

City of Cedar Key
Commission Workshop Agenda
809 6th Street
July 10, 2025 5:00 pm

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

Call to Order

1. Post Storm Recovery and Re-entry Procedures
2. Resolution ____ - Mayors' Duties

Meeting Adjourned ____PM



Cedar Key Emergency Management
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Cedar Key Department of Emergency Management

Mandatory Evacuation, Bridge Closures, Re-Entry Procedures, Safety Personnel, and Re-Entry Team Responsibilities and Duties

I. PRE-STORM:

1. **Bridge Closure:** In a mandatory evacuation situation, the Number Four Bridge will be closed when deemed necessary by the EMD for the safety of all, and only those who choose not to evacuate will remain on the island.
2. **Mandatory Evacuation:** When a mandatory evacuation is called, Public Safety personnel (Police, Fire, EMS, and CERT) will make every effort to encourage citizens to heed the directions of the County EOC and leave the island in a timely manner. Public Safety personnel will go to every residence within the city limits of Cedar Key to inform them of the Mandatory Evacuation order, and record the name, phone number and next of kin of all occupants choosing to remain. **The Cedar Key Chief of Police will coordinate this effort as directed by the Emergency Management Director.**
3. **When Emergency Support Ends Before/During Storm:** ~~Residents must understand that at a certain point in time During a Mandatory Evacuation or other storm event at the discretion of the EMD.~~ Public Safety and local government personnel ~~may~~ will be ordered to move to a place of safety off the island and the Number Four Bridge will be closed. This decision is usually made when approaches to the bridges become unsafe for passage. The final determination for them to leave will be made by the Emergency Management Director in consultation with the Police Chief and the Mayor.
WARNING: ONCE THE EMD CLOSED THE #4 BRIDGE, FROM THIS POINT ON NO ONE, NOT EVEN EMERGENCY PERSONNEL WHEN NEEDED WILL NOT BE AVAILABLE TO HELP CITIZENS WHO STAYED ON ISLAND, WILL BE ABLE TO RETURN TO THE ISLAND DURING THE STORM EVENT. CITIZENS MUST UNDERSTAND THAT THEY WILL HAVE TO WAIT UNTIL AFTER THE STORM EVENT TO RECEIVE EMERGENCY HELP.

Commented [JD1]: WEBB: Mr. Webb removed "mandatory" from the document throughout.

Follow up: Before doing this, we need to determine whether "Mandatory Evacuation" is a term that has significance within the Emergency Management world. Does using the word "Mandatory Evacuation" trigger things within the greater emergency community? Also determine whether we close the bridge and any of this specific policy will come into play if it isn't a mandatory evacuation?

Commented [JD2]: WEBB: Proposed changing this to "may". Follow-up - After we determine whether we can or should remove the word mandatory from evacuation, we need to discuss with the EMD whether it is possible NOT to close the #4 Bridge. Is "may" an option.

Commented [JD3]: WEBB: suggested adding "closed to re-entry during and/or after the storm."

Follow-up: Determine whether there are circumstances when the bridge should be closed "before a storm too" when dangerous conditions are happening and closure needs to be made so that those leaving the island and Public Safety Personnel may reach safety in a timely manner.

II. POST STORM - BRIDGES PASSABLE:

1. When Re-Entry Efforts Begin: Once the winds have dropped below approximately 40 mph ~~(and there is no blowing debris)~~ and any flood waters have sufficiently receded, the re-entry and relief protocols will commence.
2. Priorities: The local EOC command, or their designees, will use their best efforts to ensure that the below priorities are followed ~~unless overtaken by other events~~. The priorities of any post-storm and recovery effort are:
 - A. Establishing a local Emergency Operations Command (the “EOC”) post and the chain of command as set forth in the Cedar Key Emergency Management Plan to direct recovery efforts.
 - B. Ensuring that the City is secure from fire, electrical, and other threats.
 - C. Making sure that the roads and bridges are passable to emergency vehicles. If not, safely securing them.
 - D. Ensuring that those persons who have chosen to remain behind are safe and well.
 - E. Securing an adequate supply of food, water, ice, and other relief supplies as soon as possible.
 - F. Establishing communications both intra-island and with the County EOC.
 - G. Establishing security for the protection and safety of people and property.
 - H. Opening the island to residents, property owners, and business owners once the island is deemed safe by the Emergency Management Director (the “EMD”).
 - I. Facilitating clean-up and restoration as soon as possible.
3. Initial Command Post: The initial command post will be located, if usable, at the water compound parking lot at State Road 24 and C.R. 347. If it is unusable, the alternate will be the intersection of Old S.R. 24 and S.R. 24 just to the North of the approach of Number Four Bridge. The second alternative command post will be at the Marathon Station in Sumner.
4. Initial Command Personnel: The first to arrive after the storm of the Fire Chief (EMD) or the Police Chief shall assume command until the full command team is in place. Then, the Emergency Management Director will assume command in accordance with the Cedar Key Emergency Management Plan. If any of these are unavailable, then the Mayor (or in the absence of the Mayor, the Vice Mayor) will designate who their assistant or designee shall take their place. Re-entry efforts shall be directed from the initial command post area until a command post is established in town.

Commented [JD4]: WEBB: Made deletion.

Commented [JD5]: WEBB: deleted

Commented [JD6]: WEBB: made changes

5. Traffic Control Points: Until the decision to re-enter Cedar Key is made by the Emergency Management Director and traffic is cleared to proceed to the command post, all traffic is to be held at either of two traffic control points manned by either the Sheriff's Deputies or volunteers (designated by the Chief of Police):
 - A. The first and farthest North will be at the junction of C.R. 345 and S.R. 24 in Rosewood.
 - B. The second and major control point will be at the CR 347 and SR 24 junction.
 - C. The Number Four Bridge re-entry control shall be set up prior to traffic control points being lifted. If no traffic control points are established, the bridge re-entry control must be set up immediately upon the arrival of the Emergency Manager or temporary Emergency Manager first on scene after the storm event.

6. Communication: If power is out, it is a reasonable assumption that both telephone and cell phone service will be interrupted. Communication between working groups, and communication with Levy County EOC, will be by either radio or satellite phone. The County EOC will provide a satellite phone to the City in the event of an impending disaster. Each Volunteer Firefighter and Police Officer shall carry a portable VHF radio. These radios work on frequencies not available to the ordinary resident.

7. Initial Re-Entry Team (Pre-public entry):
 - A. Policy. Before citizens are allowed to re-enter the island, it must be determined that it is safe and secure or that it has been made safe and secure by the Initial Re-Entry Team.
 - B. Re-Entry Team Personnel. The Initial Re-Entry Teams will be composed of members of the Cedar Key Volunteer Fire Department designated by the Fire Chief's designee who will serve in his place while he is acting as the EMD, members of the Cedar Key Police Department designated by the Police Chief, members of the Cedar Key Public Works Department designated by the Public Works Department Head, members of the Cedar Key Water and Sewer District employees designated by the CKWS Manager, members of Levy County Department of Public Safety (if available), and members of CFEC (if available).
 - C. Bridge Safety Check. The Initial Re-Entry Team shall:
 - a. Determine whether the Number Four Bridge is safe and usable to heavy traffic (decision made by local EOC with input from Initial Re-Entry Team and FDOT [if available]). If it is not, then Teams will have to be prepared to walk into town unless some form of transportation is available on the city side of the bridge. There may be some airboats and skiffs available to transport work Teams across the channel and to other points on the island.
 - b. Determine the usability of all other bridges on Highway 24 leading into town.

Commented [JD7]: WEBB: suggested that we add "members of the Cedar Key City staff as designated by the Mayor" to the list of Re-Entry Team personnel.

Follow-up - determine whether including them as Re-Entry Personnel is appropriate because the Re-entry Team is the team that goes in and determines whether the island is safe, clears up road blockages, checks for fire, safe bridges, etc. Determine whether we can add a provision that allows those staff members to get on the island as soon as at a certain point - not necessarily when the island is deemed safe by the EMD, but perhaps when the roads to City Hall (or other designated island operation center) have been cleared and City Hall is deemed safe for staff to enter.

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- c. Bridges not deemed safe. If the Number Four Bridge and/or other bridges along 24 are NOT deemed safe and usable to heavy traffic, they shall be secured for safety immediately. At this point Section II. Post Storm - Bridge Not Passable shall be followed.

- D. Highway 24 - If bridges on Highway 24 are safe and usable to heavy traffic, the Initial Re-Entry Team shall:
 - a. Clear and fix Highway 24. Departmental vehicles may be used to enter the town and perform duties. If needed, the front-end loader and/or bulldozer may be used to clear away major debris, if any. When possible, departmental equipment may be positioned in a safe location off-island, and other equipment positioned at the City Hall for immediate on island use.
 - b. Ensure that the fuel tanks at the Island Jiffy/Marathon are safe and there is no danger of fire.
 - c. Determine the usability of the City Hall/Police Department and the Cedar Key School and assess any damages along the route. If safe, the local EOC command post will be set up at City Hall. If not, the Initial Re-Entry Team will report to the Emergency Management Director their recommendation as to where to establish the command post in town. Other options include setting up a post at the old freezer building across from the Island Jiffy/Marathon on SR 24 or the Island Jiffy/Marathon parking lot.
 - d. Assess the two bridges leading to the airport from the intersection of Whiddon and Gulf Avenues for safety and usability. If not safe, those areas will be blocked off until they are made safely traversable.
 - e. Work way through the island to assess damage, determine the type of equipment needed for debris clearing and establishing safety throughout the island, and communicate needs to the EOC command. If time is available, they shall also make note of property damage as they progress through the island.
 - f. As the necessary equipment becomes available on island debris shall be removed out of right of ways throughout the island.
 - g. Once the roads have been cleared, threats to traffic patterns removed, and on island bridges determined safe, Re-Entry Teams and repair crews shall assess and mitigate hazards such as electricity, gas leaks, water lines, and unstable structures threatening public right of ways throughout the entire island.
 - h. The Initial Re-Entry Team is not charged with search and rescue, but with performing the Initial Re-Entry Team duties set forth herein.

- E. Search and Rescue: Once a search and rescue zone is declared safe by the Initial Re-Entry Team, search and rescue efforts will commence in that area. Each team along with volunteers will search for residents who have chosen to remain behind and ride out the event.

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- a. Search and Rescue (SAR) teams must be formed and sent out as soon as practicable (safe).
 - b. The teams will be assigned to a specific zone as shown on **Exhibit "1"**.
 - c. Each team must have the necessary communications equipment necessary to communicate with any of the CP's. This equipment consists of one or more portable radios, either Police/Fire band VHF or Marine VHF band Communication with the CP and other teams is vital.
 - d. All structures searched by SAR Teams will be appropriately marked as searched. As each zone is cleared, each team may collaborate with the remaining teams to survey damage and locate those who remained behind. Zones are for search purposes only.
8. Opening the Bridge: Once the Initial Re-Entry Teams have completed their duties and the search and rescue teams have cleared their zones, the Emergency Management Director, with the Police Chief and the Mayor, will make the decision to re-open all or part (in phases) of the island to residents, property owners, and business owners in the order and timing set forth in the Emergency Management Plan or as otherwise deemed appropriate under the circumstances.
9. Re-Entry Onto the Island and Re-Entry Passes:
- A. Overview: The Re-Entry Pass is designed to make it easier for residents, property owners and business owners to re-enter the island once the Emergency Management Director, as set forth in the Duties and Responsibilities, has declared that all re-entry benchmarks have been met and that it is safe for residents to re-enter. In an effort to avoid long lines, the vehicle Re-Entry Pass will allow Public Safety officials to quickly identify vehicles approved to re-enter. Those vehicles will be waved through, bypassing the normal public screening required to enter the affected area. The Re-Entry Pass Program will enhance public safety and speed up the recovery process by getting residents and business representatives on the island quickly and efficiently, while keeping criminals out.
 - A. Policies and Guidelines: **PLEASE SEE THE CEDAR KEY POLICE DEPARTMENT PRE AND POST STORM DUTIES, SECTION III, FOR THE RE-ENTRY PASS PROGRAM GUIDELINES.**

III. POST STORM – BRIDGES NOT USABLE

1. Description of Situation: This part of the plan assumes that one or more of our six (6) bridges in Cedar Key are unusable for any reason. If bridges Four through Two are unusable, that will make recovery efforts more difficult for an undetermined length of time. Access to the town (or parts of the town) will have to be by airboat or other shallow draft boat. Getting relief supplies to town will be a challenge until all bridges are repaired or temporary spans are in place.

2. Adoption of Section II. Paragraphs: See Sections II, 1-7(c) as they also apply to Post Storm procedures when the bridges are not usable.
3. Priorities: The local EOC command, or their designees, will use their best efforts to ensure that the below priorities are followed unless overtaken by other events. The priorities of any post-storm and recovery effort are:
 - ~~A.~~ Establishing a local Emergency Operations Command (the “EOC”) post and the chain of command as set forth in the Cedar Key Emergency Management Plan to direct recovery efforts.
 - ~~A.~~B. Establish Safe Landing Zones at either the marina, for helicopters, and/or the airport if it is accessible by the two bridges connecting it to the main island, so supplies can be brought directly onto the island and medivacs or extractions can be carried outbound.
 - ~~B.~~C. Safely securing all bridges that are unpassable on island and initiate bridge repairs.
 - ~~C.~~D. Recruitment of boats of all kinds for transportation to the island.
 - ~~D.~~E. Ensuring that the City is secure from fire, electrical, and other threats.
 - ~~E.~~F. Making sure that the roads and bridges are passable to emergency vehicles.
 - ~~F.~~G. Ensuring that those persons who have chosen to remain behind are safe and well.
 - ~~G.~~H. Securing an adequate supply of food, water, ice, and other relief supplies as soon as possible.
 - ~~H.~~I. Establishing communications both intra-island and with the County EOC.
 - ~~I.~~J. Establishing security for the protection and safety of people and property.
 - ~~J.~~K. Opening the island to residents, property owners, and business owners once the island is deemed safe by the Emergency Management Director (the “EMD”).
 - ~~K.~~L. Facilitating clean-up and restoration as soon as possible.
4. Bridge Repair: An immediate need for bridging or bridge repair equipment, companies, and military personnel skilled in this area must be communicated through the appropriate channels on the County, State, and National levels.
5. Re-Entry Methods for Initial Re-Entry Teams: Entry to Cedar Key will be by boat or helicopter or both. There will be an immediate need for airboats and shallow draft vessels such as flats boats, Bird Dogs, or clam boats to ferry emergency personnel and supplies to town. This assumes that those types of boats have survived the event and are reachable and usable.
6. Initial Re-Entry Team Duties Once on Island:
 - A. Establish a landing area for boats to get personnel and equipment to the island command post. Once sufficient personnel are in place, the Initial Re-Entry Teams will form up and move out using what transportation is available.
 - B. Ensure that the fuel tanks at the Island Jiffy/Marathon are safe and there is no danger of fire.

Commented [JD8]: WORTHAM: Establish Safe Landing Zones at either the marina for helicopters, the airport if it accessible by the two bridges connecting it to the main island, or both so that supplies can be brought directly into the island and medivacs or extractions can be carried outbound.
The U.S. Fish & Wildlife Service, Florida Fish and Wildlife Conservation Commission, and Florida Department of Forestry, and Florida State Police all have fixed wing aircraft capable of landing at the Cedar Key Airport.

- C. Determine the usability of the City Hall/Police Department and the Cedar Key School and assess any damages along the route. If safe, the local EOC command post will be set up at City Hall. If not, the Initial Re-Entry Team will report to the Emergency Management Director their recommendation as to where to establish the command post in town. Other options include setting up a post at the old freezer building across from the Island Jiffy/Marathon on SR 24 or the Island Jiffy/Marathon parking lot.
 - D. Assess the two bridges leading to the airport from the intersection of Whiddon and Gulf Avenues for safety and usability.
 - E. Move throughout the island to assess damage, determine the type of equipment needed for debris clearing and establishing safety throughout the island, locate and help survivors and communicate needs to the EOC command.
 - F. As the necessary equipment becomes available, remove debris and threats to traffic patterns along the roadways throughout the island.
 - G. Search and Rescue Efforts: **See the Section III, 8 below for Search and Rescue Efforts Guidelines when bridges are not passable.**
7. Bridges Open: Once the Initial Re-Entry Teams have completed their duties, the search and rescue teams have cleared their zones, and the bridges are certified safe to be traversed with cars and trucks, the Emergency Management Director, with the Police Chief and the Mayor, will make the decision to re-open all or part (in phases) of the island to residents, property owners, and business owners in the order and timing set forth in the Emergency Management Plan or as otherwise deemed appropriate under the circumstances. **Note, under the bridges un-passable scenario, it could be a substantial amount of time before the bridges are repaired and deemed safe for vehicle traffic.**
8. Search and Rescue When Bridges are Unpassable:
- A. Time of Search and Rescue: Search and Rescue (SAR) teams must be formed and sent out as soon as practicable. The teams will be assigned to a specific zone, ~~as shown on Exhibit "1"~~ **[HAVE NOT REVIEWED THIS]**. Each team must have the necessary communications equipment necessary to communicate with any of the CP's. **This equipment consists of one or more portable radios, either Police/Fire band VHF or Marine VHF band. It should be understood that communication with the CP and other teams is vital. [CHECK THAT THIS TECHNOLOGY REMAINS WHAT WE USE]**
 - B. Landing Zone: A landing zone (LZ) will need to be designated for the airlifting of supplies and personnel. This should either be near the City Hall (if used for the CP) or at the ball field at Cedar Key School. Alternate LZ's may be established as the need arises.
 - C. Emergency Medical Station: If people ignored the evacuation order and remained behind, an emergency medical station must be established close to the LC for triage, treatment and evacuation purposes.

Commented [JD9]: WEBB - "Eliminate Exhibit 1"

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- D. The SAR Teams: Emergency Services personnel and people with first responder training will need to be included in the SAR teams.
- E. Transportation of Injured: Transportation of the sick and injured may present problems if there is no local operating transportation after a major event. It may be necessary to "borrow" any working means of transportation to take people to places of treatment and shelter, and then to move them to a place of safety.
- F. Damage Assessment: When reasonable and safe each SAR team shall make an assessment of the damage to infrastructure in their zones. It may take County, State, and Federal personnel a long time to reach Cedar Key, and the earlier we have information on damage and equipment needs the sooner requests can be put into the EM portal.
- G. Small SAR Teams: Depending on available manpower our SAR teams may be few in number requiring them to sweep more than one zone initially. It may be necessary to have authorized volunteers with each team under the supervision of the SAR Team leader.
- H. SAR Teams and Debris Removal: Teams should only deal with debris removal when necessary to make a road passable. Major debris removal will have to wait until the area is declared safe and survivors are located and treated.
- I. Team Collaboration: As each zone is cleared, the SAR Team may collaborate with the remaining teams to survey damage and locate those who remained behind. Zones are for search purposes only.
- J. Marking Structures as Searched: Each structure searched will be appropriately marked as searched.



Cedar Key Police Department
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Cedar Key Police Department Pre-Storm & Post-Storm Responsibilities and Duties

I. Pre-Storm:

The Cedar Key Police Department is expected to participate Pre-Storm as set forth in the Cedar Key Department of Emergency Management Section entitled “Mandatory Evacuation, Bridge Closures, Re-Entry Procedures, Safety Personnel, and Re-Entry Team Responsibilities and Duties” (herein referred to as the “Duties and Responsibilities”) which is controlled by the Emergency Management Director. Specifically:

1. The Police Department will be part of the Public Safety personnel (Police, Fire, EMS, and CERT) when a ~~mandatory~~ evacuation is called and, at the direction of the Emergency Management Director, the Police Chief will coordinate the door-to-door efforts set forth in Section I, Pre-Storm, of the Duties and Responsibilities to encourage citizens to heed the directions of the County EOC and leave the island in a timely manner. Public Safety personnel will go to every residence within the city limits of Cedar Key to inform them of the Mandatory Evacuation order, and record the name, phone number and next of kin of all occupants choosing to remain.
2. All Cedar Key Police Department vehicles and equipment shall be secured at a safe location out of danger from any storm surge.
3. All equipment and supplies needed to facilitate the Re-Entry Pass Program as set forth in Section III below shall be located, checked, and store in a safe, accessible place for use immediately after the storm. For example, sufficient barricades, signage, “Pass Lane” and No-Pass Lane” signs, up-to-date alphabetical list of residents (CFEC?), copies of the Re-Entry Pass Program, Copies of the Daily Pass Information Sheet, folder for Daily Passes held at the Number Four Bridge, etc.
4. The Chief of Police shall make sure that all his officers are thoroughly trained and completely understand the Re-Entry Pass Program with the ability to train outside law enforcement officers who come to assist post storm.

Commented [JD1]: WEBB = remove mandatory - have plans govern all evacuations regardless of whether mandatory or not.

5. Cedar Key Police Department Officers will be placed on standby as needed for duties Post-Storm (See Sections II and III below).

II. Post-Storm:

The Cedar Key Police Department is expected to participate Post-Storm as set forth in the Cedar Key Department of Emergency Management Section entitled “Mandatory Evacuation, Bridge Closures, Re-Entry Procedures and Safety Personnel and Re-Entry Team Responsibilities and Duties” (herein referred to as the “Duties and Responsibilities”) which is controlled by the Emergency Management Director.

Specifically:

1. The Chief of Police, if first on the scene post-storm, temporarily assumes the role of Emergency Management Director until the official EMD arrives.
2. The Cedar Key police officers are part of the Re-Entry Team personnel as defined in Section I, B of the Duties and Responsibilities and as such they shall participate in all the Re-Entry Team jobs as set forth in said Duties and Responsibilities Section of the Emergency Management Plan.
3. The Cedar Key Police shall establish the traffic control points and secure the Number Four Bridge as directed by the Emergency Management Director and Section II, 5 of the Duties and Responsibilities.
4. Once the Emergency Management Director has made the decision to re-open the Number Four Bridge as set forth in the Duties and Responsibilities, the Cedar Key Police Department is responsible for implementing and managing the Cedar Key Re-Entry Pass program as set forth below.
 - A. The City of Cedar Key Police Department will have officers stationed at the checkpoint 24 hours a day, 7 days a week until the Island is opened back up to everyone.
 - B. The City of Cedar Key Police Department along with assisting agencies will have officers patrolling the Island 24 hours a day, 7 days a week.
 - C. When a City-Wide Curfew is in effect, ANYONE coming onto the Island will be escorted to their residence or business by an officer until the curfew is lifted.
3. The Cedar Key Police shall also continue to perform their regular law enforcement duties as needed to maintain order, and protect and secure the citizens, businesses, residents, and their property.

Commented [JD2]: BECKHAM = “Has any thought been given to splitting the lanes out at the intersection of SR24 and CR347? One officer would be there and “Non-pass holders, or people with a “story” would be directed down “old 24” to the left and pass holders would be directed in on the current SR24. That officer would simply point and not assess the story. Then at the normal check point [#4 Bridge] a single officer waves in the pre-screened SR24 traffic, and a couple of other officers/volunteers work the line of cars without passes coming at them on Old 24. This way the current SR24 stays nearly full speed and any backup from the non-pass holders would be on the old SR24. It can be very frustrating to have a pass, yet have to wait 20-30 minutes to get up to the front of the line to get waved in. Consider it an express lane for the pass holders.”

Commented [JD3R2]: Follow up: discuss logistics of doing this with the EMD, Police Department, etc. in terms of resources available to man multiple pass zones, etc. After determined - revised document accordingly.

III. **The Cedar Key Re-Entry Pass Program:**

1. **Overview:** This Re-Entry Pass Program is triggered only upon the official declaration of the EMD, in consultation with the Mayor and Police Chief, that the island is safe for re-entry. The Re-Entry Pass is designed to make it easier for residents, property owners and business owners to re-enter the island once the Emergency Management Director, as set forth in the Duties and Responsibilities, has declared that all re-entry benchmarks have been met and that it is safe for residents to re-enter. In an effort to avoid long lines, the vehicle Re-Entry Pass will allow Public Safety officials to quickly identify vehicles approved to re-enter. Those vehicles will be waved through, bypassing the normal public screening required to enter the affected area. The Re-Entry Pass Program will enhance public safety and speed up the recovery process by getting residents and business representatives on the island quickly and efficiently, while keeping criminals out.

2. **Order of Re-Entry:**

A. Property Owners, Business Owners, and Residents - Unless otherwise determined by the Emergency Management Director, once the island has been declared safe for re-entry by the EMD, the island will be open to passholders - first to residents/property owners and business owners so (see Section 11, Daily Pass) they can assess and secure their homes, businesses, and property, and begin the recovery process.

B. Contractors/Helpers - Contractors and ~~helpers~~volunteers will be able to enter the island by obtaining daily passes once the EMD, Police Chief, and Mayor make the decision to do so. This decision will be based on whether residents/property owners and business owners have had ample time and opportunity to assess and secure their property. However, if contractors are needed to properly secure buildings and property on the island daily passes may be issued on an as needed basis at the discretion of the Re-Entry Approver (discussed below). For purposes of this Section (2)(B), Helpers are those volunteers who are coming onto the island at the request of a property owner, business owner, resident to secure and/or mitigate damage to their property before the island is open to General Public Volunteers, etc.

C. Non-Governmental Disaster Relief Agencies / Press – Non-Governmental Disaster Relief Organizations and the Press will be allowed on the island after coordinating with City Hall personnel for entry.

A. General Public Volunteers – General public volunteers will be restricted until the island is open to the general public, unless otherwise directed by the Emergency Management Director.

3. **Re-Entry Pass Eligibility:**

Anyone who lives in Cedar Key, owns property on island, or owns a business in Cedar Key is eligible to receive one re-entry pass each year for free, and a second one for a fee of \$20.00[?].

Commented [JD4]: SERA - "I would like to see a date in here regarding a start date. Will mine still be active this year or do I need to change min this year to a new color?"

Commented [JD5]: WEBB = "delete this".

WORTHAM - add to end of the sentence - "Or those without any necessary need to enter the island during this phase of recovery."

Commented [JD6]: WEBB = suggested we add as "A" the Essential Personnel/Re-Entry Team definition from the Initial Re-Entry Policy here.

Follow up: Since the reentry pass program is only for pass holders or those who are eligible for passes AFTER the EMD/Mayor/Police Chief have made the determination to open the bridge to re-entry, need to decide whether to bring Essential personal under the Re-Entry pass program by adding them here or whether we keep them outside of the program and add a clarification that the program applies to re-entry once the determination has been made that re-entry is allowed. Determine whether the language added to the overview paragraph and in 2.A solves the concern behind the comment.

Commented [JD7]: WEBB - wants Volunteer changed to Helper.

Follow-up = If it is decided to make this change, determine whether we need to define what a helper is since a helper may be a volunteer. Do we mean the helpers that are coming in initially to help owners secure their property as opposed to "general volunteers". See language add at the end of Section 2(B) for consideration of whether sufficiently clarifies the distinction.

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Commented [JD8]: WEBB - Added entry of Non-Government Disaster Relief Agencies/Press paragraph.

Follow up = adding this criteria will require us to also provide a "process" for how they gain entry so bridge officers know what to expect. Even if they coordinate with City Hall, what do our police/bridge crew and patrols need to know about when to let them in. Consider whether we add to "coordinating with City Hall" to "obtain a daily pass" see Daily Pass Section 11).

Commented [JD9]: WEBB - add the General Public Volunteers section

Follow-up - determine that if we open bridge to volunteers before we open bridge to general public - whether Section 11 (A)() is sufficient to handle volunteer access. Not sure it will work under the daily pass scenario with large volume volunteers coming in before the bridge is open to all. This is worth giving thought to ahead of time, less to plan during an emergency.

Commented [JD10]: BECKHAM = "Many residents have more than one car that they evacuate with. It might be worth asking when people pick up their free pass if they have one or two cars and issue them up to two free passes based on their answer."

Commented [JD11]: WEBB - "I think \$30 for an extra pass is reasonable but this is not a strong opinion"

4. When To Obtain your Re-Entry Pass And Pass Characteristics:

- A. Eligible parties must obtain a new Re-Entry pass every _____ (year, two years). New passes will be a different color so that the purposes and efficiency of the re-entry pass program are not burdened or circumvented. The color of a pass is quickly viewable by officers which will keep the re-entry line moving (except for spot checks. (See Section III, 10, B below). ~~Checking a list to verify that a pass is not expired for every pass holder is time consuming and defeats the goal of creating a quicker re-entry process. In addition, the frequent change of tag color helps prevent the use of expired tags to gain access by ineligible people or bad actors.~~
- C. Re-entry passes will be issued with an alpha-numeric code written on it by City staff when issued. It will contain the first 3 letters of the last name of the person who will be using the pass (as given in his/her driver's license) and then an identifying number. ~~I.E. e.g. SMI147.~~

5. Where To Obtain Your Yearly Re-Entry Pass:

- A. In Person - Passes may be obtained at City Hall at any time throughout the year, up to the closing of City Hall for a storm event. City Hall is located at 809 6th Street, Cedar Key, FL 32625.
- B. By Mail - Residents may request to receive passes via mail for an additional fee by calling (352-543-5132) or emailing City Hall, and providing the necessary verification documents to cityhall@cedarkeyfl.us.

6. Documentation Needed To Obtain A Re-Entry Pass:

All documents required below must be "current" which for a government issue identification means that it is valid and unexpired, for documents from a utility, means the bill must be no older than three (3) months from the date re-entry is sought, if a tax record must be for the most recent tax year, if a rental agreement the term must include the date re-entry is sought.

- A. Property Owners:
 - a. A valid government issued picture ID with an address within the Number Four Bridge; OR
 - b. A valid government issued picture ID *and* a utility bill, deed, mortgage statement, or tax records for a home or business with an address inside the Number Four Bridge.
- B. Residents or business owners who rent a property inside the Number Four Bridge:
 - a. A government issued picture ID with an address located within the Number Four Bridge; OR
 - b. A government issued picture ID *and* a utility bill and/or rental agreement for address located within the Number Four Bridge.
- C. Businesses owners who rent may also use:
 - a. A government issued picture ID *and* their company's Sunbiz.org registration that lists a location within the Number Four Bridge, and the

Commented [JD12]: WEBB- Critical - I think every year is too often and will be overly burdensome on the staff. Would be interested in hearing other opinions on this. I do think we need to re-issue passes starting in the Jan 2026. My recommendation is for every 5 years with the next time being 2030 (I know its only 4 but this will get us on a logical timeline if we pick the 5 year band).

SERA- "I would suggest making the renewal of existing passes every 2-3 years. Then I understand they will be a different color and reduce the effort of checking [for expired passes] that they currently are doing."

DAVIS - Comment on Research of programs = almost every coastal community re-entry program that I reviewed changes the color of the pass yearly.

Follow up - Discussion at commission level on why other communities feel necessary to change every year, does not changing the permit every year or every other year, inhibit the effectiveness of the program, how often do we need to change to prevent expired tags from being used to undermine the effectiveness the program, would requiring officers to check a list for expired tags (in the fast pass lane where passes gain entry) thwart the effectiveness/purpose of the fast pass lane which is to encourage citizens to get passes to avoid lines to gain re-entry, etc.

Follow-up: Perform an actual analysis of how much time/work changing the passes every year or every other year would actually have on staff. Whether we can automate applying for re-entry pass and other busy work tasks to save everyone's time, reduce any burden. Weigh the pros and cons.

Commented [JD13]: BECKHAM = "Is it true that we're no longer having a cutoff of several days before the storms arrival to get your pass? If this is intentional, I like it."
Background Information = This change is intentional because circumstances changed. Previously we stopped giving out passes so far ahead of a storm because City Hall was located on 2nd Street where everything needed to be shut down and moved out to prepare for the storm. With City Hall on the hill there is no longer the need to cut it off early.

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Commented [JD14]: WORTHAM - requested that we add current language - which I did for all types of documents.

listed business owners/director/president name matches the name on the person's government issued ID.

- D. Business Owners or residents wanting a second pass:
 - a. Must provide a copy of the government issued picture ID of the employee or resident family member who will be using the re-entry pass after a storm event (the first three letters of the last name of the designated pass user will be used on their pass and is only intended for his/her use); ~~and~~
 - b. Pay the second pass fee.
 - c. May only obtain one additional pass, and
 - d. Business Owners must apply for the pass on behalf of their employee being issued the second pass.

Commented [JD15]: WORTHAM: "Only one additional Pass and must be applied for by the sponsor."

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7. Entry Without A Re-Entry Pass Or By Someone Trying To Use An Old Re-Entry Pass:

- A. Property and business owners, and renters seeking entry to the Island without a valid re-entry pass must use the "No Pass" line at the re-entry point on the Number Four Bridge.
- B. To gain entry her/she must:
 - a. Provide the same document(s) and ID as required to obtain a re-entry pass (see Section III, 6 above). These documents may be hard copies or shown to the officer via phone or computer screen; and
 - b. The officer must verify that the address is an address within the Number Four Bridge using Google Maps or other online mapping device. The officers at the bridge will be provided an alphabetical list of all residents to verify that an address on the documents provided is in fact within the Number Four Bridge (both city and county residents and business owners). This list will be obtained yearly by the city at the beginning of storm season to be kept in case of a storm. Multiple copies should be provided to the re-entry point, and if needed to the officers on patrol inside the Number Four Bridge.
 - c. Residents who enter via these documents should be instructed by the officer to go directly to City Hall to obtain their re-entry pass.

Commented [JD16]: WORTHAM: "We will likely only have enough officers at any given time to man a single line (not multiple lines)"
FOLLOW UP - Determine whether we can logistically have two lines? The whole point of a pass is to make it easier for people to enter the island easily. Determine whether we can have one line that moves those who require further effort to another area to be helped without blocking the line.

Commented [JD17]: BECKHAM = "Wouldn't this allow a resident to give their pass to a non-resident and then just show documents to get themselves on the island."

Commented [JD18R17]: Follow up = Determine whether Section 7(B)(c) which requires the person to go directly to City Hall to get their pass after entering the island using this method whether adding a new alphanumeric identification number on the pass that includes the last three letters of the tag recipients name (which can be verified against their license), combined with periodic random checks will all work together to hopefully incentivize people not to share passes.

Commented [JD19]:

WEBB "This is too much detail. Unnecessary and may be too restrictive. There may be other ways for the police officer to validate the address being inside the #4 bridge. (Google map search, etc)"

Commented [JD20]: WORTHAM: "No guarantee that City Hall will be operational. Maybe better saved for a subsequent stage of recovery"

Follow-up - Determine whether we create this plan assuming City Hall not open, or whether we create it for the majority of storms and assume it will be open and then add a separate section that addresses how to handle things if City Hall is not functional. Determine ideas for how we handle if City Hall is unusable. This will probably involve a scenario where other things in this plan won't be functional or usable/???

Commented [JD21]: BECKHAM = "Are aquaculture workers business owners? Clam farmers living elsewhere can only reach their "business" clam leases by way of the boar ramps. Even if it's only the shell pile or the anchor hole ramps.

Commented [JD22R21]: Follow up = The aquaculture industry was not addressed in this program and should be added. I will add a section for everyone to comment on

8. Entry With No Entry Pass and No Proof:

- A. If ~~for some reason~~, a property owner, lessor, or business owner does not have a Re-entry pass and is unable to otherwise prove his/her eligibility to enter the island:
 - a. He/she may contact a City Commissioner for approval to enter the island. If granted the Commissioner shall confirm approval via telephone with the officer at the entry point.
 - b. If approval is granted, the officer shall fill out a Daily Pass on site and provide it to the property owner, lessor, or business owner a Daily Pass (subject to the terms and conditions as set forth in Section 11 below).

~~c. The person granted access shall proceed to City Hall as soon as possible before the expiration of their Daily Pass with the proof necessary to obtain their Re-Entry Pass. the vehicle will be directed to move to a waiting area while verification is obtained through other means.~~

~~a. A police officer shall contact a designated person at City Hall and provide them with the name and address of the person (on license) seeking entry without proper documentation.~~

~~b. The City Hall employee shall attempt to verify re-entry eligibility by searching the tax records, property appraiser's website, Sunbiz, etc.~~

~~c. Once eligibility is verified, the employee shall contact the officers at the Number Four Bridge to let the person enter and direct them to go directly to City Hall to obtain their re-entry pass.~~

~~d. If all other efforts fail, the Re-Entry Approver may be contacted to authorize entrance based on personal knowledge or other relevant factor in their discretion. A high level designee shall be appointed the "Re-Entry Approver" (NOT the EMD or Chief of Police because they are too busy).~~

~~e. If approval is granted, the officers at the re-entry point shall be notified and the person shall be allowed entry with directions to go to City Hall directly to obtain their re-entry pass.~~

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Commented [JD23]: WEBB: proposes eliminating entire paragraph and just adding the following: "A. Any vehicle without a Re-Entry Pass and also lacks appropriate proof of ownership or residency inside the #4 Bridge, must contact a City Commissioner for special authorization of entry. City Commissioner should only grant special day passes when extenuating circumstances arise."
"I think this simplifies the process and reduces the workload on the staff for verification."

WORTHAM: "Will be denied entry. We do not want to create even more work for City Hall during this period provided City Hall can even be operational.
In the extreme circumstance, an individual may be escorted to property for a welfare check or to quickly gather belongings, otherwise they will be denied entry until the island is safe to reopen for the next stage of recovery."

Follow up =
Determine whether we want to create a new "day pass" as suggested or whether we could accomplish the same thing by having blank "Daily Passes" at the #4 Bridge for officers to give a person approved entry by a Commissioner. These people would be treated like Daily Pass holders and instructed to head to City Hall to obtain their re-entry pass immediately.
If not determine what they receive to prove they are eligible to be on island?

Commented [JD24]: WEBB: Should not burden the staff with determining when to waive a fine.

9. **Lost or Stolen Passes –**

A. Re-Entry Passes must be reported lost or stolen to City Hall immediately upon discovery.

B. A duplicate pass may be issued with a new alpha-numeric code for a fee of \$20.00 [?].

C. If a re-entry pass is confiscated at the Number Four Bridge because it was used by an ineligible person, and if the pass alpha-numeric code had not previously been reported to the City as lost or stolen, the passholder will have to pay a \$50.00(?) fine before the pass will be returned to him/her or before a new pass will be issued to him/her the next year. ~~This serves as a deterrent to prevent the inappropriate sharing or use of re-entry passes by ineligible 3rd parties.~~

D. Discretion may be used by City employees to waive the fine in the case of a stolen or lost pass being inappropriately used when the employee believes the passholder had no means or opportunity to know the pass had been lost or stolen before its invalid use.

10. **Enforcement of Re-Entry Passes:**

A. Enforcement At the Number Four Bridge Re-Entry Point:

a. Valid new passes will be waved through.

b. Random Spot Checks: Officers will be instructed to do periodic random spot checks of passes and IDs in the fast lane as a deterrent for the inappropriate use of passes by those not issued the re-entry pass. The last name on the ID must match the three letters on the pass. The person whose ID matches the re-entry pass must be the driver or a passenger in the vehicle.

- c. Officers may also stop any vehicle they suspect to be inappropriately using a re-entry pass.
- d. If an entry pass does not match the first three letters on the government issued state ID of someone in the car, then the officer must immediately take possession of the pass, and turn the vehicle away without entry to the island.
- e. Any pass that is confiscated may be returned to the rightful owner as set forth in Paragraph 5 above.
- f. Those without a valid pass or to be picking up a Daily Pass will be directed to the “No Pass” line.

Commented [JD25]: WORTHAM: “Only one line”
See above where Mr. Wortham mentioned this point for follow-up.

B. **Enforcement inside the Number Four Bridge:**

- a. Officers may do random or otherwise suspicious stops to verify that passes match the government issued photo ID of someone in the vehicle.
- b. If the entry pass does not match the first three letters on the government issued photo ID of someone in the vehicle, **and if the driver cannot provide proof that he is driving the vehicle under the authorization of the pass owner,** then the officer must immediately take possession of the pass, and escort the vehicle off island. Any pass that is confiscated may be returned to the rightful owner as set forth in Paragraph 5 above.
- g. If the vehicle stopped has a Daily Pass (see Section III, 11), the officer will:
 - i. Validate the date and color of the pass to ensure they are not expired.
 - ii. Verify that the name on the pass matches the name of a person in the vehicle.
 - iii. Verify that the address they are working at matches the address on the pass.
 - iv. If any of the above is invalid, then the officer shall take possession of the Daily Pass and escort the vehicle off island.

Commented [JD26]: WEBB - “What if a crew comes onto the island and one guy (not the authorized driver) is moving material or picking something up. I don’t think this is enforceable and will cause difficulties on the island. Maybe instead of the confiscating the pass, the person driving needs to demonstrate (in some way...via phone or written authorization that the owner of the pass is both on the island and has authorized the use of the vehicle for a specific task.”

FOLLOW-UP - Determine whether a phone call or written authorization can be too easily faked by a bad actor. What if the officer follows the driver back to the location of the pass holder to verify? In the alternative, determine whether its one that we require daily pass holders and pass holders be the only drivers during the re-entry pass program time period. Determine whether there is another way we can validate vehicles being on island.

11. **Daily Passes:**

- A. A “Daily Pass” can be obtained by:
 - a. A property or business owner or renter from City Hall for anyone he/she has hired or otherwise engaged to help secure the property or otherwise mitigate damage and loss to the property.
 - b. The volunteer coordinator to secure entrance of volunteers.
 - c. By the property or business owner at City Hall.
 - d. Information to provide to obtain Daily Pass:
 - i. The name of the third-party *driver’s* government issued photo ID;
 - ii. The day’s date; and
 - iii. Either the address where the contractor or volunteer will be working that day. If volunteer is going to a City sponsored volunteer event the location of the volunteer check-in center can be used.
 - e. A “Daily Pass Instruction Sheet” shall be stapled to each Daily Pass to provide information, limitations, expectations to the Daily Pass holder.

Commented [JD27]: BECKHAM = “Do daily passes cost money? Is there a limit to the number of daily passes a property owner can get? Is there a provision for a multi-day pass for a contractor doing longer term work for a resident?”

Follow-up: discuss all these things.

- f. Once obtained the property or business owner will drop the Daily Pass at the Number Four Bridge to be put in the “Daily Pass Folder” located at the re-entry site. Elderly or other persons unable to go to the Number Four Bridge may obtain the Daily Pass via telephone and can request that the City find another way to get the Daily Pass to the re-entry point.
- g. When the person who is expecting to receive a Daily Pass arrives at the entry point, he/she should enter the No Pass line and provide the officer with his/her government issued photo ID.
- h. If the name on the ID of someone in the vehicle matches the name of one of the Daily Passes in the Daily Pass Folder”, then the officer will give the pass to the driver and allow the vehicle entry.
- i. Before entry, the officer must –
 - i. Instruct the driver to place the Daily Pass on the dash, facing up, on the driver’s side of the vehicle in a manner that can be easily read by an officer outside the vehicle; and
 - ii. Provide the passholder with a Daily Passholder Instruction handout (should be stapled to the Daily Pass by the person who issued the pass).
- j. Daily Passes are valid for only 1 day. The color of the daily passes will change daily for easy identification.
- k. People who have been issued Daily Passes ~~should be discouraged from driving around the island in areas not connected to their place of work or may take advantage of hospitality or food areas on the island during the day but are discouraged from driving around the island in areas not going to or coming from the address on their Daily Passes or to and from a~~ hospitality/food/supply area. Passholders who are stopped outside this allowed area, may, at the discretion of local law enforcement, have their passes immediately revoked and be escorted off island.

Commented [JD28]: WEBB: I think there should be an electronic version for the daily passes that are accessible to police at the checkpoint. Police can fill out the daily pass when they arrive based on checking the daily list and then hand them the pass and the rules at the check-in location.”

FOLLOW UP - Verify that we can have printers with batteries/electricity to run them at the #4 Site or other re-entry point. Also, determine that we can maintain a Daily PassList on line that will have real live updates as additions get made to the Daily Pass List at City Hall. Determine whether it will be more accurate for City Hall to complete the Daily Pass as they obtain the information from the person requesting it (on line) and then send the completed to #4 Bridge for the Officer to print out. This avoids duplicate work - obtain info and complete form at one time.

WORTHAM: “The Daily Pass section is poorly thought through and creates much work for the Police Department and other monitors.

If we are at a stage of the recovery where we are welcoming volunteers to the island, let’s have a volunteer coordinator at the entry point that can issue a daily colored wrist band and assign volunteer tasks there. This could easily be coordinated from an on-island volunteer coordinator via two-way radio comms.”

FOLLOW UP - Evaluate - Determine whether it is more important to enable citizens to get help on the island to secure their homes and mitigate damage to their property ASAP after a storm event before the island is open to public, or whether it is more important for us to not add more work to the police and staff. If we consider it important to the public interest then we need to determine whether Mr. Webb’s proposal is less burdensome or determine whether anyone has any other solutions to getting people on the island in a safe way that doesn’t burden staff and doesn’t open the island to bad actors. Are there some public interests that are worth burdening staff because they are important.

Commented [JD29]: WEBB: “I agree that this will make it easier but I think this is going to be hard to manage. I think we just write in large letter with a bold marker the MM/DD that that the pass is good for.”

Commented [JD30]: WEBB: changes to K.

RESOLUTION NO. _____

A Resolution of the City of Cedar Key, Florida, providing for the Mayor's Role and Duties

Whereas, the City Charter §2.04.00(A)(4) provides as follows: ***"The Mayor shall perform any duties delegated to him by any ordinance, resolution or law"***; and

Whereas, the City Charter, §3.01.00(D) provides as follows: ***"Administration of each respective department may be by the commissioner in charge of that department, the mayor, city administrator, or city manager, as determined by the city commission from time to time"***;

NOW, THEREFORE, be it resolved by the City Commission of the City of Cedar Key, Florida, that the role and duties of the Mayor of the City shall be as follows:

The Mayor of Cedar Key serves as both a Commissioner and the representative leader of the City Commission at their discretion. Elected by the Commission, the Mayor is responsible for executing the Commission's policies, goals, and directives while overseeing the daily operations of the City and its departments in accordance therewith. At the Mayor's discretion, or at the direction of the Commission, administrative duties may be assigned to another Commissioner as necessary from time to time.

Key Responsibilities:

Policy Implementation: Act as the primary liaison between the Commission and City Department Heads to ensure effective implementation of policies and directives.

City Administration: Oversee the daily operations of City staff and manage Department Heads to promote efficiency and effectiveness in service delivery in compliance with the goals and directives established by the Commission. Any decision beyond the day-to-day operations remains with the Commission, and it is the duty of the Mayor to ensure that these decisions are brought to the Commission. If there is any doubt as to what is day-to-day, the Mayor shall bring the decision to the Commission. Commissioners are elected officials, and as such, they do not relinquish their rights and duties as City leaders to the Mayor who only serves as their delegated representative. Therefore, the Mayor shall facilitate any Commissioner's work on a project with any Department Head or employee. However, if a Commissioner's involvement is such that it is an impediment to the day-to-day operations of the City or contrary to the established policies, goals, and directives of the Commission, the Mayor may bring the issue to the Commission with a solution/recommendation for their determination.

Department Head Discipline: The Mayor shall have the power to suspend, but not terminate, the City Clerk, the Chief of Police, the Fire Chief or the City Attorney, at any time, by documenting the reasons in writing with the City Clerk's office; following which, the City Commission, at its next regular meeting, or at a special meeting for such purpose called, shall consider said suspension, and if the action of the Mayor is confirmed by a majority of the City Commission,

Commented [JW1]: What does it mean the the Mayor "shall facilitate any commissioner's work" ... shall facilitate is too strong. The Mayor should be able to set day-to-day priorities for staff that may not reflect the desire of a particular commissioner but should be consistent with previously identified priorities. If a commissioner feels that they are not getting the needed support, then its the commissioners responsibility to bring it up and the next commission meeting for commission resolution.

Commented [JW2]: Should Public Works be included in this list as well?

such person may be disciplined as determined by the City Commission, which discipline may include removal from office.

Budget Management: Collaborate with the Commission and City Department Heads to develop and manage the City's budget, ensuring fiscal responsibility and alignment with strategic goals.

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Community Representation: Serve as the public face of Cedar Key in local, regional, and State matters, advocating for the community's interests and fostering positive relationships. The entire commission is ultimately responsible for advocating and fostering positive relationships on behalf of Cedar Key, and the Mayor must give them prior notice and the opportunity to participate in these activities.

Public Engagement: Facilitate communication between the City government and residents, encouraging public involvement and addressing citizen concerns. Citizen issues beyond the day-to-day operations of the City shall be fully disclosed to the Commission as soon as possible, and brought to the Commission for their resolution.

Commented [JW3]: Delete para - This is the responsibility of each individual commission and not unique to the Mayor

Strategic Planning: Work with the Commission and City Department Heads to develop long-term plans for community development and improvement.

Emergency Management: Oversee the City's Emergency Management Department to ensure public safety and effective crisis management. Under law, once an emergency has been declared the Emergency Management Director is ultimately responsible for making decisions in accordance with the Commission established Emergency Management Plan (the "Plan"), but the Mayor is specifically charged with ensuring that Commissioners: (a) are given frequent and thorough communication during the storm and recovery, and (b) remain active participants in the decision making process on issues outside of the established Plan or that arise during the recovery whenever possible. The entire Commission is ultimately responsible to our citizens for the successful handling of any emergency and recovery, and the Mayor must give Commission members prior notice and the opportunity to participate in decisions not specifically set forth in the Plan.

Commented [JW4]: I want to challenge the premise and assess if this is the best practice. I do not believe that "ultimate responsibility" should ever be taken away from elected officials. I would submit that the mayor should remain "ultimately responsible during an emergency. This would have little real impact on the operation responsibilities of the Emergency Manager.

Meeting Leadership: Preside over Commission meetings, ensuring productive discussions and decision-making processes. However, the Mayor does not have the authority to prevent any Commission member from adding an item to the agenda. Via the agenda approval process at the beginning of each meeting, any item may be added or removed from the agenda.

Commented [JW5]: The mayor must at times set the agenda that may limit the agenda items. That can be challenged at the agenda approval stage of the meeting with a motion to add to the agenda but requires a majority vote to include the item. I agree that this could work the other way as well. I don't have. Strong opinion on this one... needs to be discussed as a commission.

Intergovernmental Relations: Build and maintain relationships with other governmental entities to promote collaboration and resource sharing.

Legislative Advocacy: Represent Cedar Key in legislative matters and advocate for policies beneficial to the community. The entire Commission is ultimately responsible for advocating on behalf of Cedar Key, and the Mayor must give them prior notice and the opportunity to participate in these activities.

Commented [JW6]: Delete this portion - See comment above

Communication: As the representative of all Commissioners, the Mayor serves at their pleasure and, therefore, is specifically charged with 100% transparency, effective notice, and frequent and complete communication with the Commission in compliance with the Sunshine Laws.

Passed and made effective by the Cedar Key City Commission in regular session, this ____ day of May, 2025.

By: _____
Jeffrey Webb, Mayor

ATTEST:

APPROVED AS TO FORM AND
LEGALITY:

Jennifer Sylvester, City Clerk

Norm D. Fugate, City Attorney

Commented [JW7]: Delete para - This section is also duplicative with the rest of the resolution. Also, these are not achievable nor measurable metrics for Mayors communication.

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RESOLUTION NO. _____

A Resolution of the City of Cedar Key, Florida, providing for the Mayor's Role and Duties

Whereas, the City Charter §2.04.00(A)(4) provides as follows: ***"The Mayor shall perform any duties delegated to him by any ordinance, resolution or law"***; and

Whereas, the City Charter, §3.01.00(D) provides as follows: ***"Administration of each respective department may be by the commissioner in charge of that department, the mayor, city administrator, or city manager, as determined by the city commission from time to time"***;

NOW, THEREFORE, be it resolved by the City Commission of the City of Cedar Key, Florida, that the role and duties of the Mayor of the City shall be as follows:

The Mayor of Cedar Key serves as both a Commissioner and the representative leader of the City Commission at their discretion. Elected by the Commission, the Mayor is responsible for executing the Commission's policies, goals, and directives while overseeing the daily operations of the City and its departments in accordance therewith. At the Mayor's discretion, or at the direction of the Commission, administrative duties may be assigned to another Commissioner as necessary from time to time.

Key Responsibilities:

Policy Implementation: Act as the primary liaison between the Commission and City Department Heads to ensure effective implementation of policies and directives.

City Administration: Oversee the daily operations of City staff and manage Department Heads to promote efficiency and effectiveness in service delivery in compliance with the goals and directives established by the Commission. Any decision beyond the day-to-day operations remains with the Commission, and it is the duty of the Mayor to ensure that these decisions are brought to the Commission. If there is any doubt as to what is day-to-day, the Mayor shall bring the decision to the Commission. Commissioners are elected officials, and as such, they do not relinquish their rights and duties as City leaders to the Mayor who only serves as their delegated representative. Therefore, the Mayor shall facilitate any Commissioner's work on a project with any Department Head or employee. However, if a Commissioner's involvement is such that it is an impediment to the day-to-day operations of the City or contrary to the established policies, goals, and directives of the Commission, the Mayor may bring the issue to the Commission with a solution/recommendation for their determination.

Department Head Discipline: The Mayor shall have the power to suspend, but not terminate, the City Clerk, the Chief of Police, the Fire Chief or the City Attorney, at any time, by documenting the reasons in writing with the City Clerk's office; following which, the City Commission, at its next regular meeting, or at a special meeting for such purpose called, shall consider said suspension, and if the action of the Mayor is confirmed by a majority of the City Commission,

such person may be ~~face~~ disciplined ~~action~~ as determined by the City Commission, which ~~discipline~~ may include removal from office.

Budget Management: Collaborate with the Commission and City Department Heads to develop and manage the City's budget, ensuring fiscal responsibility and alignment with strategic goals.

Community Representation: Serve as the public face of Cedar Key in local, regional, and State matters, advocating for the community's interests and fostering positive relationships. The entire commission is ultimately responsible for advocating and fostering positive relationships on behalf of Cedar Key, and the Mayor must give them prior notice and the opportunity to participate in these activities.

Public Engagement: Facilitate communication between the City government and residents, encouraging public involvement and addressing citizen concerns. Citizen issues beyond the day-to-day operations of the City shall be fully disclosed to the Commission as soon as possible, and brought to the Commission for their resolution.

Strategic Planning: Work with the Commission and City Department Heads to develop long-term plans for community development and improvement.

Emergency Management: Oversee or delegate oversight of the City's Emergency Management Department to ensure public safety and effective crisis management. Under law, once an emergency has been declared the Emergency Management Director is ultimately responsible for making decisions in accordance with the Commission established Emergency Management Plan (the "Plan"), but the Mayor is specifically charged with ensuring that Commissioners: (a) are given frequent and thorough communication during the storm and recovery, and (b) remain active participants in the decision making process on issues outside of the established Plan or that arise during the recovery whenever possible. The entire Commission is ultimately responsible to our citizens for the successful handling of any emergency and recovery, and the Mayor must give Commission members prior notice and the opportunity to participate in decisions not specifically set forth in the Plan.

Meeting Leadership: Preside over Commission meetings, ensuring productive discussions and decision-making processes. However, the Mayor does not have the authority to prevent any Commission member from adding an item to the agenda. Via the agenda approval process at the beginning of each meeting, any item may be added or removed from the agenda.

Intergovernmental Relations: Build and maintain relationships with other governmental entities to promote collaboration and resource sharing.

Legislative Advocacy: Represent Cedar Key in legislative matters and advocate for policies beneficial to the community. The entire Commission is ultimately responsible for advocating on behalf of Cedar Key, and the Mayor must give them prior notice and the opportunity to participate in these activities.

Communication: As the representative of all Commissioners, the Mayor serves at their pleasure and, therefore, is specifically charged with 100% transparency, effective notice, and frequent and complete communication with the Commission in compliance with the Sunshine Laws.

Commented [sg1]: As such, we need to include language stating that the Commission can reorganize at any time with a motion to do so and a second.

Passed and made effective by the Cedar Key City Commission in regular session, this ___ day of May, 2025.

By: _____
Jeffrey Webb, Mayor

ATTEST:

APPROVED AS TO FORM AND
LEGALITY:

Jennifer Sylvester, City Clerk

Norm D. Fugate, City Attorney

Commissioner Sera's comments

RESOLUTION NO. _____

A Resolution of the City of Cedar Key, Florida, providing for the Mayor's Role and Duties.

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of the City and its departments in accordance therewith. At the Mayor's discretion, or at the

direction of the Commission, administrative duties may be assigned to another Commissioner as necessary from time to time.

Key Responsibilities:

Policy Implementation: Act as the primary liaison between the Commission and City Department

Heads to ensure effective implementation of policies and directives.

City Administration: Oversee the daily operations of City staff and manage Department

Heads to

promote efficiency and effectiveness in service delivery in compliance with the goals and

directives established by the Commission. Any decision beyond the day-to-day operations

remains with the Commission, and it is the duty of the Mayor to ensure that these decisions are

brought to the Commission. If there is any doubt as to what is day-to-day, the Mayor shall bring

the decision to the Commission. Commissioners are elected officials, and as such, they do not

relinquish their rights and duties as City leaders to the Mayor who only serves as their delegated

representative. Therefore, the Mayor shall facilitate any Commissioner's work on a project with

any Department Head or employee. However, if a Commissioner's involvement is such that it is

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Commented [NS2]: Here it is important that at key times the mayor get prior approval before making decisions that affect the whole of the city.

Commented [NS3]: The department heads were elected to run their respective departments. In the case of our City, the dept.heads have been conducting their respective responsibilities for several years, having been hired and put in their positions by the commission. To me that means that the trust is their that they will manage and conduct their responsibilities to best of their ability. They do not need to ask permission of the commission to perform their daily duties. I hear commentary that they are being micro-managed.

an impediment to the day-to-day operations of the City or contrary to the established policies, goals, and directives of the Commission, the Mayor may bring the issue to the Commission with a solution/recommendation for their determination.

Department Head Discipline: The Mayor shall have the power to suspend, but not terminate, the City Clerk, the Chief of Police, the Fire Chief or the City Attorney, at any time, by documenting the reasons in writing with the City Clerk's office; following which, the City Commission, at its next regular meeting, or at a special meeting for such purpose called, shall consider said suspension, and if the action of the Mayor is confirmed by a majority of the City Commission,⁴⁰ such person may be disciplined as determined by the City Commission, which discipline may include removal from office.

Budget Management: Collaborate with the Commission and City Department Heads to develop and manage the City's budget, ensuring fiscal responsibility and alignment with strategic goals.

Community Representation: Serve as the public face of Cedar Key in local, regional, and State matters, advocating for the community's interests and fostering positive relationships.

The entire commission is ultimately responsible for advocating and fostering positive relationships on behalf of Cedar Key, and the Mayor must give them prior notice and the opportunity to participate in these activities.

Public Engagement: Facilitate communication between the City government and residents, encouraging public involvement and addressing citizen concerns. Citizen issues beyond the day-to-day operations of the City shall be fully disclosed to the Commission as soon as possible, and brought to the Commission for their resolution.

Strategic Planning: Work with the Commission and City Department Heads to develop long-term plans for community development and improvement.

Emergency Management: Oversee the City's Emergency Management Department to ensure public safety and effective crisis management. Under law, once an emergency has been declared the Emergency Management Director is ultimately responsible for making decisions in

accordance with the Commission established Emergency Management Plan (the "Plan"), but the Mayor is specifically charged with ensuring that Commissioners: (a) are given frequent and thorough communication during the storm and recovery, and (b) remain active participants in the decision making process on issues outside of the established Plan or that arise during the recovery whenever possible. The entire Commission is ultimately responsible to our citizens for the successful handling of any emergency and recovery, and the Mayor must give Commission members prior notice and the opportunity to participate in decisions not specifically set forth in the Plan.

Meeting Leadership: Preside over Commission meetings, ensuring productive discussions and decision-making processes. However, the Mayor does not have the authority to prevent any

Commission member from adding an item to the agenda. Via the agenda approval process at the beginning of each meeting, any item may be added or removed from the agenda.

Intergovernmental Relations: Build and maintain relationships with other governmental entities to promote collaboration and resource sharing.

Legislative Advocacy: Represent Cedar Key in legislative matters and advocate for policies beneficial to the community. The entire Commission is ultimately responsible for advocating on

behalf of Cedar Key, and the Mayor must give them prior notice and the opportunity to participate in these activities.⁴¹

Communication: As the representative of all Commissioners, the Mayor serves at their pleasure

and, therefore, is specifically charged with 100% transparency, effective notice, and frequent and complete communication with the Commission in compliance with the Sunshine Laws. Passed and made effective by the Cedar Key City Commission in regular session, this

day of June, 2025.

By:

Jeffrey Webb, Mayor

ATTEST: APPROVED AS TO FORM AND LEGALITY:

Jennifer Sylvester, City Clerk Norm D. Fugate, City Attorney⁴²

Commented [NS4]: Agree with the wording of this paragraph

Commented [NS5]: Agree with the verbiage here. In general, trusting the Mayor to make a decision regarding items that require decision by the commission, not just the mayor. Don't know if there needs to be wording regarding the need to NOT micro-manage the dept heads. Frustration continues to build and we do not need to lose any of our folks.