

AMENDED AGENDA
KEYSTONE HEIGHTS CITY COUNCIL MEETING
555 S. Lawrence Blvd., Keystone Heights, Florida
Monday, June 03, 2024 at 6:00 pm

ANYONE WISHING TO ADDRESS THE CITY COUNCIL REGARDING ANY TOPIC ON THIS EVENING'S AGENDA IS REQUESTED TO COMPLETE A CARD AND RETURN TO THE CITY CLERK. SPEAKERS ARE RESPECTFULLY REQUIRED TO LIMIT THEIR COMMENTS TO THREE (3) MINUTES.
THE CITY COUNCIL PROHIBITS THE USE OF CELL PHONES AND PAGERS WHICH EMIT AN AUDIBLE SOUND DURING ALL MEETINGS WITH THE EXCEPTION OF LAW ENFORCEMENT, FIRE AND RESCUE OR HEALTH CARE PROVIDERS ON CALL. PERSONS IN VIOLATION WILL BE REQUESTED TO LEAVE THE MEETING.

"Please turn off cell phones"

Invocation led by: Pastor Steven Klinger

Pledge of Allegiance led by: Local Veteran

Roll Call: City Clerk

1. Public Comments

2. Consent Agenda

- a. Minutes
 - i. 2024.05.02 Budget and Finance Committee Meeting Minutes
 - ii. 2024.05.06 City Council Meeting Minutes
 - iii. 2024.05.21 Heritage Commission Meeting Minutes
 - iv. 2024.05.21 Heritage Commission Make-up Meeting Minutes
 - v. 2024.05.21 Budget and Finance Committee Meeting Minutes
- b. 7/14/2024 Pavilion Rental Alcohol Request
- c. 6/22/2024 Waste Amnesty Day Event

3. Action Items

- a. Finance
 - i. Salary Schedule
- b. Human Resources Job Descriptions
 - i. Executive Assistant & Event
 - ii. Project Manager
 - iii. Cemetery Manager
 - iv. Fiscal Clerk
 - v. Front Desk Clerk
- c. PTO Emergency Fund

4. Discussion Only

- a. Lake Level Status– SOLO Update
- b. Records Request – Councilman Brown

5. Committee Reports/Recommendations

- a. Heritage Commission

6. Council Comments

7. City Clerk Report –Stephanie Silva

8. City Manager Report – Charlie Van Zant

AGENDA
KEYSTONE HEIGHTS CITY COUNCIL MEETING
555 S. Lawrence Blvd., Keystone Heights, Florida
Monday, June 03, 2024 6:00 p.m.

9. City Attorney Report – Rich Komando



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.



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



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.



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



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.

MINUTES
KEYSTONE HEIGHTS CITY COUNCIL MEETING
555 S. Lawrence Blvd., Keystone Heights, Florida
Monday, May 06, 2024 at 6:00 pm

ANYONE WISHING TO ADDRESS THE CITY COUNCIL REGARDING ANY TOPIC ON THIS EVENING'S AGENDA IS REQUESTED TO COMPLETE A CARD AND RETURN TO THE CITY CLERK. SPEAKERS ARE RESPECTFULLY REQUIRED TO LIMIT THEIR COMMENTS TO THREE (3) MINUTES.
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"Please turn off cell phones"

Invocation led by: Pastor Steven Klinger

Pledge of Allegiance led by: Local Veteran

Mayor Rodenroth called the meeting to order at 6:10 PM.

Roll Call: City Clerk

Present: Mayor Nina Rodenroth, Vice Mayor Christine Thompson, Councilman Tony Brown, Councilman Elston "Speedy" Kussler, Councilman Dan Lewandowski, City Manager Charlie Van Zant, City Attorney Rich Komando and City Clerk Stephanie Silva

The meeting began with the swearing in of Mr. Elston "Speedy" Kussler. Councilman Kussler is now a member of City Council taking seat 5.

1. Public Comments

None

2. Consent Agenda

a. Minutes

- i.** 2024.03.26 Heritage Commission Meeting Minutes
- ii.** 2024.04.01 CRA Meeting Minutes
- iii.** 2024.04.01 City Council Meeting Minutes
- iv.** 2024.04.10 City Council Workshop Minutes
- v.** 2024.04.16 Heritage Commission Meeting Minutes

b. 7/21/2024 Pavilion Rental Alcohol Request

c. Financials

- i.** December 2023
- ii.** January 2024
- iii.** February 2024

Vice Mayor Thompson moved to approve the consent agenda items. The motion was seconded by Councilman Brown. **The motion carried 5-0.**

3. Human Resources

a. Finance

- i.** Salary Schedule – Manager Van Zant

City Manager Van Zant spoke briefly about the process of developing the salary schedule and asked that this discussion be tabled until the next meeting.

Councilman Lewandowski moved to approve the City Manager’s recommendation to table item number three in its entirety until the June meeting. The motion was seconded by Councilman Kussler. **The motion carried 5-0.**

Councilman Brown asked the City Manager Van Zant if he would be able to provide more detail on salaries for Public Works in the upcoming June meeting.

City Manager Van Zant stated that there will be a Budget and Finance Committee meeting on May 21st, 2024 and he will return with more information on salary schedules.

Vice Mayor Thompson moved to terminate the contract with the City Manager. Councilman Brown seconded the motion for discussion.

City Council had discussion about the City Manager and each member shared their findings based on the motion on the table.

City Manager Van Zant spoke about his time within City Hall and the improvements that have been made.

b. HR

- i. Job Descriptions / [Organizational Chart](#) – Manager Van Zant
 - 1. [Front Desk Clerk](#)
 - 2. [Public Information Officer](#)
 - 3. [Executive Assistant and Events Coordinator](#)
 - 4. [Administrative Clerk and Human Resources Coordinator](#)
 - 5. [Cemetery Manager](#)
 - 6. [Director of Public Works](#)

Mayor Rodenroth stated that she would like to table this item with the remaining Council in agreement.

City Manager Van Zant stated that the next available workshop would be May 28, 2024 at 1:00 PM.

The motion failed 4-1 with Vice Mayor Thompson voting in favor of the motion.

4. Action Items

- a. Planning and Zoning Board Applications
 - i. [Steven Hart](#)
 - ii. [Carry Mullins](#)

Mayor Rodenroth spoke about the review of applicants for the Planning and Zoning Board.

Councilman Brown spoke about a current board member, Dylan Bennett, whom no longer resides in inside city limits which is a requirement to serve on the board.

Councilman Brown moved to remove Dylan Bennett from the Planning and Zoning Board due to not living within city limits. Councilman Lewandowski seconded the motion. **The motion carried 5-0.**

Vice Mayor Thompson moved to appoint Steven Hart and Carry Mullins to the Planning and Zoning Board. The motion was seconded by Councilman Brown. **The motion carried 5-0.**

5. Discussion Only

- a. [Workshop Dates](#)– Mayor Rodenroth
 - i. Strategic Planning
 - ii. Christmas Retail

City Manager Van Zant stated the next available workshop that all Council would be able to attend would be May 28, 2024 at 1:00 PM and that one would be for HR. He stated he would work with the City Clerk to find alternative dates for Strategic Planning and other requested workshops.

Mayor Rodenroth stated that she believes there needs to be a workshop to discuss budget with all five Council members present. Mayor and Council requested June 21st to be the workshop for Strategic Planning at 10:00 AM and July 19th to be the workshop for Christmas Market at 10:00 AM.

Councilman Lewandowski suggested that all five Council members take a part of the strategic plan and lead the effort to develop that part of the plan. He believes Council should start there as long as each member has the time to do so.

Mayor Rodenroth stated that in preparation for the strategic planning workshop she has already started researching and discussed this with Council.

b. Lake Level Status– SOLO Update

Vivian Katz-James, President of Save Our Lakes Organization, spoke positively about City Manager Van Zant before she updated Council on lake level status. President Katz-James requested a five minute slot during the next few council meetings to update Council about progress made.

Mayor Rodenroth asked that Clerk Silva add SOLO to the agenda for the next few meetings.

Scott Slater, SOLO board member, addressed Council and updated them on the tree removal occurring in Lake Geneva. The project should be free of cost because the timber can be sold for the cost of removal and should generate some revenue. The State of Florida and the Water Management District will be asked to donate that revenue towards your fishing pier.

President Katz-James stated that SOLO is at the point where they are waiting permission from the Water District which will be coming from DEP regarding lake bed issues. She urged the Council to attend the next SOLO meeting that will occur on May 14, 2024 at 7:00 PM at First Baptist Church.

Councilman Brown stated that he witnessed during yesterday's downpour the creek was flowing so there is nothing blocking it and that was just from the water runoff.

Councilman Lewandowski thanked President Katz-James and SOLO for all they do and said that he asked Doug Conkey to add Lake Geneva to the website that St. Johns River Water Management District. Councilman Lewandowski said that Lake Brooklyn is on the website and is up to 109.6 ft. and we know that water is supposed to flow at 114 to 155 ft. He stated that Lake Geneva's water level is more difficult to obtain but is around 932 ft. Councilman Lewandowski said that the April data will be presented at the May meeting so he is going to track it every month and report back to Council.

Scott Slater, SOLO board member, stated that anyone can subscribe to the SOLO newsletter for twenty five dollars yearly and further stated that the lake levels are published in each issue.

Councilman Lewandowski stated that Lake Geneva is a blank right now on the reports.

Scott Slater, SOLO board member, stated that this is because there is no live monitoring station from the Water Management District to record Lake Geneva's level and we are addressing that with them.

President Katz-James stated that there is some disagreement among the staff at the district as to how fast Lake Brooklyn responds to water flow. She spoke about the draw down in Lake Lowry and how they pumped in sixty days' time one hundred ninety six million gallons of water into Alligator Creek from Lake Lowry and

when that happened a wet spring occurred and Alligator Creek and Immokalee Road was dry. She stated that Lake Brooklyn went up at least ten feet in a year to a year and a half's time. President Katz-James says her prediction is that there would be outflow in six months and that's why SOLO is trying to get Lake Geneva addressed.

Councilman Lewandowski stated that the previous City Manager, Lynn Rutkowski, said that the City would go to Lake Geneva and take a picture of a stake located in the lake and send it monthly to St. John's River Water Management District and that was how St. John's kept track of the levels. Councilman Lewandowski asked if the City was still doing that.

President Katz-James stated that she was unaware of that ever occurring.

Scott Slater, SOLO board member, stated that there was a monitoring station at the 5th Street boat ramp that is no longer in service so the conduit that feeds the monitoring station is disconnected. He believe the St. John's River Water Management District needs to make an effort to repair this as it is very valuable data to be had pre and post pipeline.

Councilman Lewandowski stated that the St. Johns River Water Management District has Lake Geneva levels available on their website so they must have a source for this information.

Scott Slater, SOLO board member, stated he will verify where this information is coming from for Lake Geneva.

- c. Events– Mayor Rodenroth
 - i. Community Band / Summer Concerts
 - ii. Friday Night Dancing under the Oaks
 - iii. Christmas celebration Plans
 - iv. Christmas Trees in the Gazebo Park

Mayor Rodenroth spoke about the events and stated she would like to see Friday Night Dancing Under the Oaks once a month when the Community Band is not performing and explained what that event would look like. She spoke about Christmas and the lack of events the previous year and has asked that these events be brought back.

Councilman Brown explained the Christmas Trees in the Gazebo Park event and stated that the event was very well received.

Councilman Lewandowski stated there was also a ceremonial tree lighting.

Clerk Silva stated that per Mayor Rodenroth's request a flyer has already been created for this event with a list of potential dates and the last Saturday in November would be used for a tree lighting ceremony.

Mayor Rodenroth stated that she will be getting to know the local businesses in Keystone Height's and get an understanding of their needs as well as introduce this opportunity to this event opportunity.

6. Committee Reports/Recommendations

- a. Heritage Commission
 - i. Chautauqua update

Chair Christine Arnold gave Council an update on Heritage Commission business and also spoke about a memorial for the Police Department and Volunteer Fire Department and asked that Councilman Brown be a liaison for that project. Chair Arnold stated that the Chautauqua Circle is outside the city limits but she is going to further research this subject. Chair Arnold also stated that in the record, on live television and in minutes that Vice Mayor Thompson accessed the Heritage Commission of bullying city employees.

Vice Mayor Thompson stated that she never directly stated the Heritage Commission but did state “Commissions and Boards”.

Chair Arnold stated that the Heritage Commission is the only active Committee here, she found that accusation alarming and made an appointment with Manger Van Zant to discuss the issue further. She stated there were two events back to back and everyone was stressed but this is a learning opportunity and if there is a problem she would prefer someone speak directly to her about the issue. She further stated that communication is the answer.

Councilman Lewandowski stated that he would suggest still doing a city Chautauqua event but at the beach, that way it is the City’s even once again.

Chair Arnold stated that the Heritage Commission can look into having a Chautauqua type event but cannot pursue the County Park because it resides outside the city limits.

b. Planning and Zoning

Clerk Silva stated that staff is still making progress on Dr. Restea’s and Mr. Wiggin’s requests and there are no updates to be given.

7. Council Comments

Councilman Kussler thanked his friends and Family for attending.

Councilman Lewandowski thanked staff and leadership for the wonderful work done on the Florida League of Cities Dinner sponsored by Keystone Heights. He also spoke about the event held at Ace Hardware for the National Day of Prayer and how nice it was to see some many people come together.

Action Item: Councilman Lewandowski requested the Manager Van Zant provide an inventory of the City’s capital assets that are at least \$1500.00 or more and expected to last more than one year’s time in preparation for the Strategic Planning workshop.

Councilman Brown stated he believed that an inventory list has been created in the past. Councilman Brown thanked the Heritage Commission for the 4th Grade Field Trip event and said it was a lot of fun. He spoke about being a member of the N.E. Florida League of Cities and stated that every year a monetary donation is given out to a 5013c and announced that this year \$500.00 was awarded to L.A.M.B. Councilman Brown thanked the Garden Club for their dedication to the city and for making it beautiful by picking up trash.

Mayor Rodenroth spoke about the 4th Grade Field Trip and the role that Council played in the event.

8. City Clerk Report –

- a.** F.A.C.E. Administrative Aspects of Code Enforcement - Passed
- b.** 35th Annual F.A.C.E. Educational Conference – June 11 – 14, 2024
 - i.** 16 CEH points will be earned which will satisfy the two year recertification requirement
- c.** Florida Association of City Clerks - 2024 Summer Conference and Academy – June 23-26, 2024
 - i.** credit given toward IIMC's CMC and MMC certification programs
- d.** International Institute of Municipal Clerks - Certified Municipal Clerk Program (CMC)
 - i.** \$75.00 per eLearning Course
 1. 10 Things Every Clerk Should Know
 2. Minutes – Best Practices
 3. Cybersecurity in Municipalities
- e.** Florida Records Management Association - Joined

Clerk Silva addressed Council and spoke about passing her F.A.C.E. exam, is attending two conferences in June, one for F.A.C.C. and one for I.I.M.C, has taken three classes to obtain credit for this organizations, is a member of F.R.M.A. and asked permission to join the Florida Municipal Communicators Association.

Council granted Clerk Silva permission to join F.M.C.A.

9. City Manager Report – Charlie Van Zant

Manager Van Zant stated the City has a few big priorities, one being SOLO's updates on lake levels, stated the project is moving forward and all involved are working together to get this accomplished. Manager Van Zant spoke with the Airport Manager and the only this to report is the there will be a Chamber event called Leadership Clay coming through Keystone Heights on May 14th where lunch will be catered at the Historic Pavilion and then they will receive a tour of the Airport. Manager Van Zant also reported that the purchase of 125 E. Walker Dr. was a success and Beau Wright is currently developing an RFP for demolition. Manager Van Zant stated that he reviewed his contract and has submitted his application for acceptance to I.C.M.A. and F.C.M.A. before the June 1st deadline listed in his contract.

Councilman Lewandowski asked if the City Manager's contract needed to be amended to address the June 1st deadline.

Manager Van Zant stated there would be no need as he has begun the process.

10. City Attorney Report – Rich Komando

Attorney Komando spoke about the election and the Charter Amendment. He stated only thirty two individuals who voted and he hopes the City takes this into consideration next time a decision needs to be made between a mail-only ballot or live elections but fortunately the amendment did pass by 68.75%.

Mayor Rodenroth stated that it is her understanding that the Airport Authority Board position in not open until January 2025 then the City can go through the process again.

Assistant Chief Jeremy Clark spoke to Council and stated that he was moving forward in his career and would like to introduce his replacement come July 2024, Lieutenant Ricks.

Mayor Rodenroth adjourned the meeting at 7:50 PM.



City of Keystone Heights

555 South Lawrence Blvd Keystone Heights, Florida 32656

352.473.4807 Office 352.473.5101 Fax

Heritage Commission Minutes

April 21, 2024 10:00 AM



1. Call to Order

Chair Arnold called the meeting to order at 10:05 AM.

2. Roll Call

Present: Chair Christine Arnold, Co-Chair Deirdre Murphy, Co-Chair Kerry Collins and Helen Hersey

Not Present: Karen Nagel

3. Pledge of Allegiance led by Chair Arnold.

4. Old Business

a. Approval of previous meeting minutes: 3/26/24 and 4/16/24

- i. Co-Chair Murphy discussed corrections that needed to be made in the April 16th meeting minutes.
 - Correct Deidra to Deirdre
 - Change President to Chair
 - Add Moon Tree / Historic Inn

Co-Chair Collins moved to adopt and accept March 26th one page notation that no meeting was held and the April 16th, 2024 minutes with the changes Co-Chair Murphy requested. Motion seconded by Helen Hersey. **The motion carried 4-0** with Karen Nagel absent.

b. Update on Women's Club take over ticket sales for Tour of Homes in December

- i. Discuss progress and any challenges encountered

Co-Chair Murphy discussed the Women's Club taking over ticket sales for the December Tour of Homes. The Women's Club would be responsible for printing and selling tickets with all proceeds going towards high school senior scholarships.

Co-Chair Murphy asked that each member of the committee select a home that is going to be on the tour and write enough information about the house in paragraph form to educate the visitor. This information will also be shared with Clay County Tourism to be added to their app.

c. Update on City of Keystone Heights and Fort 11 markers

- i. Receive updates on the status of marker installations and any pending issues

Co-Chair Murphy discussed the Fort 11 marker, stating that the process is ongoing and extensive. Co-Chair Murphy also shared that the City of Keystone Heights does not have its own marker. Possible funding for both markers was discussed.

Co-Chair Collins requested the Heritage Commissions remaining budget amount.

Clerk Silva asked Drew Bell if it was possible to get this information immediately. Drew Bell reported back that the Fiscal Clerk was not present but she would email this information to the Commission the next day.

5. New Business

- a.** Three new plaque application for Historic homes
 - i. Review and discuss applications for plaque placement on Historic homes

Chair Arnold discussed the three applications for plaque placement. Chair Arnold shared that she was cautioned by Steve Hart about the condition of the home to be plaqued as it is a criteria.

- b.** Discussion on 4th of July Pie Baking contest
 - i. Brainstorm ideas and logistics for organizing the contest

Chair Arnold spoke about the importance of having city advertisement for their pie baking contest.

Drew Bell addressed the Commission and spoke about her intentions to make this event as smooth as possible. Bell offered to create a flyer for the pie baking contest and stated that the event guide from last year could also be replicated.

The Commission asked that the flyer be modeled similar to last years but more decorative and also asked that it be a pie baking contest only, no cobbler.

Drew Bell stated that she would put together a flyer that would have a Heritage Commission twist on the fact that this is not just a pie, this is your family heritage, your family's favorite recipe. She spoke further about additional adjustments that could be made to the flyer.

Co-Chair Collins asked if City was keeping "Our Country Day" or if it would be called something else.

Drew Bell answered that the event is now "Sounds of Freedom" and we will recheck all advertisements and posting so any incorrect titles could be replaced.

- c.** Ordering a replica of the Keystone Stamp
 - i. Explore options for ordering a replica of the Keystone stamp for commemorative purposes

Co-Chair Murphy spoke about a recently attended school trip where the original Keystone Stamp was used multiple times. She stated that although it is made of cast iron it would be safest to ask that a replica be made for future use so the original may be preserved. Co-Chair Murphy said she would come back to the Commission with an estimated cost.

Chair Arnold stated she would be presenting Keystone Height's history from Fort 11 all the way to Camp Blanding at the library on June 8th, 2024 at 10:00 AM.

Clerk Silva stated that the flyer created for Chair Arnold's event at the library had been shared on the city's Facebook page.

- d.** Ideas for the Centennial Celebration
 - i. Share and discuss ideas for celebrating the upcoming Centennial milestone

Co-Chair Murphy spoke about the actual year of 2025 and the major role that the Heritage Commission will be playing with the Friends of Keystone Heights which is a private organization not affiliated with the city but are trying to coordinate many of the events occurring throughout the Centennial year. She stated that the

Commission could take the Tour of Homes that normally occurs in May and make that an inside Tour of Homes again. Co-Chair Murphy stated that since the Commission would have hosted this event in December they would be better positioned for May of the previous year to make that work and have different homes on the tour so individuals do not feel like both events are exactly the same.

Co-Chair Murphy stated that since this would be occurring during the Centennial year, the event should be special and does not have to fall exactly on Mother's Day weekend.

Co-Chair Collins asked if it was the Commission's intention to continue to do a Christmas tour as well as the May tour.

Chair Arnold asked if the Commission was going to be doing the reception or is the Women's Club would be for the December event.

Co-Chair Murphy stated that everything is Heritage Commission and the only piece that the Women's Club is doing is selling tickets. The funds received will be allocated in the manner that Women's Club sees fit.

Co-Chair Collins spoke about the Heritage Commission's intent to make the Christmas Tour of Homes an annual event.

Co-Chair Murphy stated that the Christmas tour is that homes take on a very different look when they are decorated for Christmas and while it's beautiful, it doesn't really show you the core of the house because everything is dressed up. She said that it is nice to see the houses in the natural state. Co-Chair Murphy stated she had nothing against doing this every Christmas. She shared that the Commission could chose May and she would like to do a pop up museum.

Co-Chair Murphy said the pop up museum would be a onetime event occurring in the Historic Pavilion with the public walking through the front entrance and exiting through the back. There would be a lot of set up but she believes it can be done with the help of the City and Public Works. Co-Chair Murphy would like to create a sign up sheet so the community could share what they would like to see, such as a museum. Co-Chair Murphy would be able to use the document to present to the Heritage Commission and City Council and present the museum stronger because it is something the community is interested in.

Clerk Silva asked what month the Heritage Commission planned on having their pop up museum as this would need as least a week of Pavilion occupancy.

The Heritage Commission asked about the following dates for the Pavilion:

May 1st - 6th, 2025

May 15th - 20th, 2025

Chair Arnold spoke about the possibility of a Chautauqua event and stated Councilman Lewandowski spoke about this at the last council meeting and she would like him to be the liaison. If the Heritage Commission were to host the first one perhaps we could bring this back as a yearly event but at the same time we're having the museum because you could use the band shell on the beach to bands or a lecture. Chair Arnold stated that this idea is in the beginning phase. Chair Arnold stated that it may be possible for the City of Keystone Heights to be branded a Chautauqua City once again.

Co-Chair Murphy stated that the intention is to have all the events at the same time, meaning, visitors can tour the museum and enjoy the Chautauqua event too. She stated that perhaps Steve Hart's band would be interested in playing during the event.

Chair Arnold spoke about local artist being present to show their work and schedule a couple of speakers.

Co-Chair Collins expanded on the idea stating that the art could be displayed on the picnic tables and all throughout the park and food trucks. She stated she would like to see this be a weekend event.

Co-Chair Murphy stated that this would be the perfect venue for 2025 Centennial year. The Heritage Commission would have all of the historical physical components of this community in a museum along with the intellectual such as Chautauqua.

~~e. Memorial for Keystone Heights Police Department and Volunteer Fire Department~~

- ~~i. Discuss plans for honoring the service and sacrifice of the police department and volunteer fire department~~

Chair Arnold asked that this item be tabled for the next meeting.

f. Tour of Homes for Mother's Day in 2025

- i. Plan and coordinate details for the Tour of Homes event scheduled for Mother's Day in 2025

Co-Chair Murphy asked if the Tour of Homes will now be permanently at Christmas and the remaining Commission members agreed that it would be.

6. Other Business

a. Announcements

None

b. Additional Topic

None

c. Next Meeting Date: June 18, 2024, at 10:00 AM

7. Adjournment

Chair Arnold adjourned the meeting at 10:56 AM.



City of Keystone Heights
555 South Lawrence Blvd Keystone Heights, Florida
32656 352.473.4807 Off 352.473.5101 Fax
Heritage Commission Minutes May 21, 2024
Makeup Minutes for 3/26/2024



I. Call to Order

Chair Thompson called the meeting to order at 11:05 AM.

II. Roll Call

Present: Chair Christine Arnold, Co-Chair Deirdre Murphy, Co-Chair Kerry Collins and Helen Hersey

Not Present: Karen Nagel

III. Old Business

i. Fourth Grade Field Trip Recap

Co-Chair Collins stated that the field trip was highly successful and stated that there was nothing negative shared with her from the school. She said that from the school teacher perspective that there is no need to change anything except possibly adjusting stations.

Chair Arnold suggested that students spend twenty minutes at each station instead of thirty. She said that if the plan is to add McRae Elementary School that extra time could be used to move students to and from stations.

Co-Chair Collins spoke about adding the library as an additional station and adding McRae Elementary School to the event.

Chair Arnold stated that next year she does not want to see back to back dates for events as it was difficult to coordinate dates with City.

Co-Chair Murphy stated that the Heritage Commission is at the mercy of the school and what dates work for them and not really what dates work for the Commission however having the Florida League of Cities dinner the night before this event did make it difficult for staff.

Clerk Silva stated she would look into the scheduling of the Florida League of Cities dinner to occur in 2025 and try not to have another back to back event.

Co-Chair Murphy stated that she believed the water station were a wonderful addition this year.

ii. Historic Oak Designation

Co-Chair Collins stated the application has been completed and is awaiting submittal.

Co-Chair Murphy stated that she will submit the application before days end.

Co-Chair Collins spoke about the importance of protecting the oak tree.

Chair Arnold asked if there was a city camera that points at the oak tree and stated that her Sister was traveling and Thomasville, Georgia allows individuals to use designated cameras to take selfies in front of the historic oak tree.

Clerk Silva discussed the donated playground that the City installed a few weeks prior.

Co-Chair Collins clarified that the historic oak tree designation is not being tabled and that Co-Chair Murphy will submit the application today to the Clay County Preservation Board. She also asked that the tree not be trimmed so aggressively in the future.

Co-Chair Murphy stated that she is not meeting with the Clay County Preservation Board today, the meeting today is a subcommittee meeting on Keystone markers.

IV. New Business

Chair Arnold spoke about creating a Memorial for Keystone Heights Police Department and Volunteer Fire Department and that there is a lot of support from the families and community. Chair Arnold spoke about the idea of the memorial and what she would like to see.

Clerk Silva asked if the Heritage Commission would like a proclamation made in honor of this event and the Commission all agreed they would like one created.

Chair Arnold stated that Councilman Tony Brown needs to be kept informed when it comes to this event as the Heritage Commission has asked him to act as the liaison.

The Heritage Commission discussed the Historical Round Table and possibly hosting one in the future possibly the month of September on the 7th, 14th or 21st.

i. Discussion on the Possibility of a Chautauqua Event

Chair Arnold spoke about a research trip to Meadville, Pennsylvania and discovered that they are our “sister city”. She plans on making a return trip to go through more records. Chair Arnold stated that many of their community members there had vacation homes here.

The Heritage Commission as a whole agreed that it would be a wonderful idea to extend an invitation to the Chautauqua Event to the city of Meadville, Pennsylvania.

Chair Arnold described what a Chautauqua was and discussed how she believes several houses in town were set up for boarders. She also spoke about the Blue Lantern and the Blue Lantern Launch that used to be located at the Historic Pavilion.

V. Public Comment

None.

VI. Announcements

- i. Note: There will be no meeting in July.
- ii. Next Meeting: June 18th, 2024

Co-Chair Collins stated she had one additional comment to make about the 4th Grade Field Trip and that is that Mayor Nina requested that the Heritage Commission extend invitations to the Clay County School Superintendent for the next field trip.

Chair Arnold stated if the Commission could work on the key events until they are polished and stay relevant throughout the year and also added that the Heritage Commission Facebook page is looking great.

Co-Chair Collins stated that the Heritage Commission is doing an amazing job and thanked Chair Arnold for standing up for the integrity of the Heritage Commission. Co-Chair Collins stated that she is proud to be a part of the Heritage Commission.

Co-Chair Murphy stated that the Heritage Commission is a team, work very well together and share the same values at the core.

VII. Adjournment

Chair Arnold adjourned the meeting at 11:56 AM.



City of Keystone Heights
555 South Lawrence Blvd
Budget and Finance Committee Minutes
May 21, 2024 - 6:00 PM



1. Roll Call

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

Mayor Rodenroth call the meeting to order at 6:02 PM.

2. Public Comment

None

3. Review Salary Schedule

Mayor Rodenroth presented a proposal for the city's budget and staffing.

a. Review of 2022-2023 Budget

1. Total Income: \$1,235,523
2. Total Expenses: \$440,500.47610
3. Net Income: \$794,718.82390
4. Payroll: 41% of total budget
5. Staffing: 10 employees (1-2 full-time, the rest part-time)
6. Events: 6

b. Staffing Needs and Proposed Increase

Manager Van Zant presented a proposal for increased staffing to support upcoming projects and events. The proposal included hiring additional employees for City Hall and Public Works, bringing the total to fourteen. The proposal also included raising salaries and benefits for all employees. This would increase payroll to 60% of the total budget.

c. Mayor Rodenroth's Revised Proposal

Mayor Rodenroth expressed concerns about the significant increase in payroll costs. She proposed a revised plan that would achieve a 60/40 split between payroll and expenses. This plan would involve a more detailed analysis of staffing needs and potentially utilizing one-year contracts for some positions.

d. Next Steps

The Council will hold a workshop to discuss the Mayor Rodenroth's revised proposal in more detail. The Council will vote on a final budget at a future meeting. That workshop will be held May 28 at 1:00 PM.

4. Give General Budget Guidance

Manager Van Zant stated that this meeting has covered sixty percent of what he had intended to discuss. If you are comfortable with this model the rest of the material covers what is in the bank, CDs and public fund checking. There is unrestricted funding such as the general fund and restricted funding. Manager Van Zant stated the financially the City of Keystone Heights is very sound.

Councilman Brown announced he will be stepping down from the Finance and Budget Committee.

The Council will appoint a replacement for the Finance and Budget Committee at the upcoming June meeting.

Mayor Rodenroth adjourned the meeting at 6:44 PM.

Action Items:

- Distribute the Mayor's revised budget proposal to the Council.
- Schedule a workshop to discuss the revised proposal.
- Appoint a new member to the Finance and Budget Committee.

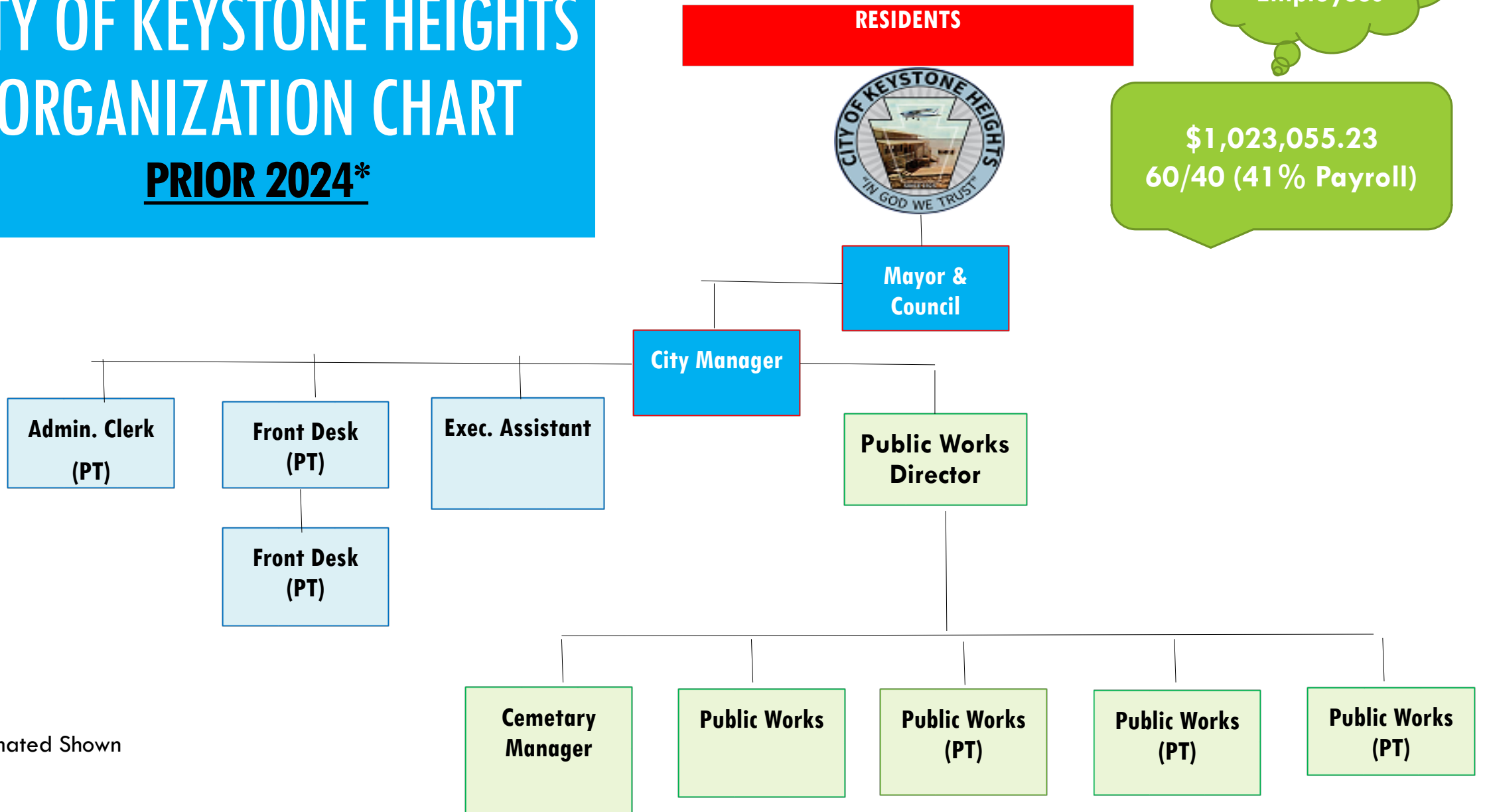


CITY OF KEYSTONE HEIGHTS SALARY BUDGET REVIEW 2024-2025

MAY 21, 2024
MAYOR NINA RODENROTH

CITY OF KEYSTONE HEIGHTS ORGANIZATION CHART

PRIOR 2024*



*Best Estimated Shown

INCOME VS PAYROLL ANALYSIS PRIOR 2024

FY 22-23	Amount
Income	\$ 1,023,055.23
Regular Expenses	(\$440,840.41)
Payroll Costs	(\$423,476.10)
Net Income EOFY	\$ 158,738.72

*Best Estimated Shown

**Provided by Marjorie (Accountant)

FY 2022-2023

60% PAYROLL
40 % EXPENSES

41%
Payroll

Budget Year 2022-2023**

General Fund Income: \$1,023,055.23

Expenses: \$ 440,840.41

Payroll: \$ 423,476.10

Net Income EOY \$ 158,738.72

City Hall: 1-2 FT, 2-3 PT= ~4 Employees *

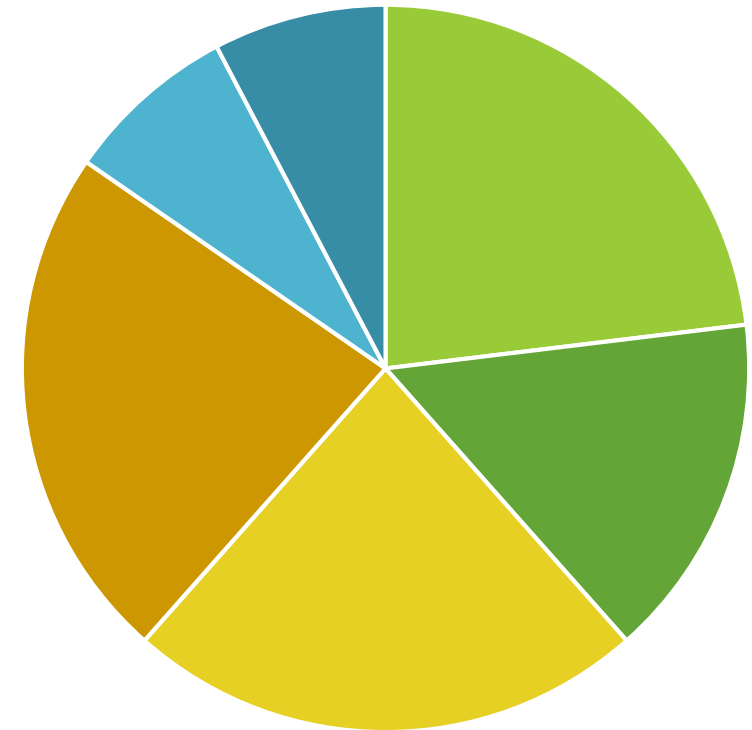
Public Works = 6 Employees

41% Payroll

*Best Estimated Shown

**Provided by Marjorie (Accountant)

Staff (10)



■ Spring Fling ■ MotoSurf ■ July 4th
■ Boo Blvd ■ Memorial Day ■ Veterans Day

PROJECTS

Retail Pop-Ups

Geneva Lakes Project
& SJWM

Infrastructure/Tourism

SR21/HW100 Corner

Parks Plan

Smart City

COKH City Hall

KHHC Museum

COKH Website



COKH 2024-2025

***PROJECTS
&
EVENTS***



EVENTS

Spring Fling

Florida League Cities Dinner

KHHC Fourth Grade Field Trip

MotoSurf

Memorial Day Ceremony

Craft/Food Vendor Planning (3+)

Monthly Concert Series/Food Truck
Friday's

July 4th Country Day

KHHS Homecoming Parade

Boo on the Boulevard

Veteran's Day Honorary Breakfast

Shop Small Celebration

Pancakes in the Park (Christmas)

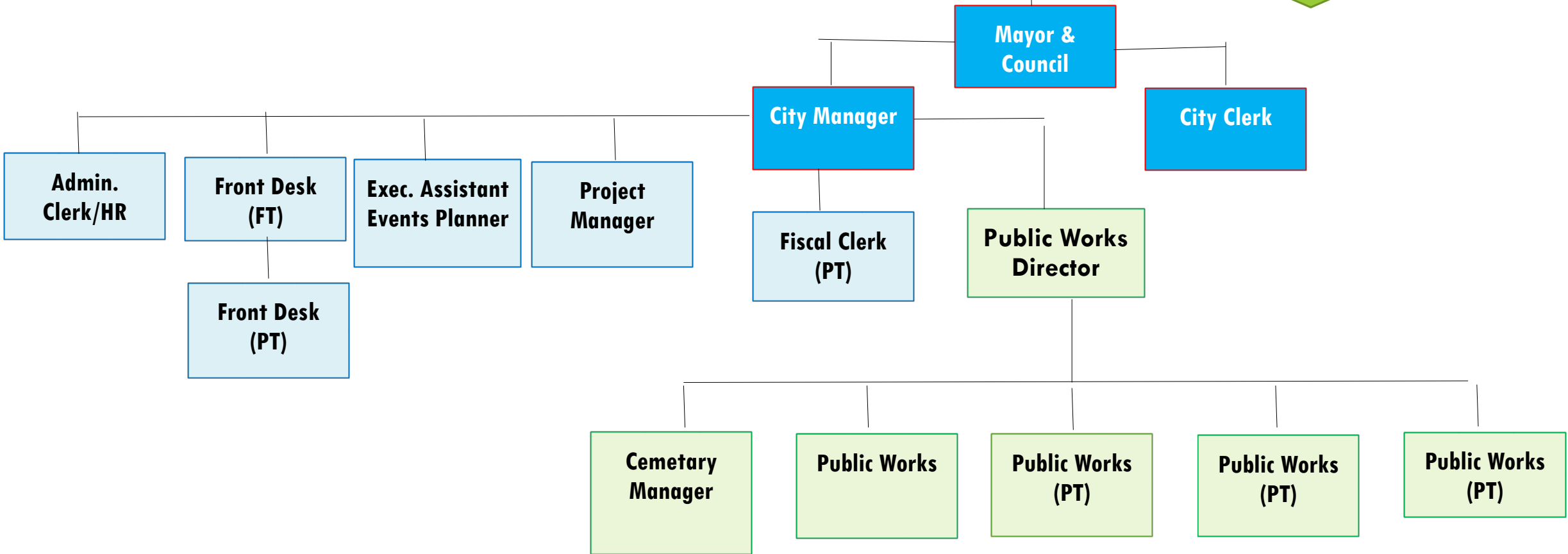
Christmas Festivities at the Parks

CITY OF KEYSTONE HEIGHTS ORGANIZATION CHART PROPOSED FY 24-25

RESIDENTS

14
Employees

\$1,084,438.30
60/40 (65% Payroll)



PROPOSED FY 2024-2025

COKH STAFF & SALARIES (PROVIDED MAY 2, 2024)

City Hall Salary 5 FT/2 PT	January 2024	Per Hour	Hours	Annual/Base	Annual/ Benefits	City Hall Salary Review 5 FT/3 PT	Proposed/OPTION I	Per Hour	Hours	Annual/Base	Annual/ Benefits*
Front Desk		\$ 18.00	80	\$ 37,440.00	\$ 40,304.16	Exec.Asst/Events		\$ 21.63	80**	\$ 45,000.00	\$ 54,742.50
Front Desk		\$ 15.00	80	\$ 31,200.00	\$ 33,586.80	Front Desk (2)		\$ 15.38	80**	\$ 32,000.00	\$ 38,928.00
Front Desk		\$ 17.00	80	\$ 35,360.00	\$ 38,065.04	City Manager		\$ 38.46	80**	\$ 80,000.00	\$ 97,320.00
Manager		\$ 38.46	80	\$ 80,000.00	\$ 86,120.00	City Clerk		\$ 21.63	80**	\$ 45,000.00	\$ 62,708.50
Clerk		\$ 19.95	80	\$ 41,500.00	\$ 52,640.83	Project Manager		\$ 24.04	80**	\$ 50,000.00	\$ 60,825.00
Part Time						Part Time					
Accounting		\$ 17.00	70	\$ 30,940.00	\$ 33,306.91	Front Desk (1)		\$ 15.38	60	\$ 32,000.00	\$ 34,448.25
Accounting		\$ 20.00	50	\$ 26,000.00	\$ 27,989.00	Fiscal Clerk		\$ 25.00	50	\$ 32,500.00	\$ 34,986.25
						Admin Clerk/HR		\$ 18.00	50	\$ 23,000.00	\$ 24,759.50
Current Totals						Proposed Totals					
Public Works Full Time		Per Hour	Hours	Annual/Base	Annual/Benefits	Public Works Full Time		Per Hour	Hours	Annual/Base	Annual/Benefits
Director		\$ 26.00	80	\$ 54,080.00	\$ 74,047.80	Director		\$ 26.00	80**	\$ 54,080.00	\$ 74,047.80
Cem/City		\$ 16.22	80	\$ 33,737.60	\$ 51,132.09	Cemetary Manager		\$ 19.23	80**	\$ 40,000.00	\$ 57,873.56
City		\$ 18.90	80	\$ 39,312.00	\$ 42,319.37	Public Works		\$ 18.99	80**	\$ 39,500.00	\$ 48,051.75
Part Time						Part Time					
Public Works		\$ 15.75	70	\$ 28,665.00	\$ 30,857.87	Public Works		\$ 15.77	70	\$ 32,800.00	\$ 39,901.20
Public Works		\$ 15.75	70	\$ 28,665.00	\$ 30,857.87	Public Works		\$ 15.77	70	\$ 32,800.00	\$ 39,901.20
Public Works		\$ 15.75	70	\$ 28,665.00	\$ 30,857.87	Public Works		\$ 15.77	70	\$ 32,800.00	\$ 39,901.20
Current Totals				495,564.60	\$ 572,085.61	Proposed Totals				\$ 571,480.00	\$ 708,394.71
13 Employees						*Total includes FRS option once we have eligibility					ASK INCREASE
						**All 80 hour employees will be on one (1) year contract					\$ 136,309.10
						**Effective July 1 all salaried employees \$844.00/pp Min.\$22.10/hr					
						14 Total Employees					

INCOME VS PAYROLL ANALYSIS

FY 24-25

<u>Bank Balances May 1, 2024</u>	<u>Balance</u>
General Fund Checking	\$ 761,758.06
Cemetary Checking	\$ 242,386.04
Cemetary Perpetual Checking	\$ 43,724.54
CRA Checking	\$ 241,325.16
Infrastructure/CIP Checking	\$ 717,774.87
Lakes Checking	\$ 41,533.72
Bill Account	\$ 17,884.37
Public Funds Checking	\$ 386,337.95
	\$ 2,452,724.71

<u>FY 24-25</u>	<u>Best Estimate</u> <u>Per ~6%</u>
Income	\$ 1,084,438.30
Regular Expenses	\$ 440,840.41
Payroll Costs	\$ 708,394.71
Net Income EOFY	(\$64,796.82)

Proposed

*Best Estimated Shown

**Provided by Marjorie (Accountant)

PROPOSED FY 2024-2025

60% PAYROLL
40% EXPENSES

65%
Payroll

Budget Year 2024-2025**

General Fund Income: \$1,084,438.30*

Expenses: \$ 440,840.41**

Payroll: \$ 708,394.71

Net Income EOY \$ **-64,796.82**

City Hall 5 FT, 3 PT= 8 Employees

Public Works= 6 Employees

*General Fund FY 22-23 + 6% increase

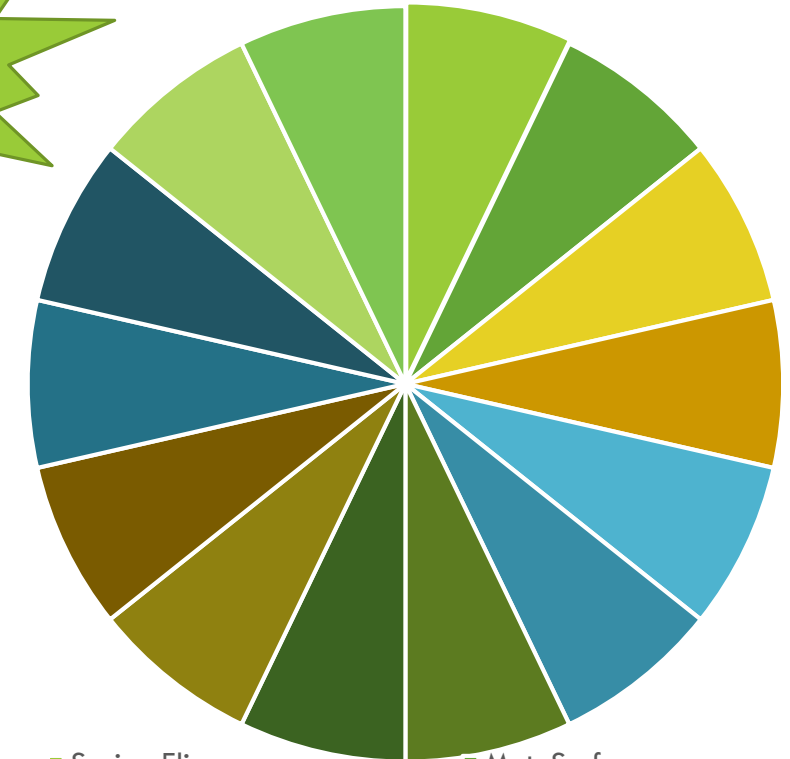
**Expenses FY 22-23

*Best Estimated Shown

**Provided by Marjorie (Accountant)

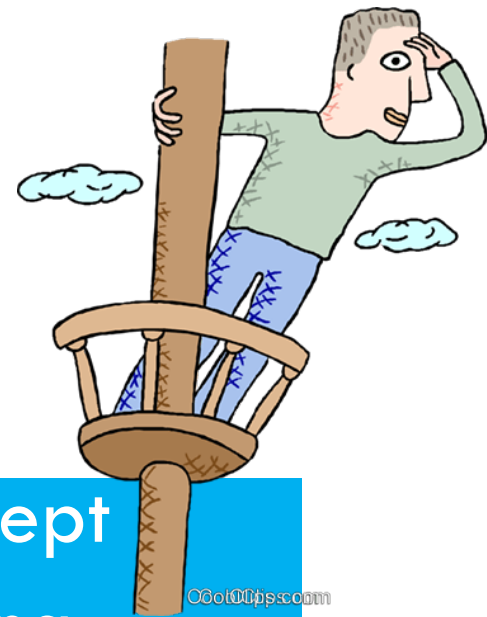
Staff (14)

43%
Events
Increase



- Spring Fling
- MotoSurf
- July 4th
- Boo Blvd
- Memorial Day
- Veterans Day
- Craft Vendors
- Shop Small
- Christmas @ Park
- Veterans Breakfast
- Memorial Day
- Food Truck Friday
- Monthly Concert Series
- KHHC Field Trip

COKH 2024-2025
*STAFF & SALARY
OPTION I*



May 2: Budget/Finance Meeting: CM Proposed Concept

May 6: Council Meeting: Proposal tabled June Meeting

May 7: Met with CM & Accountant to review details

May 15: Call with Accountant further confirm details

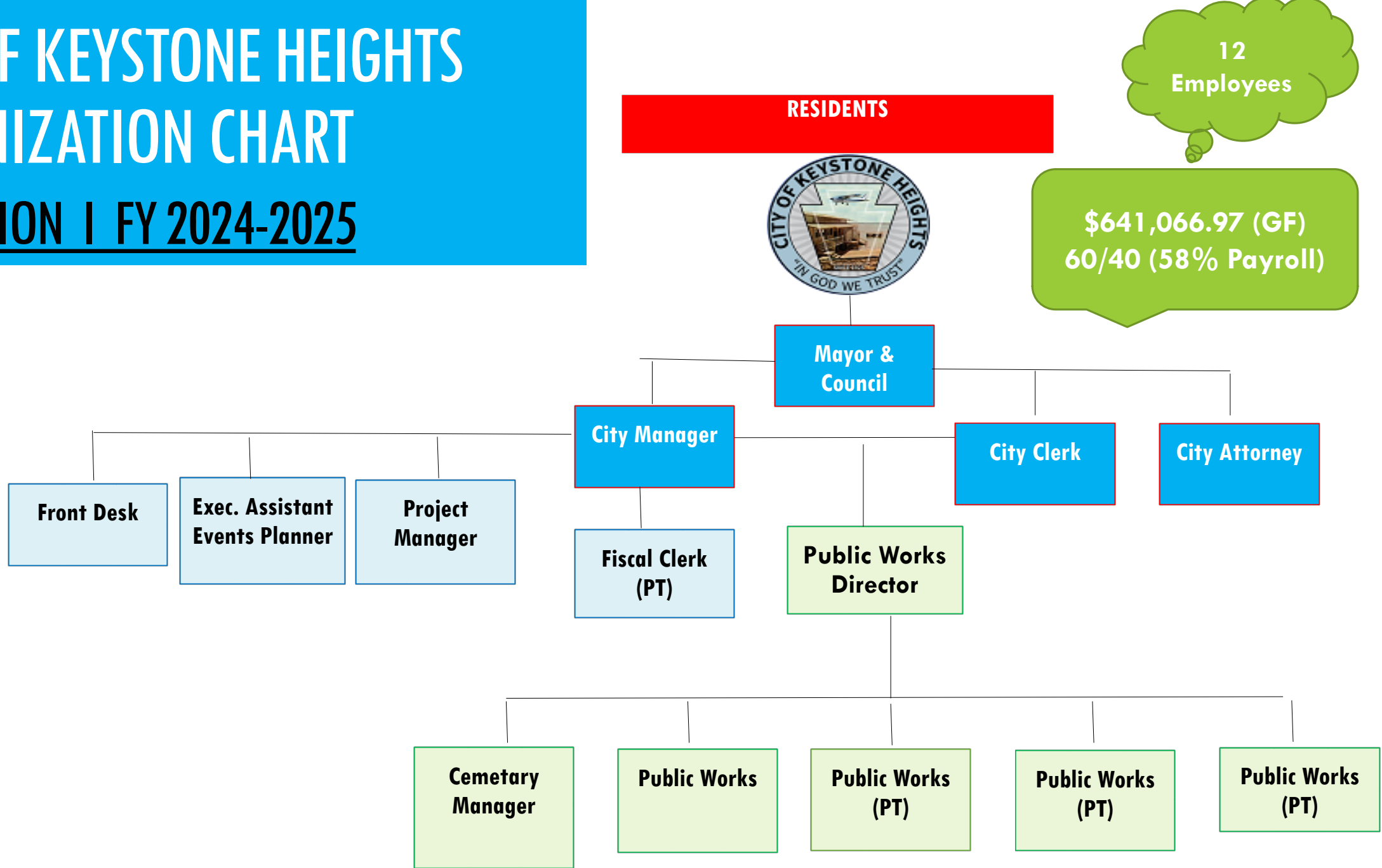
May 16: Mr. Million confirm Cemetary Manager
salary/Enterprise Funds account approval.

May 17: Met with CM for review of my analysis & Option.

May 6-15: Calls (3) with City Attorney for discussion.

CITY OF KEYSTONE HEIGHTS ORGANIZATION CHART

OPTION I FY 2024-2025



OPTION I 2024-2025

CITY HALL STAFF & SALARIES

COKH Salary January 2024 5 FT/2 PT					COKH Salary Review Proposed OPTION III 3 FT/3 PT Staff				
Per Hour	Hours	Annual/Base	Annual/Benefits		Per Hour	Hours	Annual/Base	Annual/Benefits*	
\$ 18.00	80	\$ 37,440.00	\$ 40,304.16		\$ 19.00	80**	\$ 39,520.00	\$ 49,262.00	
\$ 15.00	80	\$ 31,200.00	\$ 33,586.80		\$ 15.38	80**	\$ 32,000.00	\$ 38,928.00	
\$ 17.00	80	\$ 35,360.00	\$ 38,065.04		\$ 38.46	80****	\$ 80,000.00	\$ 97,320.00	
\$ 38.46	80	\$ 80,000.00	\$ 86,120.00		\$ 21.63	80****	\$ 45,000.00	\$ 62,708.50	
\$ 19.95	80	\$ 41,500.00	\$ 52,640.83		\$ 20.00	80**	\$ 41,600.00	\$ 52,425.00	
Part Time					Part Time				
\$ 17.00	70	\$ 30,940.00	\$ 33,306.91		\$ 25.00	50	\$ 32,500.00	\$ 34,986.25	
\$ 20.00	50	\$ 26,000.00	\$ 27,989.00						
Current Totals					Proposed Totals				
Public Works Full Time					Public Works Full Time				
Per Hour	Hours	Annual/Base	Annual/Benefits		Per Hour	Hours	Annual/Base	Annual/Benefits	
\$ 26.00	80	\$ 54,080.00	\$ 74,047.80		\$ 26.78	80****	\$ 55,702.40	\$ 75,670.20	
\$ 16.22	80	\$ 33,737.60	\$ 51,132.09		\$ 19.80	80**	\$ 41,198.35	\$ 57,873.56	
\$ 18.90	80	\$ 39,312.00	\$ 42,319.37		\$ 19.56	80**	\$ 40,684.17	\$ 49,232.91	
Part Time					Part Time				
\$ 15.75	70	\$ 28,665.00	\$ 30,857.87		\$ 16.22	70*	\$ 28,701.40	\$ 35,802.60	
\$ 15.75	70	\$ 28,665.00	\$ 30,857.87		\$ 16.22	70*	\$ 28,701.40	\$ 35,802.60	
\$ 15.75	70	\$ 28,665.00	\$ 30,857.87		\$ 16.22	70*	\$ 28,701.40	\$ 35,802.60	
Current Totals					Proposed Totals				
		495,564.60	\$ 572,085.61				\$ 494,309.12	\$ 625,814.22	
13 Employees					*Total includes FRS option once we have eligibility				
					**All 80 hour employees are non-exempt				
					***3% increase for Public Works				
					****80 hours employees exempt status				
					12 Employees				
					ASK INCREASE				
					\$ 53,728.61				

INCOME VS PAYROLL ANALYSIS

FY 24-25

<u>Bank Balances May 1, 2024</u>	<u>Balance</u>
General Fund Checking	\$ 761,758.06
Cemetary Checking	\$ 242,386.04
Cemetary Perpetual Checking	\$ 43,724.54
CRA Checking	\$ 241,325.16
Infrastructure/CIP Checking	\$ 717,774.87
Lakes Checking	\$ 41,533.72
Bill Account	\$ 17,884.37
Public Funds Checking	\$ 386,337.95
	\$2,452,724.71

<u>FY 24-25</u>	<u>Best Estimate Per ~6%</u>
Income	\$ 1,084,438.30
Regular Expenses	\$ 440,840.41
Payroll Costs	\$ 625,814.22
Net Income EOFY	\$ 17,783.67

Option I

*Best Estimated Shown

**Provided by Marjorie (Accountant)

OPTION I FY 2024-2025

60% PAYROLL
40% EXPENSES

Budget Year 2024-2025*

General Fund Income: \$1,084,438.30*

Expenses: \$ 440,840.41**

Payroll: \$ 625,814.22

Net Income EOY \$ 17,783.67

City Hall 5 FT, 1 PT= 6 Employees

Public Works = 6 Employees*

*General Fund FY 22-23 + 6% increase

**Expenses FY 22-23

*Best Estimated Shown

**Provided by Marjorie (Accountant)

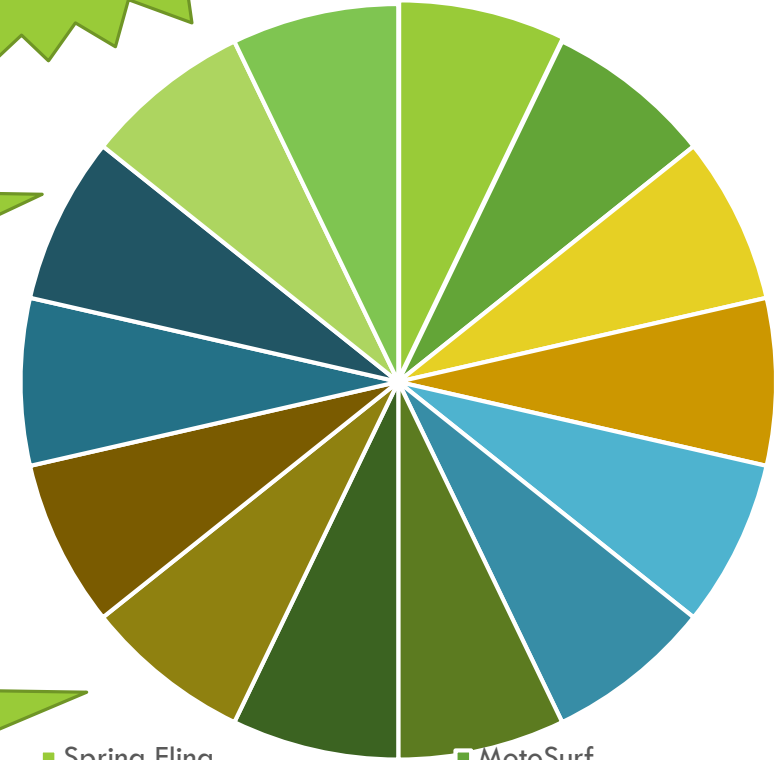
58% Payroll

43% Events Increase

3% COL Increase Public Works

**8 Full Time
3 Part Time**

Staff (12)



- Spring Fling
- MotoSurf
- July 4th
- Boo Blvd
- Memorial Day
- Veterans Day
- Craft Vendors
- Shop Small
- Christmas @ Park
- Veterans Breakfast
- Memorial Day
- Food Truck Friday
- Monthly Concert Series
- KHHC Field Trip
- KHHS Homecoming

PROJECTS

Retail Pop-Ups

Geneva Lakes Project
& SJWM

Infrastructure/Tourism

SR21/HW100 Corner

Parks Plan

Smart City

COKH City Hall

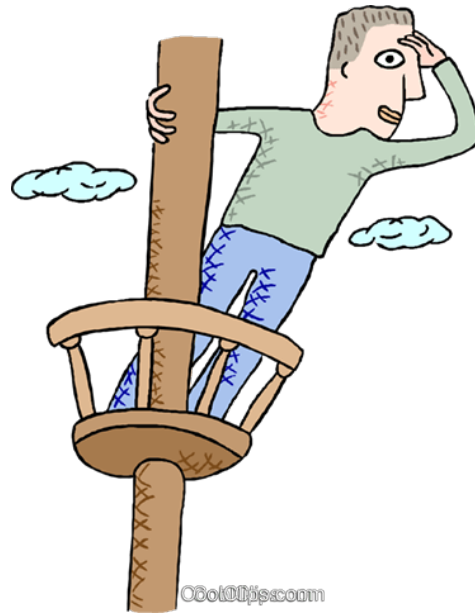
KHHC Museum

COKH Website



COKH 2024-2025

PROJECTS
&
EVENTS



EVENTS

Spring Fling

Florida League Cities Dinner

KHHC Fourth Grade Field Trip

MotoSurf

Memorial Day Ceremony

Craft/Food Vendor Planning (3+)

Monthly Concert Series/Food Truck
Friday's

July 4th Country Day

KHHS Homecoming Parade

Boo on the Boulevard

Veteran's Day Honorary Breakfast

Shop Small Celebration

Pancakes in the Park (Christmas)

Christmas Festivities at the Parks



TEAMWORK





City of Keystone Heights
 555 South Lawrence Blvd
 Keystone Heights, Florida 32656
 352.473.4807 Office 352.473.5101 Fax

has not happened yet



Pavilion Rental Application

A three-hundred-dollar (\$300.00) deposit is required to be submitted with this application to reserve the requested date and time. Date and time MAY NOT be reserved without a deposit. Deposit may be returned within 10 business days following the event after inspection by city staff and keys being returned. Keys must be returned to city staff the following business day or placed in the mail slot at city hall.

Alcohol consumption MUST be approved by the City Council. Application for alcohol consumption MUST be 60 days prior to event.

APPLICANT INFORMATION

Applicant: Mary Jane Thompson Address: 344 Higdon Road Jacksonville FL 32234
 Phone: (904) 483 - 6665 Email: maryjane196445@gmail.com

EVENT INFORMATION

MAXIMUM CAPACITY IS 120 PEOPLE

Event Date: 7/14/24 Event Time: 1 pm to 5 pm

Event Description: Baby Shower

- Refrigerator/Freezer-Non-Profit Only
Mon.-Fri. (7:30am-3:00pm)/\$20 a day
- Civic/Non-Profit - Business Hours/No Holidays (7:30 am - 3:30pm)
\$20.00 per 3 hours / No Deposit Required
- Private Rental/After Hours Rental
 - 2 Hours - \$150.00 + \$300.00 Deposit
 - 4 Hours - \$300.00 + \$300.00 Deposit
 - Full Day - \$500.00 + \$300.00 Deposit
- Government Entity
NO COST
- Alcohol Consumption

The consumption of alcohol is limited to within the Pavilion & deck ONLY. Sale of alcohol is not permitted. Any violation of the alcohol consumption terms will result in the forfeit of the applicant's \$300.00 deposit. Alcohol consumption MUST be submitted 60 days prior and be approved by the City Council

*NTÉ
NTS
NTD QB*

RULES AND SIGNATURE

I have received, read and agree to comply with all rules and regulations of the City of Keystone Heights, related to Pavilion use.

Print Name Mary Jane Thompson Signature Mary Jane Thompson Date 5/1/24

FOR ADMINISTRATIVE USE ONLY

- \$300.00 deposit collected on (date) 5/1/2024 receipt number 7751 *Clover CC*
- Use Fee of \$ _____ collected on (date) _____ receipt number _____
- Keys given to (name) _____ on (date) _____



City of Keystone Heights
555 South Lawrence Blvd
Keystone Heights, Florida 32656
352.473.4807 Office 352.473.5101 Fax



- Keys returned by (name) _____ on (date) _____
- Deposit returned to (name) _____ on (date) _____
- I have received \$300.00 deposit (signature) _____



City of Keystone Heights
555 South Lawrence Blvd
Keystone Heights, Florida 32656
352.473.4807 Office 352.473.5101 Fax



Beach Pavilion Rules and Regulations

- Keys for the facility must be picked up Friday before 4:00 pm at city hall the business day prior to rental and must be returned the following business day after the event or dropped in the mail slot of city hall next to the entrance door.
- No one associated with the event (caterers, decorators, entertainment, hosts, etc.) may enter the facility more than **15 minutes prior** to the rental start time as indicated on the rental application. The facility must be cleaned and vacated within **30 minutes after** rental end time as indicated on the rental application.
- Walk-in refrigeration and freezer storage is **NOT** included with pavilion use.
- Parking inside the gated area of the park is prohibited. Parking is permitted within the designated areas provided.
- NO** nails, tacks, staples, adhesive, or any other related material shall be used to display any decorations or signage of any kind to the structure or to any city property. There shall be no tents, carports or other structures erected on city property without prior permit approval.
- All tables and chairs, **MUST** be wiped clean and properly stored after being in use. Sink, microwave, and refrigerator must be wiped clean and free from debris. Pavilion must be swept.
- All litter, trash and personal belongings **MUST** be removed from the facility immediately after the event.
- Cooking within the facility is **PROHIBITED**, there are charcoal grills provided within the beach area for guests use. (Guests must provide charcoal)
- NO ALCOHOLIC BEVERAGES ARE ALLOWED UNLESS APPROVED AND PERMITTED BY THE CITY COUNCIL as stated in Ordinance 2022-594.** Keystone Beach and Historic Pavilion is monitored by video cameras and will be used to determine consumption of alcoholic beverages. If it is determined that alcohol was on sight deposit will not be returned.
- The City of Keystone Heights shall be held harmless from any liability, claims, costs, damages, attorney's fee, or other charges, liens, or fees of any kind or nature as a result of the renter or any one associated with the event activities.
- Activities shall be limited to the event description as provided by the applicant in the pavilion application
- Insurance may be required depending by type of event anticipated and described in the application

I, Mary Jane Thompson, hereby known as the "applicant" have received, read and agree to all the above rules and regulations set forth by the City of Keystone Heights.

Mary Jane Thompson
Signature of Applicant

5/1/24

Date



City of Keystone Heights
 555 South Lawrence Blvd
 Keystone Heights, Florida 32656
 352.473.4807 Office 352.473.5101 Fax



Special Event Application

EVENT PROPERTY

Property Address: 555 S. Lawrence Blvd Phone: (352) 473 4807

Tax Parcel # _____ Zoning _____ Land Use: RECREATION

APPLICANT INFORMATION

Applicant: Clay County Dept of Environ. Services Address: 3545 Rosemary Hill Road

Phone: (904) 284 6374 Email: jamey.wilkes@claycountygov.com

PROPERTY OWNER INFORMATION

Property Owner: City of Keystone Heights Phone: (352) 473 4807

Address: 555 S. Lawrence Blvd. City Keystone Heights

State: FL Zip Code: 32656 Phone: (352) 473 4807

Email: wright@keystoneheights.us

TYPE OF REQUEST

Not to Exceed 3 Days:

Not to Exceed 45 Days:

Special Event (city property)

Seasonal Sales

Other _____

Event Dates 6/22/24 to 6/22/24

Event Times 8:00am to 12:00pm

Description of event or items to be sold:

Household Hazardous Waste Amnesty Day at Keystone Beach. County will collect paints, pesticides, pool chemicals, and other chemicals from Clay County Residents. NO COMMERCIAL WASTE will be accepted.

E-Waste will also be accepted. Nothing is being sold.



City of Keystone Heights
555 South Lawrence Blvd
Keystone Heights, Florida 32656
352.473.4807 Office 352.473.5101 Fax



REQUIRED INFORMATION

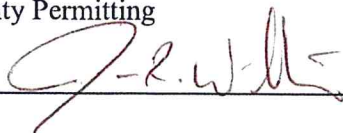
The following items must accompany your application at the time of submittal. No applications will be reviewed without these attachments.

- General description of request including purpose of event, types of proposed activities, and anticipated attendance
- Insurance Coverage: Evidence by a Certificate of Insurance naming the City of Keystone Heights as additional insured and must provide a Hold Harmless Agreement.

OR

- Notarized permission from property owner
- Security/Crowd Control: Plans to include a detailed description of where the attendees will be located security measures, security personnel, etc. A copy of the notification of event to the Clay Sheriff Department must be included and must have verification or receipt by the sheriff department.
- Fire Department Notification Letter: A letter must be attached notifying the local fire department of the event and must verify receipt of the letter by the local fire department.
- Conceptual Site Plan (to scale) including property boundaries, access to the site, location of tents or other temporary structures, location of proposed activities, **parking**, signs (in compliance with Article XIX of the LDR), temporary lighting, utilities, generators and other mechanical
- Sanitation and Public Health: Plans for sanitation and public health protection including temporary bathroom facilities, inspection of food facilities, drainage, and garbage and litter control. A minimum of three (3) dumpsters must be provided unless otherwise stated by City Council. (Proof of compliance with ADA standards must accompany this application)
- Set-up and Take-down: Plans outlining times of set-up and take-down of all event related structures; signage, barricades, tents, vendors, dumpsters/trash receptacles, port-a-potties etc.
- Road Closures: Application for State road closures or map and description of city road closure
- Meeting set up with City Manager to review event. **DATE** _____

Must comply with LFC 101 (life Safety Code); NFPA 1 (National Fire Protection Association); existing ordinances; County Permitting

Signature of Applicant  **Date** 5-13-24

Salary Schedule
All Employees

Salaried

Position	Beginning	Mid	Max
City Manager	\$70,000	\$80,000	\$90,000
City Clerk	\$44,000	\$50,000	\$56,000

Full-Time Positions

Position	Beginning	Mid	Max
PW Director	\$20/hour	\$25/hour	\$27/hour
Executive Assistant/Event Coordinator	\$19/hour	\$21/hour	\$23/hour
Project Manager	\$20/hour	\$22/hour	\$25/hour
Cemetery Manager	\$18/hour	\$20/hour	\$23/hour
Public Works	\$15/hour	\$19/hour	\$23/hour
Front Desk	\$15/hour	\$17/hour	\$19/hour

Part-time Positions

Position	Beginning	Mid	Max
Fiscal Clerk	\$20/hour	\$25/hour	\$30/hour
Public Works	\$15/hour	\$17/hour	\$19/hour

1. City Manager has discretion to place employees on salary schedule and adjust personnel and duties. Further the Manager has flexibility within the salary schedule as long as amounts stay within the approved budget.
2. City Manager has the authority to adjust pay grades to reflect changes in responsibilities for any position occupied by only one employee, and notify Council of the action.

Job Title: Executive Assistant and Events Coordinator

Location: Keystone Heights, FL

Report to: City Manager

Overview: The Executive Assistant to the City Manager plays a crucial role in supporting the efficient functioning of the city administration, primarily by managing the city calendar of meetings and events, organizing community events around major holidays, and assisting in synchronizing city staff actions. This role requires exceptional organizational skills, attention to detail, and the ability to work effectively in a fast-paced environment.

Responsibilities:

1. Calendar Management:

- Create and maintain the city calendar of meetings, events, and deadlines.
- Coordinate with various departments to schedule meetings and ensure the availability of key stakeholders.
- Communicate schedule changes and updates to relevant parties in a timely manner.

2. Event Planning:

- Plan and organize community events around major holidays such as Christmas, Independence Day, Fall and Spring festivals, etc.
- Coordinate with city departments, local businesses, and community groups to ensure successful event execution.
- Manage event logistics, including venue booking, permits, catering, and entertainment.
- Develop promotional materials and marketing strategies to increase community participation.

3. Administrative Support:

- Assist the City Manager in synchronizing city staff actions and initiatives.
- Prepare agendas, reports, and presentations for meetings and events.
- Maintain records, files, and databases related to city activities and projects.
- Handle correspondence, phone calls, and inquiries in a professional manner.

4. Communication and Coordination:

- Serve as a liaison between the City Manager's office and other city departments, external agencies, and community organizations.
- Facilitate effective communication and collaboration among city staff members.
- Ensure that information flows smoothly between the City Manager and relevant stakeholders.

5. Project Assistance:

- Support the City Manager in special projects, research, and initiatives as needed.
- Conduct background research, gather data, and prepare briefs on various topics.
- Assist in drafting memos, reports, and correspondence on behalf of the City Manager.

Qualifications:

- Bachelor's degree in Public Administration, Business Administration, Communications, or a related field preferred.
- Must display a positive attitude and help citizens with pressing issues through verbal and written communications.
- Proven experience in executive support roles, preferably in a municipal government setting.
- Excellent organizational and time-management skills, with the ability to prioritize tasks effectively.
- Strong written and verbal communication skills, including the ability to draft clear and concise documents.
- Proficiency in Microsoft Office Suite and calendar management software.
- Ability to maintain confidentiality and handle sensitive information with discretion.
- Flexibility to adapt to changing priorities and work independently with minimal supervision.
- A commitment to serving the community and promoting the city's goals and objectives.

Benefits:

- Competitive hourly wage with opportunities for overtime during peak periods.
- Comprehensive benefits package including health insurance, retirement plans, and paid time off.
- Opportunities for professional development and career advancement within the city administration.
- The chance to make a meaningful impact on the quality of life for residents and the greater community.

Job Title: Project Manager

Location: City of Keystone Heights

Reports to: City Manager

Overview: We are seeking a dynamic, multitasking, Project Manager to join our team and contribute to the continued success and prosperity of our unique community. The Project Manager will work closely with the City Manager, Public Works, local businesses, residents, and community organizations to support economic development initiatives, enhance quality of life, and preserve the distinct character of our city.

Responsibilities:

- **Project Management:** Oversee key city projects and initiatives, including, lake level progress, water flow through the city, infrastructure improvements, public facilities, and community programs. Coordinate with city staff, contractors, and other stakeholders to ensure projects are completed on time and within budget. Assist City Manager with Lake Level restoration.
- **Economic Development:** Collaborate with local businesses, economic development agencies, and tourism organizations to promote business growth and attract visitors. Develop strategies to capitalize on our natural resources and recreational opportunities while preserving the city's charm.
- **Community Engagement:** Foster strong relationships with residents, community groups, and stakeholders through regular communication, participation in community events, and solicitation of feedback. Encourage civic involvement and empower residents to contribute to the city's development.
- **Policy Development:** Assist in the formulation and implementation of policies, ordinances, and regulations that support the city's goals and priorities. Ensure that policies reflect the unique needs and values of our community while promoting sustainable growth and development.
- **Business Support:** Provide support and resources to local businesses, entrepreneurs, and startups to foster a thriving business community. Identify opportunities for business expansion, workforce development, and entrepreneurship training to enhance economic vitality.
- **Tourism Promotion:** Develop and implement marketing strategies to promote tourism and recreational activities in the area. Collaborate with local attractions, event organizers, and hospitality businesses to showcase the city as a premier destination for visitors.
- **Emergency Preparedness:** Work with emergency management personnel to develop and maintain comprehensive emergency response plans. Coordinate with local agencies, volunteer groups, and residents to ensure readiness for natural disasters and other emergencies.
- **Permits:** Conducts all operations on the city's behalf to issue building permits.
- **Lake Levels:** Assist city manager in restoration and maintenance of lake levels. Supervises Public works activities to maintain minimum flow levels (MFL)

- **Planning and Zoning:** Meet with citizens in order to prepare them for zoning issues as people develop or improve their property within city limits. Assist City Clerk with various aspects of planning and zoning.

Qualifications:

- Combination of work experience and or education background with experience in municipal government, public works, street and landscape beautification or community planning.
- Strong leadership, communication, and interpersonal skills, with the ability to collaborate effectively with diverse stakeholders.
- Knowledge of economic development principles, land use regulations, and tourism industry trends.
- Familiar with budgeting processes, financial analysis, and grant administration.
- Ability to think strategically, innovate, and adapt to changing circumstances in a dynamic environment.
- Passion for preserving community character, promoting sustainability, and enhancing quality of life for residents.

Benefits:

- Competitive hourly wage with opportunities for overtime during peak periods.
- Comprehensive benefits package including health insurance, retirement plans, and paid time off.
- Opportunities for professional development and career advancement within the city administration.
- The chance to make a meaningful impact on the quality of life for residents and the greater community.

Job Title: Cemetery Manager

Location: Keystone Heights, Florida

Report to: City Manager

Overview: We are seeking a dedicated and experienced Cemetery Manager to oversee the operations and maintenance of our cemetery located in Keystone Heights, Florida. The cemetery serves a community of approximately 1500 citizens and contains 5000 grave plots spanning 20 acres. The ideal candidate will have strong leadership skills, excellent organizational abilities, and a passion for providing compassionate care to families during difficult times.

Responsibilities:

- **Overall Management:** Manage all aspects of the cemetery's day-to-day operations, including grounds maintenance, burial services, record-keeping, and administrative tasks.
- **Coordination:** Oversee a team of groundskeepers, coordinate with administrative staff, and burial service workers, providing guidance, training, and support as needed.
- **Customer Service:** Ensure exceptional customer service for families and visitors, responding to inquiries, providing information on burial options, and assisting with arrangements as required.
- **Grounds Maintenance:** Maintain the cemetery grounds to the highest standards, including landscaping, lawn care, tree maintenance, and ensuring the overall cleanliness and appearance of the property.
- **Burial Services:** Coordinate with the Funeral Director.
- **Record-Keeping:** Maintain accurate records of burials, plot sales, contracts, and other relevant documentation, utilizing digital databases and paper files as appropriate.
- **Compliance:** Ensure compliance with all relevant local, state, and federal regulations governing cemetery operations, including environmental regulations, burial laws, and health and safety standards.
- **Financial Management:** Assist with budgeting and financial planning for the cemetery, monitoring expenses, and revenue generation activities, and identifying opportunities for cost savings or revenue growth.
- **Community Engagement:** Foster positive relationships with the local community, funeral homes, clergy, and other stakeholders, representing the cemetery at community events and meetings as required.

Qualifications:

- Previous experience in cemetery management, groundskeeping, or a related field strongly preferred.
- Excellent organizational abilities and attention to detail, with the ability to multitask and prioritize effectively.
- Knowledge of relevant regulations and best practices governing cemetery operations.
- Compassionate and empathetic demeanor, with the ability to provide support and guidance to grieving families.
- Proficiency in computer applications, including Microsoft Office Suite and cemetery management software.
- Valid driver's license and clean driving record.

Benefits:

- Competitive salary commensurate with experience.
- Comprehensive benefits package including health insurance, retirement plans, and paid time off.
- Opportunities for professional development and career advancement within the city administration.
- The chance to make a meaningful impact on the quality of life for residents and the greater community.

Job Title: Fiscal Clerk

Location: City of Keystone Heights, FL

Reports to: City Manager

Job Overview

The City of Keystone Heights is seeking a detail-oriented and highly organized Fiscal Clerk to join our team. The ideal candidate will be responsible for payroll preparation, direct deposit management, benefits administration, and ensuring compliance with federal tax and social security regulations. Additionally, the Fiscal Clerk will assist the City Manager in budget preparation and execution, attend City Council meetings as needed, and produce monthly financial statements using QuickBooks.

Responsibilities

- **Payroll Preparation:** Accurately prepare and process payroll for approximately 12 staff members, including calculating hours, overtime, and deductions.
- **Direct Deposit Management:** Ensure timely and accurate processing of direct deposits for all employees.
- **Benefits Administration:** Administer employee benefits, including health insurance, retirement plans, and other benefits.
- **Compliance:** Manage and ensure compliance with all required deductions for federal tax and social security purposes.
- **Budget Assistance:** Assist the City Manager in the preparation and execution of the city's budget, including forecasting and financial planning.
- **Financial Reporting:** Produce and maintain monthly financial statements using QuickBooks, providing clear and accurate financial information.
- **Council Meetings:** Attend City Council meetings as required, providing financial reports and assisting in discussions related to city finances.
- **General Administrative Duties:** Perform other related administrative and financial duties as assigned by the City Manager.

Qualifications

- **Education:** High school diploma or equivalent required. Associate's degree in accounting, finance, or a related field preferred.
- **Experience:** Minimum of 2 years of experience in payroll processing, bookkeeping, or a similar financial role.
- **Skills:**
 - Proficiency in QuickBooks and Microsoft Office Suite (Excel, Word, Outlook).
 - Strong understanding of payroll laws and regulations.
 - Excellent attention to detail and organizational skills.

- Ability to manage multiple tasks and meet deadlines.
- Strong communication skills, both written and verbal.
- **Other Requirements:**
 - Ability to attend City Council meetings as required, which may occur outside of regular business hours.
 - Ability to work both independently and as part of a team.

Benefits:

- Competitive hourly wage with opportunities for overtime during peak periods.
- Comprehensive benefits package including health insurance, retirement plans, and paid time off.
- Opportunities for professional development and career advancement within the city administration.
- The chance to make a meaningful impact on the quality of life for residents and the greater community.

Job Title: Front Office Clerk

Location: Keystone Heights, FL

Reports to: City Manager

Overview: The City of Keystone Heights is seeking a versatile and customer-focused Front Office Clerk to serve as the first point of contact for citizens visiting City Hall. This position plays a crucial role in providing information, assistance, and administrative support to residents, while also ensuring the smooth operation of front office functions. The ideal candidate will possess strong research skills, proficiency in the Microsoft Office suite, and the ability to handle financial transactions with accuracy and integrity.

Responsibilities:

Customer Service:

- Greet and assist citizens in person, over the phone, and via email with a wide range of inquiries, including city services, regulations, and procedures.
- Provide accurate information and guidance to citizens, directing them to the appropriate departments or resources as needed.
- Handle complaints, concerns, and requests in a professional and courteous manner, escalating issues to management when necessary.

Research and Information Retrieval:

- Conduct research to find answers to obscure or complex questions posed by citizens, utilizing available resources such as city records, online databases, and reference materials.
- Maintain up-to-date knowledge of city policies, ordinances, and services to provide accurate and timely information to the public.
- Assist citizens in completing forms, applications, and other documentation as required.

Administrative Support:

- Perform general office duties, including filing records, maintaining databases, and processing incoming and outgoing mail.
- Utilize the Microsoft Office suite (Word, Excel, Outlook) to create and edit documents, spreadsheets, and correspondence.
- Assist with scheduling appointments, meetings, and events for city staff as directed by management.

Financial Transactions:

- Collect cash, checks, and other forms of payment for various city expenditures, including utility bills, permits, and fines.

Financial Transactions (Cont'd):

- Maintain accurate records of financial transactions.
- Exercise discretion and integrity when handling sensitive financial information and adhering to cash handling policies.

Building Maintenance and Public Works Assistance:

- Perform basic cleaning and maintenance duties to ensure the cleanliness and safety of the front office area and public spaces.
- Assist with public works tasks as needed during peak times, including setting up for events, landscaping, and minor repairs.

Qualifications:

- High school diploma or equivalent; additional education or training in office administration or customer service is preferred.
- Prefer previous experience in a customer service or administrative role, preferably in a municipal or government setting.
- Strong research skills and the ability to quickly find information and solutions to complex inquiries.
- Proficiency in the Microsoft Office suite (Word, Excel, Outlook) and the ability to learn new software programs as needed.
- Excellent interpersonal and communication skills, with a friendly and approachable demeanor.
- Attention to detail and the ability to prioritize tasks in a fast-paced environment.
- Trustworthy and dependable, with integrity in handling financial transactions and sensitive information.

Benefits:

- Competitive hourly wage with opportunities for overtime during peak periods.
- Comprehensive benefits package, including health insurance, retirement plans, and paid time off.
- Professional development opportunities and training programs to enhance skills and career advancement.
- The chance to be an integral part of a dynamic team serving the needs of the community.