



City of Cedar Key
Special Commission Meeting Agenda
809 6th Street
January 6, 2026
11:00 AM

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: City Clerk Position- 90 Day Review of current City Clerk and Decisions (if required)
- ACTION ITEM: Planning and Development Administrator Position – Offer Status Update and Decisions (if required)
- ACTION ITEM: Reimbursement Alternatives, Resilient Florida Hydrological Restoration Grant (See Attachment) Commission needs to select either the Advance Payment option or the Direct Payment to be elected when accepting the DEP Resilient Florida Grant.
- Meeting Adjourned __PM

Reimbursement Waiver Options as outlined by Florida DEP

Advance Payment allows funds to be provided before project costs are incurred. All advanced funds must be deposited into an interest-bearing account, not comingled with other funding, and interest earned must be reported quarterly using Exhibit E. Interest must be returned to the Department quarterly or applied as a reduction to future payments. Once the grant has been executed by both parties, you must then submit a letter on official letterhead requesting advance payment approval. The letter is then sent forward to the DEP Finance & Accounting section and further to the Department of Financial Services for approval. The letter must include the amount of advance requested (typically the full agreement amount), the anticipated performance period, and a brief explanation of why advance payment is necessary. Once the letter has been approved by the Department of Financial Services, you will then need to submit Exhibit C for the amount of your first advance. The first advance is typically limited to the expected cash needs for the first 3 months. Once the first advance is processed, the quarterly interest reporting will begin and coincide with your Exhibit A, Quarterly Progress Reports. Once the first advance has been expended, subsequent advance requests may be made using Exhibit C, and the request must reconcile the previously expended funds by submitting the Contractor invoices and proof of payment.

Direct Payment which is eligible for communities designated as a rural community or rural area of opportunity (Section 288.0656(2), F.S) . Direct Payment allows the DEP to disburse funds before the Grantee pays its Contractor from their own funding. Deliverable acceptance and invoices are required as part of the disbursement request using Exhibit C forms. After the Department disburses the 1st direct payment, proof of payment must be included with the next payment request. For a final payment request, proof of payment is required within 60 days. This approval process is a bit quicker as it stays within the program. To pursue this option, the grant must first be executed and contain the language in Attachment 2.