



City of Keystone Heights
555 South Lawrence Blvd
Budget and Finance Committee
Thursday, May 02, 2023 - 2:00 pm
Minutes



1. Roll Call

Present: Mayor Nina Rodenroth, Councilman Tony Brown, City Manager Charlie Van Zant, City Clerk Stephanie Silva and Executive Assistant Wendy Harris

Mayor Rodenroth called the meeting to order at 2:00 PM.

2. Public Comment

a. None

3. Review and adopt salary schedule

*Back up information to be provided at committee meeting.

City Manager Van Zant presented the salary schedule. He stated the new proposal is only \$4,000.00 more than the previous budget.

City Manager Van Zant stated the ARPA funds could cover the transition of the Public Works Director. The current Public Works Director, Kenny Hall has stated he will be retiring in a year or so. This is important as he has held the position for twenty (20) years.

City Manager Van Zant spoke on the proposal was designed to fulfill the task of having the City Staff stabilized, which was a request of the City Council upon him being hired. He stated he worked on the job descriptions and salary ranges to have a plan in which staff would be likely to stay employed with the City.

City Manager Van Zant stated the Cemetery needs a Cemetery Manager. He stated the funds to cover salary were in the account and could be used as such.

City Manager Van Zant stated the City has the funds to cover the proposed salaries and job descriptions.



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Councilman Brown stated the cemetery was a finite source of income. He stated the funds should not be used for salaries, except for exact hours worked there. He would like the City to maintain the balance in the account for future generations.

Mayor Rodenroth stated the need for the current “temporary” employees to apply for positions to be posted. She would like

1. All positions should be advertised for a minimum of two weeks.
2. She would like an even playing field.
3. She states a face to face interview is required.
4. Applicants should be called and scored.

Councilman Brown expressed concern for previous applicants not having any communication from the City. City Manager Charlie Van Zant stated the previous applicants had been communicated with via USPS mail. Executive Assistant Wendy Harris confirmed.

Mayor Rodenroth stated the proposal has salaries higher than the City Clerk’s current salary. She stated no employee should make more than Management. City Manager Charlie Van Zant questioned why the Public Works Director makes \$57,000.00.

Councilman Brown replied, because he has been with the City for twenty (20) years.

Councilman Brown stated the former City Manager had made sure all salaries within the City would meet the Federal Minimum Wage Law.

Councilman Brown stated he feels the City has been doing well. He stated the City has made changes after federal funding was withdrawn and the City had sought the counsel of financial experts.

The majority of the discussion was focused on the City Clerk’s job description and salary.

Mayor Rodenroth presented the City Clerk’s job description.



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City Clerk Silva stated she was unaware of the job description until earlier in the week.

The job description does not match the City Clerk's contract. There are job requirements in the City Clerk's job description that do not appear in her contract.

City Clerk Silva stated she did not want the discussion to be about her salary; she was in no way there to ask for an increase in her salary.

Councilman Brown stated he does not feel he will present the proposal at the City Council meeting on May 6, 2024 at 6 pm.

Mayor Rodenroth would like time to review and research the information.

Mayor Rodenroth adjourned the meeting at 4:27 pm.