

AGENDA
KEYSTONE HEIGHTS CITY COUNCIL SPECIAL MEETING
555 S. Lawrence Blvd., Keystone Heights, Florida
Monday, July 22, 2024 at 6:30 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 MANAGER. 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: Beau Wright

Pledge: Councilman Dan Lewandowski

Roll Call: City Clerk – Stephanie Silva

Present: Mayor Nina Rodenroth, Vice Mayor Christine Thompson, Councilman Tony Brown, Councilman Elston "Speedy" Kussler and Councilman Dan Lewandowski

Absent:

1. Action Items

- a) **Public Comments for 2024-2025 Budget for City of Keystone Heights**
- b) **Appoint Council-member to Budget and Finance Committee**
- c) **Adopt updated Historic Pavilion Rental Agreement - City Manager Van Zant**
- d) **Adopt Milage rate - City Manager Van Zant**
- e) **Tennis / Basketball Court – Beau Wright**
- f) **Geneva Jungle – Beau Wright**
- g) **Pickle Ball Court – Beau Wright**
- h) **SOLO Fishing Pier / ADA Compliant Walkway – Beau Wright**
- i) **Picnic Tables – Beau Wright**

2. Discussion Only

- a) **Streetscapes – Councilman Brown**

3. Council Comments

4. City Clerk Report – Stephanie Silva

5. City Manager Report – Charlie Van Zant

- a) **2024 Budget Building Dates**



City of Keystone Heights

555 South Lawrence Blvd
Keystone Heights, Florida 32656
352.473.4807 Off 352.473.5101 Fax



City of Keystone Heights Projects

Project	Cost	Account	Comments
Tennis Courts	\$165,000		Existing Courts to be completely demolished with new courts built
Basketball Court	\$15,500		Existing Court to be cleaned and sanded with new paint
Pickleball Court	\$16,000		Existing Court to be removed and new court painted on existing slab
Geneva Jungle	\$7,000		Replace damaged deck boards, stringers, support poles, and fasteners
Picnic Tables	\$6,400		Replace existing concrete tables with new tables to match



July 15, 2024

Att: Beau Wright
Keystone Heights Park
1660 SE Lakeview Dr
Keystone Heights, FL. 32656

Please call 800-331-1723 or send email to info@courtsurfacesfla.com should you have any questions.

Following are the specifications and price to demo existing battery of two (2) tennis courts and rebuild, surface one concrete basketball court at The Keystone Heights Park, Keystone Heights, FL. Also this quote includes removing fence and reinstalling fence. Water and good access to site.

NOTE: Please note that we require access for heavy equipment at the job site. If access includes passing over concrete, asphalt or other material, it may be broken during construction. We at Court Surfaces will take caution to try to protect these areas, however with weight of construction equipment it is not a guarantee that damage will not occur. Court Surfaces will not be responsible for these damages. Broken areas will be a separate charge to repair or replace at a minimum per square ft at owners expense. We are not responsible to damage to construction entrance or exits.

Scope of Work
Demo/New Build – Two Courts –Asphalt
(110' x 120') 13,200 sq ft

1. **Mobilization to site**
2. **Demo** – Removal and disposal of existing battery 110' x 120' asphalt tennis courts and remove fence to be reinstalled. Replace courts in same site 110' x 120' tennis courts with existing fence around perimeter with four 4' x 8' gates in existing positions.
3. **Maintain 6" Base Course** - A base course of lime rock having an average thickness of 6" shall be placed on the subgrade and properly graded and compacted following a 1" in 10' slope.
4. **Base Course** – Existing base will be rolled and laser graded and compacted following a 1" in 10' slope.
5. **Asphalt** - A one and one-half (1 ½) inch thick surface course of S3 hot-mix asphalt (Type III) shall be placed over the base course. *(The paved area will be several inches larger than finished asphalt dimensions so that all sides of the courts can be sawed to straight and square edges with an asphalt saw.)*
6. **Saw Cut** - Courts will be saw cut along perimeter to have clean cut edge.
7. **Equipment** – Two (2) sets of standard, external wind 3" O. D. tennis post sleeves will be installed in concrete. Provide and install two (2) sets of tennis net posts and two (2) tennis nets installed.



8. **Prep** - Scrape the court's surface of all dirt, debris and loose material.
9. **Sanding** - Machine sand the surface of court as necessary to smooth and repair any uneven areas.
10. **Bird baths** - Apply outdoor court grade patching materials to all patch areas to bring each area flush with surrounding asphalt.
11. **Patching** - Using outdoor court grade patch compounds:
 - a. One application will be made to each "birdbath". This will reduce water depth for faster drying times but may not eliminate all water ponding.
 - b. Cover and fill any rough areas of asphalt.
 - c. The edges of all patches will be scraped or ground smooth so that patches are not visible through the finished surface.
 - d. Light sanding on edges to smooth down.
12. **Leveling Course** - Apply two coats of sand - acrylic resurfacer mix over the entire surface of the courts with a broad squeegee according to manufacturer's recommended coverage rates.
13. **Texture and Finish Courses** - Apply two successive coats of outdoor court grade filler coat (sand-filled acrylic color coating) to the entire area of the courts with a broad squeegee according to manufacturer's recommended coverage rates according to specifications.
14. **Finished colors** – Will be owner's choice of any two manufacturer's standard colors. TBD. Existing colors are blue centers and light green border.
15. **Lines** - Paint two (2) sets of regulation two-inch-wide white playing lines for tennis courts.
16. **Clean-up** - Remove all excess materials and debris from the job after completion of the work.



Pricing

**Demo/New Build – Two Courts –Asphalt
(110' x 120') 13,200 sq ft**

The total price for the above outlined work is **\$164,400.00**, payable in three draws:

First Draw: Due upon acceptance	\$ 54,800.00
Second Draw: Due upon completion of asphalt	\$ 54,800.00
Final Draw: Due upon completion of job	\$ 54,800.00

This Price is good for thirty (30) days.

ACCEPTED BY: Court Surfaces

For: _____

Bryan McMandon
Managing Member

By signing this proposal, the customer acknowledges they have read and accept the proposed scope of work, price and terms and conditions outlined in this quote.



Scope of Work
Surface – One Basketball Court – Concrete
(50' x110) 5,500 sq ft

Following are the specifications and price surface one concrete basketball court at Keystone Heights Park, Keystone Heights, FL. Deep patching raw concrete and surfacing of court. This court has small cracks. **We recommend rebuilding to stop cracking. There is no guarantee cracks will not come back at anytime.** Water available and access good.

Note: The basketball court is an existing concrete slab built by others. Court Surfaces will repair the surfacing and will warranty top-down workmanship. However, we cannot be responsible for any future issues which may result from this slab (bottom-up issues). Issues may include but are not limited to cracking, adhesion, moisture, blistering, drainage, etc.

1. Mobilization

2. **Prep** - Scrape the court's surface of all dirt, debris and loose material. Raw concrete with no surface.
3. **Clean concrete edge of debris.**
4. **Sanding** - Machine sand the surface of court as necessary to smooth and repair any uneven areas.
5. **Pressure wash major mildew.**
6. **Cracks** - Apply outdoor court grade patching materials to all cracks and patch areas to bring each area flush with surrounding concrete. This is our minimum crack treatment which will improve but not eliminate the existing cracks.
7. **Grind** down existing high paint lines before surfacing.
8. **Acid Etch** – *Entire court to prep for surfacing.*
9. **Tack Coat** – one coat of court patch binder will be applied for paint adhesion.
10. **Patching** - Using outdoor court grade patch compounds:
 - a) One application will be made to each "birdbath". This will reduce water depth for faster drying times but may not eliminate all water ponding.
 - b) Cover and fill any rough areas of concrete.
 - c) The edges of all patches will be scraped or ground smooth so that patches are not visible through the finished surface.
 - d) Light sanding on edges to smooth down.
11. **Leveling Course** - Apply one coat of sand - acrylic resurfacer mix over the entire surface of the court with a broad squeegee according to manufacturer's recommended coverage rates.



- 12. **Texture and Finish Courses** - Apply two successive coats of outdoor court grade filler coat (sand-filled acrylic color coating) to the entire area of the courts with a broad squeegee according to manufacturer's recommended coverage rates.
- 13. **Finished colors** – Color will be owner's choice of any manufacturer's standard colors. TBD. Court is raw concrete.
- 14. **Lines** - Paint one full (1) set of regulation two-inch-wide white playing lines.
- 15. **Clean-up** - Remove all excess materials and debris from the job after completion of the work.

Pricing

**Surface – One Basketball Court – Concrete
(50' x110) 5,500 sq ft**

The total price for the above outlined work is **\$15,294.00**, payable in two draws:

First Draw: Due upon acceptance	\$ 7,647.00
Final Draw: Due upon completion of job	\$ 7,647.00

This Price is good for thirty (30) days.

ACCEPTED BY: Court Surfaces

For: _____

Bryan McMandon
Managing Member

By signing this proposal, the customer acknowledges they have read and accept the proposed scope of work, price and terms and conditions outlined in this quote.



Terms and Conditions

Scope of Work. *The work covered by this proposal will be only that specifically outlined herein, and to provide a price for the work in accordance with plans, specifications and or verbally agreed description that were furnished and provided to, Court Surfaces. Any change or variance between, owner, contractors, management, plans, specifications, proposal, or work not covered will be considered as an extra and may be subject to further negotiations, agreement and pricing between both parties prior to work being done. The attached scope of work is an integral part of this proposal/contract and must be completed, signed and returned with all legal owners, property management and job information (Notice of Commencement), before final acceptance can be considered or said work can be scheduled.*

Damages/Delays. *Court Surfaces agrees to perform, conduct, handle and maintain a professional manner, service, and workmanship. Court Surfaces will not be held responsible for the following (a) damage or replacement to undisclosed underground utilities, cables, lines pipes, irrigation and or landscaping. These areas should be properly surveyed and marked prior to our arrival (b) Damage to property of others, nor any and all of our work caused by other parties. (c) Delays in completion caused by strikes, acts of God, labor disputes, accidents, delays of other contractors, owners, management of property, or any other parties involved, inclement weather conditions, or other contingencies beyond our control. (d) Any unsuitable subsoil condition, or the removal of any unsuitable subsoil condition such as muck, marl, clay, water, etc. or the replacements of clean fill unless specifically stated.*

Permitting. *Permitting, Testing, Surveys, Engineer's Drawings are not included in this proposal. If permitting is required and Owner/Authorized Agent/Management directs contractor to perform work without permitting; any fines or fees as a result of unpermitted work will be documented in writing and will be the financial responsibility of said Owner/Authorized Agent/Manager.*

Warranty. *All work is guaranteed against defects in materials and workmanship for one year from date of completion, subject to proper maintenance by owner.*

Exception to warranty. *Any of the cracks in existing court's surface and / or any new cracks/blisters may reflect through the finished surface at any time. This does not constitute a defect in materials or workmanship. Court Surfaces is responsible for "top-down" workmanship only. We are not responsible for "bottom-up" issues due to existing base material including moisture, cracking, blisters, peeling, etc.*

Payment. *Payments are due upon receipt unless otherwise stated in writing. Payments over 30 days past due are subject to late fees outlined below:
30 days after Completion date OF 2.5% applied to bill balance
60 days after Completion date OF 5% applied to bill balance
90 Days after Completion date OF 7% applied to bill balance
120 days after Completion date OF 10% applied to bill balance
At 90 days liens will be placed on said property and WILL NOT BE RELEASED UNTILL COMPLETE FINAL PAYMENT IS MADE AND SAID PAYMENT FUNDS HAVE CLEARED.*

Failure to pay on time will result in the forfeiture of Warranty.



Work Site. Work site must be closed for the duration of the job. We recommend signage if possible. Damage done to the jobsite while work is in progress is not the responsibility of Court Surfaces and will result in an additional charge if further repairs are necessary as a result. This includes damage from outside factors including but not limited to people, pets, wildlife, vandalism etc.

Irrigation. Direct irrigation will cause damage to surfacing. It is required that any irrigation that directly contacts the court(s) be disabled for the duration of the job.

Weather. Our work schedule is weather dependent, and we will likely not be on the jobsite from 9:00 to 5:00. While we will make every effort to finish your job in a reasonable amount of time, there may be days we are not able to work due to the weather or other scheduling conflicts. Please set these expectations with all stakeholders in advance.

Landscaping. All landscaping work is the responsibility of the customer. While we will do our best to minimize our impact on the surrounding area, landscaping, grass, plants, hedges, etc may be damaged during the job. Court surfaces is not responsible for damage done to existing landscaping or adding landscaping around new construction.

Cancellation. Should customer/contractor cancel or reschedule this project after contract signature and return, before work has started, or within 24 hours of projected start date, a \$3,500.00/new construction or \$1,000.00/surfacing charge will be paid to Court Surfaces as liquidated damages (not as penalty) representing reasonable administrative expenses and interruption to Court Surfaces work schedule.

Entrance/Exit. Please note that we will take caution to try to protect concrete, asphalt or material that is used for entrance or exit points however with weight of construction equipment it is not a guarantee that damage will not occur. Court Surfaces will not be responsible for these damages. Broken areas will be a separate charge to repair or replace at a minimum per square ft. We are not responsible to damage to construction entrance or exits.

Change Orders. All Change Orders will be discussed by all parties and signed upon before changes can be made.

Digging and Setting Sleeves. Quote assumes digging and setting of sleeves will be in normal tennis spec asphalt/limerock. There will be an additional charge if we have to dig through multiple layers of asphalt or rebar or any other material that requires more time.

Remobilization. Our remobilization fee is \$1,500.00.



July 15, 2024

Att: Beau Wright
City of Keystone Heights
Sunrise Park
7399 Sunrise Blvd
Keystone Heights, FL. 32656

Please call 800-331-1723 or send email to info@courtsurfacesfla.com should you have any questions.

Following are the specifications and price to surface one existing concrete Pickleball court at Sunrise Park, Keystone Heights, FL. This includes applying deep patch/acid etch material for paint adhesion to concrete. Removing tiles from site. We do not know the shape of concrete under tiles until they are removed, if there is extensive repairs, this could be an extra cost. From our inspection, it appears that tiles were used to mask the underlying issues in the concrete slab. **We recommend rebuilding this court due to damage visible in this slab.**

***Note:** This is an existing concrete slab built by others. Slope of court is crucial to water drainage. Court Surfaces warranty covers surface top-down workmanship only and does not cover any existing or future issues due to the concrete base. Includes cracking, blistering, moisture, etc.*

Scope of Work
Surface– One Pickleball Court – Concrete
(90' x 40') 3600 sq ft

1. **Mobilization to site**
2. **Surface Prep** - Scrape the court's surface of all dirt, debris and loose material.
3. **Clean fence line** of debris and vegetation.
4. **Pressure wash**, major mildew, flood and check for birdbaths.
5. **Sanding** - Machine sand the surface of court as necessary to smooth and repair any uneven areas.
6. **Concrete grinding is necessary to level as much as possible on the high cracks to keep from being tripping hazards.** *Since concrete is sunken in some areas, we cannot guarantee the surface will be exactly level but will be the best possible repair without rebuilding concrete.*
7. **Acid Etch** – *entire concrete surface.*
8. **Cracks** - Apply outdoor court grade patching materials to all cracks and patch areas to bring each area flush with surrounding concrete. This is our minimum crack treatment which will improve but not eliminate the existing cracks. There are excessive cracks in this concrete that will persist.



- 9. **Patching** - Using outdoor court grade patch compounds:
 - a) One application will be made to each "birdbath". This will reduce water depth for faster drying times but may not eliminate all water ponding.
 - b) Cover and fill any rough areas of concrete.
 - c) The edges of all patches will be scraped or ground smooth so that patches are not visible through the finished surface.
 - d) Light sanding on edges to smooth down.
- 10. **Tack Coat** – one coat of court patch binder will be applied for paint adhesion.
- 11. **Leveling Course** - Apply one coat of sand - acrylic resurfacer mix over the entire surface of the court with a broad squeegee according to manufacturer's recommended coverage rates.
- 12. **Texture and Finish Courses** - Apply two successive coats of outdoor court grade filler coat (sand-filled acrylic color coating) to the entire area of the court with a broad squeegee according to manufacturer's coverage rates.
- 13. **Finished colors** – Two colors will be owner's choice of any manufacturer's **standard colors**. Colors to be confirmed with color chart by customer.
- 14. **Lines** - Paint one (1) set of regulation two-inch-wide white playing lines for pickleball court.
- 15. **Portable pickleball net** is priced below as Add-On.
- 16. **Clean-up** - Remove all excess materials and debris from the job after completion of the work.

Pricing
Surface– One Pickleball Court – Concrete
(90' x 40') 3600 sq ft

The total price for the above outlined work is **\$15,884.00**, payable in two draws:

First Draw: Due upon acceptance	\$ 7,942.00
Final Draw: Due upon completion of job	\$ 7,942.00

This Price is good for thirty (30) days.

ACCEPTED BY: Court Surfaces

 For: Bryan McMandon
 Managing Member

By signing this proposal, the customer acknowledges they have read and accept the proposed scope of work, price and terms and conditions outlined in this quote.



Add-On #1. – Deluxe Portable Pickleball Unit on Wheels. Includes net, powder coated steel frame w/ fiberglass center; features 3” oval tubing and locking 4” wheels; unit includes net frame and nylon storage bag.

Add **\$650.00** to the above base bid for Add-On #1. _____

Terms and Conditions

Scope of Work. *The work covered by this proposal will be only that specifically outlined herein, and to provide a price for the work in accordance with plans, specifications and or verbally agreed description that were furnished and provided to, Court Surfaces. Any change or variance between, owner, contractors, management, plans, specifications, proposal, or work not covered will be considered as an extra and may be subject to further negotiations, agreement and pricing between both parties prior to work being done. The attached scope of work is an integral part of this proposal/contract and must be completed, signed and returned with all legal owners, property management and job information (Notice of Commencement), before final acceptance can be considered or said work can be scheduled.*

Damages/Delays. *Court Surfaces agrees to perform, conduct, handle and maintain a professional manner, service, and workmanship. Court Surfaces will not be held responsible for the following (a) damage or replacement to undisclosed underground utilities, cables, lines pipes, irrigation and or landscaping. These areas should be properly surveyed and marked prior to our arrival (b) Damage to property of others, nor any and all of our work caused by other parties. (c) Delays in completion caused by strikes, acts of God, labor disputes, accidents, delays of other contractors, owners, management of property, or any other parties involved, inclement weather conditions, or other contingencies beyond our control. (d) Any unsuitable subsoil condition, or the removal of any unsuitable subsoil condition such as muck, marl, clay, water, etc. or the replacements of clean fill unless specifically stated.*

Permitting. *Permitting, Testing, Surveys, Engineer’s Drawings are not included in this proposal. If permitting is required and Owner/Authorized Agent/Management directs contractor to perform work without permitting; any fines or fees as a result of unpermitted work will be documented in writing and will be the financial responsibility of said Owner/Authorized Agent/Manager.*

Warranty. *All work is guaranteed against defects in materials and workmanship for one year from date of completion, subject to proper maintenance by owner.*

Exception to warranty. *Any of the cracks in existing court’s surface and / or any new cracks/blisters may reflect through the finished surface at any time. This does not constitute a defect in materials or workmanship. Court Surfaces is responsible for “top-down” workmanship only. We are not responsible for “bottom-up” issues due to existing base material including moisture, cracking, blisters, peeling, etc.*

Payment. *Payments are due upon receipt unless otherwise stated in writing. Payments over 30 days past due are subject to late fees outlined below:
30 days after Completion date OF 2.5% applied to bill balance
60 days after Completion date OF 5% applied to bill balance*



90 Days after Completion date OF 7% applied to bill balance

120 days after Completion date OF 10% applied to bill balance

At 90 days liens will be placed on said property and WILL NOT BE RELEASED UNTILL COMPLETE FINAL PAYMENT IS MADE AND SAID PAYMENT FUNDS HAVE CLEARED.

Failure to pay on time will result in the forfeiture of Warranty.

Work Site. Work site must be closed for the duration of the job. We recommend signage if possible. Damage done to the jobsite while work is in progress is not the responsibility of Court Surfaces and will result in an additional charge if further repairs are necessary as a result. This includes damage from outside factors including but not limited to people, pets, wildlife, vandalism etc.

Irrigation. Direct irrigation will cause damage to surfacing. It is required that any irrigation that directly contacts the court(s) be disabled for the duration of the job.

Weather. Our work schedule is weather dependent, and we will likely not be on the jobsite from 9:00 to 5:00. While we will make every effort to finish your job in a reasonable amount of time, there may be days we are not able to work due to the weather or other scheduling conflicts. Please set these expectations with all stakeholders in advance.

Landscaping. All landscaping work is the responsibility of the customer. While we will do our best to minimize our impact on the surrounding area, landscaping, grass, plants, hedges, etc may be damaged during the job. Court surfaces is not responsible for damage done to existing landscaping or adding landscaping around new construction.

Cancellation. Should customer/contractor cancel or reschedule this project after contract signature and return, before work has started, or within 24 hours of projected start date, a \$3,500.00/new construction or \$1,000.00/surfacing charge will be paid to Court Surfaces as liquidated damages (not as penalty) representing reasonable administrative expenses and interruption to Court Surfaces work schedule.

Entrance/Exit. Please note that we will take caution to try to protect concrete, asphalt or material that is used for entrance or exit points however with weight of construction equipment it is not a guarantee that damage will not occur. Court Surfaces will not be responsible for these damages. Broken areas will be a separate charge to repair or replace at a minimum per square ft. We are not responsible to damage to construction entrance or exits.

Change Orders. All Change Orders will be discussed by all parties and signed upon before changes can be made.

Digging and Setting Sleeves. Quote assumes digging and setting of sleeves will be in normal tennis spec asphalt/limerock. There will be an additional charge if we have to dig through multiple layers of asphalt or rebar or any other material that requires more time.

Remobilization. Our remobilization fee is \$1,500.00.



City of Keystone Heights

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Keystone Heights, Florida 32656
352.473.4807 Off 352.473.5101 Fax



Keystone Beach Proposal



Kirby Built ABM1210-CD
3 @ \$898.85 = \$2,696.55



Kirby Built ABM 1260-CD
3 @ \$1,228.85 = \$3,686.55

Total = \$6,383.10

*Benches to finish replacing all the tables at Keystone Beach. Labor would be provided by City of Keystone Heights Employees. Existing concrete benches would be removed and replaced with shown.



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



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: _____ Address: _____

Phone: (_____) _____ - _____ Email: _____

EVENT INFORMATION

MAXIMUM CAPACITY IS 120 PEOPLE

Event Date: _____ Event Time: _____ to _____

Event Description: _____

- Refrigerator/Freezer–Non-Profit Only
Mon.-Fri. (7:30am-3:00pm)/\$20 a day
- 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
- City of Keystone Heights Residents
 - \$20.00 per 3 hours + \$100.00 Deposit
- Civic/Non-Profit – Business Hours/No Holidays (7:30 am – 3:30pm)
 - \$20.00 per 3 hours / No Deposit Required

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

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 _____ Signature _____ Date _____



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



FOR ADMINISTRATIVE USE ONLY

- \$300.00 deposit collected on (date) _____ receipt number _____
- Use Fee of \$ _____ collected on (date) _____ receipt number _____

- Keys given to (name) _____ on (date) _____
- Keys returned by (name) _____ on (date) _____

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



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Keys returned by (name) _____ on (date) _____

Deposit returned to (name) _____ on (date) _____

I have received \$300.00 deposit (signature) _____



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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, _____, 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.

Signature of Applicant

Date

2024 Budget Building Dates all at 6p.m.

Monday July 22 Special Meeting Budget and Finance Committee to collect community input for the 2024-2025 Budget. Council Set Millage rate for advertisement.

Monday August 5th Regular Council Meeting

Thursday August 15 Budget and Finance Committee

Tuesday August 20th Budget and Finance Committee

Thursday August 22nd Budget and Finance Committee (this meeting can be cancelled if City Council is satisfied the budget estimates are adequate.

Thursday August 29 First Reading of Budget

Monday September 16 Second Reading of Budget

Thursday September 19 Budget Back-up date if Budget is not adopted on September 16th (this meeting can be cancelled if City Council is satisfied the budget estimates are adequate.

Some things to remember and be mindful of.

- The Clay County Property Appraiser has provided us the estimated property Values for Ad Valorem taxes and CRA. They will certify the Taxable value on or about July 1st, which gives city staff firm numbers to begin building of off.
- The Current milage rate is 4.2901 please be considering individually if you want to keep that rate. Based on the estimates if the 4.2901 mil rate is sustained the ad valorem tax value will likely go up \$20-30K
- The Budget itself is an estimate. It is informed by historical data and current projections, but at the end of the day is still an estimate.