
- Training: Minimal

Net Impact: Revenue neutral to slight positive

VIII. CONCLUSION

Florida Senate Bill 250 provides important flexibility for residents recovering from natural disasters while maintaining necessary oversight to protect public health, safety, and welfare. The City of Cedar Key's implementation of this program should balance compassion for disaster victims with responsible municipal governance.

This document provides a comprehensive framework for administering the temporary shelter program in compliance with state law while addressing Cedar Key's unique coastal, environmental, and historic preservation considerations.

VI. RECOMMENDED PERMIT APPLICATION FORM

CITY OF CEDAR KEY

TEMPORARY SHELTER PERMIT APPLICATION

Florida Statute §166.0335

Application Date: _____

Emergency Declaration Date: _____

SECTION A: PROPERTY INFORMATION

Property Address: _____

Parcel ID Number: _____

Zoning District: _____

Flood Zone: _____

SECTION B: PROPERTY OWNER INFORMATION

Owner Name: _____

Mailing Address: _____

Phone Number: _____ Email: _____

Emergency Contact: _____

SECTION C: DAMAGED STRUCTURE INFORMATION

Type of Structure: ☐ Single-family home ☐ Mobile home ☐ Duplex ☐ Other:

Nature of Damage: _____

Date of Damage: _____

Extent of Damage: ☐ Total loss ☐ Severe ☐ Moderate

Insurance Claim Filed: ☐ Yes ☐ No **Claim Number:** _____

Structure Currently Habitable: ☐ Yes ☐ No

If No, explain why structure is uninhabitable:

SECTION D: TEMPORARY SHELTER INFORMATION

Type of Temporary Shelter:

☐ Recreational Vehicle (RV) ☐ Travel Trailer ☐ Fifth Wheel

☐ Park Model ☐ Other: _____

Make/Model: _____

Year: _____ **Length:** _____ **Width:** _____

VIN/Serial Number: _____

License Plate: _____

Proposed Location on Property: ☐ Front yard ☐ Side yard ☐ Rear yard

Distance from Property Lines: Front: _____ Side: _____ Side: _____ Rear: _____

Will temporary shelter be connected to:

- Municipal Water: ☐ Yes ☐ No
- Well Water: ☐ Yes ☐ No
- Municipal Sewer: ☐ Yes ☐ No
- Septic System: ☐ Yes ☐ No
- Electrical Service: ☐ Yes ☐ No

SECTION E: GOOD FAITH EFFORT TO REBUILD

I am demonstrating good faith effort to rebuild by (check all that apply):

☐ Building permit application submitted (attach copy)

Permit Application Number: _____ **Date Submitted:** _____

☐ Plans/designs submitted to City (attach copy)

Date Submitted: _____

☐ Construction loan applied for or approved (attach documentation)

Lender: _____ **Loan Amount:** _____

☐ Licensed contractor hired (attach contract)

Contractor Name: _____ **License #:** _____

☐ Other evidence (describe and attach documentation):

Estimated Timeline for Rebuilding:

Start Date: _____ **Estimated Completion Date:** _____

SECTION F: OCCUPANCY CERTIFICATION

I certify that:

☐ I will reside in the temporary shelter as my primary residence

☐ I am the property owner or authorized resident

☐ The temporary shelter will not be used as a rental property

☐ I will maintain the temporary shelter in safe and sanitary condition

☐ I will comply with all applicable City codes and regulations

SECTION G: ACKNOWLEDGMENTS

I understand and acknowledge the following:

1. This permit is valid for a maximum of 36 months from the date of the Governor's emergency declaration or until a certificate of occupancy is issued for the permanent structure, whichever occurs first.
2. I must submit semi-annual progress reports documenting rebuilding efforts.
3. This permit must be renewed annually with updated documentation.
4. The temporary shelter must be connected to water and electric utilities meeting applicable codes.
5. Failure to make good faith efforts to rebuild may result in permit revocation.
6. I must evacuate the temporary shelter during hurricane warnings as directed by emergency management officials.
7. The City of Cedar Key assumes no liability for damage to the temporary shelter.
8. I must comply with all floodplain management regulations.
9. The permit may be revoked for non-compliance with applicable laws, codes, or regulations.
10. I have read and understand Florida Statute §166.0335.

SECTION H: REQUIRED ATTACHMENTS

- ☐ Proof of property ownership
- ☐ Photographs documenting damage to permanent structure
- ☐ Evidence of good faith effort to rebuild
- ☐ Site plan showing temporary shelter location
- ☐ RV/trailer registration and insurance
- ☐ Utility connection plan

SECTION I: PROPERTY OWNER SIGNATURE

I certify under penalty of perjury that the information provided in this application is true and accurate to the best of my knowledge.

Signature: _____ **Date:** _____

Printed Name: _____

SECTION J: FOR CITY USE ONLY

Application Received: _____

Application Fee Paid: ☐ Yes ☐ No **Amount:** \$ _____ **Receipt #:** _____

Plan Review Completed: _____ **Reviewed by:** _____

Inspections Completed:

- Site Inspection: _____ **Inspector:** _____ **Pass/Fail:** _____
- Electrical Inspection: _____ **Inspector:** _____ **Pass/Fail:** _____
- Plumbing Inspection: _____ **Inspector:** _____ **Pass/Fail:** _____
- Final Inspection: _____ **Inspector:** _____ **Pass/Fail:** _____

Permit Decision:

☐ **APPROVED** Permit Number: _____ Issue Date: _____

☐ **DENIED** Reason: _____

Permit Expiration Date: _____

Authorized by: _____ **Title:** _____

Signature: _____ **Date:** _____

APPENDICES

Appendix A: Relevant Statutory References

- Florida Statute §166.0335 - Temporary Shelter Prohibition (Municipalities)
- Florida Statute §125.023 - Temporary Shelter Prohibition (Counties)
- Florida Statute §252.34 - Definitions (Natural Emergency)
- Florida Statute §252.36 - State Emergency Management Powers
- Chapter 2023-304, Laws of Florida - Natural Emergencies

Appendix B: Contact Information

City of Cedar Key Building Department 809 6th Street Cedar Key, FL 32625 Phone: (352) 543-5132

Levy County Emergency Management Phone: (352) 486-5213

Florida Division of Emergency Management Phone: 1-800-342-3557

Appendix C: Additional Resources

- Florida Building Code: www.floridabuilding.org
- FEMA Disaster Assistance: www.disasterassistance.gov
- Florida Disaster Recovery: www.floridadisaster.org

Document Prepared By: City Staff **Date:** December 2025

Review Recommended: Annually or following any natural emergency declaration