

**AGENDA**  
**KEYSTONE HEIGHTS CITY COUNCIL MEETING**  
**555 S. Lawrence Blvd., Keystone Heights, Florida**  
**Monday, August 5<sup>th</sup>, at 6:00 p.m.**

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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 REQUESTED 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.

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***"Please turn off cell phones"***

Invocation followed by Pledge of Allegiance

**ROLL CALL – City Clerk**

**1. Public Comment:**

**2. Resolutions**

- A. [Resolution 2019-05 – Keystone Heights Kiwanis Community Band](#)
- B. [Resolution 2019-06 – Road Closure](#)

**3. Event Applications**

- A. [Boo on the Blvd – Lions Club](#)
- B. [Homecoming Parade- KHHS](#)
- C. [Christmas in the Park- Embrace](#)

**4. Consent Agenda**

- A. [Minutes July 8, 2019](#)

**5. Old Business**

- A. 2018-2019 Right-of Way Improvement Update  
Special Council Meeting August 20<sup>th</sup> at 4pm

City Manager

**6. Committee Reports/Recommendations**

- A. Budget & Finance  
[Budget Amendments for FY 2018-2019](#)  
[\\$40,000-Security Cameras](#)  
[\\$15,000-Hardening inside City Hall](#)

Mayor Lake/Councilman Brown

- B. Growth Management
- C. Keystone Airpark  
KHAA Compensation  
KHA Funding
- D. Planning & Zoning
- E. Heritage Commission

Vice Mayor Hart

City Manager/Chairman Kirkland

City Clerk

Vice Mayor Hart

**7. New Business**

- A. Interlocal Agreement with Bradford County Regarding KHA
- B. [50 Magnolia Ave – Clay Electric Interest](#)
- C. [MBI Right of Way Assessment List of Priority Projects Update](#)
- D. [MBI Contract](#)

City Manager

City Manager

Council

**8. Council Comments**

**9. City Manager and City Attorney Reports:**

- A. City Attorney Report
- B. City Manager Report

**CITY OF KEYSTONE HEIGHTS, FLORIDA**

**RESOLUTION 2019-05**

**BEFORE THE CITY COUNCIL**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF  
KEYSTONE HEIGHTS, FLORIDA NAMING THE  
KEYSTONE HEIGHTS KIWANIS COMMUNITY BAND AS  
THE OFFICIAL CITY BAND OF KEYSTONE HEIGHTS,  
PROVIDING FOR AN IMMEDIATE EFFECTIVE DATE.**

**WHEREAS**, the City of Keystone Heights, Florida supports the arts, music and entertainment for its residents and visitors; and

**WHEREAS**, the City of Keystone Heights Beach and Pavilion, the Natural Park and other parks, provide classic venues to perform and attract people from around the region; and

**WHEREAS**, the Keystone Heights Kiwanis Community Band has more than twenty-five members and has been performing at numerous public and private functions within the City of Keystone Heights; and

**WHEREAS**, the City Council wishes to name Keystone Heights Kiwanis Community Band as the official band for the City of Keystone Heights, Florida.

**NOW THEREFORE, BE IT RESOLVED** by the City Council of the City of Keystone Heights, Florida, that the City of Keystone Heights, Florida that the Keystone Heights Kiwanis Community Band is hereby named as the Official City Band for Keystone Heights, Florida.

**DULY ADOPTED AND APPROVED** this 5<sup>th</sup> day of August 2019, by the City Council of the City of Keystone Heights, Florida.

CITY COUNCIL OF KEYSTONE HEIGHTS,  
FLORIDA

By: \_\_\_\_\_  
Karen Lake, Mayor

ATTEST:

\_\_\_\_\_  
Lynn Rutkowski, City Clerk

**CITY OF KEYSTONE HEIGHTS, FLORIDA**

**RESOLUTION 2019-06**

**BEFORE THE CITY COUNCIL**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF KEYSTONE HEIGHTS, FLORIDA AUTHORIZING THE EXECUTION OF A FLORIDA DEPARTMENT OF TRANSPORTATION TEMPORARY ROAD CLOSING PERMIT APPLICATION; PROVIDING FOR AN IMMEDIATE EFFECTIVE DATE**

**WHEREAS**, the City is requesting that State Road 21 in the City's corporate limits be closed for the KHHS Homecoming Parade: now therefore

**BE IT RESOLVED** by the City Council of the City of Keystone Heights:

**Section 1.** The Lake Region Kiwanis is hereby authorized to execute a Request for Temporary Closing of State Road on behalf of the City for the parade that is scheduled to take place on State Road 21 within the City's corporate limits on October 25 , 2019.

**Section 2.** That this resolution shall become effective immediately upon adoption hereof.

**DULY ADOPTED AND APPROVED** this 5th day of August, 2019, by the City Council of the City of Keystone Heights, Florida.

City Council of the City of Keystone Heights, Florida

By: \_\_\_\_\_

Karen Lake, Mayor

ATTEST: \_\_\_\_\_

Lynn Rutkowski, City Clerk



**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 Lawrence Blvd Phone: ( ) -  
KS H, FL. 32656  
 Tax Parcel # \_\_\_\_\_ Zoning \_\_\_\_\_ Land Use: City property

**APPLICANT INFORMATION**

Applicant: Keystone Lake Region Lions Club Address: 7388 SR 21 - KS H FL. 32656  
 Phone: (352) 473 - 4881 Email: franklin@keystoneheightsins.com

**PROPERTY OWNER INFORMATION**

Property Owner: City of Keystone Heights Phone: (352) 473 - 4807  
 Address: 555 Lawrence Blvd City KS H  
 State: FL Zip Code: 32656 Phone: (352) 473 - 4807  
 Email: \_\_\_\_\_

**TYPE OF REQUEST**

Not to Exceed 3 Days:  Special Event (city property)  Seasonal Sales  
 Other \_\_\_\_\_  
 Event Dates 10-31-19 to 10-31-20 Event Times 6pm to 9pm

Description of event or items to be sold:  
Trick or Treat Event to include vendors.  
Will also need access to the Pavilion for  
the haunted house 3 days before & 2 after  
for set up & clean up.



**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: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Tax Parcel # \_\_\_\_\_ Zoning \_\_\_\_\_ Land Use: \_\_\_\_\_

**APPLICANT INFORMATION**

Applicant: KHHS / Lisa Adams Address: 900 Orchid Ave

Phone: (904) 238-5991 Email: lisa.mitchelladams@myoneclay.net

**PROPERTY OWNER INFORMATION**

Property Owner: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Address: \_\_\_\_\_ City \_\_\_\_\_

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Email: \_\_\_\_\_

**TYPE OF REQUEST**

Not to Exceed 3 Days:

Not to Exceed 45 Days:

Special Event (city property)

Seasonal Sales

Other \_\_\_\_\_

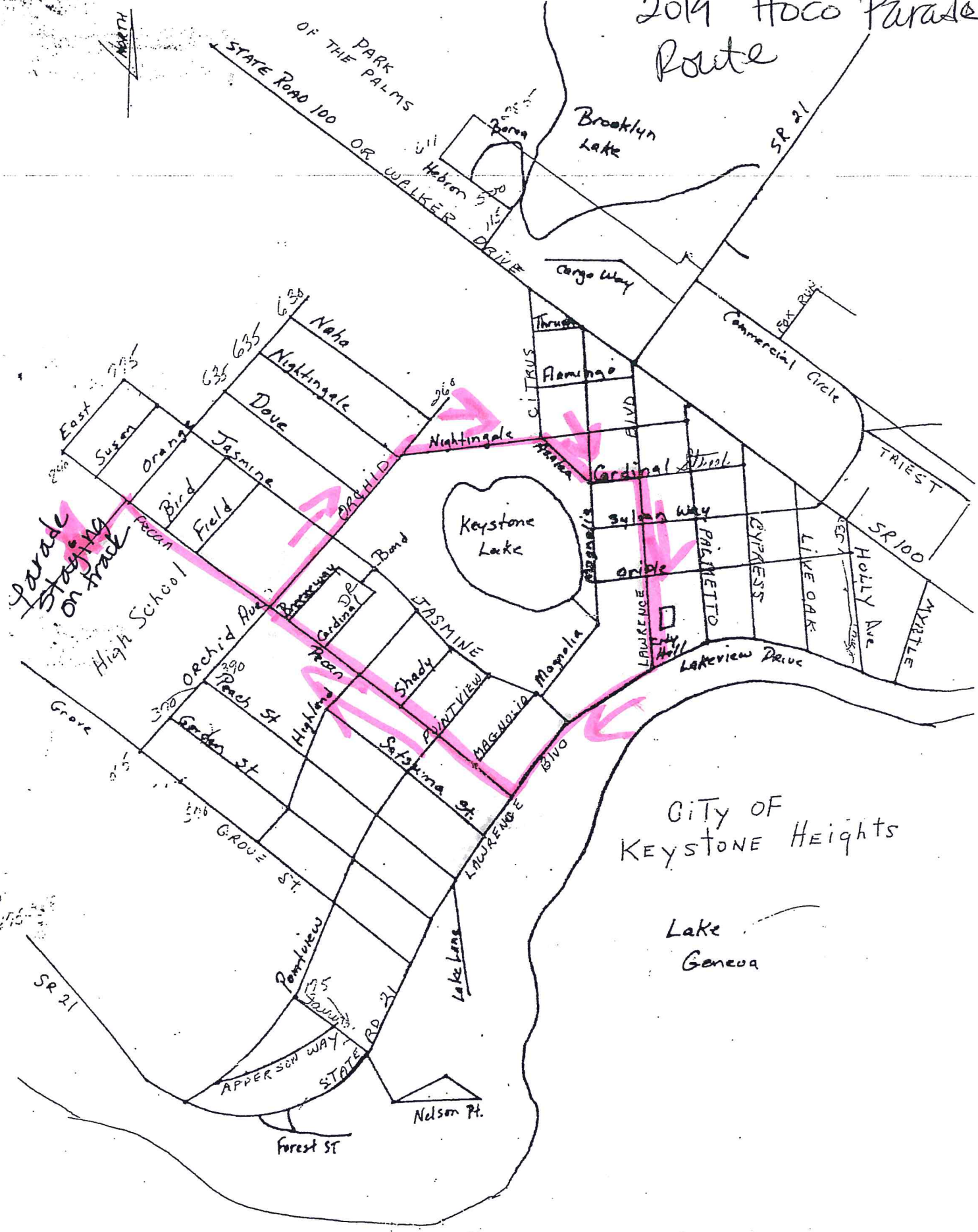
Event Dates 10/25 to 10/25

Event Times 12:15 to 1:45

Description of event or items to be sold:

Homecoming parade - See route

# 2019 Hoco Parade Route



Parade Starting on track

CITY OF KEYSTONE HEIGHTS

Lake Geneva



PARK OF THE PALMS  
STATE ROAD 100 OR WALKER DRIVE

Brooklyn Lake

Keystone Lake

CITY OF KEYSTONE HEIGHTS

Lake Geneva

Nelson Pt.

Christmas



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: 550 S. Lawrence Blvd Phone: (352) 473-4807  
Keystone Heights Natural Park  
Tax Parcel # \_\_\_\_\_ Zoning \_\_\_\_\_ Land Use: \_\_\_\_\_

APPLICANT INFORMATION

Applicant: Embrace Community Center Address: 294 SE 43rd St Keystone Heights, FL 32656  
Phone: (352) 727-9304 Email: kasey.bryan@embracecommunitycenter.com

PROPERTY OWNER INFORMATION

Property Owner: Keystone Heights City Phone: (352) 473-4807  
Address: 555 S. Lawrence Blvd City Keystone Heights  
State: FL Zip Code: 32656 Phone: ( ) -  
Email: \_\_\_\_\_

TYPE OF REQUEST

- Not to Exceed 3 Days:  Special Event (city property)  
Not to Exceed 45 Days:  Seasonal Sales  
 Other \_\_\_\_\_

Event Dates 12/14 to 12/14 Event Times 3p to 8p

Description of event or items to be sold:  
Free event to public; providing free toys/beverages (hot cocoa) hot dogs - while supplies last. Activities for kids; decorating christmas ornaments, meeting christmas characters, looking a lights and playing with snow. Vendors - craft will be set up selling items.

## MINUTES

### KEYSTONE HEIGHTS CITY COUNCIL MEETING

555 S. Lawrence Blvd., Keystone Heights, Florida

Monday, July 8<sup>th</sup>, at 6:00 p.m.

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Invocation followed by Pledge of Allegiance – Rev. Jeff Tate, Keystone Heights United Methodist Church

**Present:** Mayor Lake; Vice Mayor Hart; Councilman Brown; Councilwoman Kelly; Councilman Peoples, Sr.

Staff: City Manager, Mr. Kornegay; City Attorney, Mr. Komando; City Clerk, Ms. Rutkowski; Administrative Clerk, Mary Miller

**Mayor Lake made motion to amend the agenda, moving item 5B from New Business to Presentations/Proclamations.**

Discussion: Councilman Brown said that he didn't feel the survey should be included on the agenda because it was done apart from the council. Mayor Lake stated that she consulted Mr. Komando and that she would like to share the results. Vice Mayor Hart stated that he felt the Mayor should be able to take a survey for personal information, but he did not feel the council should be in the position to endorse or not endorse the survey and it should not be on the agenda. Mayor Lake stated that council members did not get included in the survey per legal counsel, Vice Mayor Hart responded that he did receive a survey. Mayor Lake then provided councilmembers with informational packet. Councilman Peoples Sr. then stated that he felt the agenda item should remain in new business.

#### 1. Public Comment:

Tina Bullock, 6036 Hunter Rd.: Ms. Bullock gave thanks for The City's coverage of the security costs for the Our Country Day July 4<sup>th</sup> parade, the Council's participation in the parade and for the use of sound equipment.

Richard Bloodgood, 6628: Mr. Bloodgood presented an informational packet to members of council and city staff. Mr. Bloodgood spoke in favor of adding the lines necessary for the game "Pickle Ball" to the tennis courts located behind city hall making the courts dual purpose for both sports.

Barbara Franklin, 7388 SR 21: Ms. Franklin read aloud her Letter to the Editor submission written in response to the two previous letters that had appeared in the Lake Region Monitor.

Vivian Katz James, 6579 Immokalee Rd.: Spoke in support of the SJRWMD BCWRD. Ms. Katz James also gave thanks to Mr. Kornegay for his work with the project. Ms. Katz James encouraged City Council and Staff to work as a team. Ms. Katz James then spoke in support of converting the tennis courts for the use of both Pickle Ball and Tennis and suggested a donation request from Volcan Industries for the project.

Gavin Rollins, 340 SW. Magnolia Ave.: Mr. Rollins spoke of the need for community and teamwork in regards to the momentum of several ongoing projects within the City. Mr. Rollins then spoke in support of Mr. Kornegay, commending his work as an advocate for the City.

#### 2. Presentations/Proclamations

- A. Mayor Lake presented the Ken Brock's Walk Across America Proclamation and declared July 14, 2019 as Ken Brock Day.
- B. Mayor Lake presented the Keystone Heights Community Church Proclamation to Fusion Youth group and declared July 8, 2019 as Fusion Youth Day.
- C. Dr. Mike Kemp introduced before Council, team members, Mr. Sweatland, Ms. Eliss, Mr. Marks and Mr. Ward who were present to answer any questions in regards the ongoing KHES Parking Lot Project.

Discussion: Councilman Peoples, Sr. requested resolution for parking issues on Peach Street to which Dr. Kemp responded would be looked into. Mayor Lake shared concerns for water retention to which Ms. Eliss responded that the engineer team with CHW had completed all research needed for the storm water retention and that all permitting requirements had been met and that there should be no issues with the current retention pond. Dr. Kemp stated that the new design would increase stacking within the parking lot to decrease the amount of cars on Peach Street. Councilman Brown then asked for an update on the plans for an additional drop off location to which Dr. Kemp said was no longer being considered.

Mr. Fossa then gave a presentation on the First Coast Expressway and the effects it will have on the growth in the Keystone Heights area.

Discussion: Councilman Brown asked if there were any plans for building a middle school. Dr. Kemp responded that based on a 2017 Needs Assessment there are plans that still require funding that if approved would eliminate portables, turn the elementary school into a junior high, build a new elementary school on an available piece of land and renovate the existing high school. Mayor Lake then noted that board has passed a resolution to send a tax question to the ballot to which Dr. Kemp confirmed.

- D. Rob Zammataro, senior project manager to the BCWRD project, made a power point presentation on the SJRWMD BCWRD project and the impacts the project would have on the water levels and color in lakes Brooklyn and Geneva.



Discussion: Councilman Peoples, Sr. reiterated that the change in water color would not mean that the water in the lakes would be dirty to which Mr. Zammataro confirmed. Mr. Zammataro then requested of council that another proclamation be made in regards to the color change in the water. Council directed staff to proceed with writing the proclamation. Mayor Lake then consulted with Ms. Katz James who encouraged council members to send letters of support, proclamations and to attend SJRWMD board meetings in support of the BCWRD project.

## 2. Consent Agenda

- A. [2019-05 Financials](#)
- B. [2019-05 Payables](#)
- C. [Minutes for June 6, 2019; May 13, 2019; May 6, 2019; April 22, 2019](#)

**Motion made by Councilman Peoples, Sr. and seconded by Vice Mayor Hart to approve consent agenda. Passed 5:0.**

## 3. Old Business

- A City Manager Evaluation

**Motion made by Councilman Peoples, Sr. and seconded by Vice Mayor Hart to amend the contract for city manager, Scott Kornegay, to \$75,000.00 base pay and to retroact pay back to January 1, 2019. Passed 4:1. (In favor: Vice Mayor Hart, Councilman Brown, Councilwoman Kelly, Councilman Peoples, Sr. Oppose: Mayor Lake).**

Discussion: Vice Mayor Hart opened discussion stating that the figures break down to a 3.3% net increase. Mayor Lake then referred to the survey results in the packet that she had provided to councilmembers. Councilman Brown stated that during the hiring process all other city manager applicants requested starting salaries over \$70,000.00 while Mr. Kornegay came in at about \$50,000.00 and that he was in favor of the raise due to Mr. Kornegay's leadership and advocacy for the city. Mayor Lake stated that her opposing vote was in reflection of the response from residents to the climate survey. Vice Mayor Hart responded that he agreed with Councilman Brown and that he felt the city needed to be competitive when hiring a professional. Vice Mayor Hart also referred to the manager survey results requested by council and provided by staff at previous council meeting. Vice Mayor Hart then stated he felt the climate survey was anecdotal. Councilman Peoples, Sr. then stated he felt those who voted against the city manager raise through the climate survey were influenced by letters submitted to the newspaper.

**Motion made by Vice Mayor Hart for a 5 minute recess. Motion to recess dropped due to lack of second.**

## 4. Committee Reports/Recommendations

- A. Budget & Finance – Ms. Rutkowski informed council that on July 15<sup>th</sup> at 4pm council will meet for a Project Workshop and that on July 26<sup>th</sup> at 9am the Budget and Finance Committee will meet to review and discuss the maximum millage rate to be recommended to Council on July 30<sup>th</sup> at 4pm.
- B. Growth Management – No report
- C. Keystone Airpark – Report given by Chairman Kirkland (see *As The Propeller Turns*).

Discussion: Mayor Lake asked that based on his meeting, if Mr. Kirkland felt Representative Payne would be supportive to funding any future projects, to which Mr. Kirkland stated that he was very supportive and that his purpose for the meeting was for more detail of the projects.

- D. Planning & Zoning – Ms. Rutkowski reported to council that the Dunkin Donuts site plan review had been submitted to the city engineer to be reviewed for notes.

Discussion: Mayor Lake requested that the site plan to be presented before council once finalized.

- E. Heritage Commission – Vice Mayor Hart reported that a \$25,000 grant application has been made to the state's historical society and thanked Ms. Rutkowski for her involvement. Ms. Rutkowski then reported that the grant was undergoing its third review.

## 5. New Business

- A. Interlocal Agreement with Bradford County Regarding KHA – Mr. Kornegay reported that there has been back and forth between the city attorney, the Bradford county attorney and the Airpark authority and that it was submitted to FAA for review and then it will be put before council.

Discussion: Mayor Lake asked Mr. Komando for input on the language of the contract. Mr. Komando stated there were certain things that he had concerns with that have been discussed and that will be a part of the FAA review.

- B. Climate Survey – Mayor Lake stood before council and a made power point presentation on the Climate Survey; materials provided to councilmembers. Mayor Lake proposed the start of a council generated and funded newsletter.

Discussion: Councilman Peoples, Sr. requested from Mayor Lake a cost breakdown for the proposed newsletter. Vice Mayor Hart stated that his only concern was question 5 on the survey and asked why this was the only budgetary item addressed to which Mayor Lake responded that this was due to lack of definite cost to other projects. Councilman Brown addressed past city

events and the city's farmer's market that have failed due to lack of support. Councilman Brown then stated that if the city were to bring back the farmer's market he would not like to see it compete with the other local farmer's markets. Councilman Brown then suggested that any future surveys be conducted through the council as a team to which Mayor Lake agreed and then stated that staff has stopped responding to her requests. Vice Mayor Hart stated he felt that many of the ongoing city projects will address the concerns brought forth by residents through the survey.

C. 2019-2020 Budget Schedule for July – No report.

## **6. Council Comments**

Discussion: Councilman Peoples, Sr. questioned staff if they were nonresponsive to Mayor Lake's requests. Mr. Kornegay responded that no they were not unresponsive to the Mayor. Mayor Lake then addressed an email sent to Mr. Kornegay. Councilman Brown addressed communications with the recent painting of the beach tables. Then Councilman Brown acknowledged Al Watson's contribution for the Santa Fe Watson center and announced his daughter Rebecca's acceptance into law school. Mayor Lake then revisited council request for she and Mr. Kornegay to meet privately. Mr. Kornegay stated that he would not meet privately. Mayor Lake responded the meeting would include Mr. Komando and Ms. Rutkowski to which Mr. Kornegay agreed.

## **7. City Manager and City Attorney Reports:**

- A. City Attorney Report – Mr. Komando reported that he was still working on the city band resolution.
- B. City Manager Report – Mr. Kornegay reported that the city's fiscal clerk, Cathy Speakman, had resigned and that the city's administrative assistant, Mary Miller, has been made a full time employee under the new position administrative clerk and will be training to take over the position of the fiscal clerk along with other duties.

Public Comment:

Cheryl Owen, 7980 SR 100: Ms. Owen stood before council and stated that she felt that council and staff needed to work on team building and communications.

City of Keystone Heights  
GF Income-Expenses  
June 2019

	2018/2019 YTD Actual	Projected YTD Budget	Projected YTD Variance (over/under for the yr)	Annual Budget	Annual Budget
Ordinary Income/Expense					
Income					
310000 · TAXES					
311100 · PROPERTY TAXES	261,256.12	261,256.12	7,754.11	253,502.01	253,502.01
312410 · LOCAL OPTION GAS TAX - 6 CENT NEW LOCAL OPTION GAS TAX 1-5 CENT	80,455.37	84,278.00	0.00	84,278.00	84,278.00
313300 · UTILITY FEES-CCUA 5% REV-WATER	7,373.76	9,830.00	115.00	9,715.00	9,715.00
313600 · UTILITY FEES-CCUA 5% REV-SEWER	2,796.95	3,728.00	187.00	3,541.00	3,541.00
314103 · UTILITY TAX - ELECTRIC	69,981.67	93,308.00	1,308.00	92,000.00	92,000.00
314303 · UTILITY TAXES - WATER	14,753.73	19,670.00	441.00	19,229.00	19,229.00
315000 · LOCAL COMMUNICATION SERVICE TAX	66,690.67	72,947.00	0.00	72,947.00	72,947.00
Total 310000 · TAXES	503,308.27	545,017.12	9,805.11	535,212.01	535,212.01
320000 · LICENSES AND PERMITS					
321102 · BUSINESS TAX	3,166.25	5,200.00	0.00	5,200.00	5,200.00
341202 · PERMIT RELATED FEES	2,159.70	2,159.70	1,659.70	500.00	500.00
Total 320000 · LICENSES AND PERMITS	5,325.95	7,359.70	1,659.70	5,700.00	5,700.00
323000 · ADMINISTRATIVE FEE - WASTE	2,492.33	3,322.00	3,322.00	0.00	0.00
335000 · STATE - SHARED REVENUES					
335120 · STATE REVENUE SHARING	39,933.59	53,244.79	-357.21	53,602.00	53,602.00
335140 · MOBILE HOME LICENSES	839.49	1,119.32	-480.68	1,600.00	1,600.00
335150 · ALCOHOL BEV LICENSES	4,995.14	6,660.19	5,660.19	1,000.00	1,000.00
335180 · HALF CENT SALES TAX	56,904.65	75,872.87	-1,433.13	77,306.00	77,306.00
Total 335000 · STATE - SHARED REVENUES	102,672.87	136,897.16	3,389.16	133,508.00	133,508.00
339100 · FUNDS FROM COUNTY					
339101 · TRAFFIC VIOLATIONS	222.92	297.23	97.23	200.00	200.00
Total 339100 · FUNDS FROM COUNTY	222.92	297.23	97.23	200.00	200.00
341000 · CHARGES FOR CITY SERVICES					
341200 · ZONING FEES	1,750.00	1,125.00	-375.00	1,500.00	1,500.00
341203 · ELECTION FEES	134.72	134.72	64.72	70.00	70.00
350600 · FDOT HIGHWAY MAINTENANCE	26,027.88	52,055.75	0.00	52,055.75	52,055.75
350601 · FDOT TRAFFIC LIGHT REIMBURSEMEN	8,046.00	8,046.00	0.00	8,046.00	8,046.00
350602 · FDOT STREET LIGHT REIMBURSEMENT	0.00	14,765.81	0.00	14,765.81	14,765.81
Total 341000 · CHARGES FOR CITY SERVICES	35,958.60	76,127.28	-310.28	76,437.56	76,437.56
360100 · MISC CITY INCOME					
360102 · BEACH RENTAL INCOME	980.00	1,306.67	-693.33	2,000.00	2,000.00
360103 · COPIES/FAXES	27.85	37.13	7.13	30.00	30.00
360104 · COUNCIL & CONF ROOM RENTALS	25.00	33.33	33.33		
360106A · BANK ACCOUNT INTEREST INCOME	478.73	638.31	138.31	500.00	500.00
360106B · CD - INTEREST INCOME	1,278.82	1,705.09	305.09	1,400.00	1,400.00
360109 · MISC OTHER INCOME		0.00	0.00		

City of Keystone Heights  
GF Income-Expenses  
June 2019

	2018/2019 YTD Actual	Projected YTD Budget	Projected YTD Variance (over/under for the yr)	Annual Budget	Annual Budget
360109A · NE FL LEAGUE OF CITIES REIMBURS	0.00	0.00	0.00	0.00	0.00
360109 · MISC OTHER INCOME - Other	30,131.34	30,131.34	30,131.34	0.00	0.00
Total 360109 · MISC OTHER INCOME	30,131.34	30,131.34	30,131.34	0.00	0.00
Total 360100 · MISC CITY INCOME	32,921.74	33,851.87	29,921.87	3,930.00	3,930.00
382000 · INTERNAL SERVICES/REIMBURSEMENT					
382001 · CEMETERY ADMIN AND LABOR REIMB	4,103.55	5,471.40	-528.60	6,000.00	6,000.00
382002 · CEMETERY LEGAL/AUDIT FEE REIMB	7,378.37	7,378.00	4,908.00	2,470.00	2,470.00
382021 · CRA-REIMBURSEMENT -GENERAL FUND	200.00	200.00	200.00	0.00	0.00
382022 · CRA ADMIN / LABOR REIMBURSEMENT	0.00	0.00	0.00	0.00	0.00
382023 · CRA AUDIT FEE REIMBURSEME	3,370.00	3,370.00	1,730.00	1,640.00	1,640.00
382024 · CRA LEGAL FEE REIMBURSEMENT	9,000.00	4,320.00	0.00	4,320.00	4,320.00
Total 382000 · INTERNAL SERVICES/REIMBURSEMENT	24,051.92	20,739.40	6,309.40	14,430.00	14,430.00
Total Income	706,954.60	823,611.76	54,194.19	769,417.57	769,417.57
<b>Gross Profit</b>	<b>706,954.60</b>	<b>823,611.76</b>	<b>54,194.19</b>	<b>769,417.57</b>	<b>769,417.57</b>
Expense					
511000 · PAYROLL & BENEFITS					
511100 · PAYROLL - MAYOR & COUNCIL	16,425.00	21,900.00	0.00	21,900.00	21,900.00
513099 · PAYROLL CITY STAFF	127,553.45	170,071.27	-12,168.73	182,240.00	182,240.00
513111 · CITYHALLCOUNCL-PR TAX-FICA-MEDI	11,761.61	15,682.15	65.44	15,616.71	15,616.71
513114 · UNEMPLOYMENT COMPENSATION	0.00	0.00	-6,500.00	6,500.00	6,500.00
513121 · NONPRODUCT COMPENSATION CR-CH	-4,353.36	-5,804.48	9,195.52	-15,000.00	-15,000.00
513122 · VAC & SICK LEAVE CREDIT LIQU-CH	4,353.36	5,804.48	-9,195.52	15,000.00	15,000.00
513141 · VEHICLE ALLOWANCE	1,753.89	2,400.00	0.00	2,400.00	2,400.00
513142 · PHONE ALLOWANCE	503.52	600.00	0.00	600.00	600.00
513510 · MEMBERSHIPS & SUBSCRIPTIONS	4,880.32	5,000.00	0.00	5,000.00	5,000.00
513530 · ICMA-5% MATCH RETIRE/EMPLOYER	5,890.81	7,854.41	-2,056.59	9,911.00	9,911.00
Total 511000 · PAYROLL & BENEFITS	168,768.60	223,507.83	-54,739.23	244,167.71	244,167.71
513000A · CONTINGENCY EXPENSE					
513120 · CITY MANAGER'S CONTNGENCY	1,979.42	2,639.23	-1,860.77	4,500.00	4,500.00
513123 · CITY CLERK-CONTINGENCY	533.60	711.47	-1,288.53	2,000.00	2,000.00
513125 · MAYORS TRAVEL & ED(SEAT4)MAYOR	2,728.45	3,637.93	1,637.93	2,000.00	2,000.00
513126 · COUNCIL TRAVEL & ED(ST1)TBROWN	151.24	201.65	-798.35	1,000.00	1,000.00
513127 · COUNCIL TRAVEL & ED(SEAT2)KELLY	225.00	300.00	-700.00	1,000.00	1,000.00
513128 · COUNCIL TRAVEL & ED(SEAT3)PEOPL	606.44	808.59	-191.41	1,000.00	1,000.00
513129 · COUNCIL TRAVEL & ED(ST5)VM-HART	0.00	0.00	-1,000.00	1,000.00	1,000.00
513470 · CITY HALL TRAVEL/EDUCATION	57.04	76.05	-1,423.95	1,500.00	1,500.00
541300 · PW TRAVEL/EDUCATION	451.30	601.73	-398.27	1,000.00	1,000.00
551023 · CODE ENFORCEMENT TRAVEL/EDUCATI	379.98	506.64	-1,993.36	2,500.00	2,500.00
Total 513000A · CONTINGENCY EXPENSE	7,112.47	9,483.29	-8,016.71	17,500.00	17,500.00
513000C · INSURANCES					

City of Keystone Heights  
GF Income-Expenses  
June 2019

	2018/2019 YTD Actual	Projected YTD Budget	Projected YTD Variance (over/under for the yr)	Annual Budget	Annual Budget
513140 · INS HEALTH - CITY HALL	14,910.86	19,881.15	881.15	19,000.00	19,000.00
513150 · INS-WORKMAN'S COMP-CITY HALL	7,642.29	10,189.72	3,189.72	7,000.00	7,000.00
513300 · INS-LIAB/FIRE/AUTO/PROPERTY	24,872.00	33,162.67	13,162.67	20,000.00	20,000.00
541140 · INS HEALTH - PW	14,658.08	19,544.11	544.11	19,000.00	19,000.00
541150 · INS-WORKMAN'S COMP-PW	12,079.71	16,106.28	3,106.28	13,000.00	13,000.00
513000C · INSURANCES - Other	252.65				
Total 513000C · INSURANCES	74,415.59	98,883.92	20,883.92	78,000.00	78,000.00
513000D · CITY HALL - FURN/COMP EQUI SUPP					
513360 · SUPPLIES	2,571.39	3,000.00	0.00	3,000.00	3,000.00
513600 · FURNITURE & EQUIPMENT	125.00	2,000.00	0.00	2,000.00	2,000.00
513601 · COMPUTER SOFTWARE & HARDWARE	1,329.02	2,000.00	0.00	2,000.00	2,000.00
513000D · CITY HALL - FURN/COMP EQUI SUPP - Ot	0.00	0.00	0.00	0.00	0.00
Total 513000D · CITY HALL - FURN/COMP EQUI SUPP	4,025.41	7,000.00	0.00	7,000.00	7,000.00
513000E · CITY HALL UTILITIES					
513350 · TELEPHONE/INTERNET/CATV	4,324.67	5,766.23	-733.77	6,500.00	6,500.00
513370 · ELECTRIC	1,706.41	2,275.21	-1,224.79	3,500.00	3,500.00
513390 · CITY HALL WATER	740.69	987.59	-12.41	1,000.00	1,000.00
513604 · IT HOSTING/EXCHANGE	5,359.95	7,146.60	-1,853.40	9,000.00	9,000.00
Total 513000E · CITY HALL UTILITIES	12,131.72	16,175.63	-3,824.37	20,000.00	20,000.00
513000F · MAINTENANCE - CITY HALL					
513400 · MAINTENANCE-BUILDING/EQUIPMENT	338.50	2,500.00	0.00	2,500.00	2,500.00
513401 · MAINTENANCE-SECURITY/SOUND SYS	2,953.67	43,000.00	40,000.00	3,000.00	43,000.00
513402 · MAINTENANCE-COPIER	732.64	750.00	0.00	750.00	750.00
521120 · MAINTENANCE-GENERATOR	321.00	750.00	150.00	600.00	600.00
Total 513000F · MAINTENANCE - CITY HALL	4,345.81	47,000.00	40,150.00	6,850.00	46,850.00
513000G · POSTAGE/PRINTING/ADVERTISEMENTS					
513440 · POSTAGE	502.77	670.36	-229.64	900.00	900.00
513450 · PRINTING & FORMS	0.00	0.00	-250.00	250.00	250.00
513460 · ADVERTISING	1,361.00	1,814.67	-2,185.33	4,000.00	4,000.00
Total 513000G · POSTAGE/PRINTING/ADVERTISEMEN	1,863.77	2,485.03	-2,664.97	5,150.00	5,150.00
513000J · PROFESSIONAL SERVICES					
513480 · AUDITING	19,445.00	19,445.00	445.00	19,000.00	19,000.00
513520 · RECODIFICATION	0.00	2,000.00	0.00	2,000.00	2,000.00
513540 · CPA SERVICES	787.50	2,000.00	-500.00	2,500.00	2,500.00
513560 · CONSULTING FEES	0.00	0.00	0.00	0.00	0.00
514000 · CITY ATTORNEY	44,000.00	60,000.00	0.00	60,000.00	60,000.00
514001 · PROFESSIONAL FEES-MEDICAL	155.00	206.67	-93.33	300.00	300.00
514002 · CITY ENGINEERS	2,579.80	10,000.00	0.00	10,000.00	10,000.00
521702 · SPECIAL MAGISTRATE	0.00	0.00	-2,500.00	2,500.00	2,500.00
551020 · PLANNER FEES	4,100.00	5,000.00	0.00	5,000.00	5,000.00

City of Keystone Heights  
GF Income-Expenses  
June 2019

	2018/2019 YTD Actual	Projected YTD Budget	Projected YTD Variance (over/under for the yr)	Annual Budget	Annual Budget
Total 513000J · PROFESSIONAL SERVICES	71,067.30	98,651.67	-2,648.33	101,300.00	101,300.00
513000L · CITY HALL-OTHER EXPENSES					
519495 · COMM REDEVLOP AGENCY	14,765.01	19,625.98	0.00	19,625.98	19,625.98
519500 · ELECTION EXP	2,213.28	2,213.28	213.28	2,000.00	2,000.00
513000L · CITY HALL-OTHER EXPENSES - Other	512.74	512.75	512.75	0.00	0.00
Total 513000L · CITY HALL-OTHER EXPENSES	17,491.03	22,352.01	726.03	21,625.98	21,625.98
521000 · EMERGENCY PLANNING EXPENSES					
521905 · EMERGENCY SUPPLIES	1,202.38	1,202.38	1,052.38	150.00	150.00
Total 521000 · EMERGENCY PLANNING EXPENSES	1,202.38	1,202.38	1,052.38	150.00	150.00
521600 · HERITAGE COMMISSION EXPENSE	51.53	1,500.00	0.00	1,500.00	1,500.00
541000 · SALARIES/TAXES/INS - PUB WORKS					
521700 · PAYROLL-CODE ENFORCEMENT OFFICE	7,558.16	10,077.55	-1,704.45	11,782.00	11,782.00
541100 · SALARIES-PUBLIC WORKS SUPPORT	65,187.66	86,916.88	-16,301.12	103,218.00	103,218.00
541101 · TAXES-PUBLIC WORKS SUPPORT STAF	5,709.32	7,612.43	-2,409.07	10,021.50	10,021.50
541102 · NONPRODUCTIVE COMP CR-PW	-3,985.47	-5,313.96	4,686.04	-10,000.00	-10,000.00
541137 · CEMETERY CREW PAYROLL	3,692.81	4,923.75	-1,076.25	6,000.00	6,000.00
543103 · VAC & SICK CREDIT -PW	3,985.47	5,313.96	-4,686.04	10,000.00	10,000.00
Total 541000 · SALARIES/TAXES/INS - PUB WORKS	82,147.95	109,530.60	-21,490.90	131,021.50	131,021.50
541200 · OTHER OPERATING EXPENSE - PW					
541340 · MATERIALS/SUPPLIES	4,024.04	5,000.00	0.00	5,000.00	5,000.00
541350 · SIGNS & PAVEMENT MARKINGS	156.33	3,000.00	0.00	3,000.00	3,000.00
541360 · UTILITIES-ELECTRIC	1,222.92	1,630.56	130.56	1,500.00	1,500.00
541365 · SUNRISE PARK UTILITIES	6,178.51	8,238.01	-761.99	9,000.00	9,000.00
541370 · UTILITIES-WATER	417.72	556.96	-243.04	800.00	800.00
541375 · UTILITIES-CELLULAR SERVICE	1,336.53	1,782.04	282.04	1,500.00	1,500.00
541380 · UTILITIES-ELECTRIC-STREET LIGHT	13,638.56	18,184.75	-815.25	19,000.00	19,000.00
541390 · UTILITIES-ELECTRIC-TRAFFIC LIGH	820.94	1,094.59	-205.41	1,300.00	1,300.00
541440 · TOOLS & EQUIPMENT PURCHASE	268.27	2,000.00	0.00	2,000.00	2,000.00
541450 · BLDG IMPROV & MAINT	0.00	500.00	0.00	500.00	500.00
541500 · GAS & OIL	9,313.37	12,417.83	417.83	12,000.00	12,000.00
549620 · EQUIPMENT REPAIR	6,600.77	8,000.00	0.00	8,000.00	8,000.00
549657 · TRAFFIC LIGHT REPAIR	503.34	671.12	-2,828.88	3,500.00	3,500.00
541200 · OTHER OPERATING EXPENSE - PW - Other	1.46				
Total 541200 · OTHER OPERATING EXPENSE - PW	44,482.76	63,075.85	-4,024.15	67,100.00	67,100.00
549669A · LAKE REPLENISHMENT					
521610 · Lake Replenishing/Restoration F	10,000.00	10,000.00	0.00	10,000.00	10,000.00
Total 549669A · LAKE REPLENISHMENT	10,000.00	10,000.00	0.00	10,000.00	10,000.00
572000 · PARKS/RECREATION SALARIES					
572390 · SALARIES-PARKS&REC PW & TAXES	2,816.06	3,754.75	754.75	3,000.00	3,000.00
572472 · BEACH PARK PAYROLL & TAXES	2,833.75	3,778.33	-1,221.67	5,000.00	5,000.00

City of Keystone Heights  
GF Income-Expenses  
June 2019

	2018/2019 YTD Actual	Projected YTD Budget	Projected YTD Variance (over/under for the yr)	Annual Budget	Annual Budget
574274 · TREE MAINTENANCE PAYROLL/TAXES	638.18	850.91	-1,149.09	2,000.00	2,000.00
Total 572000 · PARKS/RECREATION SALARIES	6,287.99	8,383.99	-1,616.01	10,000.00	10,000.00
572000A · FESTIVALS & CITY EVENTS					
572501 · NE FLORIDA LEAGUE DINNER	3,322.27	3,322.27	-1,177.73	4,500.00	4,500.00
572503 · MISCELLANEOUS FESTIVAL & EVENTS	1,963.59	1,963.59	-1,908.53	3,872.12	3,872.12
Total 572000A · FESTIVALS & CITY EVENTS	5,285.86	5,285.86	-3,086.26	8,372.12	8,372.12
572001 · PARKS & REC - OPERATING EXP					
572340 · MATERIALS & SUPPLIES-PARKS	1,078.30	1,437.73	-562.27	2,000.00	2,000.00
572370 · UTILITIES - ELECTRIC	2,556.04	3,408.05	-91.95	3,500.00	3,500.00
572380 · UTILITIES - WATER	1,119.39	1,492.52	-7.48	1,500.00	1,500.00
572395 · PARKS IMPROVEMENTS	0.00	3,000.00	0.00	3,000.00	3,000.00
572400 · MAINT - EQUIP	104.00	1,000.00	0.00	1,000.00	1,000.00
572440 · BEACH MATERIALS & SUPPLIES	280.58	1,500.00	0.00	1,500.00	1,500.00
572450 · TREE CARE	0.00	0.00	0.00	0.00	0.00
572480 · PARK LANDSCAPING & MAINT	279.60	2,000.00	0.00	2,000.00	2,000.00
572530 · WATER TESTING FEES	0.00	0.00	0.00	0.00	0.00
572550 · NATURE PARK IMPROVEMENTS	0.00	500.00	0.00	500.00	500.00
572605 · GENEVA JUNGLE MAINTENANCE	0.00	500.00	0.00	500.00	500.00
Total 572001 · PARKS & REC - OPERATING EXP	5,417.91	14,838.31	-661.69	15,500.00	15,500.00
550000 · KEYSTONE HEIGHTS AIRPORT	3,000.00	3,000.00	-7,000.00	10,000.00	10,000.00
550100 · 2025 CENTENNIAL CELEBRATION	0.00	1,500.00	0.00	1,500.00	1,500.00
580000 · RECAPITALIZATION FUND	0.00	15,000.00	15,000.00	0.00	15,000.00
Total Expense	519,098.08	758,856.36	2,119.05	756,737.31	811,737.31
Net Ordinary Income	187,856.52	64,755.40	52,075.14	12,680.26	-42,319.74
Other Income/Expense					
Other Income					
800000 · CDBG Income					
334392 · CDBG Grant	25,775.00	30,000.00	-590,000.00	620,000.00	620,000.00
Total 800000 · CDBG Income	25,775.00	30,000.00	-590,000.00	620,000.00	620,000.00
895000 · LAKES REPLENSHING/RESTOR INCOME					
920005 · LAKES REPLEN / RESTOR FROM GF	0.00	0.00	0.00	0.00	0.00
925000 · LAKES REPLEN/RESTOR FUND EXP	-750.00	0.00	-750.00	0.00	0.00
895000 · LAKES REPLENSHING/RESTOR INCOME - Oth	750.00				
Total 895000 · LAKES REPLENSHING/RESTOR INCOME	0.00	0.00	0.00	0.00	0.00
897000 · AIRPORT INCOME					
897500 · AIRPORT REIMBURSEMENTS (DOR)	-3,000.00				
Total 897000 · AIRPORT INCOME	-3,000.00				
899998 · CIP Income					
312600 · STATE INCOME - INFRASTRUCTURE	179,609.71	260,696.00	0.00	260,696.00	260,696.00
812601 · CD INFRASTRUCTURE INTEREST	113.09	150.79	-324.21	475.00	475.00

City of Keystone Heights  
GF Income-Expenses  
June 2019

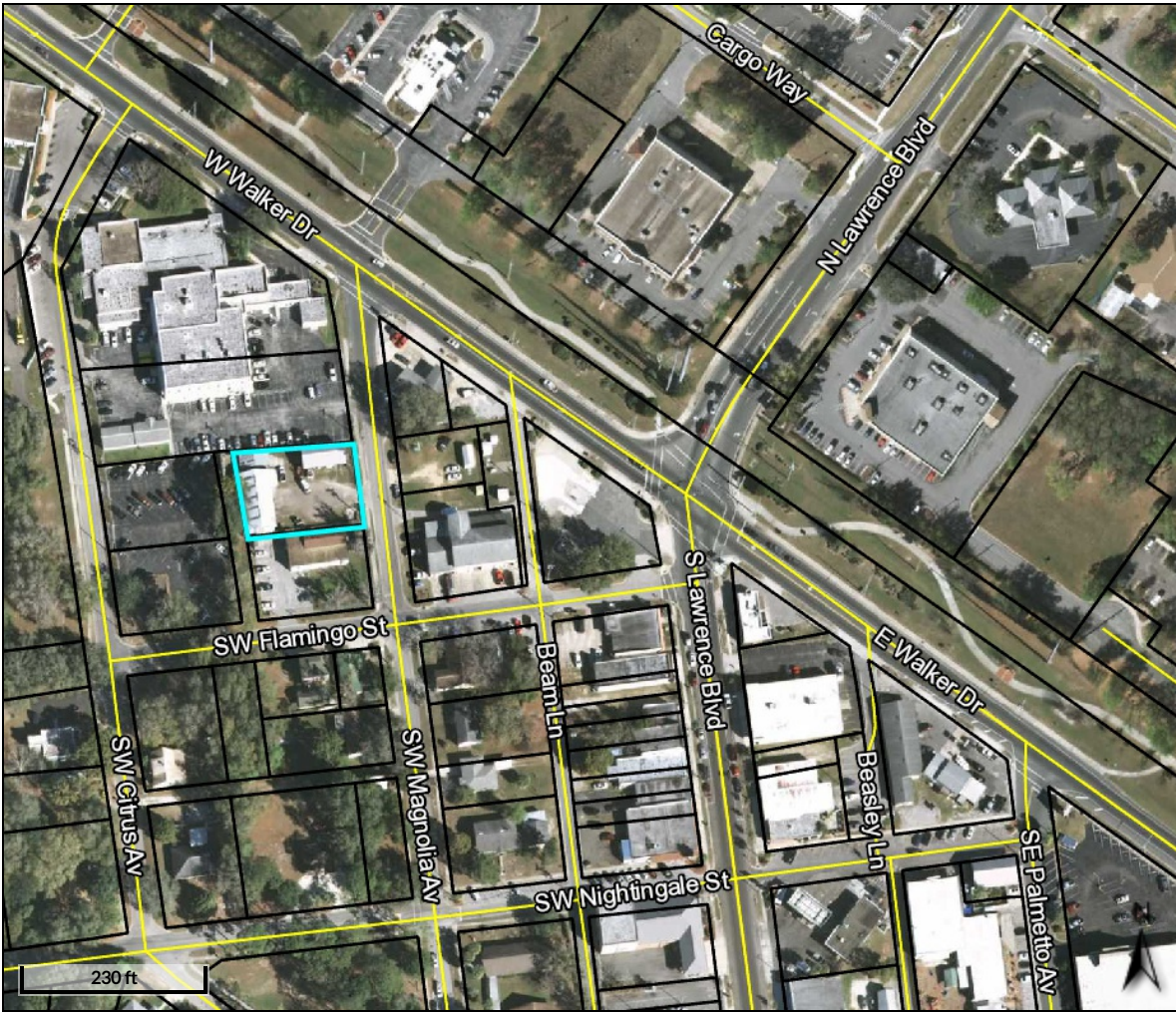
	2018/2019 YTD Actual	Projected YTD Budget	Projected YTD Variance (over/under for the yr)	Annual Budget	Annual Budget
812602 · Infrastructure Interest	145.61	194.15	44.15	150.00	150.00
Total 899998 · CIP Income	179,868.41	261,040.93	-280.07	261,321.00	261,321.00
Total Other Income	202,643.41	291,040.93	-590,280.07	881,321.00	881,321.00
Other Expense					
800001 · CDBG Expense					
800002 · CDBG - Summit Professional	30,605.50	464,999.99	-434,394.49	620,000.00	620,000.00
Total 800001 · CDBG Expense	30,605.50	464,999.99	-434,394.49	620,000.00	620,000.00
899999 · CIP Expenses					
549610E · SIDEWALK CONSTRUCTION	2,227.98	7,500.00	0.00	7,500.00	7,500.00
549662E · BOND PAYMENT - STREET PAVING	72,085.97	74,983.00	0.00	74,983.00	74,983.00
549680E · ROAD SYS RESURFACING PROJ	23,960.68	209,401.00	40,563.00	168,838.00	168,838.00
549681E · Sunrise Park	2,154.83	2,154.83	-17,845.17	20,000.00	20,000.00
549683E · CITY HALL PARKING LOT	42,288.00	42,288.00	4,288.00	38,000.00	38,000.00
Total 899999 · CIP Expenses	142,717.46	336,326.83	27,005.83	309,321.00	309,321.00
935000 · TREE SCAPES					
935200 · TREE MAINTENANCE	2,850.00	5,000.00	-2,150.00	10,000.00	10,000.00
Total 935000 · TREE SCAPES	2,850.00	5,000.00	-2,150.00	10,000.00	10,000.00
955000 · RECAPITALIZATION CONTINGENCY TR					
955001 · BUILDING PROJECTS					
955001C · SUNRISE PARK BUILDING IMPROVEME	191,154.02	157,500.00	33,654.02	210,000.00	210,000.00
955001D · UNEMCUMBERED BUILDING PROJECT F	300.00				
Total 955001 · BUILDING PROJECTS	191,454.02	157,500.00	33,954.02	210,000.00	210,000.00
955002 · PLANT & EQUIPMENT					
955002A · TRUCK/FRONT END LOADER	41,213.00	40,000.00	1,213.00	40,000.00	40,000.00
955002 · PLANT & EQUIPMENT - Other	0.00	0.00	0.00	0.00	0.00
Total 955002 · PLANT & EQUIPMENT	41,213.00	40,000.00	1,213.00	40,000.00	40,000.00
955003 · TREE CANOPY	0.00	0.00	0.00	0.00	0.00
955005 · STREET REVITALIZATION					
955005A · 20/20 VISION FUND	0.00	22,369.61	-22,369.61	29,826.14	29,826.14
Total 955005 · STREET REVITALIZATION	0.00	22,369.61	-22,369.61	29,826.14	29,826.14
Total 955000 · RECAPITALIZATION CONTINGENCY TR	232,667.02	219,869.61	12,797.41	279,826.14	279,826.14
Total Other Expense	408,839.98	#####	-617,356.45	1,219,147.14	1,219,147.14
Net Other Income	-206,196.57	-735,155.50	528,958.93	-337,826.14	-337,826.14
Net Income	-18,340.05	-670,400.09	652,060.04	-325,145.88	-380,145.88



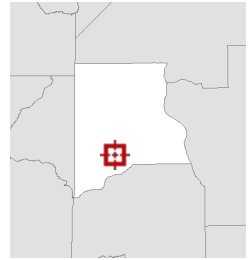
<b>RECAPITALIZATION</b>			<b>BUDGET FY</b>	
			<b>18/19</b>	<i>Projected EOY</i>
			<b>@ 4.2901</b>	<i>FY 18/19</i>
<b>RECAPITALIZATION FUND INCOME</b>				
		Carry Forward from Recap	20,826.14	20,826.14
		Carry Forward from GF Last FY	259,000.00	259,000.00
		Transfer from GF	27,680.26	27,680.26
<b>TOTAL RECAPITALIZATION FUND INCOME</b>			<b>307,506.40</b>	<b>307,506.40</b>
<b>RECAPITALIZATION FUND EXPENSE</b>				
<b>BUILDING PROJECTS</b>			<b>225,000.00</b>	
<b>FY 16/17 Building Projects</b>				
		Sunrise Park Building Improvements/City Hall	225,000.00	
<b>Total Building Projects Expenditures</b>			<b>225,000.00</b>	<b>225,000.00</b>
Unencumbered Building Project Funds				
<b>PLANT &amp; EQUIPMENT</b>			<b>40,000.00</b>	
<b>FY 16/17 Plant &amp; Equipment Projects</b>				
		18/19 CHIPPER19/20- 2 mowers	40,000.00	
<b>Total Plant &amp; Equipment Expenditures</b>			<b>40,000.00</b>	<b>41,231.00</b>
Unencumbered Plant & Equipment Funds				
<b>STREET REVITALIZATION</b>			<b>29,826.14</b>	
		20/20 Vision Fund	29,826.14	
<b>Total Street Revitalization Expenditures</b>			<b>29,826.14</b>	
Unencumbered Street Revitalization Funds				
<b>TREESCAPE</b>			<b>10,000.00</b>	
		Tree Maintenance	10,000.00	5,000.00
<b>TOTAL RECAPITALIZATION FUND EXPENSE</b>			<b>294,826.14</b>	<b>271,231.00</b>
<b>TOTAL UNENCUMBERED FOR CARRY FORWARD FY19/20</b>				39,335.27
<b>TOTAL UNENCUMBERED FOR CARRY FORWARD FY20/21</b>			<b>12,680.26</b>	



# Clay County Property Appraiser's Office



## Overview



## Legend

- Parcels
- Roads
- Conservation Easements

<b>Parcel ID</b>	19-08-23-022019-000-00	<b>Physical Address</b>	50 MAGNOLIA AVE SW KEYSTONE HEIGHTS	<b>Land Value</b>	\$12,250	<b>Last 2 Sales</b>			
<b>Acres</b>	0.321	<b>Mailing Address</b>	CITY OF KEYSTONE HEIGHTS PO BOX 420	<b>Ag Land Value</b>	\$0	<b>Date</b>	<b>Price</b>	<b>Reason</b>	<b>Qual</b>
<b>Property Class</b>	MUNICIPAL	<b>Address</b>	KEYSTONE HEIGHTS, FL 32656-0420	<b>Building Value</b>	\$30,170	n/a	0	n/a	n/a
<b>Taxing District</b>	7			<b>Misc Value</b>	\$11,211	n/a	0	n/a	n/a
				<b>Just Value</b>	\$53,631				
				<b>Assessed Value</b>	\$53,631				
				<b>Exempt Value</b>	\$53,631				
				<b>Taxable Value</b>	\$0				

Date created: 8/1/2019  
Last Data Uploaded: 8/1/2019 7:39:04 AM

Developed by Schneider GEOSPATIAL



July 17, 2019

Ms. Lynn Rutkowski, City Clerk  
City of Keystone Heights  
555 S Lawrence Boulevard  
Keystone Heights, FL 32656

Via E-Mail: [rutkowski@keystoneheights.us](mailto:rutkowski@keystoneheights.us)

Re: City of Keystone Heights Public Works Yard, 50 SW Magnolia Avenue, Keystone Heights, Florida

Dear Ms. Rutkowski,

This is a letter of interest, expressing Clay Electric's desire to purchase the above referenced property, Tax Parcel 19-08-23-022019-000-00. As you may know, this parcel is adjacent to our new Keystone District office that is currently under construction. This property will serve as a buffer and provide for future expansion should that be necessary.

The contact person for this proposal is Mr. Duane Searle, Division Chief-Real Estate. If you should have any questions, Mr. Searle can be reached at 352-473-8000, extension 8474.

Thank you for your consideration.

Sincerely,

A handwritten signature in black ink that reads 'Richard K. Davis'.

Richard K. Davis  
General Manager/CEO

RKD:ds

## Lynn Rutkowski

---

**From:** Lynn Rutkowski  
**Sent:** Saturday, August 03, 2019 10:10 AM  
**To:** Bowles, Donald (Donnie) N  
**Subject:** RE: EXTERNAL: Fwd: FW: 2018 Roadway Pavement Management Update (Windshield)

Thank you

*Lynn Rutkowski*

*City Clerk*

*City of Keystone Heights*

*PO Box 420, Keystone Heights FL 32656*

*Direct Line (352) 478.8306 Cell (904) 796.3416 Fax (352) 473.5101*

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---

**From:** Bowles, Donald (Donnie) N [mailto:Donnie.Bowles@mbakerintl.com]  
**Sent:** Friday, August 02, 2019 2:48 PM  
**To:** Lynn Rutkowski <rutkowski@keystoneheights.us>  
**Cc:** Russell, Brian <BRussell@mbakerintl.com>  
**Subject:** RE: EXTERNAL: Fwd: FW: 2018 Roadway Pavement Management Update (Windshield)  
**Importance:** High

Lynn,

The review and analysis that Mr. Yates has provided is informative.  
In regards to the APPARENT ERRORS FOUND IN THE 2018 WINDSHIELD.  
Mr. Yates has identified correctly. Please see my comments below.

These Errors will be reviewed and the Dashboard list of Priority Projects will up revised accordingly.

*Sincerely*

**Donnie Bowles**

[O] 904-380-2508 | [M] 904-838-6007

[donnie.bowles@mbakerintl.com](mailto:donnie.bowles@mbakerintl.com)

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**From:** Lynn Rutkowski <[rutkowski@keystoneheights.us](mailto:rutkowski@keystoneheights.us)>  
**Sent:** Thursday, August 01, 2019 12:53 PM  
**To:** Bowles, Donald (Donnie) N <[Donnie.Bowles@mbakerintl.com](mailto:Donnie.Bowles@mbakerintl.com)>  
**Subject:** EXTERNAL: Fwd: FW: 2018 Roadway Pavement Management Update (Windshield)

Please read and let me know when we can talk about this

Lynn

----- Forwarded message -----

**From:** Karen Lake <[lake@keystoneheights.us](mailto:lake@keystoneheights.us)>  
**Date:** Jul 26, 2019 3:49 PM  
**Subject:** FW: 2018 Roadway Pavement Management Update (Windshield)  
**To:** Scott Kornegay <[kornegay@keystoneheights.us](mailto:kornegay@keystoneheights.us)>  
**Cc:** Lynn Rutkowski <[rutkowski@keystoneheights.us](mailto:rutkowski@keystoneheights.us)>, Paul Yates <[paul.yates.fl@gmail.com](mailto:paul.yates.fl@gmail.com)>

All,

FYI, Mr. Yates was kind enough to contribute this analysis to help us continue to cultivate a budget. Please include it in our packet for our next B&F meeting.

I'm sure Mr. Yates would be happy to answer any questions pertaining to his analysis should you have them.

Also, where Mr. Yates found errors, can you forward these to Mr. Bowles, please.

Have a great weekend.

Mayor Lake

Sent from [Mail](#) for Windows 10

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**From:** Karen Lake <[KarenLake@mail.com](mailto:KarenLake@mail.com)>  
**Sent:** Friday, July 26, 2019 3:39:22 PM  
**To:** Karen Lake <[lake@keystoneheights.us](mailto:lake@keystoneheights.us)>  
**Subject:** Fw: 2018 Roadway Pavement Management Update (Windshield)

**Sent:** Sunday, July 21, 2019 at 3:56 PM  
**From:** "Paul Yates" <[paul.yates.fl@gmail.com](mailto:paul.yates.fl@gmail.com)>  
**To:** "Karen Lake" <[KarenLake@mail.com](mailto:KarenLake@mail.com)>  
**Subject:** 2018 Roadway Pavement Management Update (Windshield)

I reviewed the 2018 Roadway Pavement Management Update (Windshield) that you provided to me and have attached my 1 page analysis,

THE WINDSHIELD:

The Windshield is intended to provide information on pavement conditions so that the City can re-pave at the optimal time to minimize the overall cost of roadway maintenance. Optimally, the City should re-pave before a road reaches the Pavement Condition Category 5 (Red - Full Reconstruction). It seems that the City missed the mark a little in this Windshield. Perhaps updating the Windshield every 2-3 years instead of every 5 years could avoid some of these added expenditures and prove cost effective.

The Windshield can also, provide short and long term estimates of the availability of Infrastructure Funds for non-roadway infrastructure expenditures. However, that analysis is not directly provided in the Windshield.

#### THE ANALYSIS:

Using the information in the 2018 Windshield document, the bottom line of the attached analysis is intended to provide a fairly conservative estimate of the availability of Infrastructure Funds for non-roadway infrastructure expenditures for the next 1-yr, 5-year, and 25-year periods. The 25-year period is important because on average that is the lifespan of pavement.

All amounts are in in current year dollars to simplify the analysis. Of course all amounts over time will rise with inflation. So, this analysis should be updated with each successive Windshield so that changes due to inflation and the effectiveness of the City's Pavement Management Plan can be evaluated.

An effort has been made to provide a conservative view over the next 25-year period of what Infrastructure Funds might be available for non-roadway infrastructure expenditures (e.g., renewal of the Beach Pavillion and/or a New City Hall).

#### APPARENT ERRORS FOUND IN THE 2018 WINDSHIELD:

1. The length of Jasmine Avenue was understated by approximately 2,400 lane feet, and an adjustment was included for the error in the attached analysis. Jasmine's length was more accurately reflected in the 2013 Windshield. **A portion of Jasmin Avenue was resurfaced in 2015 and therefore segmented Jasmine Avenue pavement conditions from the 2013 Dashboard. The 2018 Dashboard will be revised to reflect all segments of Jasmine Ave.**
2. The 2018 Windshield apparently did not include Lake Lane (just off of S.R. 21 angling toward Lake Geneva for about 400 lane feet). There is considerable pavement erosion in one lane of this roadway, which probably needs attention in the near term. Lake Lane was included in the 2013 Windshield. **Lake Lane is approx. 850 feet and was evaluated. Lake Lane will be added to the Dashboard List. Considerable Erosion to the pavement was not present during the evaluation. This road is a Curb and Gutter roadway and was evaluated to need improvements within 5-10 years. I will visit this road again to evaluate if conditions have worsened.**
3. The 2018 Windshield did include Lake Street (connecting Breezy Way and Cardinal Drive between Pecan Street and Jasmine Avenue). However, it's length is reflected as over 800 lane feet, when the actual length appears to be less than 300 lane feet. **Lake Street was Identified on the Dashboard to include SW Cardinal Dr. This will be revised to include Lake Street, Cardinal Drive and Bond St. individually on the Dahboard.**

I am providing this analysis to you as a tax paying citizen interested in the City's best efforts to maintain our roadways cost effectively, and make informed decisions regarding new taxation.

--

*Paul Yates*  
(352) 473-4289

*"A man's character is most evident by how he treats those who are not in a position either to retaliate or reciprocate." ~Paul Eldridge, c.1948*

## Lynn Rutkowski

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**From:** Scott Kornegay  
**Sent:** Friday, July 12, 2019 10:55 AM  
**To:** Karen Lake; Steve Hart; Tony Brown; Larry Peoples Sr.; Marion Kelly  
**Cc:** Lynn Rutkowski; Rich Komando (rich@claylawyers.com)  
**Subject:** FW: EXTERNAL: FW: Drainage Problem.

Councilmembers,

Please review the chain of e-mails below regarding Mayor Lake's direct communication with the city engineer. Mr. Bowles contacted me this morning questioning whether this practice is appropriate or not. He was concerned because it is in direct conflict with our contractual agreement with Michael Baker, International. He was also concerned because the cost of the Mayor's requests now exceed \$800. We are now in direct violation of our contract with Michael Baker, International. This will be on next month's agenda for council consideration. If you have any questions contact me directly. DO NOT REPLY ALL.

The following is an excerpt from the MBI Engineering Contract:

2.2 The services shall be performed on an "as needed" basis per project and by Work Authorization to this Agreement. Each Work Authorization shall be approved by the City of Keystone Heights City Council or an authorized designee.

### **ARTICLE 3 - THE CITY'S RESPONSIBILITY**

Except as provided in the Scope of Service, the City's responsibilities are to furnish required information, services, render approvals and decisions as necessary for the orderly progress of Consultant's services. The City Manager shall act on the City's behalf with respect to the Scope of Services. The City Manager shall have complete authority to transmit instructions, receive information, interpret and define City's policies and decisions with respect to material elements and systems pertinent to Consultant's services.

*Scott Kornegay, MPA*

City Manager  
City of Keystone Heights  
PO Box 420, Keystone Heights, FL 32656  
Ph 352.473.4807 Fax 352.473.5101  
Cell 904.699.0101

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*“Every man is said to have his peculiar ambition. Whether it be true or not, I can say for one that I have no other so great as that of being truly esteemed of my fellow men by rendering myself worthy of their esteem.” –Abraham Lincoln March 9, 1832*

The City of Keystone Heights is a public entity subject to Chapter 119, Florida Statutes, concerning public records. E-mail addresses and messages are public records disclosure. If you do not want your e-mail address released in response to a public records request, do not send electronic mail, or post information to the City’s website or social media pages. Instead, contact this office by telephone or in writing.

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**From:** Bowles, Donald (Donnie) N [mailto:Donnie.Bowles@mbakerintl.com]  
**Sent:** Friday, July 12, 2019 9:36 AM  
**To:** Karen Lake <lake@keystoneheights.us>; Rich Komando (rich@claylawyers.com) <rich@claylawyers.com>  
**Cc:** Scott Kornegay <kornegay@keystoneheights.us>; Lynn Rutkowski <rutkowski@keystoneheights.us>  
**Subject:** RE: EXTERNAL: FW: Drainage Problem.

Madam Mayor,

Mr. Boone’s questions will require a more in-depth engineering review and storm modeling. Since this stormwater facility was not designed by Michael Baker International (MBI), I am limited in the information available. MBI is fully capable of fully evaluating and verifying the design completed by another engineering company, however this effort could be substantial. My recommendation would be for the City Manager to contact the engineer/company responsible for this design to provide his input and verification of the design.

I am able to offer the following based on the limited information available:

- Per St. Johns Water Management District (SJRWMD) Permit the Pond is designed to accommodate the additional impervious area.
- SJRWMD does not require Stormwater systems to be designed for Hurricane or other low frequency storm events. SJRWMD is the state required permitting agency for stormwater design in this region.

Please let the City Manager know if you would like MBI to conduct a full in-depth analysis of the drainage systems associated with this pond and we will prepare a scope and fee proposal for this work.

*Sincerely*

**Donnie Bowles**  
[O] 904-380-2508 | [M] 904-838-6007  
[donnie.bowles@mbakerintl.com](mailto:donnie.bowles@mbakerintl.com)

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**From:** Karen Lake <lake@keystoneheights.us>  
**Sent:** Thursday, July 11, 2019 8:34 PM  
**To:** Bowles, Donald (Donnie) N <Donnie.Bowles@mbakerintl.com>; Scott Kornegay <kornegay@keystoneheights.us>; Rich Komando (rich@claylawyers.com) <rich@claylawyers.com>  
**Subject:** FW: EXTERNAL: FW: Drainage Problem.

Donnie,

Our resident, who is initiating the conversation, has responded to your report. Can you take a look at it, please? He has a historical perspective I do not have.



Thanks.

/k

Sent from [Mail](#) for Windows 10

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**From:** Daniel Boone <[dan.wd4db@gmail.com](mailto:dan.wd4db@gmail.com)>  
**Sent:** Thursday, July 11, 2019 1:30:33 PM  
**To:** Karen Lake  
**Subject:** Re: EXTERNAL: FW: Drainage Problem.

Honorable Mayor Lake,

I'm unsure how adding more paved parking area to the school property could cause the impermeable total to go down (?). It would seem this report reflected the increase in unpaved area that was obtained from the Catholic Church before any paving plan was put in effect. (Unless I'm reading it incorrectly !?)

It in no way makes clear the increased water run off from the "new" paved impermeable surface, for which they installed drainage pipes and collection boxes, which would not have been needed if the attached report was accurate to date stating the impermeable surface was being decreased. (?)

And it does not address the increase in water to the retention pond at the corner of Pointview and Jasmine, further in endangering the neighborhood to the south in times of heavy runoff.

Respectfully,  
Daniel D. Boone

On Jul 11, 2019, at 12:51 PM, Karen Lake <[lake@keystoneheights.us](mailto:lake@keystoneheights.us)> wrote:

Mr. Boone,

See below. Let me know what you think.

/k

Sent from [Mail](#) for Windows 10

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**From:** Bowles, Donald (Donnie) N <[Donnie.Bowles@mbakerintl.com](mailto:Donnie.Bowles@mbakerintl.com)>  
**Sent:** Thursday, July 11, 2019 12:09:27 PM  
**To:** Karen Lake; Scott Kornegay; Rich Komando ([rich@claylawyers.com](mailto:rich@claylawyers.com))  
**Cc:** Lynn Rutkowski  
**Subject:** RE: EXTERNAL: FW: Drainage Problem.

Madam Mayor,

My apologies for the delay in responding I was out on PTO and have had to do some Permitting research to respond appropriately.

1. The New Parking Lot Construction plans were NOT reviewed by Michael Baker or any City Official. It is my understanding that the school board operates under their own jurisdictional development requirements and they were not required to have the City review the plans.
2. The New Parking Lot storm runoff is designed to contribute to the existing Storm water Pond. The Pond is designed to accommodate the additional impervious area. I have attached the Drainage Calculations that were submitted to the Water Management District in order for the parking lot to be Permitted by the WMD.
3. The Roadway Improvements Dashboard encompasses improvement needs and priorities within the City Right of Ways only.
4. I was however informed of the Drainage issue that occurred during the Hurricane last year and myself along with Kenny investigated the Pond system . The existing pond is performing as designed and I didn't see any issues with the existing system (blockage or damage). I inquired about if this was a persistent flooding problem or if it was an isolated event. It was my conclusion that the flooding that occurred during the hurricane that was documented to be over a 100 year storm event. In those events there is very little that can be done as Storm Water Management Facilities are typically designed to 25 year storm events.
5. After Review of the Existing System via the WMD permits. The outfall structure that was permitted is indeed higher than the down stream inlets on Pointview. It appears from the permit log that this outfall is designed to outfall during storm events above a 25 year event. The Permit log includes a Permeability Study to confirm that the pond will recover with limited outfall needs.

I hope this answers your concerns adequately. Should you need any additional information or clarification.. Please let me know.

*Sincerely*

**Donnie Bowles**

[O] 904-380-2508 | [M] 904-838-6007

[donnie.bowles@mbakerintl.com](mailto:donnie.bowles@mbakerintl.com)

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**From:** Karen Lake <[lake@keystoneheights.us](mailto:lake@keystoneheights.us)>

**Sent:** Wednesday, July 10, 2019 6:26 PM

**To:** Scott Kornegay <[kornegay@keystoneheights.us](mailto:kornegay@keystoneheights.us)>; Rich Komando ([rich@claylawyers.com](mailto:rich@claylawyers.com)) <[rich@claylawyers.com](mailto:rich@claylawyers.com)>; Bowles, Donald (Donnie) N <[Donnie.Bowles@mbakerintl.com](mailto:Donnie.Bowles@mbakerintl.com)>

**Subject:** EXTERNAL: FW: Drainage Problem.

All,

After hearing the progress on the KHES paving project, Mr. Boone reminds me that we knew about the retention pond issue before the project started and Mr. Bowles was suppose to address it in the windshield his company produced.

Please give me an update (in a timely manner) about the south end of the retention pond.

Thank you.

/k

Sent from [Mail](#) for Windows 10

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**From:** Daniel Boone <[dan.wd4db@gmail.com](mailto:dan.wd4db@gmail.com)>  
**Sent:** Wednesday, July 10, 2019 3:39:19 PM  
**To:** Karen Lake  
**Subject:** Fwd: Drainage Problem.

Honorable Mayor Lake,

Attached below are emails from the follow up to my original request for attention to the drainage problem caused by the improperly designed/installed outflow of the retention pond at the corners of Pointview Rd and Pecan.

Respectfully,  
Daniel D. Boone

Begin forwarded message:

**From:** Scott Kornegay <[kornegay@keystoneheights.us](mailto:kornegay@keystoneheights.us)>  
**Date:** August 17, 2018 at 8:42:36 AM EDT  
**To:** Karen Lake <[lake@keystoneheights.us](mailto:lake@keystoneheights.us)>, Daniel Boone <[dan.wd4db@gmail.com](mailto:dan.wd4db@gmail.com)>  
**Subject:** RE: Drainage Problem.

Mr. Boone,

Thank you for your e-mail. We are aware of this issue and as Mayor Lake described, we have a project underway to assess our streets, drainage, markings and signage. I have forwarded your e-mail to our engineers to reinforce their awareness of this specific issue. I have also asked them to consider short term solutions and advise me accordingly.

If there is anything I can do for you in the meantime, please let me know.

Best Regards,

*Scott Kornegay, MPA*

City Manager  
City of Keystone Heights  
PO Box 420, Keystone Heights, FL 32656  
**Ph** 352.473.4807 **Fax** 352.473.5101  
**Cell** 904.699.0101

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*fellow men by rendering myself worthy of their esteem.” –Abraham Lincoln March 9, 1832*

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**From:** Karen Lake  
**Sent:** Thursday, August 16, 2018 8:27 PM  
**To:** Daniel Boone <[dan.wd4db@gmail.com](mailto:dan.wd4db@gmail.com)>; Scott Kornegay <[kornegay@keystoneheights.us](mailto:kornegay@keystoneheights.us)>  
**Subject:** RE: Drainage Problem.

Daniel,

Thank you for your email voicing your concerns about drainage at Pecan and Pointview roads. We are, in fact, undertaking an engineering study which will rank our road inventory in the system and drainage issues. That study should be complete shortly so I will defer to our city manager to inform our engineering firm of the elevation issues you've cited.

As for the short-term solution, I'll also ask our city manager to determine what services the city can offer to remediate the drainage issue.

Thanks, again, for allowing us the opportunity to fix a problem that needs to be corrected. I appreciate you bringing it to our attention.

Let me know if you need anything else.

Karen Lake

Sent from [Mail](#) for Windows 10

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**From:** Daniel Boone <[dan.wd4db@gmail.com](mailto:dan.wd4db@gmail.com)>  
**Sent:** Thursday, August 16, 2018 5:29:34 PM  
**To:** Karen Lake; Scott Kornegay  
**Subject:** Drainage Problem.

Honorable Mayor and City Manager,

I would like to bring your attention to a flooding problem. The retention pond at the corners of Pecan and Pointview Rd, just south of the Keystone Heights Elementary School, has an outflow which is approximately 18" higher than Pointview Rd between Peach and Garden St. During the last hurricane season this street drainage backed up to the point where it was about to flood the houses in that area.

As this is obviously an error in the design height of the outflow of the retention pond, I would like to respectfully request that this problem be placed on the agenda for an engineering study to correct it.

I am fully aware that engineering studies and subsequent corrective measures are not without their costs and scheduling issues. Therefore I would also respectfully request that some form of per-storm remedial action be implemented, such as the procurement or rental of a pump to be used to lower the height of the retention pond by pumping water to the outflow pipe prior to a named storm's arrival.

Sincere thanks for your considerations in this matter,

Daniel D. Boone

980 SW Pointview Rd

Keystone Heights FL 32656

352-222-1231

[dan.wd4db@gmail.com](mailto:dan.wd4db@gmail.com)

<WMD 67155-7 Elementary Drainage Calculations.pdf>