

City of Cedar Key

The Island City

Phone (352) 543-5132 • Fax 1-866-674-2419 • P.O. Box 339 • Cedar Key, Florida 32625

Cedar Key Community Redevelopment Agency Meeting

AMENDED AGENDA

10 March 2026

4:00 PM

Call to Order

ACTION ITEM: Public Workshop – Community Center Discussion

ACTION ITEM: Approval of CRA Minutes from 01/14/2026

ACTION ITEM: Approval of Cedar Key City Hall Area Urban Design and Housing Study

The UF FIBER team will present the results of an urban design study for the area surrounding City Hall. Based on feedback from previous community meetings, the presentation will illustrate the conceptual plan for hosting essential town services and improved public housing in the neighborhood. This session will share the final results of the study, providing the City with guidance for a more resilient future while preserving the character of Cedar Key.

ACTION ITEM: Discretionary Spending Authority for CRA Administrative Needs. Requesting Discretionary Spending Authority of up \$2,000 per expenditure for training or other needs- Chair

Discussion: Reporting Requirements for the CRA as prescribed by Fl Stat 163.371 – Tom Ankersen

Adjournment

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

Submitted By: Brooke Smith

Meeting Date: 03/10/2026

Subject: Future Cedar Key Community Center Public Workshop

Discussion:

- Defining the requirements for the future Cedar Key Community Center
- Developing a roadmap for future Community Center workshops

Fiscal Impact:

Attachments: Public Workshop Focus

Possible Commission Action: Participation

City of Cedar Key – Community Workshop

4:00 – 5:00 pm

Subject: Future Cedar Key Community Center

Purpose

The purpose of this workshop is to begin a discussion regarding the potential development of a future Cedar Key Community Center. This workshop will allow the City Commission and members of the public to share ideas and begin identifying community priorities that may guide future planning efforts.

This workshop is intended to serve as an informational discussion and listening session. No formal action will be taken by the Commission.

Discussion Topics

The Commission will focus discussion on the following items:

- **Defining the requirements for the future Cedar Key Community Center**
- **Developing a roadmap for future Community Center workshops**

Next Steps

Input gathered during this workshop will help inform future discussions and potential community engagement opportunities as the city evaluates the feasibility and long-term planning considerations for a community center in Cedar Key.

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

Submitted By: Brooke Smith

Meeting Date: 03/10/2026

Subject: Meeting Minutes 01-14-2026

Discussion: Approval of Meeting Minutes 01-14-2026

Fiscal Impact:

Attachments: Meeting Minutes from 01-14-2026 with supporting documents

Possible Commission Action: Approval of Meeting Minutes from 01-14-2026 with supporting documents

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Cedar Key Community Redevelopment Agency Meeting Minutes

14 January 2026

5:00 PM

Call to Order

ACTION ITEM: Approval of Minutes – No Meeting Minutes Attached

ACTION ITEM: Adoption of 2025 Goals, Objectives, and Performance Measures
Commissioner Davis motioned to combine this action item with the 2026 action item below.
Commissioner Sear seconded the motion. No Discussion. Approved unanimously.

ACTION ITEM: Adoption of 2026 Goals, Objectives, and Performance Measures
Motion: Commissioner Davis. Second: Commissioner Sera. No Discussion. Approved unanimously.

ACTION ITEM: Consulting Proposal, CRA Consultant, Thomas T. Ankersen
Motion: Commissioner Davis. Second: Commissioner Webb. No Discussion. Approved unanimously.

Discussion Item: Pocket Park Design, Dr Andrea Galinski, UF FIBER
Motion: Commissioner Davis. Second: Commissioner Webb. No Discussion. Approved unanimously.

ACTION ITEM: Anchor Consulting Scope of Work
Motion: Commissioner Sera. Second: Commissioner Davis. Discussion: Question posed as to expected deliverables. Quarterly deliverables is current expectation with a focus on specific appropriation to opportunities around ReCenter services. Approved unanimously.

Discussion Item: CRA Business Recovery, Resilience, and Redevelopment Grants Program
Review of outstanding grant awards – Jessica Head and Norm Fugate

Adjourn at 6:25 p.m.

Commissioner Wortham



Attest/ Prepared by Brooke Smith,
City Clerk

**CEDAR KEY COMMUNITY REDEVELOPMENT AREA
REPORT ON PROGRESS TOWARD 2025 GOALS AND OBJECTIVES**

JANUARY 2026

DRAFT 01-06-2026

Overview

In 2025 Cedar Key Community Redevelopment Agency (CKCRA), pursuant to Section 189.0694, Florida Statutes, established a set of goals, objectives and performance measures/standards for the Year 2025. This report describes the progress towards those goals and objectives. It is important to note that the aftermath of the 2024 hurricanes lingered throughout 2025, exacerbating blight conditions, and in some cases hindering progress toward these goals. These post-storm conditions caused an ongoing reordering of priorities as the City and the CRA focused on storm recovery, within the context of the 2024 Amended Redevelopment Plan.

In addition to this report, Section 163.371, Florida Statutes, requires that CRAs must also prepare an annual report by March 31st for the preceding fiscal year with the local governing body that created it, and publish that report on the CRA's website. Due to the timing of different reporting requirements, this "Report on Progress toward Goals and Objectives" may not contain information that will be included in the annual report required by Section 163.371.

1. CRA Administration

Goal 1.1 Establish a reliable and cost-effective method for CRA administration that reduces the burden of administrative responsibilities that falls on the Board and City Staff.

- **Objective:** Determine whether the CKCRA would be best served by retaining an outside administrator/manager to assist with CRA operations.
- **Measurement:** A review and analysis of small CRA forms of administration, including consultants and direct hires, has been conducted and presented to the Board for consideration.
- **Standard:** A Board decision is taken on whether to move forward to expend CRA funds on a CRA administrator.

***Progress Made.** The hurricanes of 2024 reordered CRA priorities to focus on recovery and resilience initiatives. A CRA consultant was retained in January of 2025 to assist with broader strategic programming and compliance with statutory mandates. The CRA Board committed has committed funds from its FY 2025/2026 TIF allocation to retain a parttime CRA Operations Manager to undertake duties associated with CRA administration and capital improvements to address blight within the CRA.*

Goal 1.2 Determine the feasibility of creating a CRA funded small grant program for businesses and/or residents to assist with hurricane recovery and enhance resiliency

- **Objective:** Identify an optimal framework for executing small grants given the CRA's limited administrative capacity
- **Measurement:** a review and analysis of Florida CRA internal grants programs and non-CRA analogs has been conducted to inform a Board's decision on whether to move forward
- **Standard:** A Board decision is taken on whether to implement and CRA small grants program for businesses and/or residents

Achieved. A robust recovery and resiliency grant program for businesses was designed and executed. For this program the CRA developed detailed eligibility criteria, an application form and executed a competitive evaluation process. As a result, the CRA approved over \$500,000 in grant awards for structural and storm resilient improvements to businesses within the community. Eight Large Grants for essential businesses recovery and resiliency, and nine Small Grants for business resiliency were awarded. The CRA Attorney developed contracts and has been administering the grant process.

Goal 1.3 Support community events and activities that promote the City and CRA, generate community spirit and stimulate economic revenue for local businesses

Objective: To support community group efforts to promote the City of Cedar Key through annual themed events such as the Seafood Festival and the Arts Festival

Measurement: Develop an application form and funding cap or levels for community groups seeking CRA sponsorship of community wide activities and events

Standard: At least one community-wide event or activity is supported

Not Pursued. Hurricanes of 2024 reordered CRA priorities to focus on recovery and resilience initiatives. In addition, the 2019 amendments to the CRA statute makes direct support to festivals and events legally problematic. A memo from the General Counsel for the Florida Redevelopment Association cautioned against these sorts of expenditures.

2. Infrastructure Resiliency Projects

Goal 2.1 Review and, if necessary, re-prioritize infrastructure resiliency projects in the 2024 amended CRA Plan considering the 2024 hurricanes, and identify any new ones that have arisen that may require amendment of the existing plan

- **Objective:** Establish or reestablish infrastructure priorities and identify external grant funding opportunities that may serve those priorities. Amend CRA plan as necessary.
- **Measurement:** CRA Plan resilient infrastructure priorities are confirmed for FY 2025 and grant sources, including Resilient Florida, are identified. CRA is amended if necessary
- **Standard:** At least one infrastructure development project identified in the 2024 amended CRA Plan has been submitted for external grant funding

Achieved. A rolling prioritization exercise was undertaken, initial priorities were established by the CRA Board, and a process was developed for presenting projects contemplated by the Redevelopment Plan to the Board. External grant funding opportunities were identified. These included Community Development Block Grant Program and the Resilient Florida Grant Program. A Planning Grant for hydrologic restoration along Gulf Boulevard to alleviate flooding was submitted to the Resilient Florida Grants Program, which has been awarded. The CRA Consultant worked with the CRA Attorney to make the Resilient Florida Grant Program, and any future capital improvement projects, including the project that is the focus of the planning grant, eligible for the match waiver provided under the Florida Rural Economic Development Initiative (REDI) program. This was successful and grants going forward under the RFGP are eligible to have the matching fund requirement waived.

Goal 2.2 Strengthen City owned capital assets impacted by the 2024 hurricanes

- **Objective:** Identify, inventory and assess storm-damaged city owned assets within the CRA, and support repairs where appropriate
- **Measurement:** Storm-damaged assets have been inventoried
- **Standard:** Priority repairs have been undertaken.

Progress Made. Storm-damaged asset inventories were conducted by the City of Cedar Key in order to secure funding from FEMA for storm recovery. CRA monies were allocated to numerous storm damage repair and infrastructure resiliency projects including replacement of destroyed playground equipment, replacement of public benches and bicycle racks, and most notably, a continuing effort to raise a main thoroughfare on the island (Gulf Blvd) to facilitate evacuation emergency response access to remote residents during extreme tides and storm events.

3. Affordable Housing

Goal 3.1 Increase the availability, viability and access to resilient affordable housing in Cedar Key

- **Objective:** Assess the potential for re-envisioning the existing public affordable housing as a more viable and resilient component of the City.
- **Measurement:** A planning and policy analysis of the existing public affordable housing in the City is conducted to determine options to ensure its mission and resiliency considering projections for increased storminess.
- **Standard:** A board workshop devoted to affordable housing generally, and existing public housing specifically, is conducted.

Progress Made. A Board member, the City Attorney and the CRA consultant met with North Central Florida Housing Authority and, separately, with Tallahassee-based HUD consultants. The CRA commissioned a study by the Florida Institute for Built Environment Resilience (FIBER) to identify physical and planning options to make better use of existing public housing on Cedar Key. Preliminary results of the study were presented at the October 2025 meeting of the CRA Board, and workshopped at the December CRA meeting.

4. Commercial and Recreational Working Waterfront Activities

Goal 4.1: Preserve the working waterfront and support the recreational and commercial water-dependent business community by helping to ensure that the public maritime infrastructure is resilient to increased storminess, protective of water quality, and supports current activities and projected growth.

- **Objective:** Assess the working waterfront and existing maritime infrastructure to establish its economic impact and identify obstacles and opportunities for in-water and shoreside infrastructure improvements
- **Measurement:** An infrastructure suitability and economic viability analysis, with recommendations as appropriate, has been completed
- **Standard:** A board workshop on the working waterfront is conducted

Progress Made. The pivot to hurricane recovery and resilience, including significant damage to the working waterfront, delayed progress on this goal. Two City sponsored workshops to discuss improvements to the working waterfront were held in January 2025 and a third in November 2025. Discussions included boat ramp expansion location, boat trailering traffic pattern, flow and parking, Dock Street through-traffic patterns and parking as well as pedestrian traffic patterns.

5. Land Acquisition

Goal 5.1: To identify and, if possible, acquire properties needed to fulfill the 2024 amended CRA Plan

Objective: Identify properties for potential acquisition that meet specific community needs, with specific reference to 2024 amended CRA Plan.

Measurement: A list of priority acquisition properties is created, along with potential external funding sources.

Standard: The 2024 amended CRA Plan is updated as necessary, in light of the 2024 hurricanes.

Progress Made. Hurricanes of 2024 reordered CRA priorities to focus on recovery and resilience initiatives. However, two parcels needed to achieve the Gulf Boulevard hydrologic restoration and flood alleviation project were funded through a grant from the Florida Communities Trust. Final acquisition of these properties and completion of the recently approved Resilient Florida Planning Grant will put the City in position to apply for an infrastructure grant to remove impediments bottlenecking stormwater and alleviate flooding on Gulf Boulevard.

6. Public Meetings and Community Engagement

Goal 6.1: CKCRA Board Public Meeting Compliance

• **Objective:** Hold regular CRA Board meetings to conduct CRA related business. Regular meetings will be open to the public and agendas will include time for the public to make comments.

• **Measurement:** Number of public board meetings held per year as evidenced by meeting minutes and legal advertisements.

• **Standard:** A minimum of 6 Board meetings were held during the Fiscal Year.

Achieved. The CRA Board met regularly during FY 2025. Meeting notices, agendas, recordings and minutes are posted on the City website, and will be migrated to the new dedicated CRA page on the City's website - a process that is underway with the construction of a new City of Cedar Key website.

Goal 6.2: Notice of Meetings Compliance

- **Objective:** Provide public notice of each meeting in advance, and/or notice of annual meeting schedule as legally required. Notice to be shared on CKCRA and City website.
- **Measurement:** Timeliness and method of meeting notices as evidenced by posting to CKCRA and City website.
- **Standard:** 100% of regularly scheduled meetings are advertised with 7 days' notice or by annual notice of meeting schedule, and on CKCRA and City website.

Substantially Achieved. Meeting notices and agendas are posted to the CRA webpage hosted on the City's website. These are typically posted at least a week prior to the CRA meeting where they will be discussed. In a few cases, necessity or administrative/technical complications resulted in meetings being noticed less than 7 days prior to the meeting.

Goal 6.3: Website Public Records

- **Objective:** Ensure that meeting minutes, agendas, annual reports, annual budgets and amendments, and financial audit reports, CKCRA creation documents, public notices, boundaries and location map are readily available and easily accessible to the public on the CKCRA's website by completing quarterly website checks.
- **Measurement:** The number of website reviews completed to ensure meeting minutes and other public records are up to date as evidenced by CKCRA Management's records.
- **Standard:** Website checks completed by CKCRA at least once per quarter.

Progress Made. The 2024 Amended CRA Plan and documents incorporated by reference into the Plan were posted to the CRA webpage. A map of the CRA was developed by the CRA consultant in consultation with the City Attorney and posted to the CRA webpage. CRA public meeting agendas and minutes are posted on the City Website. Under the leadership of Commissioner Davis, the City and the CRA have begun collaborating on a new website.

7. Financial Transparency and Accountability

Goal 7.1: Annual Budget Requirements

- **Objective:** Prepare and approve the annual proposed budget in accordance with statutory requirements.
- **Measurement:** Adoption of Final Budget as evidenced by meeting minutes and budget documents.
- **Standard:** Budget approval & adoption by September 30 and posted to the CKCRA's website two (2) days prior to City budget hearing and sent to the city and county at least 30 days after adoption.

Substantially Achieved. The annual budget for FY 2025/2026 was prepared, workshopped and adopted at the October 28 meeting of the CRA.

Goal 7.2: Audited Financial Statements

- **Objective:** Conduct an annual independent financial audit per statutory requirements.
- **Measurement:** Timeliness of audit completion and publication as evidenced by meeting minutes showing board approval and annual audit on the CKCRA's website and transmitted to the State of Florida.
- **Standard:** Audit completed by an independent auditing firm per statutory requirements and results were posted to the CKCRA's website and transmitted to the State of Florida.

The independent audit for FY 2023/2024 was completed on June 26, 2025 and transmitted to the State of Florida.

Goal 7.3: Annual Financial Report

- **Objective:** Complete Annual Financial Report (AFR) per Chapter 218, Florida Statutes.
- **Measurement:** Electronic submission of AFR only and email of Audited Financial Statements.
- **Standard:** Submit the AFR to the Department of Financial Services for local governments within nine (9) months after the close of the fiscal year or June 30th.

The Annual Financial Report for FY 2023/2024 was completed by the City of Cedar Key on June 26, 2025 and submitted to the State of Florida. The Cedar Key CRA is reported as a special revenue fund within the Annual Financial Report.

DRAFT 12-30-2025

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Gainesville, FL 32605
ankersen@law.ufl.edu

SCOPE OF CONSULTING SERVICES

Policy and Planning Assistance to the City of Cedar Key Community Redevelopment Agency

January, 2026

Overview

The City of Cedar Key Community Redevelopment Agency (CRA) seeks continuing policy and planning assistance with the implementation of its 2024 Amended Community Redevelopment Plan, particularly considering the changed circumstances resulting from the 2024 hurricane season. The consultant has specific expertise in community redevelopment law and policy, resiliency policy and in policy planning more generally.

In furtherance of the CRA's Amended Redevelopment Plan the consultant will advise and assist the CRA to accomplish the goals, objectives and performance measures for 2026, as approved by the CRA and listed below.

- 1) CRA administration
 - Support efforts to develop the CRA webpage to ensure CRA accountability, transparency and compliance with State law governing CRA's and special districts.
 - Monitor the 2026 legislative session for bills affecting CRA's.
- 2) Transportation, stormwater and resiliency
 - Support CRA long range planning efforts to prioritize transportation, stormwater and resiliency infrastructure needs.
- 3) Shoreline management / hydrologic restoration
 - Support Resilient Florida Grants Program Gulf Blvd. hydrologic restoration project development, as well as other efforts to promote ecologically sound shoreline management
- 4) Cultural and recreational facilities
 - Support CRA efforts redevelop storm-damaged pocket parks and develop public recreational facilities consistent with the Amended CRA Plan
- 5) Private sector home and business
 - Support CRA efforts to attract a retail grocery business to Cedar Key
- 6) Affordable housing
 - Support CRA efforts to engage with the North Florida Regional Housing Authority, the State of Florida and HUD to pursue opportunities to address public and workforce housing in Cedar Key
- 7) Maritime infrastructure
 - Support CRA efforts to maintain and redevelop Cedar Key's marina and related infrastructure, consistent with the Amended CRA Plan
- 8) Land Acquisition

- Support CRA efforts to identify and acquire properties that further the goals of the Amended CRA Plan

Deliverables:

- Assist the CRA Board with statutorily required reporting requirements
- Assist the CRA Board with identifying grant opportunities to pursue the goals and objectives listed above.
- Assist the CRA Board with identifying, vetting and retaining consultants to carry out to goals and objectives outlined above
- Assist the CRA Attorney with questions that may arise in the context of the items listed above.
- Regular attendance at CRA Board meetings and workshops to advise the board and report on progress toward the goals and objectives listed above.
- Prepare and deliver a brief report outlining CRA progress toward the 2026 goals, objectives and performance measures through September of 2026.

Payment and Payment Schedule

The total sum for the tasks listed above shall be \$15,000, paid quarterly in equal amounts as follows:

- 1) Payment #1 - \$5,000 - Upon invoice after April 1, 2026
- 2) Payment # 2 – \$5,000 - Upon invoice after July 1, 2026
- 3) Payment # 3 – \$5,000 - Upon invoice after October 1, 2026

Agreed to this ___ day of January, 2026

Thomas T. Ankersen, Esq., Consultant
ankersen@law.ufl.edu

Agreed to this ___ day of _____, 2026

Jim Wortham, Chair
Cedar Key Community Redevelopment Agency

Cedar Key Community Redevelopment Area

2026 Goals, Objectives and Performance Measures

The Cedar Key Community Redevelopment Agency (CRA) has established the following goals, objectives and performance measures for 2026. These goals are based on the CRA Board's goal-setting budget decisions made at its October 2025 meeting and reflect the available unobligated TIF revenue for this fiscal year, after which the CRA's longstanding bond debt obligation will have been satisfied. In subsequent years, CRA TIF revenues will likely be substantially greater. As a result, the CRA Board has chosen to use this fiscal year's limited budget to focus on developing CRA administrative capacity and funding studies needed to move forward with projects in subsequent years, while allocating some funds for necessary infrastructure maintenance and continued storm recovery.

1. CRA Administration (\$150,000 budgeted)

Goal 1.1 Increase professional staff capacity to manage CRA operations

Objective: Retain part time planning and management professional

Measurement: Improved administration and project management

Standard: A part-time CRA operations professional is retained and trained

Goal 1.2 Ensure CKCRA Board transparency, accountability and fiscal responsibility

Objective: To hold regular meetings with adequate notice to the public

Measurement: Frequency and timeliness of meetings

Standard: At least 6 CRA meetings are held and agendas for each are posted at least 7 days in advance of each meeting

Objective: Create a FY 2026/2027 budget that reflects CRA and community priorities consistent with the Amended Redevelopment Plan

Measurement: Statutory mandated timelines and clear relationship to Amended CRA Plan

Standard: Annual budget is completed by October 1, 2026; budget allocations reflect Amended CRA Plan

Goal 1.3 Enhance resident access to CRA information

Objective: Develop a robust, accessible website that includes, at a minimum, all statutorily required information

Measurement: CRA webpage reflects statutory requirements, is regularly updated; user data reflects increased site visitation

Standard: CRA webpage completed and use data summarized

2. Transportation, Stormwater and Resiliency (\$150,000 budgeted)

Goal 2.1- Ensure that the transportation needs of residents within the Cedar Key CRA are met

Objective: Assess and prioritize road and related transportation and stormwater infrastructure maintenance needs within the CRA (long and short term)

Measurement: An infrastructure maintenance engineering/planning firm RFQ is issued

Standard: An infrastructure maintenance priorities report has been commissioned and workshopped

Objective: Within budgetary constraints, respond to short term road, stormwater and resiliency infrastructure needs within the CRA

Measurement: Responsiveness to immediate maintenance and infrastructure needs within budgetary constraints

Standard: Budgetarily feasible transportation maintenance needs are met

3. Shoreline Management / Hydrological Restoration (\$0 budgeted)

Goal 3.1- Continue to pursue resilience-based hydrologic restoration and shoreline management opportunities identified in amended CRA Plan through grant-based funding

Objective: Leverage the Gulf Blvd hydrologic restoration planning grant into an implementation grant through the Resilient Florida Grants Program and other available sources

Measurement: Application is made for an RFGP implementation grant

Standard: Submitted RFGP implementation grant application

4. Cultural and Recreational Facilities (\$57,000 budgeted)

Goal 4.1- Enhance cultural and recreational amenities within the CRA

Objective - Assess all existing and potential pocket parks within CRA

Measurement - A consultant is retained to develop design guidelines for pocket parks within CRA

Standard - Design guidelines for Pocket Parks within the CRA are developed and workshopped

Objective: Restore and improve the 6th Street storm-damaged pocket park

Measurement: A consultant is retained to design and cost engineer 6th Street pocket park

Standard: Work has been substantially completed on the 6th Street pocket park

5. Private Sector Home & Business (\$14,000 budgeted)

Goal 5.1- Explore and pursue options to encourage establishment of a grocery store and/or grocery delivery service within the CRA

Objective: Assess the feasibility of attracting a new grocery store to Cedar Key

Measurement: A food systems consultant is hired to assess community desires, market viability and context-specific business models

Standard: A market study has been completed and workshopped

6. Affordable Housing (\$0 budgeted)

Goal 6.1- Leverage FIBER public housing redevelopment study to determine feasibility of improving efficiency of public housing land use within the CRA

Objective: Gain support of North Central Florida Regional Housing Authority for redevelopment options to capture greater land use efficiency

Measurement: Meetings with NCFRHA staff and board

Standard: Decision taken regarding viability of public housing redevelopment plan

7. Maritime Infrastructure (\$57,000 budgeted)

Goal 7.1- Support City planning efforts relating to marina resiliency and shoreline protection

Objective: Add value to City's broader maritime infrastructure planning efforts by focusing on immediate inner marina needs

Measurement: identification of steps needed to address sedimentation in inner marina and grant funding opportunities to pursue them are also identified

Standard: Affirmative steps are taken to address sedimentation in inner marina

8. Land Acquisition (\$75,000 budgeted)

Goal 8.1 - Continue to explore both strategic and opportunistic approaches to acquiring land for redevelopment and resilience within the CRA.

Objective: Prioritize land acquisition and land acquisition grant funding opportunities for affordable housing and resilience

Measurement: properties are identified for acquisition and acquisition grant funding

Standard: A land acquisition priorities list is created and workshopped

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JANUARY 2026

DRAFT 01-06-2026

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Progress Made. The hurricanes of 2024 reordered CRA priorities to focus on recovery and resilience initiatives. A CRA consultant was retained in January of 2025 to assist with broader strategic programming and compliance with statutory mandates. The CRA Board committed has committed funds from its FY 2025/2026 TIF allocation to retain a parttime CRA Operations Manager to undertake duties associated with CRA administration and capital improvements to address blight within the CRA.

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Not Pursued. Hurricanes of 2024 reordered CRA priorities to focus on recovery and resilience initiatives. In addition, the 2019 amendments to the CRA statute makes direct support to festivals and events legally problematic. A memo from the General Counsel for the Florida Redevelopment Association cautioned against these sorts of expenditures.

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Achieved. A rolling prioritization exercise was undertaken, initial priorities were established by the CRA Board, and a process was developed for presenting projects contemplated by the Redevelopment Plan to the Board. External grant funding opportunities were identified. These included Community Development Block Grant Program and the Resilient Florida Grant Program. A Planning Grant for hydrologic restoration along Gulf Boulevard to alleviate flooding was submitted to the Resilient Florida Grants Program, which has been awarded. The CRA Consultant worked with the CRA Attorney to make the Resilient Florida Grant Program, and any future capital improvement projects, including the project that is the focus of the planning grant, eligible for the match waiver provided under the Florida Rural Economic Development Initiative (REDI) program. This was successful and grants going forward under the RFGP are eligible to have the matching fund requirement waived.

Goal 2.2 Strengthen City owned capital assets impacted by the 2024 hurricanes

- **Objective:** Identify, inventory and assess storm-damaged city owned assets within the CRA, and support repairs where appropriate
- **Measurement:** Storm-damaged assets have been inventoried
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Progress Made. Storm-damaged asset inventories were conducted by the City of Cedar Key in order to secure funding from FEMA for storm recovery. CRA monies were allocated to numerous storm damage repair and infrastructure resiliency projects including replacement of destroyed playground equipment, replacement of public benches and bicycle racks, and most notably, a continuing effort to raise a main thoroughfare on the island (Gulf Blvd) to facilitate evacuation emergency response access to remote residents during extreme tides and storm events.

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- **Objective:** Assess the working waterfront and existing maritime infrastructure to establish its economic impact and identify obstacles and opportunities for in-water and shoreside infrastructure improvements
- **Measurement:** An infrastructure suitability and economic viability analysis, with recommendations as appropriate, has been completed
- **Standard:** A board workshop on the working waterfront is conducted

Progress Made. The pivot to hurricane recovery and resilience, including significant damage to the working waterfront, delayed progress on this goal. Two City sponsored workshops to discuss improvements to the working waterfront were held in January 2025 and a third in November 2025. Discussions included boat ramp expansion location, boat trailering traffic pattern, flow and parking, Dock Street through-traffic patterns and parking as well as pedestrian traffic patterns.

5. Land Acquisition

Goal 5.1: To identify and, if possible, acquire properties needed to fulfill the 2024 amended CRA Plan

Objective: Identify properties for potential acquisition that meet specific community needs, with specific reference to 2024 amended CRA Plan.

Measurement: A list of priority acquisition properties is created, along with potential external funding sources.

Standard: The 2024 amended CRA Plan is updated as necessary, in light of the 2024 hurricanes.

Progress Made. Hurricanes of 2024 reordered CRA priorities to focus on recovery and resilience initiatives. However, two parcels needed to achieve the Gulf Boulevard hydrologic restoration and flood alleviation project were funded through a grant from the Florida Communities Trust. Final acquisition of these properties and completion of the recently approved Resilient Florida Planning Grant will put the City in position to apply for an infrastructure grant to remove impediments bottlenecking stormwaters and alleviate flooding on Gulf Boulevard.

6. Public Meetings and Community Engagement

Goal 6.1: CKCRA Board Public Meeting Compliance

• **Objective:** Hold regular CRA Board meetings to conduct CRA related business.

Regular meetings will be open to the public and agendas will include time for the public to make comments.

• **Measurement:** Number of public board meetings held per year as evidenced by meeting

minutes and legal advertisements.

- **Standard:** A minimum of 6 Board meetings were held during the Fiscal Year.

Achieved. The CRA Board met regularly during FY 2025. Meeting notices, agendas, recordings and minutes are posted on the City website, and will be migrated to the new dedicated CRA page on the City's website - a process that is underway with the construction of a new City of Cedar Key website.

Goal 6.2: Notice of Meetings Compliance

- **Objective:** Provide public notice of each meeting in advance, and/or notice of annual meeting schedule as legally required. Notice to be shared on CKCRA and City website.
- **Measurement:** Timeliness and method of meeting notices as evidenced by posting to CKCRA and City website.
- **Standard:** 100% of regularly scheduled meetings are advertised with 7 days' notice or by annual notice of meeting schedule, and on CKCRA and City website.

Substantially Achieved. Meeting notices and agendas are posted to the CRA webpage hosted on the City's website. These are typically posted at least a week prior to the CRA meeting where they will be discussed. In a few cases, necessity or administrative/technical complications resulted in meetings being noticed less than 7 days prior to the meeting.

Goal 6.3: Website Public Records

- **Objective:** Ensure that meeting minutes, agendas, annual reports, annual budgets and amendments, and financial audit reports, CKCRA creation documents, public notices, boundaries and location map are readily available and easily accessible to the public on the CKCRA's website by completing quarterly website checks.
- **Measurement:** The number of website reviews completed to ensure meeting minutes and other public records are up to date as evidenced by CKCRA Management's records.
- **Standard:** Website checks completed by CKCRA at least once per quarter.

Progress Made. The 2024 Amended CRA Plan and documents incorporated by reference into the Plan were posted to the CRA webpage. A map of the CRA was developed by the CRA consultant in consultation with the City Attorney and posted to the CRA webpage. CRA public meeting agendas and minutes are posted on the City Website. Under the leadership of Commissioner Davis, the City and the CRA have begun collaborating on a new website.

7. Financial Transparency and Accountability

Goal 7.1: Annual Budget Requirements

- **Objective:** Prepare and approve the annual proposed budget in accordance with statutory requirements.
- **Measurement:** Adoption of Final Budget as evidenced by meeting minutes and budget

documents.

- **Standard:** Budget approval & adoption by September 30 and posted to the CKCRA's website two (2) days prior to City budget hearing and sent to the city and county at least 30 days after adoption.

Substantially Achieved. The annual budget for FY 2025/2026 was prepared, workshopped and adopted at the October 28 meeting of the CRA.

Goal 7.2: Audited Financial Statements

- **Objective:** Conduct an annual independent financial audit per statutory requirements.
- **Measurement:** Timeliness of audit completion and publication as evidenced by meeting minutes showing board approval and annual audit on the CKCRA's website and transmitted to the State of Florida.
- **Standard:** Audit completed by an independent auditing firm per statutory requirements and results were posted to the CKCRA's website and transmitted to the State of Florida.

The independent audit for FY 2023/2024 was completed on June 26, 2025 and transmitted to the State of Florida.

Goal 7.3: Annual Financial Report

- **Objective:** Complete Annual Financial Report (AFR) per Chapter 218, Florida Statutes.
- **Measurement:** Electronic submission of AFR only and email of Audited Financial Statements.
- **Standard:** Submit the AFR to the Department of Financial Services for local governments within nine (9) months after the close of the fiscal year or June 30th.

The Annual Financial Report for FY 2023/2024 was completed by the City of Cedar Key on June 26, 2025 and submitted to the State of Florida. The Cedar Key CRA is reported as a special revenue fund within the Annual Financial Report.

Cedar Key Pocket Park: Student Design Competition

Project Proposal

By: Florida Institute for Built Environment Resilience (UF FIBER)

For: City of Cedar Key

Date: Jan 6, 2026

Overview

Building on previous collaborations, the Florida Institute for Built Environment Resilience (FIBER) will develop and administer a multidisciplinary student design competition focused on the conceptual design (phase 1) and construction drawings (phase 2) of 2 pocket parks in Cedar Key, Florida. Cedar Key has a significant number of streets that dead end at the water's edge, affording opportunity for scenic vistas and passive recreation, some of which suffered damage during the 2025 storm season. The competition will be structured as an intensive, charrette-style design event and will engage University of Florida students in a community-centered design that addresses public space enhancement, stormwater management, and coastal resilience.

Project Site + Context

The project sites are 2 small, publicly accessible parcels near to the Cedar Key Community Center at the end of 5th Street and 6th Street and along the waterfront. The site recently underwent shoreline improvements (new bulkhead) but faces ongoing issues of stormwater runoff toward the shoreline and potential storm surge impacts.



Key site considerations include:

- Management of stormwater runoff from adjacent high ground
- Management sun/heat/humidity in Florida's summer months
- Plantings and site features should support native ecosystems, emphasize sustainability, and resilience to coastal storms
- Accessibility (ADA compliance) and creation of a welcoming, comfortable public space for residents and visitors
- Relationship of park and its amenities with adjacent landowners
- Connection to existing community center/axis towards areas of possible future city redevelopment

While the competition focuses on a single pocket park site, the design brief will also encourage student teams to identify other potential areas for small-scale park development in the city as well as pertinent design guidelines, planting strategies, and material palettes that could be replicated at these locations.

Competition Goals + Structure

The proposed competition aims to support the city to advance its public space resources with high-quality, implementable design concepts for a resilient pocket park, while providing UF students with an opportunity to gain experience in interdisciplinary collaboration on a real-world project. The project description below details for 1) teams, 2) phasing + deliverables, 3) awards, and 4) timeline.

- **(1) Teams.** Interdisciplinary teams should include 2–3 students. Disciplines may include Landscape Architecture, Architecture, Interior Design, Coastal and Environmental Engineering (or other related fields).
- **(2) Phasing + Deliverables.** The competition will have two phases: 1) Concept + Schematic Design and 2) Detailed Design.
 - o **Phase 1: Concept Design.** Teams will develop a concept-to-schematic-level proposal for the pocket park, including:
 - Site analysis and design concept proposal
 - Preliminary schematic design including planting plan, stormwater management plan, materials vision board
 - As appropriate, design teams may also consider opportunities for monitoring or performance metrics.
 - o **Phase 2: Detailed Design (Winning Team).** The first-place team will advance their proposal to a higher level of detail, producing:
 - Refined design development drawings
 - Construction documentation- site plan, planting plan, and material specifications
 - Cost specifications, targeting approximately XXXXXX for construction
 - Report with generalizable design guidelines such as pocket-park features, layouts, plant lists, material palettes that could be replicated at other locations in the city.
- **(3) Student Awards + Faculty Support.** To encourage strong participation and high-quality outcomes, the competition will include the student awards and stipends for faculty guidance and support.
 - o **1st Place:** \$1,000 award plus an additional \$2,000 stipend for detailed design documentation
 - o **2nd Place:** \$750 award
 - o **3rd Place:** \$500 award
 - o Faculty stipend to mentor winning team and development of more detailed design documents (\$1,000)
- **(4) Timeline: (tentative)**
 - o **Feb 1-** Competition announced (Mon)
 - o **Feb 16-** Interdisciplinary Meet + Greet (Mon)
 - o **Feb 23-** Registration closes (Mon)
 - o **Feb 29-Mar 1-** Charrette (Sat), jury reviews on Sun
 - *Would take place in Cedar Key (space needed for teams to collaborate)*
 - o **Mar 16-27-** Detailed design documents
 - o **April 10-** Draft documents to City
 - o **May 10-** Submittal of final design deliverables to City

Deliverables + Budget

UF FIBER will provide the City of Cedar Key with:

- **A formal competition brief and schedule**
- **An on-site facilitated community design charette**
- **Compiled digital copies of all student submissions (Phase 1)**
- **Final deliverables of winning team's Phase 2 construction documentation + cost estimations**

Item	Cost
Student awards	\$4,250
Faculty stipend	\$1,000
Total	\$5,250

I. Purpose

The purpose of this Scope of Work (“SOW”) is to outline the professional consulting services to be provided by Anchor Consulting, LLC (“Anchor Consulting”) to the City of Cedar Key, Florida (“the City”). These services are intended to support the City’s efforts to identify, pursue, and secure federal funding for priority redevelopment, resiliency, and economic development initiatives.

II. Federal Funding Focus

Anchor Consulting shall provide advisory, strategic, and drafting assistance related to federal funding opportunities, including but not limited to programs administered by the following federal agencies:

- U.S. Department of Agriculture (USDA)
- U.S. Department of Housing and Urban Development (HUD)
- U.S. Army Corps of Engineers (USACE)
- U.S. Department of the Interior (DOI)
- U.S. Department of Health and Human Services (HHS)

Anchor Consulting’s role shall be consultative and supportive in nature, with the City retaining responsibility for all formal submissions.

III. Overarching Project Areas

Work performed under this Scope of Work shall be organized around two (2) primary project areas:

A. Downtown / “Hill” Area Redevelopment and Revitalization

Anchor Consulting shall assist the City in advancing federal funding strategies related to the redevelopment and revitalization of Cedar Key’s downtown or “hill” area, including but not limited to:

- Development of a combined supermarket, urgent care facility, and housing initiative
- Housing improvements, including workforce and first responder housing
- First responder training and support infrastructure
- Community facilities and services enhancements
- Resiliency and mitigation infrastructure associated with downtown redevelopment

B. Marina, Aquaculture, and Disaster Preparedness Improvements

Anchor Consulting shall assist the City in pursuing federal funding strategies associated with waterfront and maritime priorities, including but not limited to:

- Marina redevelopment and modernization
- Aquaculture infrastructure and labor development programs
- Disaster preparedness, response, and recovery planning
- Resiliency infrastructure improvements requiring federal exceptions or waivers applicable to island communities

IV. Scope of Services

Anchor Consulting shall provide the following services, as requested and coordinated with the City:

1. Strategic Advisory Services

- Identification and evaluation of relevant federal funding programs
- Strategic guidance on funding eligibility, timing, and competitiveness
- Coordination of funding strategies across multiple federal agencies

2. Project Development Support

- Assistance in refining project concepts to align with federal program requirements
- Development of funding narratives, scopes, and justifications
- Advice on project phasing and bundling where appropriate

3. Application and Submission Support

- Drafting assistance for grant and funding applications
- Review and refinement of City-prepared submissions
- Advisory support during agency engagement and follow-up

4. Intergovernmental and Agency Coordination

- Guidance on communications with federal agencies and congressional offices
- Support for meetings, briefings, and information requests as appropriate

V. Roles and Responsibilities

A. City of Cedar Key

- The City shall retain sole authority and responsibility for submitting all funding requests and applications.
- The City shall designate **Jeff Webb** as its primary point of contact and conduit for coordination with Anchor Consulting.

- The City shall provide timely access to information, documents, and staff necessary to support funding efforts.

B. Anchor Consulting, LLC

- Anchor Consulting shall designate **Harry Henderson** as the primary consultant responsible for services under this Scope of Work.
- Anchor Consulting agrees to provide advisory and professional assistance in support of the City's funding objectives, recognizing that final funding determinations are made by the relevant federal agencies.

VI. General Provisions

This Scope of Work may be amended only by written agreement of both parties. All services shall be performed in a manner consistent with applicable federal, state, and local laws and regulations.

IN WITNESS WHEREOF, the authorized representatives of the City of Cedar Key ("Cedar Key") and Anchor Consulting, LLC ("Anchor") do hereby execute this contract, which shall become effective on the Effective Date first set forth above.

Anchor Consulting, LLC

Date _____, 2026

By: _____
Name: Catharine Harper
Chief Executive Officer

Cedar Key Community Redevelopment Agency

Date: _____, 2026

By: _____
Name:
Title:

PROFESSIONAL SERVICE AGREEMENT

This **PROFESSIONAL SERVICE AGREEMENT** (this "Agreement") is entered into by and between **ANCHOR CONSULTING, LLC** (hereinafter referred to as "Anchor"), a Virginia limited liability company with its principal place of business at 5101 Cherokee Avenue, Alexandria, Virginia, 22312, and **CITY OF CEDAR KEY, FLORIDA** (herein referred to as "Cedar Key"), whose principal office is 809 6th Street | P.O. Box 339, Cedar Key, FL 32625, to provide services for a period of twelve (12) months, commencing on December 1, 2024 (the "Effective Date"), and terminating November 30, 2025 (the "Termination Date"), in consideration for the total payment of Twelve Thousand and No/100 Dollars (\$12,000.00) (the "Compensation").

SECTION I. SERVICES TO BE PROVIDED / SCOPE OF WORK

- A. Consulting.** In its capacity as a consultant, Anchor shall make its best effort to assist Cedar Key in pursuit of its government affairs and business objectives. Cedar Key shall determine the nature of these objectives (with focus on federal grants) and the scope of all work with the advice and assistance of Anchor. Anchor shall not subcontract with any other firm or person for the performance of services for Cedar Key without the express approval of Cedar Key.
- B. No Guarantee of Success.** While Anchor will use its best efforts to obtain the client's goals, Anchor cannot guarantee the achievement of any particular goal or objective. The fees called for in this Agreement are for services rendered and are due regardless of the success or failure in achieving any particular goal or objective.
- C. Status of Parties.** The parties hereto intend to act and perform as independent contractors pursuant to this Agreement. The relationship between the parties is solely that of two independent persons contracting with each other at arm's-length for the purpose of effectuating the terms of this Agreement. None of the provisions of this Agreement are intended to create, or shall be deemed or construed to create, any other relationship. Unless explicitly set forth in this Agreement, neither party, nor its agents, employees, or representatives, shall be deemed to be an agent, employee, or representative of the other party, and no joint venture or partnership shall result from this Agreement. Anchor and its principal(s) agree(s) to be solely responsible for related employment taxes, income withholding, unemployment compensation contributions, and other employment-related statutes applicable to Anchor and its principal(s).

SECTION II. COMPENSATION FOR SERVICES

- A. Fees/Payment Schedule.** Payment shall be made to Anchor monthly, with twelve (12) payments due in total), following the payment schedule set forth on Exhibit A (the "Payment Schedule"), commencing on or about December 1, 2024; final payment is due on or around November 1, 2025. All payments are due in advance of services rendered.

- B. Invoices.** An invoice for monthly payments due shall be sent by Anchor to Cedar Key at the address listed in the Payment Schedule.
- C. Expenses.** Significant out-of-pocket expenses, such as travel outside of Washington D.C., will be approved in advance and shall be the responsibility of Cedar Key.
- D. Terms of Payment.** All fees to Anchor for services will be due on the dates specified in Section II, Subsection B. All balances not paid within ten (10) days of the dates specified will bear interest at the rate of one and one-half percent (1.5%) per month until paid. Should Anchor need to initiate legal proceedings to collect fees owed, Cedar Key shall reimburse Anchor for its reasonable attorneys' fees and costs of collection.

SECTION III. TERM; TERMINATION

- A. Term.** The term (the "Term") of this Agreement shall begin on the Effective Date and end on the Termination Date unless this Agreement is otherwise terminated earlier pursuant to the terms and conditions set forth below.
- B. Termination.** Either party may terminate this Agreement, without further liability, by giving thirty (30) days prior written notice to the other party at the address specified in the introductory paragraph.

SECTION V. MISCELLANEOUS.

- A. Notice.** A party shall provide written notice to the other party should the primary mailing address set forth above changes during the Term of this Agreement.
- B. Assignments.** Neither party shall assign any of its rights or delegate any of its duties nor obligations under this Agreement without the express written consent of the other party.
- C. Dispute.** The parties consent to the District or Circuit Court for Fairfax County, Virginia, and the United States District Court for the Eastern District of Virginia, Alexandria Division, as the sole and exclusive forum for any legal action arising out of this Agreement, and consent to the jurisdiction and venue of those courts in any such action.
- D. Indemnity.** Each party (the "Indemnifying Party") agrees to indemnify, defend, and save harmless the other party (the "Indemnified Party") from or against any and all liability for injury to persons or damage to or loss of property to the extent caused by the negligent act or omission of the Indemnifying Party, its lower-tier subcontractors, agents, or employees, including any and all expense and cost, legal or otherwise, incurred by the Indemnified Party in the defense of any claim, demand

or action arising out of the work performed under this Agreement; provided the Indemnifying Party shall not be liable for injury to persons or damage to or loss of property caused by the sole negligence of the Indemnified Party, its subcontractors, agents, or employees.

The Indemnified Party shall promptly notify the Indemnifying Party of any claim, demand, or action which is covered by this indemnification provision and shall authorize representatives of the Indemnifying Party, at its sole cost and expense, to settle or defend any such claim, demand, or action and to represent the Indemnified Party in, or take charge of, any litigation.

- E. Force Majeure.** Neither party shall be liable to the other party for non-performance or defective or late performance of any of its obligations under this Agreement to the extent and for such periods of time as such non-performance, defective performance, or late performance is due to acts of God, fire, flood, strikes, industrial disturbances, accidents, war (declared or undeclared), riots, acts of terrorism, revolution, explosions, sabotage, nuclear incidents, lightning, weather, earthquakes, storms, sinkholes, epidemics, pandemics, action of any governmental authority, or other causes beyond the reasonable control of the pertinent party, so long as such performance is commenced as soon as reasonably possible after the cessation of the cause of the failure to perform.
- F. Severability.** If any term, covenant, or condition of this Agreement or the application thereof to any person or circumstance shall be invalid or unenforceable, then the remainder of this Agreement and the application of any term or provision to any person or circumstances, other than those to which it is held invalid or unenforceable, shall not be affected thereby and all other terms shall be valid and enforceable to the fullest extent permitted by law.
- G. Waiver of Breach.** The waiver by either party of a breach or violation of any provision of this Agreement shall neither operate as nor be construed to be a waiver of any subsequent breach hereof.
- H. Third Party Rights.** Except as otherwise expressly stated herein, the parties do not intend to create any enforceable rights in any third party under this Agreement and there are no third-party beneficiaries to this Agreement.
- I. Entire Agreement.** This Agreement contains the entire understanding between the parties. It may be changed only by the written agreement signed by the parties. This agreement is entered into in the Commonwealth of Virginia and the parties agree that Virginia law shall govern the interpretation of this agreement, and any claims hereunder, without regard to any conflicts of law provisions.
- J. Counterparts.** This Agreement may be executed in duplicate counterparts, which will be deemed an original.
- K. Capacity to Enter into Agreement.** The person executing this agreement on behalf of the Client warrants that she/he is authorized to do so and that all corporate formalities attendant to such authorization have been completed.

IN WITNESS WHEREOF, the authorized representatives of the City of Cedar Key ("Cedar Key") and Anchor Consulting, LLC ("Anchor") do hereby execute this contract, which shall become effective on the Effective Date first set forth above.

Date _____, 2026

Anchor Consulting, LLC

By: _____

Name: Catherine Harper
Chief Executive Officer

Date: _____, 2026

Cedar Key Community Redevelopment Agency

By: _____

Name:
Title:

EXHIBIT A
Compensation Schedule

Cedar Key agrees to the following schedule of payments to Anchor, to be made on or before the date indicated below:

Pay #	Payment Due Date		Amount Due
1	December 1, 2024	December 2024	\$1,000.00
2	January 1, 2025	January 2025	\$1,000.00
3	February 1, 2025	February 2025	\$1,000.00
4	March 1, 2025	March 2025	\$1,000.00
5	April 1, 2025	April 2025	\$1,000.00
6	May 1, 2025	May 2025	\$1,000.00
7	June 1, 2025	June 2025	\$1,000.00
8	July 1, 2025	July 2025	\$1,000.00
9	August 1, 2025	August 2025	\$1,000.00
10	September 1, 2025	September 2025	\$1,000.00
11	October 1, 2025	October 2025	\$1,000.00
12	November 1, 2025	November 2025	\$1,000.00
TOTAL		TOTAL	\$12,000.00

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

Submitted By: Brooke Smith

Meeting Date: 03/10/2026

Subject: Cedar Key City Hall Area Urban Design and Housing Study

Discussion: Approval of Final Results of the Study

Fiscal Impact:

Attachments: Presentation will be given at meeting.

Possible Commission Action: Approval of Final Results of the Study

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

Submitted By: Brooke Smith

Meeting Date: 03/10/2026

Subject: Discretionary Spending Authority for CRA Administrative Needs

Discussion: Approval of up to \$2,000.00 per Expenditure for Training and Other Needs

Fiscal Impact: up to \$2,00.00 per Expenditure

Attachments: Florida Redevelopment Association (FRA) Information

Possible Commission Action: Approval of up to \$2,000.00 per Expenditure for FRA Training and Other Needs

Florida Redevelopment Association (FRA) Membership & Academy Overview

What is the Florida Redevelopment Association (FRA)?

The Florida Redevelopment Association (FRA) is a statewide professional organization dedicated to supporting Community Redevelopment Agencies (CRAs), local governments, and redevelopment professionals throughout Florida.

FRA provides education, advocacy, professional certification, and technical assistance related to redevelopment law, policy, economic revitalization, infrastructure investment, affordable housing, and downtown revitalization.

The Association works closely with redevelopment practitioners, municipal officials, consultants, and state partners to promote effective and legally compliant community redevelopment practices.

Organizational Membership Structure

FRA membership is organizational in nature. When a municipality or CRA joins:

- All elected officials, board members, and staff are eligible to receive member benefits.
- Members receive reduced registration rates for conferences and training programs.
- Access is provided to legislative updates, redevelopment resources, and professional networking opportunities.

Membership runs annually (October 1 – September 30).

Key Benefits to the City / CRA

Membership in FRA provides:

1. Professional Education & Training

- Discounted registration for the FRA Annual Conference and regional workshops
- Continuing education opportunities specific to redevelopment law and CRA operations
- Access to best practices and model policies

2. Legislative & Policy Updates

- Timely updates regarding changes to Chapter 163, Florida Statutes
- Advocacy related to redevelopment funding and statutory authority
- Monitoring of legislative proposals impacting CRAs

3. Technical Resources

- Access to redevelopment guidance materials

- Sample documents and policy frameworks
- Networking with experienced CRA administrators and municipal professionals

4. Peer Collaboration

- Statewide professional network of redevelopment practitioners
- Opportunities to collaborate on best practices and innovative solutions
- Exposure to successful redevelopment models across Florida communities

The FRA Academy

The Florida Redevelopment Association Redevelopment Academy (FRA Academy) is a structured professional development program administered through the Florida Redevelopment Association.

The Academy provides formal coursework in redevelopment practice and includes instruction in:

- Community redevelopment law and statutory compliance
- Redevelopment trust fund administration
- Economic development strategies
- Affordable housing requirements
- Ethics and governance
- Project financing and implementation

Participants may pursue professional designations such as:

- Redevelopment Administrator (RA)
- Redevelopment Professional (RP)

These certifications demonstrate advanced knowledge and competency in redevelopment administration.

Benefit to the City of Cedar Key CRA

Participation in FRA membership and Academy training would:

- Strengthen statutory compliance under Chapter 163, Florida Statutes
- Enhance administrative capacity of the CRA
- Improve reporting, trust fund management, and performance tracking
- Support strategic redevelopment planning and implementation
- Provide professional certification opportunities for the Clerk/CRA Administrator

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

Submitted By: Brooke Smith

Meeting Date: 03/10/2026

Subject: Reporting Requirements for the CRA

Discussion: Reporting Requirements for the CRA as prescribed by FL Statute 163.371

Fiscal Impact:

Attachments: FL Statute 163.371

Possible Commission Action: Discussion of Reporting Requirements for the CRA as prescribed by FL Statute 163.371

Statutory Reporting Requirements – Florida Statute §163.371

Florida Statute §163.371 – Community Redevelopment Agency Reporting Requirements

Florida law establishes mandatory reporting and transparency requirements for all Community Redevelopment Agencies (CRAs). The following summarizes statutory obligations that apply to the Cedar Key CRA:

1. Digital Boundary Map Requirement

F.S. §163.371(1)

- Each CRA must publish on its website digital maps depicting:
 - The geographic boundaries of the CRA; and
 - The total acreage of the CRA district.
- If any change occurs to the boundaries or total acreage:
 - Updated digital map files must be posted within **60 days** after the change becomes effective.

2. Annual Report Requirement

F.S. §163.371(2)

Beginning March 31, 2020, and **no later than March 31 of each year thereafter**, each CRA must:

- File an annual report with the municipality or county that created the CRA; and
- Publish the annual report on the CRA's website.

Required Contents of the Annual Report

The annual report must include the following:

A. Audit Report

- The most recent complete audit report of the Redevelopment Trust Fund (as required by F.S. §163.387(8)).
- If the audit is not available by March 31, the CRA must publish it within **45 days after completion**.

B. Performance Data (as of December 31 of the reporting year)

The report must include:

1. Total number of projects started and completed, including estimated cost for each project;
2. Total expenditures from the Redevelopment Trust Fund;
3. Original assessed real property values within the CRA district as of the date the CRA was created;
4. Total assessed real property values within the CRA boundaries as of January 1 of the reporting year;
5. Total amount expended for affordable housing for low-income and middle-income residents.

C. Goal Achievement Summary

The report must include a narrative summary indicating the extent to which the CRA has achieved the goals outlined in its adopted Community Redevelopment Plan.

Chapter 163 Cedar Key CRA Annual Report: Requirements

Section 163.371(2)

....

(2) Beginning March 31, 2020, and not later than March 31 of each year thereafter, a community redevelopment agency shall file an annual report with the county or municipality that created the agency and publish the report on the agency's website. The report must include the following information:

(a) The most recent complete audit report of the redevelopment trust fund as required in s. 163.387(8). If the audit report for the previous year is not available by March 31, a community redevelopment agency shall publish the audit report on its website within 45 days after completion.

The most recent audit report is for FY 23/24. That report has been provided for posting. The FY 2024-2025 audit of the Redevelopment Trust Fund (Purvis & Gray) is not required to be completed until June 30, 2026. (This must be posted to the CRA website within 45 days of completion)

(b) The performance data for each plan authorized, administered, or overseen by the community redevelopment agency as of December 31 of the reporting year, including the:

1. Total number of projects started and completed and the estimated cost for each project.

With CRA assistance James Moore will develop this based on the FY 24/25 chart previously developed for budgeting purposes.

Excerpted and Edited Example

Projects FY 24/25 (descriptor)	Completed (Y/N or in progress)	Estimated cost (or amount budgeted)	Actual Cost	Remainder for carry forward or rebudget
Large and Small Resiliency and Recovery Grants Program	Yes (The program has been completed and closed); grant funding awards remain pending.	\$531,482.43	\$531,482.43	See grant award status chart

2. Total expenditures from the redevelopment trust fund.

With CRA assistance, James Moore has been asked to provide this, including an itemized accounting for FY 2024 - 2025 (project amounts budgeted, appropriated, expended, carry-forward to FY 2025/2026). CRA reports (below) from other small city cra's offer some examples/guidance

3. Original assessed real property values within the community redevelopment agency's area of authority as of the day the agency was created.

Requires contacting the Property Appraiser

4. Total assessed real property values of property within the boundaries of the community redevelopment agency as of January 1 of the reporting year.

(Requires contacting the Property Appraiser).

5. Total amount expended for affordable housing for low-income and middle-income residents.

(c) A summary indicating to what extent, if any, the community redevelopment agency has achieved the goals set out in its community redevelopment plan.

This will be based on amended redevelopment plan and the annual goals and objectives report that was required by the special district statute and posted in November.

Examples from other small city jurisdictions

<http://www.willistonfl.org/media/2086>

<https://www.crystalriverfl.org/media/14196>

<https://www.ctsfl.us/Archive/ViewFile/Item/66> (Tarpon Springs)

<https://www.cityofflaglerbeach.com/DocumentCenter/View/6703/CRA--2023-2024-Annual-Report>

<https://www.cityofportrichey.gov/community-redevelopment-agency-cra/page/cra-annual-reports>