



City of Cedar Key
Commission Meeting Agenda
809 6th Street
January 20, 2026

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

- Call to Order
 - Invocation
 - Pledge of Allegiance
 - Roll Call:

Jolie Davis, Commissioner Seat 1	Nancy Sera, Commissioner Seat 2
Jim Wortham, Commissioner Seat 3	Jeff Webb, Commissioner Seat 4
Mel Beckham, Commissioner Seat 5	
- **ACTION ITEM: Approval** of the Meeting Agenda as presented
- **ACTION ITEM: Consent Agenda:**
 - Minutes: 10-14-2025 Commission Workshop
 - Minutes: 10-28-2025 Commission Meeting
 - Minutes: 12-16-2025 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:
 - January 22, 2026 22 Jan – Elections Training
 - January 24 - 3rd Annual Cedar Key Oysterman's Oyster Roast
 - January 26-30, 2026 - Election Qualifying Week
 - January 31, 2026 31 Jan – Cedar Key School Safety Patrol Color Run
 - February 21, 2026 – Cedar Key Aquaculture Association Winter Festival
- Clerk's Office and Administration:
 - Clerk's Office Update
 - Financial Report: End of 2025 Account Balance Report
- Public Works:
 - Quarterly Report



City of Cedar Key
Commission Meeting Agenda
809 6th Street
January 20, 2026

- Fire Department/Emergency Management:
 - Quarterly Report
- Police Department:
 - Quarterly Report
- Attorney Items:
 - **ACTION ITEM: FIRST READING OF ORDINANCE NO. 564 - AN ORDINANCE OF THE CITY OF CEDAR KEY, FLORIDA, IMPLEMENTING FLORIDA STATUTES §166.0335 REGARDING TEMPORARY SHELTERS FOLLOWING NATURAL EMERGENCIES; ESTABLISHING A TEMPORARY SHELTER PERMIT PROGRAM; PROVIDING FOR PERMIT APPLICATION PROCEDURES, REQUIREMENTS, AND FEES; PROVIDING FOR INSPECTIONS AND COMPLIANCE MONITORING; PROVIDING FOR VIOLATIONS AND PENALTIES; PROVIDING FOR SEVERABILITY; PROVIDING FOR INCLUSION IN THE CODE; AND PROVIDING FOR AN EFFECTIVE DATE.**
- ACTION ITEMS:
 - **ACTION ITEM:** Discuss results of RFQ for the Community Planning and Technical Assistance (CPTA) grant and select the Engineering Company to conduct the Planning Study
 - **ACTION ITEM:** Decision on candidate for vacant City Clerk Position
- Discussion Items:
 - Discussion: Request to move the Farmers Market to the City Park
 - Discussion: Option for Financial Accounting Services for the City of Cedar Key
 - Discussion: Planning and Development Administrator Position Update and Options
 - Discussion: Contract Building Tech Support from JPI
- 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
- Discussion: Commissioners Concerns/Information:

Meeting Adjourned _____ PM

City of Cedar Key
Commission Workshop Minutes
October 14, 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 Workshop

1.) Call to Order by Mayor Webb.

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

Nancy Sera, Commissioner Seat 2 – Not Present
Jeff Webb, Commissioner Seat 4

2.) Pledge of Allegiance

3.) Presentation on Strategic Development Initiatives for the City of Cedar Key: The workshop laid out a comprehensive vision for Cedar Key's modernization and resilience, balancing infrastructure revitalization with environmental protection and community needs.

The Commission emphasized collaboration, phased development, and the preservation of Cedar Key's heritage while planning for long-term sustainability. The goal of these projects is to modernize infrastructure, improve resilience, and support economic and environmental sustainability.

• Marina Revitalization & Modernization

- Explore federal and state grants through the USDA, the Department of Commerce, and the Army Corps of Engineers.
- Address dredging issues in the Inner-marina by adding bulkheads to reduce dredge volume.
- Construct a Dock Street Boardwalk to connect businesses and encourage tourism.
- Add space for kayak launches and additional boat slips.

- Expand Outer Boat Ramp (funded by a \$250,000 FBIP grant for engineering and permitting).
- Challenges will be COBRA restrictions (Coastal Barrier Resources Act) limiting federal funding for shoreline protection, and Environmental concerns related to dredging and reclamation (potential pathogens, temporary closures). Commissioners discussed options, including obtaining a waiver or requesting a lift of the COBRA restrictions.
- Development of a New Town Center on Higher Ground
 - Construct a mixed-use building with a grocery store and affordable housing.
 - Redevelop Old City Hall into a community center.
 - Coordinate with UF and Housing Authority to optimize public housing land use and explore higher-density redevelopment.
 - Seek funding from HUD (low-income housing and CDBG), FEMA, USDA, and EDA (economic development grants).

4.) The Commission discussed the next steps:

- Continue discussions with DEP and Army Corps on dredging and slip expansion.
- Pursue grant applications and federal funding alignment.
- Identify partners for the grocery store and essential services relocation.
- Begin outreach to Cedar Key Aquaculture Association for ongoing collaboration.
- Request clarity from DEP (Mark DeHaven) regarding limits on additional Marina slips to prevent regulatory conflicts.
- Commissioners also discussed the marina traffic flow, safer locations for kayaks, and potential conflict with boaters in Inner-marina, creating specific accounts to save for.

Adjourned at 6:32 p.m.

Mayor Webb/Commissioner

Attest, Prepared by Heather Lang

City of Cedar Key
Commission Meeting Minutes
October 28, 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.) Public comments: none

3.) **ACTION ITEM:** Approval of Mayor's recommendation to proclaim November 2025 DECA Month. Fisher Collins on behalf of DECA.

❖ **Commissioner Davis Moved to Approve the Request to Designate November 2025 as DECA Month. The Motion was Seconded by Commissioner Sera and Carried Unanimously.**

Adjourned at 5: 06 p.m.

Mayor Webb/Commissioner

Attest, Prepared by Heather Lang

City of Cedar Key
Commission Meeting Minutes
December 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

- Invocation
- 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
Mel Beckham, Commissioner Seat 5	

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

- ❖ **Commissioner Sera Motioned to Approve the Meeting Agenda as Presented, With the Addition of the Grant Award for the Golf Boulevard Feasibility Study. Seconded by Commissioner Davis. Motion Carried Unanimously. Added Action Item for a decision on the Building and Development Coordinator Position.**

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

- Minutes: 09-16-2025 Commission Meeting
 - Minutes: 10-21-2025 Commission Meeting
 - Minutes: 11-28-2025 Commission Meeting
-
- ❖ **Commissioner Davis Motioned to Approve the Consent Agenda with the Correction that the November 28th Meeting Minutes Reflect the Correct Date of November 18th. The Motion was Seconded by Commissioner Sera and Carried Unanimously.**

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

6.) Non-Government Organizations

- Lion's Club – No remarks.
- Cedar Key Woman's Club – Susan Rosenthal.
- Chamber of Commerce – No remarks.
- Cedar Key Aquaculture Association – Remarks.
- Nature Coast Biological Station/NCBS – No remarks.
- Cedar Key Arts Center - No remarks.
- Cedar Key Non-Profit Organizations – Phil Prescott for the Cedar Key Food Pantry.
- Florida Nature Coast Conservancy – Commissioner Wortham.

7.) Important Dates:

- City Hall will be closed December 24-26 and December 31 (noon) – January 2, 2026.
- December 31 – 9 p.m. New Year's Ball Drop
- January 12-16, 2026, CKS Homecoming Week

8.) Public Works:

- **ACTION ITEM:** Approval of the use of Park Mobile at the Marina for Launch Fee Payments: Jamie McCain.
- ❖ **Commissioner Davis Motioned to Approve the use of the Park Mobile System at the Marina for Launch Fee Payments. Seconded by Commissioner Wortham.** Discussion. **Motion Carried Unanimously.**

9.) Public Safety:

- Fire Department/Emergency Management – Fire Chief Robinson is out of town.
- Police Department – Monthly Observation Report – Fire Chief Jenkins.

10.) Attorney Items: Norm Fugate.

- **ACTION ITEM: 1ST READING OF ORDINANCE 563 - AN ORDINANCE OF 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.**

- Commissioners discuss. Public comments and questions.
- ❖ **Commissioner Beckham Motioned to Adopt the Ordinance at First Reading with the Changes as Noted, Changing the Insurance Requirements from \$300k to \$10k. Seconded by Commissioner Davis. Motion Carries Unanimously.**
- **ACTION ITEM: REQUEST FOR PROPOSALS FOR SCHOOL ZONE CAMERA SERVICES**
RFP # 2026-1 DUE FEBRUARY 6, 2026, BY 4:00 PM. City Attorney Norm Fugate discusses. Commissioners discuss.
 - City Attorney Norm Fugate discussed. Commissioners discussed. Police Chief Edwin Jenkins discussed. Public comments and questions.
 - ❖ **Commissioner Sera Motioned to Release the School Zone Camera RFP. Seconded by Mayor Webb. Motion Failed.**

Roll Call Vote:

Commissioner Sera: Yes

Mayor Webb: Yes

Commissioner Beckham: No

Commissioner Wortham: No

Commissioner Davis: No

- City Attorney Norm Fugate discussed the ongoing hearing on the code violations.

11.) Clerk's Office and Administration: Clerk, Laura Roberts:

- Discussion Item: Election Qualifying for Commission Seats 2 & 4 for 2-year Terms

12.) 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). Commissioners reviewed the Statute and discussed. Public comments: Sheryl Belcher, Vanessa Edmunds
- Discussion Item: Code Enforcement. Public comments: Eileen Senecal.

- **Proposal: Code Enforcement Day**

Introduce a designated “Code Enforcement Day” that offers residents an amnesty period to obtain the necessary permits without penalties. This initiative would encourage compliance and streamline the permitting process. After the amnesty period, standard enforcement actions would resume to ensure ongoing adherence to regulations.

- **ACTION ITEM:** Building and Development Administrator - Hiring decision on Rachel Wolfe

- Commissioners discuss the hiring of Rachel Wolfe for the Building and Development Administrator Position.

❖ **Commissioner Davis Motioned to Hire Rachel Wolfe for the Building and Development Administrator Position and to Have a 90-day Probation Period with the Same Written Document as Previously Used in the Clerk Position. Seconded by Commissioner Sera.** Commissioners discuss. **Motion Carried Unanimously.**

- 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

- Commissioner’s Concerns/Information:

- Commissioner Wortham: We received a Resilient Florida Grant in the amount of \$200,000.00 for a Design and Engineering Study Grant for the Hydrological Restoration on Gulf Blvd.

❖ **Commissioner Davis Motioned to Give Commissioner Wortham the Authority to Move Forward with the Grant. Seconded by Commissioner Sera. Motion Carried Unanimously.**

- Commissioner Beckham discussed the Economic Development Plan and tracking future expenses.
- Commissioner Sera said the Christmas market was a huge success.

- Commissioner Wortham discussed the muting and unmuting function on ZOOM.

Adjourned at 7:01 p.m.

Mayor Webb/Commissioner

Attest, Prepared by Heather Lang

CKWSD General Manager's Report 01.12.26

Florida Community Development Block Grant – Disaster Recovery: CKWSD received two CDBG-DR Grants totaling \$11,473,297.00 for the hardening and upgrading of both treatment plants. Included in the grants are water meter replacement and the design/build of a multipurpose structure at our well site. Under the CDBG-DR program we are required to engage an outside Grants Manager. Obviously, I do this for our current grant projects, but in this instance, it is my understanding I am not eligible. Funding for a grants manager was included in the requests. As you know, I worked with Greg Lang on this request and I am requesting we have Greg attend our January 19th meeting to discuss the upcoming process.

W3C Implementation Agreement Approval: A proposed W3C Implementation Agreement is provided for Board consideration and approval. Based on discussion and the direction of the Board at its prior meetings in late 2025, the Agreement has been modified from the version previously presented to the Board. The changes include removing the methodology for determining wholesale rates to be charged to the member governments, including the base charge and consumption percentages allocated to each member government. Instead, consistent with FDEP regulations governing the SRF program, the Agreement provides for the rate methodology to be determined at least six months before the first State Revolving Fund (SRF) loan repayment is due or before the Project closeout, whichever occurs first.

As of the date of this writing, Evan has not been notified by the W3C Attorney that the Agreement has been reviewed by staff/legal counsel for the other member governments and has not received any comments or suggested edits on the Agreement from the other member governments. Therefore, at this time it is unknown whether the other member governments will approve the Agreement. However, as previously communicated to the District by W3C staff, it appears that the Agreement needs to be approved by the member governments (including the District) this month to meet timing requirements imposed by FDEP. In light of this timing requirement, the Agreement is being presented to the Board at this meeting for consideration and approval.

FDEP LPA0260 Lift Station Rehabilitation Grant Phase II Bid: Multiple bid plan holders requested we extend our bid opening date due to the inability of subcontractors and vendors to secure pricing over the holiday season. In order to ensure we receive the best and most bids, I rescheduled the Phase II bid opening date from January 8th until January 29th. I have attached an updated schedule of events. The engineer's estimate for this phase is \$2,947,000.00. Currently, our FDEP Grant LPA0260 has a cash balance of \$2,345,032.19. I met with Florida Commerce this week and they will now fund the overage through RIF Grant D0283. This Grant currently carries a cash balance of \$4,889,241.32. This is a huge relief. I had been concerned we would be forced to deduct lift stations from Phase II.

FDEP L0380 Emergency Generator Grant Update: I have attached the Grant Agreement with the FDEP for this \$500,000.00 project. Evan has reviewed the agreement and the acceptance will require a Board vote. I have attached a copy of the agreement and I will have a hard copy at the meeting Monday should you need to review it.

FEMA Interest Bearing Accounts Requirement: FEMA issues full funding for all small projects (<\$1,000,000.00) awarded. FEMA understands these small projects will not be completed immediately and therefore requires the issued funds to be deposited into interest-bearing bank accounts. I have opened two new bank accounts with Seacoast Bank for Hurricane Idalia (FEMA 4734) and Hurricane Helene (FEMA 4828). A minimum \$1,000.00 deposit was required for each account. I will have bank signature cards at our meeting for the Board to sign. I have attached an email from FEMA outlining the requirement.

Proposed 2026 CKWSD Holiday Schedule: Commissioner Ferguson has submitted a proposed Holiday schedule for the District for the Board to consider. I have attached the proposed schedule.

Financial Reports: December is the end of the 1st quarter of the Fiscal Year which means we should be tracking at 25% of budget. Water and sewer revenue (24.9%) is on target, though water and sewer revenue is 11% below last Fiscal Year. This was expected and budgeted for. Traditional expenses (non-grant) are at 18.5% of budget. I do want to point out that Payroll is 3% above budget. It's been running about 1% above the first two months. We have had some unexpected overtime early in the fiscal year. I'll continue to watch this category to determine if I underbudgeted or if it evens out. Payroll is 1% under this time last fiscal year, which is good. We received a \$15,935.71 Ad Valorem Tax refund from Florida Revenue. This relief is provided for fiscally constrained counties dealing with the loss of tax revenue due to natural disasters. We submitted our application in August. I have attached our original application.

Bill Adjustment Requests: You have one Bill Adjustment Request. This request does not meet the 36-month criteria due to an adjustment granted in March of 2025.

Quarterly Reports

Clerks Office and Administration

City of Cedar Key
Balance Sheet Prev Year Comparison

As of December 31, 2025

	Dec 31, 25	Dec 31, 24	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
FEMA Relief Funds	554,402.62	871,279.30	-316,876.68	-36.4%
101.191 · CRA Redevelopment Money Mkt	651,000.89	1,624,601.93	-973,601.04	-59.9%
101.190 · CRA Redevelopment Fund	\$59,928.30	109,829.17	76,664.03	33,165.14
101.000 · Petty Cash	250.00	250.00	0.00	0.0%
101.101 · Operating General Fund-Drummond	\$279,146.53	90,847.87	328,445.72	-237,597.85
101.102 · City of C.K. - COVID Relief	22,479.86	22,344.61	135.25	0.6%
101.110 · General Fund Money Mkt-Seacoast	516,846.72	678,139.59	-161,292.87	-23.8%
101.111 · Covid 19 Relief Funds-Money Mkt	263,035.98	256,162.61	6,873.37	2.7%
101.140 · Garbage Security Deposit- Comm	9,169.64	9,998.36	-828.72	-8.3%
101.176 · Marina Credit Card-Drummond	202,150.02	112,036.51	90,113.51	80.4%
Total Checking/Savings	2,420,012.77	3,979,922.66	-1,559,909.89	-39.2%
Accounts Receivable				
110.000 · Accounts Receivable	-8,776.48	-8,776.48	0.00	0.0%
Total Accounts Receivable	-8,776.48	-8,776.48	0.00	0.0%
Other Current Assets				
110.001 · Accounts Receivable- Leases	48,765.12	48,765.12	0.00	0.0%
115.100 · Garbage A/R - 9/30 Bal	5,233.15	5,233.15	0.00	0.0%
117.200 · Garbage A/R - 9/30 Allowance	-3,836.66	-3,836.66	0.00	0.0%
132.000 · Other Receivables	11,677.67	11,677.67	0.00	0.0%
133.000 · Due from Other Governments	-9,811.75	-9,811.75	0.00	0.0%
133.200 · Due From Employees	23.87	0.00	23.87	100.0%
Total Other Current Assets	52,051.40	52,027.53	23.87	0.1%
Total Current Assets	2,463,287.69	4,023,173.71	-1,559,886.02	-38.8%
TOTAL ASSETS	2,463,287.69	4,023,173.71	-1,559,886.02	-38.8%
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Other Current Liabilities				
213.000 · Employee-Taxes & Liabilities	201,720.21	208,820.05	-7,099.84	-3.4%
217.100 · Accrued Taxes Payable				
217.102 · Withholding	105.14	0.00	105.14	100.0%
217.103 · FICA	118.99	0.00	118.99	100.0%
217.104 · Medicare	24.58	0.00	24.58	100.0%
Total 217.100 · Accrued Taxes Payable	248.71	0.00	248.71	100.0%
217.200 · State Unemployment Tax	-8,629.17	0.00	-8,629.17	-100.0%
217.300 · Insurance Payable - F. Hodges	-108.43	-70.60	-37.83	-53.6%
218.300 · Accrued Other Insurance Payable	-3,480.06	-4,680.30	1,200.24	25.6%
218.800 · Accrued Cafe Plan Payable	5,543.62	2,041.04	3,502.58	171.6%
219.100 · Police Retirement 3%	2,022.10	536.73	1,485.37	276.7%
220.000 · Garbage Deposits	8,641.11	9,430.38	-789.27	-8.4%
221.000 · Event Deposits	2,400.00	2,275.00	125.00	5.5%
221.500 · Advance Collections - Events	1,186.25	936.25	250.00	26.7%
222.000 · Advance Collections-Launch Pass	7,650.00	2,520.00	5,130.00	203.6%
222.200 · Advance Coll - Beach Kiosk	1,498.38	287.50	1,210.88	421.2%
223.100 · Advance Collection - BTR	3,355.00	152.50	3,202.50	2,100.0%
223.200 · Unavailable Revenue	271,115.00	271,115.00	0.00	0.0%
223.500 · Advance Collections-Garbage	-30.85	0.00	-30.85	-100.0%
290.000 · Deferred Inflows-Leases	47,618.94	47,618.94	0.00	0.0%
Total Other Current Liabilities	540,750.81	540,982.49	-231.68	0.0%
Total Current Liabilities	540,750.81	540,982.49	-231.68	0.0%
Total Liabilities	540,750.81	540,982.49	-231.68	0.0%
Equity				
281.000 · Restricted for				
281.250 · Cemetery	39,897.25	39,897.25	0.00	0.0%
281.450 · Tree Planting	39,837.50	39,837.50	0.00	0.0%
Total 281.000 · Restricted for	79,734.75	79,734.75	0.00	0.0%
283.000 · Assigned for				
283.100 · Capital Projects				
283.110 Community Center	15,000.00	15,000.00	0.00	0.0%
283.120 Fire Department	85,424.27	85,424.27	0.00	0.0%
283.130 Fire Engine	68,088.58	68,088.58	0.00	0.0%
283.140 Emergency Mgmt Dept	10,000.00	10,000.00	0.00	0.0%
283.150 Roads and Streets	30,000.00	30,000.00	0.00	0.0%
283.170 Public Works	35,000.00	35,000.00	0.00	0.0%
283.180 Parks Department	50,000.00	50,000.00	0.00	0.0%
Total 283.100 · Capital Projects	293,512.85	293,512.85	0.00	0.0%

12:07 PM

01/14/26

Accrual Basis

City of Cedar Key
Balance Sheet Prev Year Comparison

As of December 31, 2025

	Dec 31, 25	Dec 31, 24	\$ Change	% Change
283.200 · Future Expenditures	618,517.00	618,517.00	0.00	0.0%
Total 283.000 · Assigned for	912,029.85	912,029.85	0.00	0.0%
284.000 · Fund Balance - Unassigned	317,671.47	317,671.47	0.00	0.0%
30000 · Opening Balance Equity	325,372.70	325,372.70	0.00	0.0%
32000 · Retained Earnings	305,734.37	218,849.73	86,884.64	39.7%
Net Income	-18,006.26	1,628,532.72	-1,646,538.98	-101.1%
Total Equity	1,922,536.88	3,482,191.22	-1,559,654.34	-44.8%
TOTAL LIABILITIES & EQUITY	<u>2,463,287.69</u>	<u>4,023,173.71</u>	<u>-1,559,886.02</u>	<u>-38.8%</u>

Public Works

Public Works Quarterly Report 9/25-12/25

- Coastal Cleanup was successful
- Installed High water mark signs
- Installed new exercise equipment at the cemetery point park- We have one more piece of equipment ordered.
- Repaired the Starnes Outlook at the cemetery point park
- Replaced deck boards on the cemetery point park boardwalk
- Worked with CFEC to install new receptacles on the power poles for the Christmas lights.
- Changed the restroom doors at the Marina.
- No significant budget issues currently. Line 541.100 has an administrative correction to be made.

Total 519.000 · Public Works Department	<u>45,199.87</u>	<u>274,515.24</u>	<u>-229,315.37</u>	<u>16.47%</u>
Total 539.000 · Cemetery Expenses	<u>3,477.00</u>	<u>10,407.52</u>	<u>-6,930.52</u>	<u>33.41%</u>
Total 541.100 · Street Department	<u>29,172.00</u>	<u>33,000.00</u>	<u>-3,828.00</u>	<u>88.4%</u>
Total 571.000 · Library	2,557.78	42,142.00	-39,584.22	6.07%
Total 575.000 · Marina/Park Expenses	36,183.05	109,395.58	-73,212.53	33.08%

Fire Department / Emergency Management

CITY OF CEDAR KEY

FIRE RESCUE

October 1, 2025 - Decemebr 31, 2025

522.000 · Fire Department		
522.250 · Storm Damage Insurance	\$	1,278.80
522.110 · Fire Chief Salary	\$	11,635.96
522.120 · Fire Fighter II Salary	\$	8,140.40
522.130 · Fire-Unemployment	\$	-
522.150 · Fire-Call Out Fees Bonus	\$	12,990.00
522.210 · Fire-FICA Taxes	\$	1,458.18
522.220 · Fire Retirement	\$	-
522.230 · Fire- Life & Health Insurance		
522.231 · Fire-Life Insurance	\$	53.44
522.232 · Fire-Health Insurance	\$	2,223.24
522.233 · Fire-Dental Insurance	\$	233.75
522.234 · Fire - Vision Insurance	\$	36.21
522.230 · Fire- Life & Health Insurance - Other	\$	<u>1,365.62</u>
Total 522.230 · Fire- Life & Health Insurance	\$	3,912.26
522.240 · Fire-W/C Insurance	\$	-
522.310 · Fire-Physical/Drug Tests	\$	-
522.410 · Fire-Phone/Data Internet	\$	1,055.15
522.411 · Fire-Radio Rep User Fee	\$	-
522.430 · Fire- Electric	\$	739.38
522.431 · Fire-Water	\$	137.56
522.455 · Fire-Property Liability Insur	\$	4,519.27
522.456 · Fire-Accident Sick Ins AD&D	\$	-
522.457 · Fire-Required Cancer Ins.	\$	-
522.459 · Fire-Vehicle Insurance	\$	1,555.00
522.461 · Fire-Bldg Repair	\$	2,141.40
522.465 · Fire-Vehicle Maintenance	\$	573.66
522.492 · Fire - Donation Expenses	\$	4,391.44
522.500 · Fire-Re-occurring costs	\$	1,050.00
522.510 · Fire-Office Supplies	\$	505.06
522.520 · Fire-Operating Supplies& Equip	\$	4,119.47
522.521 · Fire-Fuel	\$	906.02
522.550 · Fire-Education & Training	\$	264.42
522.590 · Fire-Grant Expenditures	\$	4,391.45
522.640 · Fire-Cap Outlay	\$	1,032.54
522.000 · Fire Department - Other	\$	<u>26,236.92</u>
Total 522.000 · Fire Department	TOTAL	\$ 93,034.34

Amount Requested for 1st Quarter **\$43,114.50**

CEDAR KEY FIRE & RESCUE
QUARTERLY REPORT
 October - December 2025

Incident Reports by Census Tract, Detailed			
100 - Cedar Key Zone inside City Limits			
Incident #	Exp #	Date/Time	Incident Type
2025161	0	7/4/2025 16:39	322 - Motor vehicle accident with injuries
2025166	0	7/7/2025 13:25	311 - Medical assist, assist EMS crew
2025167	0	7/11/2025 12:43	311 - Medical assist, assist EMS crew
2025172	0	7/20/2025 16:46	554 - Assist invalid
2025180	0	7/26/2025 16:40	311 - Medical assist, assist EMS crew
2025181	0	7/27/2025 14:44	311 - Medical assist, assist EMS crew
2025183	0	7/31/2025 05:00	311 - Medical assist, assist EMS crew
2025184	0	8/4/2025 08:23	311 - Medical assist, assist EMS crew
2025185	0	8/6/2025 12:00	311 - Medical assist, assist EMS crew
2025187	0	8/6/2025 19:23	311 - Medical assist, assist EMS crew
2025188	0	8/7/2025 17:05	311 - Medical assist, assist EMS crew
2025189	0	8/8/2025 10:42	311 - Medical assist, assist EMS crew
2025194	0	8/19/2025 13:06	311 - Medical assist, assist EMS crew
2025196	0	8/22/2025 14:15	324 - Motor vehicle accident with no injuries.
2025201	0	9/3/2025 23:02	600 - Good intent call, other
2025203	0	9/5/2025 13:21	510 - Person in distress, other
2025205	0	9/6/2025 11:26	311 - Medical assist, assist EMS crew
2025206	0	9/7/2025 15:07	311 - Medical assist, assist EMS crew
2025209	0	9/10/2025 15:00	311 - Medical assist, assist EMS crew
2025214	0	9/14/2025 04:29	311 - Medical assist, assist EMS crew
2025216	0	9/20/2025 12:43	311 - Medical assist, assist EMS crew
2025218	0	9/24/2025 03:56	311 - Medical assist, assist EMS crew
2025220	0	9/24/2025 14:26	311 - Medical assist, assist EMS crew
2025221	0	9/25/2025 18:47	311 - Medical assist, assist EMS crew
2025223	0	9/29/2025 08:33	311 - Medical assist, assist EMS crew

2025224	0	9/29/2025 22:43	311 - Medical assist, assist EMS crew
2025228	0	10/7/2025 07:19	322 - Motor vehicle accident with injuries
2025230	0	10/9/2025 21:19	311 - Medical assist, assist EMS crew
2025231	0	10/12/2025 08:49	311 - Medical assist, assist EMS crew
2025232	0	10/12/2025 12:17	311 - Medical assist, assist EMS crew
2025233	0	10/12/2025 18:59	311 - Medical assist, assist EMS crew
2025234	0	10/13/2025 09:58	311 - Medical assist, assist EMS crew
2025235	0	10/14/2025 12:08	745 - Alarm system activation, no fire - unintentional
2025239	0	10/24/2025 04:06	311 - Medical assist, assist EMS crew
2025240	0	10/25/2025 21:59	311 - Medical assist, assist EMS crew
2025241	0	10/29/2025 21:10	311 - Medical assist, assist EMS crew
2025242	0	11/5/2025 02:23	311 - Medical assist, assist EMS crew
2025243	0	11/5/2025 17:43	311 - Medical assist, assist EMS crew
2025246	0	11/8/2025 13:46	311 - Medical assist, assist EMS crew
2025247	0	11/13/2025 13:56	324 - Motor vehicle accident with no injuries.
2025248	0	11/15/2025 15:35	520 - Water problem, other
2025252	0	11/21/2025 16:50	311 - Medical assist, assist EMS crew
2025255	0	11/25/2025 12:17	311 - Medical assist, assist EMS crew
2025257	0	11/30/2025 13:30	311 - Medical assist, assist EMS crew
2025258	0	11/30/2025 16:16	311 - Medical assist, assist EMS crew
2025261	0	12/3/2025 23:43	311 - Medical assist, assist EMS crew
2025262	0	12/8/2025 22:18	111 - Building fire
2025266	0	12/21/2025 14:42	311 - Medical assist, assist EMS crew
2025267	0	12/23/2025 03:19	554 - Assist invalid
2025269	0	12/25/2025 19:42	311 - Medical assist, assist EMS crew
2025272	0	12/27/2025 20:07	311 - Medical assist, assist EMS crew
2025273	0	12/28/2025 09:42	311 - Medical assist, assist EMS crew
2025276	0	12/30/2025 13:15	311 - Medical assist, assist EMS crew
2025277	0	12/30/2025 16:38	311 - Medical assist, assist EMS crew
2025278	0	12/31/2025 13:00	444 - Power line down

Total for this Census Tract: 55

101 - Cedar Key Zone, County On Island

Incident #	Exp #	Date/Time	Incident Type
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2025163	0	7/6/2025 08:39	311 - Medical assist, assist EMS crew
2025191	0	8/13/2025 22:03	311 - Medical assist, assist EMS crew
2025198	0	8/29/2025 10:19	611 - Dispatched & canceled en route
2025210	0	9/11/2025 14:52	311 - Medical assist, assist EMS crew
2025213	0	9/12/2025 20:09	700 - False alarm or false call, other
2025237	0	10/21/2025 18:21	311 - Medical assist, assist EMS crew

Total for this Census Tract: 6

102 - Cedar Key Zone, County Off Island

Incident #	Exp #	Date/Time	Incident Type
2025173	0	7/22/2025 07:32	324 - Motor vehicle accident with no injuries.
2025176	0	7/24/2025 05:22	611 - Dispatched & canceled en route
2025199	0	9/1/2025 00:17	554 - Assist invalid
2025202	0	9/4/2025 11:48	311 - Medical assist, assist EMS crew
2025211	0	9/12/2025 15:46	143 - Grass fire
2025217	0	9/21/2025 14:10	142 - Brush or brush-and-grass mixture fire
2025222	0	9/28/2025 23:43	311 - Medical assist, assist EMS crew
2025225	0	10/2/2025 10:18	142 - Brush or brush-and-grass mixture fire
2025226	0	10/2/2025 23:03	140 - Natural vegetation fire, other
2025229	0	10/8/2025 07:53	322 - Motor vehicle accident with injuries
2025254	0	11/23/2025 14:20	311 - Medical assist, assist EMS crew
2025264	0	12/9/2025 10:57	311 - Medical assist, assist EMS crew
2025275	0	12/28/2025 19:01	311 - Medical assist, assist EMS crew

Total for this Census Tract: 13

104 - Rosewood's Zone with Response from Station 4

Incident #	Exp #	Date/Time	Incident Type
2025164	0	7/9/2025 12:51	611 - Dispatched & canceled en route
2025165	0	7/10/2025 10:33	700 - False alarm or false call, other
2025193	0	8/14/2025 16:22	311 - Medical assist, assist EMS crew
2025227	0	10/6/2025 16:46	311 - Medical assist, assist EMS crew
2025250	0	11/18/2025 12:00	611 - Dispatched & canceled en route
2025251	0	11/19/2025 19:51	611 - Dispatched & canceled en route
2025263	0	12/9/2025 09:22	611 - Dispatched & canceled en route

2025274 0 12/28/2025 18:51 611 - Dispatched & canceled en route

Total for this Census Tract: 8

105 - Rosewood's Zone with no Response from Station 4

Incident #	Exp #	Date/Time	Incident Type
2025160	0	7/1/2025 00:00	311 - Medical assist, assist EMS crew
2025162	0	7/4/2025 22:47	460 - Accident, potential accident, other
2025168	0	7/11/2025 15:20	311 - Medical assist, assist EMS crew
2025169	0	7/14/2025 13:26	311 - Medical assist, assist EMS crew
2025170	0	7/17/2025 12:20	311 - Medical assist, assist EMS crew
2025171	0	7/19/2025 06:24	611 - Dispatched & canceled en route
2025174	0	7/22/2025 21:04	311 - Medical assist, assist EMS crew
2025175	0	7/22/2025 23:01	311 - Medical assist, assist EMS crew
2025177	0	7/24/2025 05:32	311 - Medical assist, assist EMS crew
2025178	0	7/25/2025 17:04	611 - Dispatched & canceled en route
2025179	0	7/26/2025 16:13	311 - Medical assist, assist EMS crew
2025182	0	7/30/2025 14:02	311 - Medical assist, assist EMS crew
2025192	0	8/13/2025 22:39	311 - Medical assist, assist EMS crew
2025215	0	8/14/2025 21:10	311 - Medical assist, assist EMS crew
2025195	0	8/20/2025 01:45	554 - Assist invalid
2025197	0	8/25/2025 01:50	554 - Assist invalid
2025200	0	9/3/2025 20:39	100 - Fire, other
2025204	0	9/6/2025 00:09	311 - Medical assist, assist EMS crew
2025207	0	9/7/2025 18:10	311 - Medical assist, assist EMS crew
2025208	0	9/8/2025 20:49	311 - Medical assist, assist EMS crew
2025212	0	9/12/2025 20:03	311 - Medical assist, assist EMS crew
2025219	0	9/24/2025 09:36	611 - Dispatched & canceled en route
2025236	0	10/18/2025 16:34	322 - Motor vehicle accident with injuries
2025238	0	10/21/2025 20:38	324 - Motor vehicle accident with no injuries.
2025244	0	11/5/2025 17:58	311 - Medical assist, assist EMS crew
2025249	0	11/15/2025 22:47	311 - Medical assist, assist EMS crew
2025253	0	11/22/2025 17:29	311 - Medical assist, assist EMS crew
2025256	0	11/29/2025 14:17	311 - Medical assist, assist EMS crew
2025259	0	12/1/2025 17:52	311 - Medical assist, assist EMS crew

2025260	0	12/2/2025 06:33	311 - Medical assist, assist EMS crew
2025265	0	12/11/2025 22:42	500 - Service Call, other
2025268	0	12/24/2025 08:15	324 - Motor vehicle accident with no injuries.
2025270	0	12/26/2025 02:46	311 - Medical assist, assist EMS crew
2025271	0	12/26/2025 03:15	311 - Medical assist, assist EMS crew
2025279	0	12/31/2025 17:20	611 - Dispatched & canceled en route

Total for this Census Tract: 35

106 - Chiefland Zone

Incident #	Exp #	Date/Time	Incident Type
2025245	0	11/7/2025 16:44	111 - Building fire

Total for this Census Tract: 1

106- LCDPS Rescue 5 FF

Incident #	Exp #	Date/Time	Incident Type
2025190	0	8/11/2025 19:07	140 - Natural vegetation fire, other

Total for this Census Tract: 1

Report Filter Settings

Report Name: Incident Reports by Census Tract, Detailed

Filter Name: Date Range and Census Tract is not Blank

Filter Expression: (Not ([[CensusTract]]) is null or (len([CensusTract]) = 0))) And ([AlarmDateTime] is between '7/1/2025 00:00' and '12/31/2025 23:59')

Police Department

Police Department Quarterly Report 09/25 – 12/25

- Acquired a Skydio Drone through an FDLE Grant (No-Match).
- 2015 Ford Explorer – Oil Change, Tires.
- 2016 Ford Explorer - Replaced, Alternator, Serpentine Belt, Radiator Cap.
- 2022 Ford F150 – Replaced Tires, Oil Change,
- 2021 Ford F150 – Replaced Tires, Wiper Arm, Oil Change.
- Acc Control Step Down for Golf Cart.
- 48 V Lithium Battery for Golf Cart.
- No significant budget issues currently. 521.550 has an Administrative correction that needs to be made.

Total 521.000 · Police Department 69,423.36 446,754.89 377,331.53 15.54%

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

Submitted By: Norm Fugate

Meeting Date: 1/20/2026

Subject: FIRST READING OF ORDINANCE NO. 564

Discussion: AN ORDINANCE OF THE CITY OF CEDAR KEY, FLORIDA, IMPLEMENTING FLORIDA STATUTES §166.0335 REGARDING TEMPORARY SHELTERS FOLLOWING NATURAL EMERGENCIES; ESTABLISHING A TEMPORARY SHELTER PERMIT PROGRAM; PROVIDING FOR PERMIT APPLICATION PROCEDURES, REQUIREMENTS, AND FEES; PROVIDING FOR INSPECTIONS AND COMPLIANCE MONITORING; PROVIDING FOR VIOLATIONS AND PENALTIES; PROVIDING FOR SEVERABILITY; PROVIDING FOR INCLUSION IN THE CODE; AND PROVIDING FOR AN EFFECTIVE DATE.

Fiscal Impact: No anticipated fiscal impact on the city

Attachments: Draft Ordnance 564

Possible Commission Action: Approve First Reading of Ordnance 564

ORDINANCE NO. 564

**AN ORDINANCE OF THE CITY OF CEDAR KEY, FLORIDA,
IMPLEMENTING FLORIDA STATUTES §166.0335 REGARDING
TEMPORARY SHELTERS FOLLOWING NATURAL EMERGENCIES;
ESTABLISHING A TEMPORARY SHELTER PERMIT PROGRAM;
PROVIDING FOR PERMIT APPLICATION PROCEDURES,
REQUIREMENTS, AND FEES; PROVIDING FOR INSPECTIONS AND
COMPLIANCE MONITORING; PROVIDING FOR VIOLATIONS AND
PENALTIES; PROVIDING FOR SEVERABILITY; PROVIDING FOR
INCLUSION IN THE CODE; AND PROVIDING FOR AN EFFECTIVE
DATE.**

WHEREAS, the Florida Legislature enacted Senate Bill 250 (Chapter 2023-304, Laws of Florida), codified as Florida Statutes §166.0335, which addresses temporary shelters on residential properties following natural emergencies declared by the Governor; and

WHEREAS, Florida Statutes §166.0335 provides that following a declaration of a state of emergency for a natural emergency during which a permanent residential structure was damaged and rendered uninhabitable, a municipality may not prohibit the placement of one temporary shelter on residential property for up to 36 months under certain conditions; and

WHEREAS, the City of Cedar Key was significantly impacted by Hurricane Helene in September 2024, for which the Governor declared a state of emergency; and

WHEREAS, numerous residents of Cedar Key have placed recreational vehicles, trailers, and similar structures on their properties as temporary housing while their permanent residences are being repaired or rebuilt; and

WHEREAS, the City Commission finds it necessary and appropriate to establish a comprehensive permit program to implement Florida Statutes §166.0335, ensure compliance with statutory requirements, protect public health and safety, and provide oversight of temporary shelters within the City; and

WHEREAS, the City Commission finds that this ordinance is in the best interests of the health, safety, and welfare of the residents of Cedar Key;

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

SECTION 1: TITLE

This Ordinance shall be known and cited as the "City of Cedar Key Temporary Shelter Permit Ordinance."

36 **SECTION 2: DEFINITIONS**

37 For purposes of this Ordinance, the following terms shall have the meanings set forth below:

38 **A. "Building Official"** means the Building Official of the City of Cedar Key or his or her
39 designee.

40 **B. "Certificate of Occupancy"** means a document issued by the Building Official certifying
41 that a structure complies with applicable building codes and is suitable for occupancy.

42 **C. "City"** means the City of Cedar Key, Florida.

43 **D. "Code Enforcement Officer"** means any authorized agent or employee of the City whose
44 duty includes enforcement of City codes and ordinances.

45 **E. "Good Faith Effort to Rebuild"** means demonstrable actions taken by a property owner to
46 repair or reconstruct a damaged permanent residential structure, including but not limited to:
47 applying for a building permit, submitting plans or designs to the City, obtaining a construction
48 loan, hiring a licensed contractor, purchasing building materials, or other tangible evidence of
49 intent and progress toward rebuilding.

50 **F. "Governor's Emergency Declaration"** means a declaration of a state of emergency issued
51 by the Governor of Florida for a natural emergency as defined in Florida Statutes §252.34(8).

52 **G. "Natural Emergency"** means any natural event or occurrence which has resulted in a
53 condition that poses an immediate threat to public health, safety, or welfare, as defined in Florida
54 Statutes §252.34(8).

55 **H. "Permanent Residential Structure"** means a dwelling unit on a residential property that
56 serves or has served as the primary residence and is affixed to real property, including single-
57 family homes, mobile homes affixed to foundations, and manufactured homes.

58 **I. "Program Administrator"** means the Building Official or such other person designated by
59 the City Commission to administer the Temporary Shelter Permit Program.

60 **J. "Property Owner"** means the person or entity holding legal title to real property as shown in
61 the public records of Levy County, Florida.

62 **K. "Recreational Vehicle" or "RV"** means a vehicular-type unit primarily designed as
63 temporary living quarters for recreational, camping, travel, or seasonal use that either has its own
64 motive power or is mounted on or towed by another vehicle, including but not limited to travel
65 trailers, fifth-wheel trailers, park models, camping trailers, truck campers, and motor homes.

66 **L. "Residential Property"** means real property zoned or used for residential purposes,
67 including single-family residential, multi-family residential, or properties with residential
68 dwelling units.

69 **M. "Temporary Shelter"** means a recreational vehicle, trailer, mobile home not affixed to a
70 permanent foundation, or similar structure placed on a residential property for use as temporary
71 housing, as defined in Florida Statutes §166.0335(1).

72 **N. "Temporary Shelter Permit"** or "Permit"** means the permit issued pursuant to this
73 Ordinance authorizing the placement and occupancy of a Temporary Shelter on a Residential
74 Property.

75 **O. "Uninhabitable"** means that a permanent residential structure cannot be lawfully occupied
76 due to damage rendering it unsafe or unsuitable for human habitation, lacks essential utilities or
77 services, or otherwise fails to meet minimum housing code standards.

78 **SECTION 3: STATUTORY AUTHORITY AND APPLICABILITY**

79 **A. Statutory Authority.** This Ordinance is adopted pursuant to Florida Statutes §166.0335 and
80 the City's home rule authority under Article VIII, Section 2 of the Florida Constitution and
81 Florida Statutes Chapter 166.

82 **B. Applicability.** This Ordinance applies to all Temporary Shelters placed on Residential
83 Property within the corporate limits of the City of Cedar Key following a Governor's Emergency
84 Declaration for a Natural Emergency during which a Permanent Residential Structure was
85 damaged and rendered Uninhabitable.

86 **C. Compliance with State Law.** This Ordinance shall be interpreted and applied consistent with
87 Florida Statutes §166.0335, and in the event of any conflict between this Ordinance and said
88 statute, the statute shall control.

89 **SECTION 4: TEMPORARY SHELTER PERMIT REQUIRED**

90 **A. Permit Requirement.** No person shall place, maintain, or occupy a Temporary Shelter on
91 any Residential Property within the City following a Governor's Emergency Declaration for a
92 Natural Emergency without first obtaining a Temporary Shelter Permit from the City in
93 accordance with this Ordinance.

94 **B. One Permit Per Property.** Only one (1) Temporary Shelter Permit shall be issued per
95 Residential Property. Multiple Temporary Shelters on a single Residential Property are
96 prohibited.

97 **C. Existing Temporary Shelters.** Any Temporary Shelter lawfully placed on Residential
98 Property following Hurricane Helene and existing at the time of adoption of this Ordinance shall
99 comply with the requirements of this Ordinance and obtain a Temporary Shelter Permit within
100 sixty (60) days of the effective date of this Ordinance, subject to the amnesty provisions set forth
101 in Section 11 herein.

102
103

104 **SECTION 5: ELIGIBILITY REQUIREMENTS**

105 A Temporary Shelter Permit may be issued only if all of the following requirements are met:

106 **A. Governor's Emergency Declaration.** The Governor has issued an Emergency Declaration
107 for a Natural Emergency.

108 **B. Property Damage.** A Permanent Residential Structure on the subject Residential Property
109 was damaged during the Natural Emergency for which the Governor issued the Emergency
110 Declaration.

111 **C. Uninhabitable Condition.** The damage to the Permanent Residential Structure has rendered
112 it Uninhabitable.

113 **D. Good Faith Effort to Rebuild.** The Property Owner or authorized resident makes a Good
114 Faith Effort to Rebuild or renovate the damaged Permanent Residential Structure, including but
115 not limited to applying for a building permit, submitting a plan or design to the City, obtaining a
116 construction loan, hiring a licensed contractor, or other demonstrable actions evidencing intent
117 and progress toward rebuilding.

118 **E. Utility Connections.** The Temporary Shelter is connected to water and electric utilities and
119 does not present a threat to health and human safety. The Temporary Shelter must be connected
120 to:

- 121 1. Municipal water supply or an approved private well system meeting Florida Department
122 of Health standards; and
- 123 2. Municipal sewer system or an approved septic system in compliance with applicable state
124 and local regulations; and
- 125 3. Electrical service meeting National Electrical Code standards and approved by the City's
126 electrical inspector.

127 **F. Primary Residence.** The Property Owner or authorized resident lives in the Temporary
128 Shelter as his or her primary residence. The Temporary Shelter shall not be used as a rental
129 property or vacation rental.

130 **G. Compliance with Other Regulations.** The Temporary Shelter complies with all other
131 applicable City ordinances, codes, and regulations, including but not limited to:

- 132 1. Floodplain management regulations;
- 133 2. Setback requirements as established by the Program Administrator;
- 134 3. Historic preservation regulations, where applicable;
- 135 4. Environmental protection regulations; and
- 136 5. Building, fire, and life safety codes, to the extent applicable to temporary structures.

137
138

139 **SECTION 6: APPLICATION PROCEDURES**

140 **A. Application Required.** Any Property Owner seeking to place a Temporary Shelter on
141 Residential Property, or seeking to retain an existing Temporary Shelter, shall submit a complete
142 Temporary Shelter Permit Application to the Program Administrator.

143 **B. Application Form.** Applications shall be made on forms provided by the City and shall
144 include, at minimum, the following information:

- 145 1. Property owner information (name, address, contact information);
- 146 2. Property address and parcel identification number;
- 147 3. Description of damage to Permanent Residential Structure and documentation of
148 Uninhabitable condition;
- 149 4. Date of Governor's Emergency Declaration;
- 150 5. Description of Temporary Shelter (type, make, model, year, VIN/serial number,
151 dimensions);
- 152 6. Proposed location of Temporary Shelter on the property;
- 153 7. Site plan showing location of Temporary Shelter, damaged structure, property
154 boundaries, and utility connections;
- 155 8. Evidence of Good Faith Effort to Rebuild;
- 156 9. Utility connection plan and documentation;
- 157 10. Certification of primary residence occupancy;
- 158 11. Acknowledgment of permit conditions and requirements;
- 159 12. Such other information as may be required by the Program Administrator.

160 **C. Required Documentation.** The following documents shall be submitted with the application:

- 161 1. Proof of property ownership (deed, tax record, or other acceptable evidence);
- 162 2. Photographs or other documentation showing damage to Permanent Residential
163 Structure;
- 164 3. Insurance claim documentation (if applicable);
- 165 4. Evidence of Good Faith Effort to Rebuild, which may include: a. Building permit
166 application; b. Architectural plans, engineering drawings, or construction plans; c.
167 Construction loan application or approval; d. Executed contract with licensed contractor;
168 e. Material purchase orders or receipts; f. Correspondence with architects, engineers, or
169 contractors; or g. Other tangible evidence of rebuilding efforts;
- 170 5. RV/trailer registration and proof of insurance;
- 171 6. Documentation of utility connections or utility connection plan;
- 172 7. Site plan showing proposed location of Temporary Shelter and compliance with setback
173 requirements;
- 174 8. Such other documents as may be required by the Program Administrator.

175 **D. Application Fee.** Each application shall be accompanied by an application fee as established
176 by resolution of the City Commission and set forth in Chapter 5 of the Laws of Cedar Key. The
177 application fee shall be non-refundable.

178 **E. Application Processing.**

- 179 1. Upon receipt of a complete application, the Program Administrator shall review the
180 application for compliance with the requirements of this Ordinance and Florida Statutes
181 §166.0335.
- 182 2. The Program Administrator shall complete the initial review within ten (10) business
183 days of receipt of a complete application.
- 184 3. If the application is incomplete, the Program Administrator shall notify the applicant in
185 writing of the deficiencies within ten (10) business days.
- 186 4. The applicant shall have thirty (30) days from the date of notification to submit the
187 missing information or correct deficiencies.

188 **F. Site Inspection.** Prior to issuance of a Temporary Shelter Permit, the Program Administrator
189 or designee shall conduct a site inspection to verify:

- 190 1. The Temporary Shelter location and compliance with setback requirements;
191 2. The Uninhabitable condition of the Permanent Residential Structure;
192 3. Proper utility connections;
193 4. Compliance with health and safety standards; and
194 5. Compliance with other applicable regulations.

195 **G. Issuance or Denial of Permit.**

- 196 1. The Program Administrator shall issue or deny the Temporary Shelter Permit within ten
197 (10) business days following completion of the site inspection and verification of
198 compliance with all requirements.
- 199 2. If the application is approved, the Program Administrator shall issue a Temporary Shelter
200 Permit stating the conditions of approval and the expiration date.
- 201 3. If the application is denied, the Program Administrator shall provide written notice to the
202 applicant stating the specific reasons for denial.

203 **SECTION 7: PERMIT CONDITIONS AND DURATION**

204 **A. Permit Duration.** A Temporary Shelter Permit shall be valid for a period of twelve (12)
205 months from the date of issuance, subject to the maximum duration provisions of subsection B
206 below.

207 **B. Maximum Duration.** Notwithstanding subsection A above, a Temporary Shelter Permit shall
208 expire upon the earlier of:

- 209 1. Thirty-six (36) months from the date of the Governor's Emergency Declaration for the
210 Natural Emergency during which the Permanent Residential Structure was damaged; or
- 211 2. Issuance of a Certificate of Occupancy for the repaired or reconstructed Permanent
212 Residential Structure on the property.

213 **C. Annual Renewal Required.** A Temporary Shelter Permit must be renewed annually until the
214 permit expires pursuant to subsection B above. The Property Owner shall submit a renewal
215 application and renewal fee at least thirty (30) days prior to the expiration date. Renewal
216 applications shall include:

- 217 1. Updated evidence of Good Faith Effort to Rebuild;
218 2. Progress report documenting rebuilding activities;
219 3. Verification of continued compliance with utility connection and safety requirements;
220 4. Certification of continued primary residence occupancy; and
221 5. Such other information as may be required by the Program Administrator.

222 **D. Renewal Fee.** Each renewal application shall be accompanied by a renewal fee as established
223 by resolution of the City Commission and set forth in Chapter 5 of the Laws of Cedar Key.

224 **E. Semi-Annual Progress Reports.** The Property Owner shall submit progress reports to the
225 Program Administrator every six (6) months documenting:

- 226 1. Current status of rebuilding efforts;
227 2. Building permit status updates;
228 3. Construction timeline and progress;
229 4. Contractor information and work performed;
230 5. Photographs showing rebuilding progress; and
231 6. Such other information as may be required by the Program Administrator.

232 **F. Conditions of Approval.** Each Temporary Shelter Permit shall be subject to the following
233 conditions:

- 234 1. The Temporary Shelter shall be occupied only by the Property Owner or authorized
235 resident as a primary residence;
236 2. The Property Owner shall maintain continuous Good Faith Efforts to Rebuild;
237 3. The Temporary Shelter shall maintain proper utility connections at all times;
238 4. The Property Owner shall comply with all applicable City codes and regulations;
239 5. The Property Owner shall allow City inspectors reasonable access to the property for
240 compliance monitoring;
241 6. The Property Owner shall evacuate the Temporary Shelter during hurricane warnings or
242 emergency evacuation orders;
243 7. The Property Owner acknowledges sole responsibility for securing or removing the
244 Temporary Shelter during severe weather events;
245 8. The City assumes no liability for damage to the Temporary Shelter;
246 9. The Property Owner shall comply with all floodplain management requirements,
247 including proper anchoring and elevation where required; and
248 10. Such other reasonable conditions as may be imposed by the Program Administrator to
249 ensure compliance with this Ordinance and applicable law.

250 **G. Permit Display.** The Temporary Shelter Permit or a copy thereof shall be displayed in a
251 conspicuous location within or on the Temporary Shelter at all times.

252 **SECTION 8: COMPLIANCE MONITORING AND INSPECTIONS**

253 **A. Inspection Authority.** The Program Administrator, Building Official, Code Enforcement
254 Officers, and other authorized City personnel shall have the authority to inspect Temporary
255 Shelters and Residential Properties to ensure compliance with this Ordinance and applicable law.

256 **B. Right of Entry.** Upon reasonable notice and during reasonable hours, Property Owners shall
257 allow City inspectors access to the property and Temporary Shelter for purposes of compliance
258 monitoring and inspection.

259 **C. Regular Inspections.** The Program Administrator may conduct periodic inspections of
260 permitted Temporary Shelters to verify:

- 261 1. Continued compliance with permit conditions;
262 2. Maintenance of proper utility connections;
263 3. Occupancy as primary residence;
264 4. Good Faith Efforts to Rebuild;
265 5. General health and safety conditions; and
266 6. Compliance with all applicable regulations.

267 **D. Complaint-Based Inspections.** Upon receipt of a complaint regarding a Temporary Shelter,
268 the Program Administrator shall investigate and may conduct an inspection of the property.

269 **E. Documentation.** All inspections shall be documented, and records shall be maintained by the
270 City.

271 **SECTION 9: PERMIT DENIAL, SUSPENSION, AND REVOCATION**

272 **A. Grounds for Denial.** The Program Administrator may deny a Temporary Shelter Permit
273 application for any of the following reasons:

- 274 1. Failure to meet eligibility requirements set forth in Section 5;
275 2. Incomplete or inaccurate application;
276 3. False statements or misrepresentation of material facts;
277 4. Failure to demonstrate Good Faith Effort to Rebuild;
278 5. Improper or unsafe utility connections;
279 6. Violation of applicable codes, ordinances, or regulations;
280 7. Creation of a public nuisance or threat to health, safety, or welfare; or
281 8. Other good cause.

282 **B. Grounds for Suspension or Revocation.** The Program Administrator may suspend or revoke
283 a Temporary Shelter Permit for any of the following reasons:

- 284 1. Violation of permit conditions;
285 2. Failure to maintain Good Faith Efforts to Rebuild;
286 3. Cessation of rebuilding efforts for six (6) consecutive months without good cause;

- 287 4. Improper or unsafe utility connections;
- 288 5. Use of Temporary Shelter for purposes other than primary residence (e.g., rental,
289 vacation rental);
- 290 6. Abandonment of Temporary Shelter or property;
- 291 7. Violation of applicable codes, ordinances, or regulations;
- 292 8. False statements or misrepresentation of material facts in application or reports;
- 293 9. Refusal to allow inspections;
- 294 10. Creation of a public nuisance or threat to health, safety, or welfare; or
- 295 11. Other good cause.

296 **C. Notice and Opportunity to Cure.**

- 297 1. Prior to denying, suspending, or revoking a permit, the Program Administrator shall
298 provide written notice to the Property Owner stating: a. The specific grounds for the
299 proposed action; b. The factual basis for the determination; c. Actions required to cure the
300 violation, if applicable; d. Time period for curing the violation (not less than 15 days
301 unless immediate action is required for health or safety); e. Opportunity to respond to the
302 proposed action; and f. Right to appeal.
- 303 2. If the Property Owner cures the violation within the time specified, the Program
304 Administrator may withdraw the proposed denial, suspension, or revocation.

305 **D. Summary Action for Emergency.** Notwithstanding subsection C above, the Program
306 Administrator may immediately suspend a permit without prior notice if the Temporary Shelter
307 presents an imminent threat to public health, safety, or welfare. Written notice of the suspension
308 and grounds therefor shall be provided to the Property Owner within 24 hours.

309 **E. Effect of Suspension or Revocation.** Upon suspension or revocation of a Temporary Shelter
310 Permit, the Property Owner shall:

- 311 1. Cease occupancy of the Temporary Shelter immediately if required by the notice;
- 312 2. Remove the Temporary Shelter from the property within the time specified in the notice
313 (not less than 30 days unless immediate removal is required for health or safety); or
- 314 3. Take such corrective action as may be specified in the notice.

315 **SECTION 10: AMNESTY AND TRANSITION PROVISIONS**

316 **A. Amnesty Period.** There shall be an amnesty period of sixty (60) days from the effective date
317 of this Ordinance during which:

- 318 1. No penalties or fines shall be imposed for failure to have a Temporary Shelter Permit;
- 319 2. Property Owners with existing Temporary Shelters shall have the opportunity to apply for
320 and obtain permits; and
- 321 3. The City shall provide education, outreach, and assistance to Property Owners regarding
322 the permit requirements and application process.

323 **B. Fee Waiver.** The City Commission may, by resolution, waive or reduce application fees for
324 applications submitted during a specified period following adoption of this Ordinance.

325 **C. Existing Temporary Shelters.** Property Owners with Temporary Shelters existing on the
326 effective date of this Ordinance shall:

- 327 1. Submit a Temporary Shelter Permit application within sixty (60) days of the effective
328 date; or
329 2. Remove the Temporary Shelter from the property within sixty (60) days of the effective
330 date.

331 **D. Progressive Enforcement.** Following expiration of the amnesty period, the City shall employ
332 progressive enforcement procedures as follows:

- 333 1. Days 61-75: Courtesy notice and offer of assistance;
334 2. Days 76-90: Official notice of violation with 30-day compliance deadline;
335 3. Days 91+: Code enforcement action and daily fines as provided in Section 12.

336 **E. Active Applicants.** No enforcement action shall be taken against any Property Owner who
337 has timely submitted a complete application and is actively working with the City to obtain a
338 permit.

339 **SECTION 11: VIOLATIONS AND PENALTIES**

340 **A. Violations.** It shall be unlawful and a violation of this Ordinance for any person to:

- 341 1. Place, maintain, or occupy a Temporary Shelter on Residential Property without a valid
342 Temporary Shelter Permit;
343 2. Violate any condition of a Temporary Shelter Permit;
344 3. Fail to remove a Temporary Shelter upon expiration, suspension, or revocation of a
345 permit;
346 4. Make false statements or misrepresentations in an application or report;
347 5. Refuse to allow inspections as required by this Ordinance; or
348 6. Otherwise violate any provision of this Ordinance.

349 **B. Civil Penalties.**

- 350 1. Any person who violates this Ordinance shall be subject to a civil penalty not to exceed
351 Five Hundred Dollars (\$500.00) per violation.
352 2. Each day a violation continues shall constitute a separate violation.
353 3. Civil penalties may be imposed through any Code Enforcement process available to the
354 City.

355 **C. Administrative Remedies.** In addition to civil and criminal penalties, the City may pursue
356 any of the following remedies:

- 357 1. Injunctive relief to compel compliance or removal of Temporary Shelter;
358 2. Abatement of violations as a public nuisance;
359 3. Lien against the property for unpaid fines, penalties, and abatement costs;
360 4. Any other remedy available at law or in equity.

361 **D. Recovery of Costs.** The City may recover all costs incurred in enforcing this Ordinance,
362 including but not limited to inspection costs, legal fees, and court costs.

363 SECTION 12: FEES

364 **A. Fee Schedule.** The City Commission shall, by resolution, establish fees for:

- 365 1. Temporary Shelter Permit application (\$50.00);
366 2. Annual permit renewal (\$25.00);
367 3. Permit amendments or modifications;
368 4. Appeal processing, if any; and
369 5. Such other fees as may be necessary to administer this Ordinance.

370 **B. Fee Adoption.** The fee schedule shall be set forth in Chapter 5 of the Laws of Cedar Key.

371 **C. Fee Waiver Authority.** The City Commission may, by resolution, waive or reduce fees for
372 applications submitted during a specified period or for demonstrated financial hardship.

373 SECTION 13: ADMINISTRATION

374 **A. Program Administrator.** The Building / Planning and Development Administrator is hereby
375 designated as the Program Administrator responsible for implementing and administering this
376 Ordinance. The City Commission may designate another person to serve as Program
377 Administrator by resolution.

378 **B. Rules and Procedures.** The Program Administrator may adopt such administrative rules,
379 procedures, and forms as may be necessary to implement this Ordinance, subject to approval by
380 the City Commission.

381 **C. Interdepartmental Coordination.** The Program Administrator shall coordinate with the
382 Building Department, Planning Department, Code Enforcement, Public Works, and other City
383 departments as necessary to administer this Ordinance.

384 **D. Records.** The Program Administrator shall maintain records of all applications, permits
385 issued, inspections conducted, violations, and enforcement actions taken pursuant to this
386 Ordinance.

387 **E. Annual Report.** The Program Administrator shall provide an annual report to the City
388 Commission summarizing the administration of the Temporary Shelter Permit Program,
389 including number of permits issued, compliance rates, and any recommendations for
390 amendments to this Ordinance.

391 **SECTION 14: RELATIONSHIP TO OTHER ORDINANCES**

392 **A. Minimum Standards.** This Ordinance establishes minimum standards for Temporary
393 Shelters placed following natural emergencies. Compliance with this Ordinance does not exempt
394 Property Owners from compliance with other applicable City ordinances, codes, and regulations.

395 **B. Existing Ordinances.** This Ordinance supplements and does not replace existing City
396 ordinances regarding:

- 397 1. Sewer hookup requirements (Section 2.00.00, Chapter 2, Laws of Cedar Key);
398 2. Solid waste collection (Article II, Chapter 2, Laws of Cedar Key);
399 3. Building codes;
400 4. Floodplain management;
401 5. Historic preservation;
402 6. Zoning and land development; and
403 7. Other applicable regulations.

404 **C. Conflict.** In the event of any conflict between this Ordinance and other City ordinances
405 regarding Temporary Shelters placed following natural emergencies, this Ordinance shall control
406 to the extent authorized by Florida Statutes §166.0335.

407 **SECTION 15: SEVERABILITY**

408 If any section, subsection, sentence, clause, phrase, or portion of this Ordinance is for any reason
409 held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be
410 deemed a separate, distinct, and independent provision, and such holding shall not affect the
411 validity of the remaining portions of this Ordinance.

412 **SECTION 16: INCLUSION IN CODE**

413 The provisions of this Ordinance shall be codified in Chapter 2, Article II (Health, Safety &
414 Welfare) of the Laws of Cedar Key as a new Part 2.23.00, Temporary Shelters Following Natural
415 Emergencies.

416 **SECTION 17: EFFECTIVE DATE**

417 This Ordinance shall take effect immediately upon adoption by the City Commission of the City
418 of Cedar Key.

419 **PASSED AND ADOPTED** this _____ day of _____, 2026, by the City
420 Commission of the City of Cedar Key, Florida.

421 **ATTEST:**

CITY OF CEDAR KEY, FLORIDA

422 _____
423 City Clerk

by: _____
Jeffrey G. Webb, Mayor

424 **APPROVED AS TO FORM AND LEGALITY:**

425 _____

426 City Attorney

427 _____

428 **FIRST READING:** _____, 2026

429 **SECOND READING:** _____, 2026

430 **EFFECTIVE DATE:** _____, 2026

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

Submitted By: Jeff Webb

Meeting Date: 1/20/2026

Subject: Evaluation of CPTA RFQ Responses

Discussion: Discuss results of RFQ for the Community Planning and Technical Assistance (CPTA) grant

Fiscal Impact: Grant is 100% funded by Florida Commerce. No fiscal impact to the City of Cedar Key

Attachments: Draft Statement of Work from FL Commerce, City released Request for Qualification (RFQ-2025-003-0-2025/CH), Scoring Sheet, and Links to Submitted Responses

Possible Commission Action: Select the Engineering Company to conduct the Planning Study

Community Planning and Technical Assistance (CPTA) Grant
Cedar Key SOW (draft)

Project Description: Grantee shall prepare a Marina Resiliency and Shoreline Protection Plan for the City of Cedar Key including a Baseline Site Conditions report, a Stakeholder Engagement and Marina Use Report, a Shoreline and Wave Energy Attenuation Alternatives Analysis report, and a Feasibility and Implementation Assessment. Grantee shall engage with relevant stakeholders to receive input regarding the grant project.

3.A. Deliverable 1. Baseline Site Conditions Report; Stakeholder Engagement and Marina Use Report; Subcontract or Notice

Grantee shall:

1. Prepare a written “Baseline Site Conditions” report that documents existing marina structures, bulkheads, and shoreline conditions within the study area. The following information shall be included: (1) dredge depth loss; (2) structural damage history; (3) surge entry points; (4) design history and elevation difference in critical marina areas; and (5) any other information deemed appropriate by the grantee. The Baseline Site Conditions report shall include a written narrative including items 1 through 5 above with supplemental map(s) of suitable scale.
2. Conduct interviews with stakeholders to identify the following: (1) current stakeholder use of marina; (2); challenges faced by stakeholders; (3) stakeholder priorities; and (4) any other information deemed appropriate by the grantee. Grantee shall engage the following stakeholders: (1) marina operators; (2) local businesses; (3) recreational and commercial boaters; (4) City of Cedar Key department staff; and (5) any other stakeholders deemed appropriate by the grantee. Grantee shall prepare a written “Stakeholder Engagement and Marina Use Report” to document the stakeholder interviews, summarize findings, and provide recommendations based on stakeholder input.
3. If Grantee enters into a subcontract or an amendment to an existing subcontract for work to be performed under this Agreement, provide a copy of the subcontract or amendment to FloridaCommerce or notify FloridaCommerce in writing by email or other document that Grantee has not entered into such a subcontract or amendment as of the Deliverable Due Date for this Deliverable 1.

3.B. Deliverable 2. Shoreline and Wave Energy Attenuation Alternatives Analysis; Marina Modernization and Use Enhancement Scenarios; Subcontract or Notice

Grantee shall:

1. Prepare a “Shoreline and Wave Energy Attenuation Alternatives Analysis” report that analyzes at least three engineering concepts to reduce wave impact and high velocity tidal surge impacts to the shoreline of the study area with emphasis placed on the protection of the inner marina. Engineering concepts analyzed shall include at least one of the following: (1) jetty systems; (2) hybrid breakwaters; (3) natural berms; (4) shoreline reconfiguration; (5) dredging for navigation; and (6) any other engineering concept deemed appropriate by the Grantee. The written narrative shall include surge

modeling and recommendations based on the alternative engineering concepts to protect the inner marina identified in the report.

2. Prepare a “Marina Modernization and Use Enhancement Scenarios” report that analyzes at least two resilience improvement scenarios aimed at the following: (1) enhancing recreational and commercial boater access; (2) elevating boardwalks; (3) reclaimed land design concepts; or (4) any other improvement scenario deemed appropriate by the grantee to enhance the use of the marina. The report shall include a written narrative that summarizes each scenario, integrates recovery-responsive infrastructure features, and provides recommendations for each proposed marina modernization and use enhancement scenario identified within the report.
3. If Grantee enters into a subcontract or an amendment to an existing subcontract for work to be performed under this Agreement, provide a copy of the subcontract or amendment to FloridaCommerce or notify FloridaCommerce in writing by email or other document that Grantee has not entered into such a subcontract or amendment as of the Deliverable Due Date for this Deliverable 2.

3.C. Deliverable 3. Feasibility and Implementation Assessment; Final Marina Resiliency and Shoreline Protection Plan; Presentation to the City Commission; Subcontract or Notice

Grantee shall:

1. Prepare a written “Feasibility and Implementation Assessment” report outlining potential projects for the Marina Resiliency and Shoreline Protection Plan. Grantee shall include the following information in the Feasibility and Implementation Assessment Report: (1) estimated cost of each project; (2) funding programs and funding sources; (3) phasing and permitting needs; (4) implementation actions; and (5) any other information deemed appropriate by the Grantee.
2. Prepare a final Marina Resiliency and Shoreline Protection Plan that includes the following information: (1) results of the Baseline Site Conditions report (conducted under Section 3.A.1 of this Scope of Work); (2) results of the Stakeholder Engagement and Marina Use Report documenting stakeholder input (conducted under Section 3.A.2 of this Scope of Work); (3) results of the Shoreline and Wave Energy Attenuation Alternatives Analysis report (conducted under Section 3.B.1 of this Scope of Work); (4) results of the Marina Modernization and Use Enhancement Scenarios report (conducted under Section 3.B.2 of this Scope of Work); (5) results of the Feasibility and Implementation Assessment (conducted under Section 3.C.1 of this Scope of Work); and (6) any other information deemed appropriate by the Grantee. The final Marina Resiliency and Shoreline Protection Plan shall be supplemented with relevant map(s) of suitable scale, figures, tables, and any other graphical information deemed appropriate by the Grantee.
3. Conduct an advertised public meeting to present the final Marina Resiliency and Shoreline Protection Plan to the City of Cedar Key residents and City Commission for feedback. Grantee shall prepare a public meeting notice, meeting agenda, and any Grantee presentation materials. Grantee shall prepare a written narrative summary of the public meeting and feedback received from the attendees.

4. If Grantee enters into a subcontract or an amendment to an existing subcontract for work to be performed under this Agreement, provide a copy of the subcontract or amendment to FloridaCommerce or notify FloridaCommerce in writing by email or other document that Grantee has not entered into such a subcontract or amendment as of the Deliverable Due Date for this Deliverable 3.

- 1. FLORIDACOMMERCE RESPONSIBILITIES:** FloridaCommerce shall receive and review the Deliverables and, upon FloridaCommerce's acceptance of the Deliverables and receipt of Grantee's pertinent invoices in compliance with the invoice procedures of Section K of this Agreement and of Section 10 of this Scope of Work, FloridaCommerce shall process payment to Grantee in accordance with the terms and conditions of this Agreement.
- 2. DELIVERABLES:** The specific deliverables, tasks, minimum levels of service, due dates, and payment amounts are set forth in the following table:

Deliverables and Tasks	Minimum Level of Service	Payment Amount Not to Exceed	Financial Consequences
<p>Deliverable 1. Baseline Site Conditions Report; Stakeholder Engagement and Mariana Use Report; Subcontract or Notice.</p> <p>Grantee shall, in accordance with Section 3.A. of this Scope of Work: (1) prepare a written Baseline Site Conditions report; (2) prepare a written Stakeholder Engagement and Mariana Use report; and (3) provide a copy of a subcontract, amendment to a subcontract, or notice.</p> <p>Deliverable due date: February 20, 2026</p>	<p>Completion of Deliverable 1 as evidenced by submission of all of the following:</p> <ol style="list-style-type: none">1. Baseline Site Conditions report.2. Stakeholder Engagement and Mariana Use Report3. Copy of a subcontract or amendment to a subcontract entered into by the Grantee, if any, or an email or other document notifying FloridaCommerce that no such subcontract or amendment was entered into as of the Deliverable Due Date for this Deliverable 1. <p>Grantee shall submit copies of all required documentation identified above on paper or electronically in MS Word or PDF format. If maps are required, they shall be provided on a compact disc in PDF format</p>	\$25,000	As provided in Section 12 of this Scope of Work, below.

	with ArcGIS 3.10.1 compatible shapefiles if they are available.		
Deliverable 2. Shoreline and Wave Energy Attenuation Alternatives Analysis; Marina Modernization and Use Enhancement Scenarios; Subcontract or Notice. Grantee shall, in accordance with Section 3.B. of this Scope of Work: (1) prepare a Shoreline and Wave Energy Attenuation Alternatives Analysis report; (2) prepare a Marina Modernization and Use Enhancement Scenarios report; and (3) provide a copy of a subcontract, amendment to a subcontract, or notice. Deliverable due date: April 17, 2026	<p>Completion of Deliverable 2 as evidenced by submission of all of the following:</p> <ol style="list-style-type: none"> 1. Shoreline and Wave Energy Attenuation Alternatives Analysis report 2. Marina Modernization and Use Enhancement Scenarios report 3. Copy of a subcontract or amendment to a subcontract entered into by the Grantee, if any, or an email or other document notifying FloridaCommerce that no such subcontract or amendment was entered into as of the Deliverable Due Date for this Deliverable 2. <p>Grantee shall submit copies of all required documentation identified above on paper or electronically in MS Word or PDF format. If maps are required, they shall be provided on a compact disc in PDF format with ArcGIS 10.3.1 compatible shapefiles if they are available.</p>	\$25,000	As provided in Section 12 of this Scope of Work, below.

<p>Deliverable 3. Feasibility and Implementation Assessment; Final Marina Resiliency and Shoreline Protection Plan; Presentation to the City Commission; Subcontract or Notice.</p> <p>Grantee shall, in accordance with Section 3.C. of this Scope of Work: (1) prepare a Feasibility and Implementation Assessment report; (2) prepare a Final Marina Resiliency and Shoreline Protection Plan; (3) conduct a public meeting and prepare meeting notice, agenda and any Grantee presentation materials; and (4) provide a copy of a subcontract, amendment to a subcontract, or notice.</p> <p>Deliverable due date: June 5, 2026</p>	<p>Completion of Deliverable 3 as evidenced by submission of all of the following:</p> <ol style="list-style-type: none"> 1. Feasibility and Implementation Assessment 2. Final Marina Resiliency and Shoreline Protection Plan 3. Copy of public meeting notice, agenda and any Grantee presentation materials. Written narrative summary of meeting and stakeholder feedback. 4. Copy of a subcontract or amendment to a subcontract entered into by the Grantee, if any, or an email or other document notifying FloridaCommerce that no such subcontract or amendment was entered into as of the Deliverable Due Date for this Deliverable 3. <p>Grantee shall submit copies of all required documentation identified above on paper or electronically in MS Word or PDF format. If maps are required, they shall be provided on a compact disc in PDF format with ArcGIS 3.10.1 compatible shapefiles if they are available.</p>	\$25,000	As provided in Section 12 of this Scope of Work, below.
Total Amount Not to Exceed \$75,000			

CITY OF CEDAR KEY
REQUEST FOR QUALIFICATIONS-PLANNING AND TECHNICAL ASSISTANCE

**THE CITY OF CEDAR KEY, FLORIDA IS REQUESTING QUALIFICATIONS FOR
SERVICES RELATING TO A MARINA RESILIENCY AND
SHORELINE PROTECTION PLANNING PROJECT**

The City of Cedar Key, Florida hereby requests qualifications from individuals or firms to provide planning and technical assistance services. Contracting will follow the City's Purchasing Policy.

Scope of Work:

TASK I: Report, Compile and Consolidate: Existing Infrastructure Conditions, Site Survey Reviews, Stakeholder Interviews and Inner Marina Use Study

TASK II: Alternatives Analysis & Prioritization: Inner Marina, Shoreline Protection and Wave Energy Attenuation

TASK III: Inner Marina Modernization and Use Enhancement Scenarios (pictures/renderings): Feasibility Study

TASK IV: Dock Street Economic Resiliency Roadmap: Identify existing and potential funding, potential barriers or obstacles, Environmental permitting, and provide Cost Analysis

TASK V: Draft and Final Strategic Plan: Resolution adoption by City Commission Engineering Services will include needs and feasibility investigation, surveying, testing, design, cost estimating, and permitting.

The evaluation criteria that will be utilized in the selection of the firm are as follows:

1. Knowledge of State Regulations governing Marina and Shoreline projects	15 pts.
2. Experience with Florida Commerce Planning Funded Projects;	20 pts.
3. Experience with Designing Marina and Shoreline Projects;	20 pts.
4. Management and Staffing	15 pts.
5. Approach to Task	20 pts.
6. Reference Letters Provided for Similar Projects from Other Local Governments	10 pts.
Total	100 pts.

Fees will be negotiated after ranking is completed utilizing the Florida Consultant's Competitive Negotiation Act. Grant funding for these services is \$71,250.00.

Qualifications must be received by 4:00 p.m. on January 12, 2026 at City Hall, 809 6th Street, Cedar Key, Florida 32625. Email submissions to imccain@cedarkeyfl.us, copy to lroberts@cedarkeyfl.us, will be accepted in lieu of written submissions.

The City reserves the right to reject any and all proposals, to waive any informalities or irregularities in the proposal process and to award the contract(s) in the best interest of the City. Proposers shall obtain no legal rights until such time as a contract is awarded and executed. Contract(s) shall be subject to grant/loan award and release of funds by the funding agency.

**CITY OF CEDAR KEY
REQUEST FOR QUALIFICATIONS - SCORE SHEET**

Company Name: _____

	Possible Points	Score
Knowledge of State Regulations governing Marina and Shoreline projects	15 pts.	
Experience with Florida Commerce Planning Funded Projects	20 pts.	
Experience with Designing Marina and Shoreline Projects	20 pts.	
Management and Staffing	15 pts.	
Approach to Task	20 pts.	
Reference Letters Provided for Similar Projects from Other Local Governments	10 pts.	
TOTAL	100 pts	

Company Name: _____

	Possible Points	Score
Knowledge of State Regulations governing Marina and Shoreline projects	15 pts.	
Experience with Florida Commerce Planning Funded Projects	20 pts.	
Experience with Designing Marina and Shoreline Projects	20 pts.	
Management and Staffing	15 pts.	
Approach to Task	20 pts.	
Reference Letters Provided for Similar Projects from Other Local Governments	10 pts.	
TOTAL	100 pts	

Company Name: _____

	Possible Points	Score
Knowledge of State Regulations governing Marina and Shoreline projects	15 pts.	
Experience with Florida Commerce Planning Funded Projects	20 pts.	
Experience with Designing Marina and Shoreline Projects	20 pts.	
Management and Staffing	15 pts.	
Approach to Task	20 pts.	
Reference Letters Provided for Similar Projects from Other Local Governments	10 pts.	
TOTAL	100 pts	

Links to the RFQ Response Submissions:
(Copy link and paste into your browser)

APTIM:

https://cityofcedarkey-my.sharepoint.com/:b/g/personal/jwebb_cedarkeyfl_us/IQDPNxzX02d6QZMYVPlclFm9AVuZRmKuMcQx_AnUbiO7pyc

Kimley-Horn:

https://cityofcedarkey-my.sharepoint.com/:b/g/personal/jwebb_cedarkeyfl_us/IQAjRA5wJvqiR4pK97tmvisiATplwlq4onVeQXjuOD4LDWc

Savinacious:

https://cityofcedarkey-my.sharepoint.com/:b/g/personal/jwebb_cedarkeyfl_us/IQD2FFC7Rek8Q4Y2tuiq8IJPAU-kuVHTfjRShwv_OjZo_ql

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

Submitted By: Staff

Meeting Date: 1/20/2026

Subject: Candidate to Fill vacant City Clerk Position

Discussion: City Clerk position is vacant. Newly vacant position was advertised on Jan7, 2026. 4 applicants have been received. 1 applicant (Brooke Smith) was selected for final interviews with City Staff and Commissioners.

Fiscal Impact: Salary subject to final negotiation

Attachments: Brooke Smith (Cover Letter and Resume)

Possible Commission Action: Make a decision about filling the vacant City Clerk Position with Brooke Smith



Outlook

City Clerk-State of Interest and Application

From Brooke Smith <brooke.becksmith@gmail.com>

Date Thu 1/8/2026 3:26 PM

To Jeff Webb <jwebb@cedarkeyfl.us>

1 attachment (212 KB)

Brooke - Resume 12-2025 (1).pdf;

Statement of Interest – City Clerk, City of Cedar Key

I am writing to express my strong interest in the City Clerk position with the City of Cedar Key. With extensive experience in Florida local government, senior-level administration, grants and financial oversight, records management, legislative compliance, and public-facing governance, I bring a comprehensive and mission-driven approach that aligns seamlessly with the responsibilities and expectations of this role.

Throughout my career, I have served in high-level governmental positions requiring strict adherence to Florida Statutes, Sunshine Law, Public Records Law, procurement standards, and financial accountability. Most recently, I served as the Grants–Legislative Liaison for the Levy County Board of County Commissioners, where I functioned as a senior management partner responsible for coordinating with elected officials, department directors, legal counsel, auditors, state and federal agencies, and the public. This role demanded precision, discretion, and a deep understanding of municipal operations—skills that directly translate to the City Clerk position.

I possess demonstrated expertise in records management and public records compliance, including indexing, retention schedules, archival coordination, and timely response to public records requests. I have worked extensively with agenda preparation, meeting packets, legal advertising, minutes, resolutions, ordinances, and intergovernmental reporting, ensuring transparency and procedural integrity at every step. My experience supporting Boards and Commissions has required consistent attendance at public meetings, accurate documentation of official actions, and maintenance of permanent municipal records.

Equally important, I bring strong financial and administrative acumen. I have overseen grant and departmental budgets, coordinated with auditors, monitored expenditures, facilitated procurement and bid processes, and supported transitions to new budgeting and financial software systems. I understand the importance of internal controls, reconciliation, payroll coordination, audit readiness, and fiscal reporting to elected officials—particularly in a small coastal municipality where stewardship and accountability are essential.

While I may not currently hold certain licenses or certifications listed in the position requirements—including Certified Municipal Clerk, Master Municipal Clerk, Florida Association of City Clerks designation, or State of Florida Notary Public—I am fully committed to pursuing and obtaining each

credential upon employment. I bring a demonstrated history of professional growth and lifelong learning, and I currently hold a Specialist degree in Leadership, which strengthens my ability to guide complex organizations, support elected officials, and manage multifaceted municipal responsibilities with integrity and foresight.

I am deeply experienced in community engagement and customer service, serving as a liaison between residents, elected officials, staff, and external partners. I approach public service with professionalism, patience, and follow-through, ensuring residents feel heard and informed while maintaining compliance with governing laws and policies. My communication style is clear, respectful, and solution-oriented—qualities that are critical for a City Clerk who serves as the public face of municipal operations.

What sets me apart as a candidate is my ability to operate confidently at the intersection of law, finance, governance, and public trust while also embracing modernization. I have led efforts to improve electronic records, web-based systems, reporting workflows, and internal processes to enhance efficiency and transparency. I am committed to continuous professional development and to supporting the growth and training of staff in areas such as Sunshine Law, ethics, public records, and best practices in municipal administration.

Cedar Key's rich history, coastal character, and ongoing resilience efforts require a City Clerk who understands the unique balance between preservation, transparency, and forward-looking governance. As a small coastal community facing environmental, economic, and regulatory challenges, Cedar Key also stands at a moment of significant opportunity, with strong potential to build upon recent recovery efforts and position itself for long-term sustainability. Now is the time to capitalize on that momentum through sound governance, accurate recordkeeping, and strategic administrative leadership. I am deeply committed to supporting a community that honors its past while responsibly planning for its future, and I would approach this role with respect for Cedar Key's heritage, responsiveness to its residents, and diligence in safeguarding the City's records, finances, and public processes.

Thank you for your consideration.





CONTACT

Phone: 352-507-3091 cell

E-Mail: brooke.becksmith@gmail.com

Website: www.creativecatalystconsulting.com

Address: 9151 NW 40th Street, Chiefland, FL
32626

EDUCATION

American College of Education

Doctoral Candidate-Leadership
Specialist of Leadership
Masters of Literacy

University of South Florida

Bachelor of Science in Leadership,
Public Health, & Education

SKILLS

- Executive Leadership & Strategic Advising
- Grant Strategy & Portfolio Management
- Legislative & Intergovernmental Affairs
- Strategic Marketing, Promotion & Public Communications
- Educational Consulting & Program Development
- Regulatory Compliance & Risk Management
- Budget, Procurement & Financial Oversight
- Cross-Departmental Collaboration & Capacity Building

BROOKE SMITH

M.A., ED. S/D

Grants Management, Educational Consultant, Government Policy, Marketing, & Strategic Analyst

ABOUT ME

Grant strategist and public-sector leader with a strong record of securing and managing multi-million-dollar funding. Brings proven leadership experience in strategic marketing, promotion, and stakeholder communications to elevate initiatives, build public support, and strengthen funding competitiveness. Recognized for ethical stewardship, strategic alignment, and collaborative leadership that delivers lasting impact.

WORK EXPERIENCE

Grants-Legislative Liaison

Levy County Board of County Commissioners

Provided executive-level leadership for countywide grants and legislative strategy, securing and overseeing multimillion-dollar funding portfolios. Served as a trusted advisor to elected officials and senior staff, aligning funding, policy, and departmental priorities while ensuring full compliance, transparency, and measurable community impact in a rural county environment.

Creative Catalyst Consulting

CEO

Founder and CEO of a woman-owned rural consulting firm providing executive-level grant strategy, legislative alignment, educational consulting, and strategic marketing and promotion. Delivers end-to-end advisory services that strengthen funding competitiveness, elevate public engagement, and ensure compliant, high-impact outcomes for public and nonprofit clients.

Educational Consulting & Instructing

Multiple Districts – Levy, Pinellas, Hillsborough, Gilchrist, & Columbia Counties

Educational consultant and experienced educator specializing in program design, instructional improvement, and learner-centered strategies that drive measurable academic growth. Provides consultation, curriculum support, and targeted instruction to support diverse learners, strengthen institutional capacity, and translate research-based practices into effective, real-world educational outcomes.

REFERENCES

Michelle Crawford

The Learning Curve

Phone: 352-258-2700

Email: michellewalker.crawford@gmail.com

Connie Conley

Community Services Director

Phone: 352-614-2892

Email: conley-connie@levycounty.org

Discussion Items

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

Submitted By: Nancy Baldwin

Meeting Date: 1/20/2026

Subject: Cedar Key Farmers Market

Discussion: Move market to the park for better access for townspeople. We ask that you waive the fees because the vendors are not charged to participate in the market. Farmers market is held every first and third Saturday of each month from 8:00-1:00

Fiscal Impact: Loss of permit fees of the use of the park

Attachments:

Possible Commission Action: Discuss use of the city park for the farmers market and the waiving of fees by the city to better serve the people of Cedar Key

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

Submitted By: Jeff Webb

Meeting Date: 1/20/2026

Subject: Option for Financial Accounting Services for the City of Cedar Key

Discussion: Jame Moore has presented the city with a proposal for ongoing and enhanced financial services

Fiscal Impact: See attached cost comparison

Attachments: Cost Comparison, Draft Memorandum of Understanding (MOU)

Possible Commission Action: For discussion and potential future decision.

City of Cedar Key
MFSS Basic vs. Current Comparison

Past Work Performed (Invoice #) - Included in MFSS Scope	Fee
EDR Annual Report (842409)	1,387
FY25 budget amendments and review (840935)	3,240
Audit preparation services (824846/822841 - updated for FY25 fee)	17,600
ADP-->Quickbooks Payroll Assistance (816705)	1,500
Total Annual Cost - Existing (Part I and Part II)	<u>23,727</u>

Notable Additional Work Inclusive in MFSS Scope

Preparation of Monthly Bank Reconciliations	
Maintenance/Preparation of Capital Asset Listing/Depreciation Schedules	
Preparation of LOGERx Annual Financial Report (AFR)	
Preparation of FHWA-536 Report	
Preparation of Public Depositor Annual Reports	
Basic Review of City-Prepared Budget and TRIM Assistance	
Total Incremental Annual Cost	<u>15,873</u>
MFSS Annual Cost	<u>39,600</u>

Informational: Past Services Not in MFSS Scope

DOGE Assistance (836755) - Not Included in MFSS Basic Model	500
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Informational: Pending One-Time Activities*

Standalone - QuickBooks Desktop to QuickBooks Online conversion	2,500
Standalone - Payroll Mapping Assistance	1,500

*Both Items Included in 3-Month Onboarding Fee for MFSS



January 15, 2026

To the Honorable Mayor and City Commission,
City of Cedar Key, Florida:

This letter is to confirm our understanding of the terms and objectives of our engagement and the nature and limitations of the accounting, budget, and financial consulting services we will provide to the City of Cedar Key, Florida (the City).

Scope and Cost of Services

We anticipate commencing our accounting, budget, and financial consulting services as of February 1, 2026.

Please see the attached Exhibit A for the proposed fee schedule and Exhibit B for the summary scope of services, based on the items checked under the “JMCo” column. To establish the most detailed understanding possible that is clear for both parties, we have worked to summarize the proposed services while listing which functions would be performed by the City, JMCo, and/or in some cases, the City’s external auditor or other third parties.

For as long as the City opts to utilize our discounted direct billing for an approved accounting system, we will also bill the town for the reimbursement of such licensing fees.

We will invoice for our core services on a monthly basis in equal installments. Any additional fees for services not outlined in this letter shall only be billed upon mutual agreement as to the scope/nature of services to be provided and determination of an agreed-upon fee. Any annual adjustments to our monthly fees as provided for in Exhibit A shall be communicated and ratified as part of the City’s annual budget process.

Zach Chalifour and Brendan McKitrick are the service leaders for the services specified in this letter. Their responsibilities include supervising all services performed as part of this engagement and, should any formal compilation or preparation reports be required, signing or authorizing another qualified firm representative to sign the accountants’ report.

Required Software

To maximize our ability to provide you with the highest level of service, our ability to provide these services at the quoted cost is dependent upon your utilization of an “approved” accounting system for which our team has extensive training and familiarity. Our current list of approved accounting systems for our government clients includes:

- QuickBooks Online
- Aclarian Cloud-Based ERP

As outlined in Exhibit B, you are responsible for all payroll processing and all related activity (payroll tax returns, withholding and retirement remittances, etc.). Due to the complexity of payroll tax law and frequency of changes, we do not require, but strongly recommend the utilization of a professional third-party payroll processing company. Any assistance required of us relative to payroll processing, tax, and related issues is not covered as part of this engagement.

Management Responsibilities

We will not assume management responsibilities or make management decisions for you. However, we may provide advice, research materials, and recommendations to assist you in performing your functions and making decisions. You must agree to perform the following functions in connection with our engagement:

- Make all management decisions and perform all management responsibilities;
- Designate an individual who possesses suitable skill, knowledge, and/or experience, preferably within senior management, to oversee the services;
- Evaluate the adequacy and results of the services performed;
- Accept responsibility for the results of the services; and
- Establish and maintain internal controls, including monitoring ongoing activities.

You agree to review all bank statements for improprieties or fraudulent activity as part of your own review of ongoing financial activity in addition to our responsibility to prepare bank reconciliations. Management is responsible for preventing and detecting fraud.

Other Engagement Terms

This engagement may be terminated by either party at any time for any reason, subject to a transition period. Upon the date of notice of intent to terminate this agreement, the effective termination date shall be at least three (3) months following the notice of intent to terminate the agreement, unless another date is mutually agreed upon by both parties.

The Agreement can be terminated for cause due to a breach that is not corrected to the satisfaction of the non-breaching party. The non-breaching party shall provide written notice to the breaching party outlining all breaches. The breaching party shall have at least forty-five calendar days from the date notice is delivered to remedy the breach to the reasonable satisfaction of the non-breaching party. If the breaches are not corrected, the non-breaching party can terminate by written notice.

During the term of this agreement and for a period of one (1) year thereafter, neither party will solicit the employment of any employee from the other party. Should either party hire an employee who is currently employed or has been employed in the past six (6) months by the other party, a fee equal to 25% of the new employee's starting salary shall be paid to the other party.

As part of this engagement, we will share any observations and recommendations that we observe related to the City's processes and internal controls. However, the development, maintenance, or assessment of internal controls sufficient to protect the City from the risk of loss and/or failure of internal controls, whether due to fraud or error, is not part of this engagement. We will also share any observations noted with regard to unusual or potentially fraudulent activity. However, our engagement cannot be relied upon to identify or disclose errors, fraud, or any wrongdoing within the entity or noncompliance with laws and regulations.

Our work in connection with this engagement is not intended to result in the preparation of financial statements for the City as defined by Statements on Standards for Accounting and Review Services issued by the American Institute of Certified Public Accountants. Such an engagement, as defined by professional standards, has as its objective to prepare financial statements pursuant to a specified financial reporting framework. By your signature below, you understand that the preparation of financial statements as defined above is outside the scope of this engagement. Should you require periodic interim financial statements, we would be pleased to discuss with you the requested level of service. Such engagement would be considered separate and not deemed to be part of the services described in this engagement letter.

You agree to release, indemnify, defend, and hold us harmless from any liability or costs, including attorney's fees, resulting from management's knowing misrepresentations to us.

Public Records

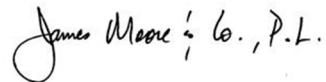
It is our policy to provide copies of public records upon the completion of our work. Additionally, any records provided by the City are considered to be copies of public records already in your possession. However, to the extent we are in possession of any public records, in accordance with Florida Statute §119.0701, we shall keep and maintain public records required by the City in performance of services pursuant to the contract. Upon request from the City's custodian of public records, we shall provide the City with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided pursuant to Florida Statute Chapter 119 or as otherwise provided by law. We shall ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the contract if we do not transfer the records to the City. We shall, upon completion of the engagement, transfer, at no cost, to the City all public records in our possession or keep and maintain public records required by the City to perform services pursuant to the engagement. If we transfer all public records to the City upon completion of the engagement, we shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If we keep and maintain public records upon completion of the engagement, we shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the City, upon request from the City's custodian of public records, in a format that is compatible with the information technology systems of the City. Notwithstanding the foregoing, nothing herein shall be interpreted to mean that we will host client data or otherwise take steps with regard to client's data that would violate applicable law or professional standards.

IF WE HAVE ANY QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO OUR DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS ENGAGEMENT, WE WILL CONTACT YOUR CUSTODIAN OF PUBLIC RECORDS.

Summary

We appreciate the opportunity to be of service to you and believe this letter accurately summarizes the significant terms of our proposal. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please return a signed copy to us.

Very truly yours,



JAMES MOORE & CO., P.L.

RESPONSE:

This letter correctly sets forth the understanding of the City of Cedar Key, Florida.

By _____

Title _____

Date _____

EXHIBIT A: FEE SCHEDULE

Core Municipal Finance Support Services

Based on the scope of our ongoing engagement and assistance to be provided on an annual basis, our fees for the initial period from the start of the engagement through the end of the fiscal year ended September 30, 2026, will be as follows:

Service	Billing Amount	Billing Frequency	Annual Cost
All Core Services Outlined in Exhibit B	\$3,300	Monthly	\$39,600
Start-Up/Setup Fee (3x Base Monthly Fee) **Includes Conversion to QuickBooks Online	\$9,900	At Execution of Agreement	One-time cost

Unless otherwise negotiated, for periods beyond the initial period outlined above, our annual fee for all core services shall be subject to an increase based on the greater of 3.0% or the most recent June Consumer Price Index (CPI; Series ID CUUR0300SA0; All Items in South; average for All Urban Customers), capped at a maximum increase of 7.0%.

Discounted Software Licensing

If applicable, software may be licensed through our direct partnerships with our approved software providers. While these discounted costs are subject to change at the discretion of the software providers, current estimated discounted rates are as follows:

Service	Billing Amount	Billing Frequency	Estimated Annual Cost
QuickBooks Online Licensing Fee	\$75-\$300	Monthly	\$900-\$3,600
Aclarian Cloud-Based ERP	\$500-\$2,000	Monthly	\$6,000-\$24,000

Additional Services and Travel

Should any additional services be required outside the base scope of the Agreement, they shall be mutually agreed upon prior to any services being rendered, as outlined in paragraph. While both parties may come to a different agreement, this schedule of fees is designed to serve as a basis for determining the estimated fees for additional services:

Hourly Fees	Partner / Director	Manager	Accountant
Base Fees – Additional Hourly Work	\$350	\$275	\$150

For any work or meetings requiring an on-site presence, mileage will be charged according to standard IRS rates and travel time will be billed at a reduced rate of 50% of the established hourly billing rates.

Known examples of hourly work not typically included in our base fees due to the unpredictable and variable nature of such items include, but are not limited to, the following:

- Grant application and management
- Debt issuance
- ERP system implementation and/or conversion
- All other items not explicitly included in our scope of services in Exhibit B

EXHIBIT B: SCOPE OF CORE SERVICES/RESPONSIBILITIES

Area	Task	JMCo	Client	Other
General	Availability for routine questions up to 15 minutes per topic (out of scope items to be identified and fees discussed in advance)	X		
General	Designated individual with completion of 8 hours of investment continuing education to achieve entity's compliance with Section 218.415, Florida Statutes	X		
General	Invitation to free training offered by James Moore team during summer Government CPE Series (8+ hours)	X		
General	Invitation to quarterly client roundtable discussions and training to address current issues and best practices.	X		
Accounting	Monthly bank/investment account reconciliations, including recording of monthly revenue/other activity (e.g. payroll, utility billing, revenue, bank fees, etc.)	X		
Accounting	Monthly or other periodic balance sheet account reconciliations (non-cash)	X		
Accounting	Year-end closing/cash to accrual adjustments	X		
Accounting	Monthly inspection of general ledger activity	X		
Budget	TRIM – assistance in calculation and preparation of financial data for public hearing resolutions and newspaper budget advertisements.	X		
Budget	TRIM – publishing and execution of advertising, meeting notices, action items, legal adoption of millage rate, and final submittal to Florida Department of Revenue		X	
Budget	TRIM – completion of eTRIM forms		X	
Budget	TRIM – final approval and submittal of eTRIM forms		X	
Budget	Basic assistance and limited review of client-prepared budget for proper classification, formatting, and trend analysis of proposed budget amounts.	X		
Budget	Preparation of any applicable year-end budget amendments	X		
Budget	Guidance as to future spending needs, including both payroll and non-payroll projections		X	
Accounts Payable	Coding invoices to the proper expense accounts		X	
Accounts Payable	Compliance with procurement rules and approval process for all vendor activity		X	
Accounts Payable	Issuing, printing, and signing checks		X	
Cash Receipts	Handling, coding, and processing of cash receipt transactions and bank deposits		X	
Payroll	Preparation assistance of 941 tax returns		X	Payroll Co.
Payroll	Preparation of W-2's		X	Payroll Co.
Payroll	Processing all payroll activity, approvals, and transactions (including all tax filings, withholding and other remittances, retirement reporting and remittances, etc.)		X	

Area	Task	JMCo	Client	Other
Grants	Solicitation and application for new grants; ongoing reporting and compliance with existing grants		X	
Grants	Preparation of year-end grant schedule and activity	X		
Audit-General	Primary liaison with external auditors / Coordination of audit request list items / preparation of applicable schedules	X		
Audit-General	Assist in planning and development of corrective actions to address any audit comments.	X		
Audit-General	Fulfill auditor requests related to source documents or other standard transactional activity		X	
Audit-Capital Assets	Capital asset detail and depreciation schedule maintenance (utilizing our ProFx Fixed Asset software)	X		
Audit-Capital Assets	Identification of any known capital asset additions and dispositions		X	
Audit-Leases	Identification of all lease agreements to which the entity is the lessee/lessor		X	
Audit-Leases	Summary of lease activity and calculation of lease asset/liability (GASB 87)	X		
Audit-OPEB	Coordination with OPEB Pension actuary re: data and timing of report (if report required and elected)		X	
Audit-OPEB	Review of draft actuary report for financial reporting purposes (if report required and elected)	X	X	
Audit-Pension	Year-end analysis and allocation of net pension liability from actuary report(s)	X		
Audit-Reporting	Final submittal of audited financial statements to the Florida Auditor General	X		
Audit-Reporting	Submittal of audited financial statements to grantors or other interested parties		X	
Audit-Reporting	Preparation of audited financial statements			Auditor
Audit-Reporting	Preparation of Data Collection Form (if subject to federal single audit)	X		
Reporting	Public depositor annual report	X		
Reporting	Preparation of Annual Financial Report submittal to Department of Financial Services	X		
Reporting	Preparation of Local Government Financial Report per F.S. 129.03 and 166.241 to Officer of Economic and Demographic Research (EDR)	X		
Reporting	Preparation of FHWA-536 report to Department of Transportation	X		

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

Submitted By: Jeff Webb

Meeting Date: 1/20/2026

Subject: Option for Building Tech Support

Discussion: JPI has presented the city with a proposal for ongoing and enhanced Building Tech support services

Fiscal Impact: Estimated costs based on proposal:

Startup cost approx. = \$4800

\$750 per week for 48 weeks approx. = \$36,000

TOTAL (1st Year Cost) approx. = \$40,800

TOTAL (Follow on years) approx. = \$39,000

Attachments: JPI Proposal

Possible Commission Action: For discussion and potential future decision.



JPI service proposal – Permit Technician

To Mayor Webb,

Thank you for the opportunity to provide building permit technician services to the City. JPI proposes the following work plan:

- 1) Startup phase - 2 days per week. A combination of in-person and remote services. We anticipate that the startup phase will last up to one month and we will update the City with our status.
 - 2) Operational phase - After startup, provide approximately 2 hours per day, on average, or more per week as needed.
 - 3) Quality Control - Quarterly basis, a combination of in-person and remote services for one week as needed.

We propose the following rates. The rate per day would equal \$600.

Building Permit Technician = \$75/hr.

We thoroughly enjoy working for the City and cannot thank you enough for our new relationship.

Sincerely,

Joe Payne, PE MBA

President - JPI

813.520.1683

Corporate address: 5995 S A1a, Melbourne, FL 32951

Mailing address: 16057 Tampa Palms Blvd. West, #242, Tampa, FL 33647

www.jpiflorida.com