

AGENDA
KEYSTONE HEIGHTS CITY COUNCIL MEETING
555 S. Lawrence Blvd., Keystone Heights, Florida
Monday, November 20, 2023 6:00 p.m.

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 and Pledge of Allegiance led by Council

Roll Call: City Manager

1. Public Comments

2. Events/Pavilion

[Rotary Christmas Party – December 19, 2023](#)

3. Resolutions/Ordinances

A. [Ordinance 2023-604 Park Rules](#)

B. [Ordinance 2023-605 Charter Amendments](#)

4. Appointments

A. Planning and Zoning Board (2 Vacancies)

[Elston Kussler, Ryan Knight](#)

Consideration of moving Mr. John Zieser's appointment effective November 20, 2023

6. Consent Agenda

A. [Financials September 2023](#)

B. [Payables September 2023](#)

C. [Minutes](#)

- October 2nd Council Meeting
- October 23rd Special Council Meeting
- October 23rd Council Workshop

7. City Business

A. City Manager Position

[Job Description](#), [Pay Range](#), Timeline

B. [City Manager Letter of Resignation](#)

C. City Clerk Update

D. [2023 City/CRA Audit Letters of Engagement](#)

F. Heritage Commission Museum Request

G. Fishing Pier Update

8. Committee Reports/Recommendations

A. Budget & Finance

B. Growth Management

C. [Keystone Heights Airport Authority](#)

D. Planning & Zoning

Planning & Zoning Hearing Monday, December 4, 2023 at 6 pm

E. Heritage Commission

City Manager
Councilman Hart
Chairman Kirkland
City Manager

Christina Arnold

9. Council Comments

10. CCSO Update – Chief Clark

11. City Manager Report- Lynn Rutkowski

12. City Attorney Report – Rich Komando



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: Rotary Club of Keystone Address: _____
 Phone: (352) 281-3026 Email: Heights DMURPHYREALTOR460@gmail.com

EVENT INFORMATION

MAXIMUM CAPACITY IS 120 PEOPLE

Event Date: 12-19-2023 Event Time: 5:30-8:30 to _____

Event Description: Christmas Party

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

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

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 DEIRDRE MURPHY Signature Deirdre Murphy Date 11-13-23

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) _____



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



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



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



Beach Pavilion Rules and Regulations

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

I, DEIRDRE MURPHY, 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.

Deirdre Murphy
Signature of Applicant

11-13-2023
Date

CITY OF KEYSTONE HEIGHTS, FLORIDA

ORDINANCE 2023-604

BEFORE THE CITY COUNCIL

AN ORDINANCE OF THE CITY OF KEYSTONE HEIGHTS, FLORIDA AMENDING CHAPTER 9, GENERAL REGULATIONS, ARTICLE III. – CITY RECREATIONAL PARKS; PROVIDING FOR CONFLICT; PROVIDING FOR SEVERABILITY AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City Council of the City of Keystone Heights believes regulations related to the City parks require amendment to protect the health, safety and well-being of the citizens and visitors; and

WHEREAS, the City Council of Keystone Heights desires to amend Chapter 9, General Regulations, Article III. – City Recreational Parks of the Ordinances for the City of Keystone Heights; and

WHEREAS, the City Council of Keystone Heights, Florida hereby finds and declares the adoption of this ordinance is appropriate and in the public interest of the citizens of this community.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF KEYSTONE HEIGHTS, FLORIDA:

Section 1. Recitals

The foregoing recitals are adopted and hereby incorporated as if fully set forth herein.

Section 2. Code Amended

Chapter 9, General Regulations, Article III. – City Recreational Parks of the Ordinances for the City of Keystone Heights is amended to read as follows:

Sec. 9-74. - Keystone Heights recreational parks hours. The hours of operation of recreational parks shall be determined by written order of the city manager.

Sec. 9-75. - Public use of recreational parks. A recreational park includes the related parking areas. It shall be unlawful, within the confines of the recreational parks, for any person or persons to:

- (1) Bring or use alcoholic beverages;

- (2) Climb on benches or tables;
- (3) Bring an unleased or aggressive animal;
- (4) Skateboard, skate, rollerblade or engage in similar recreational activity;
- (5) Bring a bicycle or other such vehicle into the recreational parks;
- (6) Bring or use glass containers;
- (7) Fish within swimming area or kayak launch;
- (8) Play a radio, tape recorder, or other instrument or device which produces sound, that can be heard more than ten feet from the instrument;
- (9) ~~[Reserved]~~ There will be a parent, legal guardian or an adult 21 years or older supervising any minor age 17 years old or younger;
- (10) [Reserved];
- (11) When using the picnic areas, patrons must clean up after use and place all refuse in the garbage cans provided;
- (12) City employees or any sworn law enforcement officer may expel anyone from the recreational parks if the patrons behavior is deemed to be disruptive, dangerous, or from anyone who does not comply with these rules;
- (13) There will be one adult in the water or in very close proximity to every four children in the water;
- (14) There must be one adult supervising every eight children under the age of 12; and
- (15) Access to recreational parks and any waters contiguous to any recreational parks shall be set forth from time to time by the city council.

Sec. 9-78. - Violations.

A violation of this article shall be considered a category 1 civil infraction and shall be punishable pursuant to Section 1-20. In addition to the penalties proscribed in Section 1-19, a trespass warning for 90 days in length shall be issued to an individual upon his or her commission of a first violation of this article. A trespass warning for 12 months in length shall be issued to an individual who commits a second violation of any kind within 18 months of a first violation. This article may be enforced by any sworn law enforcement officer.

Section 3. Direction to the Codifier

The codifier is instructed to place the provisions of this Ordinance within the Code of Ordinances of the City of Keystone Heights and make any modifications necessary to place the provisions in a form that complies with the Code.

Section 4. Conflict

If any portion of this ordinance is in conflict with any portion of any other ordinance, then the provisions of this ordinance shall govern.

Section 5. Severability

If any section, sentence, clause or phrase of this Ordinance is held to be invalid or unconstitutional by any Court of competent jurisdiction, then said holding shall in no way affect the validity of the remaining portions of this Ordinance.

Section 6. Effective Date

This Ordinance shall take effect immediately upon adoption.

DULY APPROVED on First Reading this 2nd day of October 2023, by the City Council of the City of Keystone Heights, Florida.

DULY APPROVED AND ADOPTED on Second Reading this 6th day of November 2023, by the City Council of the City of Keystone Heights, Florida.

**CITY COUNCIL OF KEYSTONE HEIGHTS,
FLORIDA**

By: _____
Nina Rodenroth, Mayor

ATTEST:

Lynn Rutkowski, City Manager

FORM APPROVED:

Rich Komando, City Attorney

CITY OF KEYSTONE HEIGHTS, FLORIDA

ORDINANCE 2023- 605

BEFORE THE CITY COUNCIL

AN ORDINANCE TO PLACE A PROPOSED AMENDMENT ON THE NEXT GENERAL ELECTION BALLOT; AMENDING SECTION 38 OF THE CHARTER FOR THE CITY OF KEYSTONE HEIGHTS, TO REMOVE THE SEAT OF THE FLORIDA NATIONAL GUARD AND ADD A CITY SEAT; PROVIDING FOR AN EFFECTIVE DATE OF JANUARY 1, 2025.

WHEREAS, the City Council of the City of Keystone Heights recommends an amendment to Section 38 of the Charter to remove a seat of the Florida National Guard.

NOW THEREFORE, BE IT ORDAINED by the City Council of the City of Keystone Heights, Florida:

Section 1. Charter Amended. Section 38 of the Charter for the City of Keystone Heights is amended to read as follows:

ARTICLE XI. - KEYSTONE AIRPORT

Sec. 38. - Airport authority.

There shall be appointed by the city council an airport authority consisting of seven members who shall serve for three year terms. The city council shall choose the members of the authority, upon nomination, by a majority vote. The membership shall be comprised as follows:

- (a) ~~Four (4)~~ Five (5) members from the greater Keystone Heights area (defined as a specific geographic area described in an ordinance approved by the city council), one of whom shall be designated the chairperson of the Authority by the Authority membership, subject to confirmation by the city council.

(b) One member from Bradford County, Florida.

(c) One member from Clay County, Florida.

~~(d) One member from the Florida National Guard.~~

The city council shall set by ordinance guidelines for the airport authority. The salary for members of the airport authority shall be set by the city council as they shall from time to time prescribe by ordinance. The authority shall be responsible for the day to day operation and administration of the Keystone Heights Airport and shall set procedures and policies necessary for the airport. The airport authority shall submit to the city council a yearly budget for council approval. The manner and form of the budget shall be prescribed by ordinance. Upon a majority vote of the city council any member of the airport authority may be removed. Except as set forth herein, the airport authority shall be the sole governing body responsible for the operation, use and regulation of the airport. The city airport manager shall present a report on the activities of the airport authority to the city council on a monthly basis. The airport authority shall provide a written report on all material financial and business issues to the city council on a quarterly basis.

Section 2. Submission of Charter Amendment to Public Referendum. This amendment to the Charter of the City of Keystone Heights as set forth in this resolution shall be submitted to public referendum at the next general election held in the City of Keystone Heights for approval or disapproval by the electors of the City.

Section 3. Appearance of Charter Amendment on Ballot. The ballot title to be used in the election shall be as follows: "AMENDING THE CHARTER TO REMOVE THE SEAT OF THE FLORIDA NATIONAL GUARD AND ADD A SEAT FOR THE CITY OF KEYSTONE HEIGHTS FOR THE KEYSTONE HEIGHTS AIRPORT AUTHORITY." The explanatory statement shall be as follows: "This amendment would amend the City Charter to remove the seat of the Florida National Guard and add another seat on the Keystone Heights Airport Authority." Below the ballot shall appear the following question:

Shall the above described amendment be adopted?

YES _____ No _____

Section 4. Effective Date. This amendment to the Charter of the City of Keystone Heights as set forth in this ordinance shall become effective on January 1, 2025, upon approval of the voters.

DULY ADOPTED AND APPROVED this 20TH day of November 2023, by the City Council of the City of Keystone Heights, Florida.

**CITY COUNCIL OF KEYSTONE HEIGHTS,
FLORIDA**

By: _____
Nina Rodenroth, Mayor

ATTEST:

Lynn Rutkowski, City Manager

Form Approved:

Rich Komando, City Attorney



City of Keystone Heights

555 South Lawrence Blvd

Keystone Heights, Florida 32656

352.473.4807 Off 352.473.5101 Fax

Planning and Zoning Board Application



Please complete and return to the City of Keystone Heights, City Hall, 555 S. Lawrence Boulevard, Keystone Heights, Florida, 32656.

Name: ELSTON HOWARD KUSSLER
 Address: 420 SW PALMETTO AVE
 City: KEYSTONE HEIGHTS STATE: FL ZIP: 32656
 Telephone: 352 994 2615 (Home) _____ (Work) _____ (Cell) _____
 Email: elston.kussler@gmail.com

Do you reside in within the city limits of Keystone Heights? YES If so, how long? 3 YEARS

Do you own a business in town or one that serves the immediate area? NO
If yes, please provide name, address and type of business: _____

Why would you like to serve on the Board?
TO HELP AND BE MORE INVOLVED IN THE COMMUNITY OF KEYSTONE HEIGHTS

What do you feel your major contribution would be?
I HAVE A VARIETY EXPERIENCE IN LEADER SHIP

What has been your main employment background or interest? I AM A RETIRED NAVAL VETERAN. I WORKED MY WAY UP TO SENIOR LEADERSHIP

Do you presently or have you formerly served on any Governmental Committee? VARIOUS BOARDS
If so, which committee(s)? AND COMMITTEES. IN CHARGE OF BASE CLOSURE BUDGETS BOARD FOR MELROSE FIRE DEPARTMENT.

Please list any community activities you've been a part of whether civic, professional, business, religious, social, athletic, or other.
I VOLUNTEER AT LAKE AREA MINISTRIES EVERY MONDAY TUESDAY AND WEDNESDAYS I VOLUNTEER AT KEYSTONE HEIGHTS COMMUNITY CHURCH RUMMAGE SALES

Signature

Date

CITY OF KEYSTONE HEIGHTS

Committee Application



APPLICANT INFORMATION										
Last Name	Knight			First	Ryan		M.I.	A	Date	11/13/2023
Street Address	420 SW Magnolia Ave					Apartment/Unit #				
City	Keystone Heights			State	Florida		ZIP	32656		
Phone	256-614-2992			E-mail Address	floridaknight2022@gmail.com					
Position	Planning & Zoning		Desired Salary				First Available Start Date	11/20/2023		
Referred By	Mr. Brown									
Are you a resident of the City of Keystone Heights?	YES	<input checked="" type="checkbox"/>	NO	<input type="checkbox"/>	If yes, for how long?	Since May 2022				
Are you a registered voter in Clay County?	YES	<input checked="" type="checkbox"/>	NO	<input type="checkbox"/>	If so, when?	Since 2022				
Have you ever been convicted of a felony?	YES	<input type="checkbox"/>	NO	<input checked="" type="checkbox"/>	If yes, explain					
EDUCATION										
High School	Athens High School			Address	655 U.S. Hwy 31 N., Athens, AL 35611					
From	1998	To	2002	Did you graduate?	YES	<input checked="" type="checkbox"/>	NO	<input type="checkbox"/>	Degree	General Education
College	Athens State University			Address	300 N. Beatty St., Athens, AL 35611					
From	2004	To	2007	Did you graduate?	YES	<input checked="" type="checkbox"/>	NO	<input type="checkbox"/>	Degree	Bachelor of Arts History
Other	Western Governors University			Address	4001 S 700 East, #700, Salt Lake City, UT 84107					
From	2019	To	2001	Did you graduate?	YES	<input checked="" type="checkbox"/>	NO	<input type="checkbox"/>	Degree	Master of Business Administration
REFERENCES										
<i>Please list two professional references.</i>										
Full Name	Frank Tomasino				Relationship	Professional				
Company	AmRock Financial, LLC				Phone	786-946-2400				
Address	1001 Brickell Bay Dr 27th Floor, Miami FL 33131									
Full Name	Gilbert Wood				Relationship	Professional				
Company	Non-Profit Ministry				Phone	904-588-4742				
Address	4387 Osceola Trail, Middleburg, FL 32068									
WHAT COMMITTEES/BOARDS ARE YOU APPLYING FOR?										
GROWTH MANAGEMENT	<input type="checkbox"/>	CHARTER REVIEW COMMITTEE	<input type="checkbox"/>	PLANNING & ZONING	<input checked="" type="checkbox"/>	OTHER	<input type="checkbox"/>			
HAVE YOU SERVED FOR THE CITY BEFORE?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	IF YES, HOW AND WHEN					

TELL US ABOUT YOURSELF AND WHY YOU WOULD LIKE TO BE APPOINTED

My family and I have enjoyed becoming part of the community. My background includes work in Business Development for AmRock Financial, LLC and Tomasino Farms, Inc., and a non-profit ministry. Retaining the charm of our founders while capturing the future for our city will require both teamwork and planning by all stakeholders in our community. There is not another community that has the geographical and demographic advantages of Keystone Heights in North Florida. My goal would be to work with all community stakeholders to ensure that these advantages are leveraged for the greatest common good.

DISCLAIMER AND SIGNATURE

I certify that my answers are true and complete to the best of my knowledge.
If this application leads to appointment, I understand that false or misleading information in my application or interview may result in my release.

Signature **Ryan A Knight**

Date **11/13/2023**

PLEASE RETURN COMPLETED APPLICATIONS TO

BY MAIL TO

Christina Meeks, Executive Assistant
COMMITTEE Application
PO Box 420
Keystone Heights FL 32656

BY EMAIL TO

Christina Meeks
assistant@keystoneheights.us
Subject: Committee Application

HAND DELIVER TO

Keystone Heights City Hall
555 S. Lawrence Blvd
Keystone Heights FL 32656

City of Keystone Heights
Balance Sheet
As of September 30, 2023

	<u>Sep 30, 23</u>
ASSETS	
Current Assets	
Checking/Savings	
101010 · AMERIS BANK - GENERAL ACCOUNT	776,342.22
101015 · BILL ACCOUNT	9,922.52
101018 · AMERIS BANK-GRANT ACCOUNT	386,337.95
101025 · AMERIS BANK - LAKES REPLENISH	41,658.75
101026 · AMERIS BANK - LOAN DEBT	3,968.02
101030 · AMERIS BANK - CD	
Ameris Bank CD #50153	119,080.36
Certificate of Deposit 0249	61,954.96
Certificate of Deposit 0267	59,487.64
Total 101030 · AMERIS BANK - CD	<u>240,522.96</u>
101060 · AMERIS BANK - INFRASTRUCTURE CD	<u>14,267.17</u>
Total Checking/Savings	1,473,019.59
Accounts Receivable	
115000 · ACCOUNTS RECEIVABLE	<u>39,581.37</u>
Total Accounts Receivable	39,581.37
Other Current Assets	
Cemetery Lot Sales Payment	35,950.00
Cemetery Lot Sales Received	<u>-35,950.00</u>
Total Other Current Assets	<u>0.00</u>
Total Current Assets	<u>1,512,600.96</u>
TOTAL ASSETS	<u><u>1,512,600.96</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
202000 · ACCOUNTS PAYABLE	-1,680.40
232100 · DEFERRED ASSESSMENT REVENUE	<u>447,869.35</u>
Total Accounts Payable	446,188.95
Credit Cards	
M&S MASTERCARD	<u>329.61</u>
Total Credit Cards	329.61
Other Current Liabilities	
202051 · Employee 401(K)	321.68
202052 · Company Paid 401(K)	66.41
202053 · 457 CO. CONTRIBUTION	198.10
202055 · Aflac A	7.89

City of Keystone Heights
Balance Sheet
As of September 30, 2023

	<u>Sep 30, 23</u>
202056 · Aflac B	14.04
202059 · Ameritas	134.91
202060 · Principal - Dependent Dental Ca	-356.76
202062 · Union dues 2	-0.30
202063 · Principal-Dependent Life	12.64
202064 · Principal - Dependent Vision	99.12
202066 · BC/BS Dependent Health	1,486.98
2100 · Payroll Liabilities	2,326.51
2300 · Pending Transfers - GF/CIP	
2300.1 · Due To/From CIP Fund	<u>14,267.17</u>
Total 2300 · Pending Transfers - GF/CIP	<u>14,267.17</u>
Total Other Current Liabilities	<u>18,578.39</u>
Total Current Liabilities	<u>465,096.95</u>
Total Liabilities	465,096.95
Equity	
271223 · FUND BALANCE - UNASSIGNED	930,944.81
271225 · FUND BALANCE - ASSIGNED	42,585.70
Net Income	<u>73,973.50</u>
Total Equity	<u>1,047,504.01</u>
TOTAL LIABILITIES & EQUITY	<u><u>1,512,600.96</u></u>

City of Keystone Heights
GF Income-Expenses vs Budget
 Sept 2023

	Sep 23	Oct '22 - Sep 23	Annual Budget	Over/Under Budget
Ordinary Income/Expense				
Income				
310000 · TAXES				
311100 · PROPERTY TAXES	0.00	340,945.82	319,282.11	21,663.71
312410 · GAS TAX	20.73	95,640.10	70,000.00	25,640.10
313300 · UTILITY TAX - CCUA	3,348.74	37,679.50	35,000.00	2,679.50
314103 · UTILITY TAX - ELECTRIC	12,045.33	122,534.68	89,000.00	33,534.68
315000 · LOCAL COMMUNICATION SERVICE TAX	10,336.22	109,449.73	81,500.63	27,949.10
323000 · ADMINISTRATIVE FEE - WASTE	2,153.01	23,030.92	0.00	23,030.92
Total 310000 · TAXES	27,904.03	729,280.75	594,782.74	134,498.01
320000 · LICENSES AND PERMITS				
321102 · BUSINESS TAX	2,025.00	5,154.50	5,200.00	(45.50)
341202 · PERMIT/ZONING RELATED FEES	50.00	2,689.90	20,000.00	(17,310.10)
Total 320000 · LICENSES AND PERMITS	2,075.00	7,844.40	25,200.00	(17,355.60)
335000 · STATE - SHARED REVENUES				
335120 · STATE REVENUE SHARING	5,259.61	67,531.65	58,271.00	9,260.65
335140 · MOBILE HOME LICENSES	47.00	2,121.68	1,200.00	921.68
335150 · ALCOHOL BEV LICENSES	0.00	4,413.70	5,000.00	(586.30)
335180 · HALF CENT SALES TAX	0.00	91,678.43	90,044.00	1,634.43
Total 335000 · STATE - SHARED REVENUES	5,306.61	165,745.46	154,515.00	11,230.46
341000 · CHARGES FOR CITY SERVICES				
350600 · FDOT HIGHWAY MAINTENANCE	0.00	52,055.74	52,055.75	(0.01)
350601 · FDOT TRAFFIC LIGHT REIMBURSEMENT	0.00	13,367.00	13,367.00	0.00
350602 · FDOT STREET LIGHT REIMBURSEMENT	0.00	18,751.99	17,248.00	1,503.99
Total 341000 · CHARGES FOR CITY SERVICES	0.00	84,174.73	82,670.75	1,503.98
360100 · MISC CITY INCOME				
341203 · ELECTION FEES	1,000.00	14.80	14.80	0.00
360102 · FACILITY RENTALS	0.00	5,846.25	5,846.25	0.00
360103 · COPIES/FAXES	880.87	34.30	34.30	0.00
360106A · BANK ACCOUNT INTEREST INCOME	0.00	9,165.72	9,165.72	0.00
360106B · CD - INTEREST INCOME	0.00	924.57	924.57	0.00
360107 · CREDIT CARD PROCESSING FEES	0.00	379.03	379.03	0.00
360109A · NE FL LEAGUE OF CITIES REIMBURS	0.00	3,525.00	3,525.00	0.00
360110 · FESTIVALS & CONCERTS	0.00	11,902.00	11,902.00	0.00
360111 · SFRF FUEL TAX DISTRIBUTION	102.08	75.36	75.36	0.00
360112 · CHARGEPOINT STATION REVENUE	0.00	102.08	102.08	0.00
360100 · MISC CITY INCOME - Other	0.00	18,375.93	18,375.93	0.00
Total 360100 · MISC CITY INCOME	1,982.95	50,345.04	50,345.04	0.00
382000 · INTERNAL SERVICES/REIMBURSEMENT				
382001 · CEMETERY ADMIN AND LABOR REIMB	1,225.36	11,352.63	6,000.00	5,352.63
382002 · CEMETERY LEGAL/AUDIT FEE REIMB	0.00	2,000.00	2,000.00	0.00
382021 · CRA-REIMBURSEMENT -GENERAL FUND	0.00	5,893.73	10,000.00	(4,106.27)
382024 · CRA LEGAL FEE REIMBURSEMENT	0.00	5,000.00	5,000.00	0.00
Total 382000 · INTERNAL SERVICES/REIMBURSEMENT	1,225.36	24,246.36	23,000.00	1,246.36
Total Income	38,493.95	1,061,636.74	930,513.53	131,123.21
Gross Profit	38,493.95	1,061,636.74	930,513.53	131,123.21
Expense				
CULTURE AND RECREATION				
FESTIVALS AND EVENTS				
OPERATING EXPENSES				
572501 · NE FLORIDA LEAGUE DINNER	0.00	3,133.51	3,133.51	0.00
574100 · 2025 CENTENNIAL CELEBRATION	0.00	1,500.00	1,500.00	0.00
574200 · MATERIALS & SUPPLIES	0.00	1,652.55	1,652.55	0.00
574300 · PERSONNEL SERVICES - SECURITY	0.00	1,818.00	1,818.00	0.00
Total OPERATING EXPENSES	0.00	8,104.06	8,104.06	0.00
Total FESTIVALS AND EVENTS	0.00	8,104.06	8,104.06	0.00

City of Keystone Heights
GF Income-Expenses vs Budget
 Sept 2023

	Sep 23	Oct '22 - Sep 23	Annual Budget	Over/Under Budget
PARKS AND RECREATION				
OPERATING EXPENSES				
572330 · LAKE MAINTENANCE FUND	0.00	1,150.00	1,150.00	0.00
572340 · MATERIALS & SUPPLIES-PARKS	68.99	14,952.56	14,952.56	0.00
572370 · PARKS ELECTRIC	746.36	5,693.58	5,693.58	0.00
572380 · PARKS WATER	742.36	6,848.11	6,848.11	0.00
Total OPERATING EXPENSES	1,557.71	28,644.25	28,644.25	0.00
PERSONNEL SERVICES				
572390 · PAYROLL PARKS & REC	90.00	15,301.88	50,000.00	34,698.12
Total PERSONNEL SERVICES	90.00	15,301.88	50,000.00	34,698.12
Total PARKS AND RECREATION	1,647.71	43,946.13	78,644.25	34,698.12
TRANSFERS/COMMUNITY SUPPORT				
519495 · COMM REDEVELOP AGENCY	0.00	79,864.20	42,123.27	(37,740.93)
521600 · HERITAGE COMMISSION EXPENSE	0.00	2,964.39	4,000.00	1,035.61
521610 · LAKES	0.00	0.00	10,000.00	10,000.00
Total TRANSFERS/COMMUNITY SUPPORT	0.00	82,828.59	56,123.27	(26,705.32)
Total CULTURE AND RECREATION	1,647.71	134,878.78	142,871.58	7,992.80
GENERAL GOVERNMENT				
COMPREHENSIVE PLANNING				
OPERATING EXPENSES				
551020 · PLANNER FEES	0.00	0.00	20,000.00	20,000.00
Total OPERATING EXPENSES	0.00	0.00	20,000.00	20,000.00
Total COMPREHENSIVE PLANNING	0.00	0.00	20,000.00	20,000.00
FINANCE AND ADMINISTRATION				
OPERATING EXPENSE				
513141 · VEHICLE ALLOWANCE	461.60	3,231.20	2,400.00	(831.20)
513300 · LIAB/FIRE/AUTO/PROPERTY INSUR	0.00	25,939.00	35,000.00	9,061.00
513350 · TELEPHONE/INTERNET/CATV	650.94	7,613.40	7,500.00	(113.40)
513360 · CITY HALL SUPPLIES	296.47	6,932.75	5,000.00	(1,932.75)
513370 · CITY HALL ELECTRIC	628.50	4,348.69	4,000.00	(348.69)
513390 · CITY HALL WATER	46.41	678.60	700.00	21.40
513400 · MAINTENANCE-BUILDING/EQUIPMENT	0.00	3,418.95	3,500.00	81.05
513402 · MAINTENANCE-COPIER	0.00	1,362.08	1,000.00	(362.08)
513440 · POSTAGE/PRINTING	0.00	414.65	500.00	85.35
513460 · ADVERTISING	0.00	1,241.62	7,000.00	5,758.38
513480 · AUDITING	0.00	17,250.00	20,500.00	3,250.00
513510 · CONTINGENCY CITYHALL/MEMBERSHIP	850.00	9,544.68	9,000.00	(544.68)
513520 · RECODIFICATION	0.00	0.00	1,000.00	1,000.00
513540 · CPA SERVICES	1,050.00	12,600.00	6,000.00	(6,600.00)
513604 · IT HOSTING	1,355.00	27,055.50	17,440.68	(9,614.82)
514001 · PROFESSIONAL FEES-MEDICAL	75.00	225.00	500.00	275.00
514002 · CITY ENGINEERS	0.00	9,983.75	45,000.00	35,016.25
519497 · CREDIT CARD FEES	50.65	1,218.20	700.00	(518.20)
519500 · ELECTION EXP	0.00	3,638.91	2,500.00	(1,138.91)
521120 · MAINTENANCE-GENERATOR	1,049.38	1,719.08	2,000.00	280.92
521702 · SPECIAL MAGISTRATE	0.00	119.84	1,000.00	880.16
541300 · CONTINGENCY PUBLIC WORKS	18.03	384.84	1,000.00	615.16
551023 · CONTINGENCY CODE ENFORCEMENT	0.00	106.80	2,000.00	1,893.20
572505 · MISC OTHER EXPENSE	0.00	190.62	0.00	(190.62)
Total OPERATING EXPENSE	6,531.98	139,218.16	175,240.68	36,022.52
PERSONNEL SERVICES				
513099 · PAYROLL CITY STAFF	20,682.10	169,717.06	143,000.00	(26,717.06)
513111 · CITY HALL/COUNCIL PRTAX	2,234.73	17,154.21	17,000.00	(154.21)
513120 · CONTINGENCY CITY MANAGER	2.50	729.83	2,500.00	1,770.17
513121 · PTO CREDIT	-1,361.20	-17,337.26	35,000.00	52,337.26

City of Keystone Heights
GF Income-Expenses vs Budget
 Sept 2023

	Sep 23	Oct '22 - Sep 23	Annual Budget	Over/Under Budget
513122 · PTO DEBIT	1,361.20	17,337.26	-35,000.00	(52,337.26)
513123 · CONTINGENCY CITY ADMIN	0.00	868.17	1,000.00	131.83
513125 · CONTINGENCY MAYOR/COUNCIL	81.98	4,756.53	6,000.00	1,243.47
513140 · HEALTH INSURANCE	1,368.73	46,080.45	50,725.00	4,644.55
513150 · WORKER'S COMP INSURANCE	0.00	19,863.00	26,000.00	6,137.00
513530 · ICMA MATCH	1,187.64	16,794.96	9,176.30	(7,618.66)
Total PERSONNEL SERVICES	25,557.68	275,964.21	255,401.30	(20,562.91)
Total FINANCE AND ADMINISTRATION	32,089.66	415,182.37	430,641.98	15,459.61
LEGAL				
CONTRACTUAL SERVICES				
514000 · CITY ATTORNEY	5,500.00	60,500.00	59,000.00	(1,500.00)
Total CONTRACTUAL SERVICES	5,500.00	60,500.00	59,000.00	(1,500.00)
Total LEGAL	5,500.00	60,500.00	59,000.00	(1,500.00)
LEGISLATIVE				
PERSONNEL SERVICES				
511100 · PAYROLL MAYOR & COUNCIL	6,000.00	28,000.00	24,660.00	(3,340.00)
Total PERSONNEL SERVICES	6,000.00	28,000.00	24,660.00	(3,340.00)
Total LEGISLATIVE	6,000.00	28,000.00	24,660.00	(3,340.00)
Total GENERAL GOVERNMENT	43,589.66	503,682.37	534,301.98	30,619.61
HUMAN SERVICES				
PERSONNEL SERVICES				
CEMETERY				
541137 · CEMETERY CREW PAYROLL	1,458.98	10,762.22	6,000.00	(4,762.22)
Total CEMETERY	1,458.98	10,762.22	6,000.00	(4,762.22)
Total PERSONNEL SERVICES	1,458.98	10,762.22	6,000.00	(4,762.22)
Total HUMAN SERVICES	1,458.98	10,762.22	6,000.00	(4,762.22)
PUBLIC SAFETY				
CODE ENFORCEMENT				
PERSONNEL SERVICES				
521700 · PAYROLL CE OFFICER	4,550.02	28,997.35	32,163.00	3,165.65
Total PERSONNEL SERVICES	4,550.02	28,997.35	32,163.00	3,165.65
Total CODE ENFORCEMENT	4,550.02	28,997.35	32,163.00	3,165.65
OPERATING EXPENSES				
521905 · EMERGENCY SUPPLIES	0.00	3,250.00	150.00	(3,100.00)
541375 · SAFETY/SECURITY	456.76	10,828.61	14,517.19	3,688.58
Total OPERATING EXPENSES	456.76	14,078.61	14,667.19	588.58
Total PUBLIC SAFETY	5,006.78	43,075.96	46,830.19	3,754.23
TRANSPORTATION				
ROADS AND STREETS FACILITIES				
OPERATING EXPENSES				
541340 · MATERIALS/SUPPLIES	2,056.28	25,749.11	18,000.00	(7,749.11)
541350 · SIGNS & PAVEMENT MARKINGS	0.00	5,655.50	5,000.00	(655.50)
541360 · PW ELECTRIC	308.05	2,348.63	3,000.00	651.37
541365 · PW TELEPHONE/INTERNET/CATV	721.88	7,016.88	8,741.67	1,724.79
541370 · PW WATER	149.14	815.34	1,000.00	184.66
541380 · UTILITIES-ELECTRIC-STREET LIGHT	3,065.00	21,056.97	13,000.00	(8,056.97)
541390 · UTILITIES-ELECTRIC-TRAFFIC LIGH	136.14	1,379.68	1,000.00	(379.68)
541500 · GAS & OIL	1,901.55	16,100.29	14,638.39	(1,461.90)
549657 · TRAFFIC LIGHT REPAIR	0.00	2,126.22	3,000.00	873.78
Total OPERATING EXPENSES	8,338.04	82,248.62	67,380.06	(14,868.56)
PERSONNEL SERVICES				

City of Keystone Heights
GF Income-Expenses vs Budget
 Sept 2023

	Sep 23	Oct '22 - Sep 23	Annual Budget	Over/Under Budget
541100 · PAYROLL PUBLIC WORKS	22,744.70	131,889.16	87,753.00	(44,136.16)
541101 · PW PRTAX	2,204.14	14,280.13	11,500.00	(2,780.13)
Total PERSONNEL SERVICES	24,948.84	146,169.29	99,253.00	(46,916.29)
Total ROADS AND STREETS FACILITIES	33,286.88	228,417.91	166,633.06	(61,784.85)
Total TRANSPORTATION	33,286.88	228,417.91	166,633.06	(61,784.85)
Total Expense	84,990.01	920,817.24	896,636.81	(24,180.43)
Net Ordinary Income	(46,496.06)	140,819.50	33,876.72	106,942.78
Other Income/Expense				
Other Expense				
GRANTS				
DEO GRANT	0.00	0.00	46,000.00	46,000.00
DEO GRANT	0.00	0.00	-46,000.00	(46,000.00)
ARPA	0.00	66,896.00	0.00	(66,896.00)
Total Other Expense	0.00	66,896.00	0.00	(66,896.00)
Net Other Income	0.00	(66,896.00)	0.00	(66,896.00)
Net Income	(46,496.06)	73,923.50	33,876.72	40,046.78

City of Keystone Heights Community Redevelopment Trust Fund
Balance Sheet
As of September 30, 2023

	<u>Sep 30, 23</u>
ASSETS	
Current Assets	
Checking/Savings	
CRA Checking Account	281,204.34
Total Checking/Savings	<u>281,204.34</u>
Total Current Assets	<u>281,204.34</u>
TOTAL ASSETS	<u><u>281,204.34</u></u>
LIABILITIES & EQUITY	
Equity	
Restricted Fund Balance	145,707.49
Net Income	135,496.85
Total Equity	<u>281,204.34</u>
TOTAL LIABILITIES & EQUITY	<u><u>281,204.34</u></u>

INCOME/EXPENSES

Sept 2023

	Sep23	Oct '22 -Sep 23	Annual Budget	Over/Under Budget
Ordinary Income/Expense				
Income				
City Increment Revenue at 95%	0.00	79,864.20	42,824.00	37,040.20
Direct Public Support				
County Funding	0.00	103,002.37	80,000.00	23,002.37
Total Direct Public Support	0.00	103,002.37	80,000.00	23,002.37
Other Types of Income				
OCD Income	0.00	36,000.00	36,000.00	0.00
CIP/Carry forward	0.00	0.00	110,000.00	(110,000.00)
Interest Revenue	265.73	1,853.36	50.00	1,803.36
Total Other Types of Income	265.73	37,853.36	146,050.00	(108,196.64)
Total Income	265.73	220,719.93	268,874.00	(48,154.07)
Gross Profit	265.73	220,719.93	268,874.00	(48,154.07)

Expense				
Business Expenses				
Advertising fees	0.00	1,866.66	10,000.00	8,133.34
Insurance - Liability, D and O	0.00	4,900.00	4,900.00	0.00
Membership Dues	0.00	475.00	1,500.00	1,025.00
Postage, Mailing Service	0.00	0.00	50.00	50.00
Printing and Copying	0.00	36.74	50.00	13.26
Supplies	0.00	0.00	50.00	50.00
Total Business Expenses	0.00	7,278.40	16,550.00	9,271.60
Contract Services				
Audit/Accounting Fees	0.00	11,500.00	11,500.00	0.00
Clay County EDC	0.00	4,000.00	3,000.00	(1,000.00)
Legal Fees	0.00	5,000.00	5,000.00	0.00
LRDC	0.00	0.00	0.00	0.00
SBDC	0.00	0.00	2,000.00	2,000.00
Staff Services-GF	0.00	0.00	10,000.00	10,000.00
Total Contract Services	0.00	20,500.00	31,500.00	11,000.00
Events & Festivals				
5K Run July 4th	0.00	1,907.00	1,800.00	(107.00)
Events and Other	0.00	11,913.78	29,224.00	17,310.22
July Fourth Fireworks Event	0.00	7,500.00	7,500.00	0.00
Kiwanis Parade	0.00	1,551.00	1,800.00	249.00
Outside Event Security Reimburs	0.00	4,806.00	4,000.00	(806.00)
Seasonal Decorations	0.00	12,761.36	15,000.00	2,238.64
Total Events & Festivals	0.00	40,439.14	59,324.00	18,884.86
Other Types of Expenses				
CIP expenses				
Aesthetic/Beach	0.00	0.00	0.00	0.00
Benches/Trash Cans	0.00	12,005.54	10,000.00	(2,005.54)
Grant Contribution Expenses	0.00	5,000.00	50,000.00	45,000.00
Pavilion Outfitting&Furnishings	0.00	0.00	0.00	0.00

INCOME/EXPENSES

Sept 2023

	Sep23	Oct '22 -Sep 23	Annual Budget	Over/Under Budget
Rails to Trails	0.00	0.00	0.00	0.00
Streetscape Improvement	0.00	0.00	75,000.00	75,000.00
Welcome Center Expenses	0.00	0.00	500.00	500.00
Total CIP expenses	0.00	17,005.54	135,500.00	118,494.46
Total Other Types of Expenses	0.00	17,005.54	135,500.00	118,494.46
Total Expense	0.00	85,223.08	242,874.00	157,650.92
Net Ordinary Income	265.73	135,496.85	26,000.00	109,496.85
Net Income	265.73	135,496.85	26,000.00	109,496.85

City of Keystone Heights Cemetery Fund
Balance Sheet
 As of September 30, 2023

	<u>Sep 30, 23</u>
ASSETS	
Current Assets	
Checking/Savings	
Ameris Bank - Cemetery Checking	198,602.96
Ameris Bank - Perpetual Care	43,123.28
Certificate of Deposit - 0060	60,167.12
Certificate of Deposit - 0250	94,217.86
Certificate of Deposit - 5713	<u>52,382.51</u>
Total Checking/Savings	448,493.73
Other Current Assets	
Cemetery Lot Inventory	31,227.43
Inventory Asset	<u>1,929.45</u>
Total Other Current Assets	<u>33,156.88</u>
Total Current Assets	481,650.61
Fixed Assets	
Accumulated Depreciation	-115,395.55
Building	108,931.77
Equipment	44,007.11
Irrigation System	44,469.81
Other Improvements	<u>9,824.85</u>
Total Fixed Assets	91,837.99
Other Assets	
Lease Receivable	<u>505,702.28</u>
Total Other Assets	505,702.28
TOTAL ASSETS	<u><u>1,079,190.88</u></u>
LIABILITIES & EQUITY	
Liabilities	
Long Term Liabilities	
Deferred Inflows of Resources	<u>505,702.28</u>
Total Long Term Liabilities	<u>505,702.28</u>
Total Liabilities	505,702.28
Equity	
Fd Bal Invest Capital AssetNET	91,837.99
Fd Bal Restrict Perpetual Care	240,634.08
Fund Balance-Unrestricted	212,718.76
Net Income	<u>28,297.77</u>
Total Equity	<u>573,488.60</u>
TOTAL LIABILITIES & EQUITY	<u><u>1,079,190.88</u></u>

**City of Keystone Heights Cemetery Fund
Profit & Loss Budget Performance**

Sept
2023

	Sept 23	Oct 22 -Sep 23	Annual Budget	Over/Under Budget
Ordinary Income/Expense				
Income				
Burial Permit Income	300.00	3,600.00	3,000.00	600.00
Cell Tower Rent	1,486.66	17,839.92	13,961.70	3,878.22
Lot Sales	2,100.00	31,500.00	15,000.00	16,500.00
Oper Acct Perpetual Contribut	0.00	7,200.00	0.00	7,200.00
Veterans Memorial Pathway Inc	0.00	35.00	0.00	35.00
Total Income	3,886.66	60,174.92	31,961.70	28,213.22
Gross Profit	3,886.66	60,174.92	31,961.70	28,213.22

Expense				
Audit	0.00	5,625.00	5,000.00	(625.00)
Capital Improvements	0.00	3,000.00	5,561.70	2,561.70
Computer Software Support	2,405.00	2,405.00	1,500.00	(905.00)
Contract Fees	0.00	117.98	0.00	(117.98)
Equipment Purchase			500.00	500.00
Legal	0.00			
Deed Recording Fees	0.00	437.00	200.00	(237.00)
Legal Expense	0.00	2,000.00	2,000.00	0.00
Total Legal	0.00	2,437.00	2,200.00	(237.00)
Perpetual Care Contribution	0.00	7,200.00	7,200.00	0.00
Repairs				
Building Repairs	0.00	0.00	500.00	500.00
Equipment Repairs & Maintenance	0.00	1,383.64	2,000.00	616.36
Total Repairs	0.00	1,383.64	2,500.00	1,116.36
Salaries & Taxes	612.68	9,915.92	6,000.00	(3,915.92)
Supplies	0.00	1,116.29	400.00	(716.29)
Utilities	164.00	1,663.00	1,500.00	(163.00)
Veterans Memorial Pathway Exp	0.00	125.97	300.00	174.03
Total Expense	3,181.68	34,989.80	32,661.70	(2,328.10)
Net Ordinary Income	704.98	25,185.12	(700.00)	25,885.12

Other Income/Expense				
Other Income				
CD Interest Income	0.00	1,853.90	250.00	1,603.90
Interest Income	119.32	1,258.75	100.00	1,158.75
Total Other Income	119.32	3,112.65	350.00	2,762.65
Net Other Income	119.32	3,112.65	350.00	2,762.65
Net Income	824.30	28,297.77	(350.00)	28,647.77

INFRASTRUCTURE
Balance Sheet
As of September 30, 2023

	<u>Sep 30, 23</u>
ASSETS	
Current Assets	
Checking/Savings	
Recapitalization Bank Account	1,610.67
101050 - INFRASTRUCTURE FUND	590,550.79
101060A - INFRASTRUCTURE CD #0063	59,883.90
101060C - INFRASTRUCTURE CD #0408	81,887.09
101060D - INFRASTRUCTURE CD #0409	81,887.09
Total Checking/Savings	<u>815,819.54</u>
Total Current Assets	<u>815,819.54</u>
TOTAL ASSETS	<u>815,819.54</u>
LIABILITIES & EQUITY	
Equity	
Fund Balance - Assigned	1,602.17
Transferred Accounts	-639,946.82
Recap Retained Earnings	6,103.41
Recap Unrestricted Fund Balance	3,665.87
Re - Recap Fund Balance	620,177.54
Fund - Restricted Fund Balance	642,115.65
Net Income	182,101.72
Total Equity	<u>815,819.54</u>
TOTAL LIABILITIES & EQUITY	<u>815,819.54</u>

INFRASTRUCTURE
Profit & Loss Budget Performance
 Sept 2023

	Sep 23	Oct '22-Sep 23	Annual Budget	Over/Under Budget
Income				
312600 · STATE INCOME	13,899.53	181,013.44	156,028.00	24,985.44
361100 · INTEREST INCOME				
361100A · BANK ACCOUNT INTEREST	583.94	4,656.76	150.00	4,506.76
361100B · CD INTEREST	309.30	2,056.52	300.00	1,756.52
361100C · CD 0266	0.00	0.00	0.00	0.00
CRA/Carry Forward	0.00	0.00	120,000.00	(120,000.00)
361100 · INTEREST INCOME - Other	0.00	0.00	0.00	0.00
Total 361100 · INTEREST INCOME	893.24	6,713.28	120,450.00	(113,736.72)
Total Income	14,792.77	187,726.72	276,478.00	(88,751.28)
Expense				
511.300 · OPERATING EXPENDITURES				
511.301 · AUDIT	0.00	5,625.00	4,000.00	(1,625.00)
511.300 · OPERATING EXPENDITURES - Other	0.00	0.00	0.00	0.00
Total 511.300 · OPERATING EXPENDITURES	0.00	5,625.00	4,000.00	(1,625.00)
511.600 · CAPITAL OUTLAY				
FRDAP - Theme Park/Pickle Ball	0.00	0.00	0.00	0.00
Right-of-Way Planning	0.00	0.00	20,000.00	20,000.00
Road Resurfacing	0.00	0.00	0.00	0.00
Road Sys Resurfacing Proj	0.00	0.00	100,000.00	100,000.00
Sidewalk Construction	0.00	0.00	7,500.00	7,500.00
Misc. Projects	0.00	0.00	144,978.00	144,978.00
Total 511.600 · CAPITAL OUTLAY	0.00	0.00	272,478.00	272,478.00
Total Expense	-	5,625.00	276,478.00	270,853.00
Net Income	14,792.77	182,101.72	-	182,101.72

City of Keystone Heights
 Account QuickReport
 As of September 30, 2023

Type	Date	Num	Name	Split	Amount
101015 · BILL ACCOUNT					
Bill Pmt -Check	09/14/2023	EFT	VERIZON WIRELESS	202000 · ACCOUNTS PAYABLE	-329.61
Bill Pmt -Check	09/14/2023	EFT	WASTE MANAGEMENT	202000 · ACCOUNTS PAYABLE	-935.42
Bill Pmt -Check	09/14/2023	EFT	CLAY ELECTRIC COOPERATIVE	202000 · ACCOUNTS PAYABLE	-55.00
Bill Pmt -Check	09/14/2023	EFT	CLAY ELECTRIC COOPERATIVE	202000 · ACCOUNTS PAYABLE	-1,542.00
Bill Pmt -Check	09/14/2023	EFT	CLAY ELECTRIC COOPERATIVE	202000 · ACCOUNTS PAYABLE	-1,497.16
Bill Pmt -Check	09/18/2023		WEX BANK (EXXON MOBILE)	202000 · ACCOUNTS PAYABLE	-1,821.55
Bill Pmt -Check	09/26/2023	EFT	PRINCIPAL LIFE INSURANCE COMPANY	202000 · ACCOUNTS PAYABLE	-213.11
Bill Pmt -Check	09/27/2023	EFT	BLUE CROSS-BLUE SHIELD	202000 · ACCOUNTS PAYABLE	-1,368.73
Bill Pmt -Check	09/27/2023	EFT	CRYSTAL SPRINGS WATER	202000 · ACCOUNTS PAYABLE	-44.97
Bill Pmt -Check	09/27/2023	EFT	CLAY ELECTRIC COOPERATIVE	202000 · ACCOUNTS PAYABLE	-1,523.00
Bill Pmt -Check	09/27/2023	EFT	AFLAC	202000 · ACCOUNTS PAYABLE	-43.86
Bill Pmt -Check	09/28/2023	EFT	CLAY COUNTY UTILITY AUTHORITY - A	202000 · ACCOUNTS PAYABLE	-29.63
Bill Pmt -Check	09/28/2023	EFT	CLAY COUNTY UTILITY AUTHORITY - A	202000 · ACCOUNTS PAYABLE	-39.37
Bill Pmt -Check	09/28/2023	EFT	CLAY COUNTY UTILITY AUTHORITY - A	202000 · ACCOUNTS PAYABLE	-46.41
Bill Pmt -Check	09/28/2023	EFT	CLAY COUNTY UTILITY AUTHORITY - A	202000 · ACCOUNTS PAYABLE	-46.41
Bill Pmt -Check	09/28/2023	EFT	CLAY COUNTY UTILITY AUTHORITY - A	202000 · ACCOUNTS PAYABLE	-633.25
Bill Pmt -Check	09/28/2023	EFT	CLAY COUNTY UTILITY AUTHORITY - A	202000 · ACCOUNTS PAYABLE	-33.07
Bill Pmt -Check	09/28/2023	EFT	CLAY COUNTY UTILITY AUTHORITY - A	202000 · ACCOUNTS PAYABLE	-109.77
Deposit	09/30/2023			360106A · BANK ACCOUNT INTEREST II	5.57
General Journal	09/18/2023	09/30/21-152		101010 · AMERIS BANK - GENERAL AC	10,000.00
Total 101015 · BILL ACCOUNT					<u>-306.75</u>
TOTAL					<u><u>-306.75</u></u>

City of Keystone Heights
Month End Report
As of September 30, 2023

101010 · AMERIS BANK - GENERAL ACCOUNT

Type	Date	Num	Name	Split	Amount
Bill Pmt -Check	09/13/2023	19908	MISSIONSQUARE - 401	202000 · ACCOUNTS PAYABLE	-457.75
Bill Pmt -Check	09/13/2023	19907	MISSIONSQUARE - 457	202000 · ACCOUNTS PAYABLE	-99.04
Bill Pmt -Check	09/13/2023	19921	AAA EVENT SERVICES, LLC	202000 · ACCOUNTS PAYABLE	-210.00
Bill Pmt -Check	09/13/2023	19910	BRADLEY, GARRISON & KOMANDO, PA	202000 · ACCOUNTS PAYABLE	-5,500.00
Bill Pmt -Check	09/13/2023	19916	BRYAN'S ACE HOME CENTER	202000 · ACCOUNTS PAYABLE	-221.54
Bill Pmt -Check	09/13/2023	19912	CARQUEST AUTO PARTS	202000 · ACCOUNTS PAYABLE	-80.43
Bill Pmt -Check	09/13/2023	19915	FDOT	202000 · ACCOUNTS PAYABLE	-9.06
Bill Pmt -Check	09/13/2023	19922	FLORIDA LABOR LAW POSTER SERVICE	202000 · ACCOUNTS PAYABLE	-99.50
Bill Pmt -Check	09/13/2023	19909	KARA L. GRIFFIN	202000 · ACCOUNTS PAYABLE	-300.00
Bill Pmt -Check	09/13/2023	19913	KEYSTONE POWER EQUIPMENT SALES	202000 · ACCOUNTS PAYABLE	-209.02
Bill Pmt -Check	09/13/2023	19917	NORTHEAST FLORIDA LEAGUE OF CITIZENS	202000 · ACCOUNTS PAYABLE	-75.00
Bill Pmt -Check	09/13/2023	19914	RING POWER CORPORATION	202000 · ACCOUNTS PAYABLE	-336.00
Bill Pmt -Check	09/13/2023	19919	RIVIERE TIRE CO., INC.	202000 · ACCOUNTS PAYABLE	-111.00
Bill Pmt -Check	09/13/2023	19918	STARKE FAMILY MEDICAL CENTER	202000 · ACCOUNTS PAYABLE	-75.00
Bill Pmt -Check	09/13/2023	19911	U.S. POSTAL SERVICE	202000 · ACCOUNTS PAYABLE	-152.00
Bill Pmt -Check	09/13/2023	19920	VICTORIA ROTHWELL	202000 · ACCOUNTS PAYABLE	-300.00
Bill Pmt -Check	09/14/2023	19923	CLAY ELECTRIC COOPERATIVE	202000 · ACCOUNTS PAYABLE	-266.91
Bill Pmt -Check	09/21/2023	19924	MISSIONSQUARE - 457	202000 · ACCOUNTS PAYABLE	-99.04
Bill Pmt -Check	09/21/2023	19925	MISSIONSQUARE - 401	202000 · ACCOUNTS PAYABLE	-457.75
Bill Pmt -Check	09/25/2023	19926	KEYSTONE HEIGHTS CEMETERY	202000 · ACCOUNTS PAYABLE	-1,150.00
Bill Pmt -Check	09/26/2023	19929	COMCAST	202000 · ACCOUNTS PAYABLE	-1,038.02
Bill Pmt -Check	09/26/2023	19927	ELIZABETH WEBB	202000 · ACCOUNTS PAYABLE	-300.00
Bill Pmt -Check	09/26/2023	19934	CIVICPLUS LLC	202000 · ACCOUNTS PAYABLE	-225.00
Bill Pmt -Check	09/26/2023	19937	COMCAST	202000 · ACCOUNTS PAYABLE	-461.95
Bill Pmt -Check	09/26/2023	19930	WINNING CONCEPTS	202000 · ACCOUNTS PAYABLE	-56.98
Bill Pmt -Check	09/26/2023	19931	S.E. WILLIAMS ELECTRIC	202000 · ACCOUNTS PAYABLE	-702.00
Bill Pmt -Check	09/26/2023	19932	NEW RIVER TECHNOLOGY, LLC	202000 · ACCOUNTS PAYABLE	-1,130.00
Bill Pmt -Check	09/26/2023	19933	FDOT	202000 · ACCOUNTS PAYABLE	-2.50
Bill Pmt -Check	09/26/2023	19935	REBECCA E. WILLIAMS, CPA, PA	202000 · ACCOUNTS PAYABLE	-1,050.00
Bill Pmt -Check	09/26/2023	19936	KEYSTONE POWER EQUIPMENT SALES	202000 · ACCOUNTS PAYABLE	-458.21
Bill Pmt -Check	09/27/2023	EFT	FISERV.	202000 · ACCOUNTS PAYABLE	-50.65
Deposit	09/08/2023			-SPLIT-	625.00
Deposit	09/12/2023			-SPLIT-	700.00
Deposit	09/18/2023			-SPLIT-	102.08
Deposit	09/18/2023			-SPLIT-	12,795.33
Deposit	09/08/2023			335140 · MOBILE HOME LICENSES	11.75
Deposit	09/08/2023			335140 · MOBILE HOME LICENSES	11.75
Deposit	09/15/2023			335140 · MOBILE HOME LICENSES	11.75
Deposit	09/19/2023			335120 · STATE REVENUE SHARING	5,259.61
Deposit	09/20/2023			335140 · MOBILE HOME LICENSES	11.75
Deposit	09/21/2023			315000 · LOCAL COMMUNICATION SE	10,336.22
Deposit	09/13/2023			341202 · PERMIT/ZONING RELATED FE	10.00
Deposit	09/08/2023			-SPLIT-	50.00

City of Keystone Heights
 Month End Report
 As of September 30, 2023

Type	Date	Num	Name	Split	Amount
Deposit	09/12/2023			321102 · BUSINESS TAX	25.00
Deposit	09/25/2023			Cemetery Lot Sales Received	1,150.00
Deposit	09/26/2023			-SPLIT-	1,205.73
Deposit	09/28/2023			382001 · CEMETERY ADMIN AND LABC	612.68
Deposit	09/28/2023			-SPLIT-	6,156.75
Deposit	09/22/2023			321102 · BUSINESS TAX	25.00
Deposit	09/30/2023			360106A · BANK ACCOUNT INTEREST I	852.81
General Journal	09/08/2023	09/30/21-150		2100 · Payroll Liabilities	-10,095.01
General Journal	09/08/2023	09/30/21-150		2100 · Payroll Liabilities	-205.01
General Journal	09/08/2023	09/30/21-150		2100 · Payroll Liabilities	-2,740.54
General Journal	09/08/2023	09/30/21-150		2100 · Payroll Liabilities	-199.90
General Journal	09/18/2023	09/30/21-152		101015 · BILL ACCOUNT	-10,000.00
General Journal	09/22/2023	09/30/21-153		2100 · Payroll Liabilities	-11,881.28
General Journal	09/22/2023	09/30/21-153		2100 · Payroll Liabilities	-205.01
General Journal	09/22/2023	09/30/21-153		2100 · Payroll Liabilities	-3,248.60
General Journal	09/22/2023	09/30/21-153		2100 · Payroll Liabilities	-216.70
General Journal	09/26/2023	09/30/21-156		2300.1 · Due To/From CIP Fund	-13,899.53
General Journal	09/22/2023	09/30/21-157		2100 · Payroll Liabilities	-11,881.28
General Journal	09/22/2023	09/30/21-157		2100 · Payroll Liabilities	-205.01
General Journal	09/22/2023	09/30/21-157		2100 · Payroll Liabilities	-3,248.60
General Journal	09/22/2023	09/30/21-157		2100 · Payroll Liabilities	-216.70
General Journal	09/22/2023	09/30/21-18		2100 · Payroll Liabilities	-11,881.28
General Journal	09/22/2023	09/30/21-18		2100 · Payroll Liabilities	-205.01
General Journal	09/22/2023	09/30/21-18		2100 · Payroll Liabilities	-3,248.60
General Journal	09/22/2023	09/30/21-18		2100 · Payroll Liabilities	-216.70
					<u>-59,525.90</u>
					<u>-59,525.90</u>

Total 101010 · AMERIS BANK - GENERAL ACCOUNT
 TOTAL

City of Keystone Heights Community Redevelopment Trust Fund
Expenses by Vendor Detail
September 2023

	Type	Date	Num	Memo	Account	Clr	Split	Amount	Balance
TOTAL									<u>0.00</u>

City of Keystone Heights Cemetery Fund
Expenses by Vendor Detail
 September 2023

Type	Date	Num	Memo	Account	Clr	Split	Amount	Balance
City of Keystone Heights								
Bill	09/20/2023		To reimburse GF for Cemetery hours	Salaries & Taxes		*Accounts Payable	612.68	612.68
Total City of Keystone Heights							612.68	612.68
Clay Electric Cooperative, Inc.								
Bill	09/13/2023	07/30-09/01/23	Monthly service 07/30-09/01/23	Utilities		*Accounts Payable	69.00	69.00
Bill	09/13/2023			Utilities		*Accounts Payable	0.00	69.00
Bill	09/13/2023	07/30/23-09/01/23	Monthly Service 07/30/23-09/01/23	Utilities		*Accounts Payable	95.00	164.00
Total Clay Electric Cooperative, Inc.							164.00	164.00
SITE INDUSTRIES								
Bill	09/26/2023	22230	ANNUAL RENEWAL	Computer Software Support		*Accounts Payable	2,405.00	2,405.00
Total SITE INDUSTRIES							2,405.00	2,405.00
TOTAL							3,181.68	3,181.68

INFRASTRUCTURE
Expenses by Vendor Detail
September 2023

	<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Memo</u>	<u>Account</u>	<u>Clr</u>	<u>Split</u>	<u>Amount</u>	<u>Balance</u>
TOTAL								<u>0.00</u>	<u>0.00</u>

MINUTES
KEYSTONE HEIGHTS CITY COUNCIL MEETING
555 S. Lawrence Blvd., Keystone Heights, Florida
Monday, October 2, 2023 6:00 p.m.

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

Call to Order: 6:00 pm

Invocation led by: Charlie Van Zant

Pledge of Allegiance led by: Charlie Van Zant

Roll Call: City Manager - Present: Mayor Rodenroth, Vice Mayor Thompson, Councilman T. Brown, Councilman Hart **Absent: Councilman B. Brown.**

Ms. Rutkowski stated there had been vandalism behind the building and playground. It was agreed upon that there would be no formal charges brought against the individuals.. But the individuals will have community services hours and to clean up what was done, and come before the counsel with their apologies. Miss Alexa, Miss Cheyene and Miss Kate all addressed council separately with their apologies.

1. Public Comments

- a. Mr. David Kirkland from the Airport Authority discussed the issue of Resolution amendment Section 38 that is being proposed to be on the next ballot. He agrees replacing the National Guard representative with a new city seat. Also, he would like to see a second resolution with the Airport separate from the city and the verbiage to be more transparent to the voters. Lastly, he wanted to discuss the comments from the last council meeting from Vice Mayor Thompson.
- b. Dr. John Zetter from Keystone Heights would vote to keep the airport and the city separate. He would like to see more people informed with the utube channel.

2. Events/Pavilion: Nothing to report

3. Resolutions/Ordinances

- A. [Resolution 2023-08, Charter Amendment](#) Motion made by Vice Mayor Thompson to read by Title. Seconded by Councilman Hart. Discussion by council; Councilman T. Brown would like things to be separated so it's not confusing to the public. Councilman Hart agreed. Motion was made by Vice Mayor Thompson to approve. There was No second. Motion dies. Attorney Komando said he would come back next meeting with a new ordinance.

4. Consent Agenda

Motion made by Councilman Hart and Seconded by T. Brown to approve the Consent Agenda as presented. Vote Passed: 4-0

Financials August 2023

Payables August 2023

[Minutes](#)

[September 11 Council Minutes](#)

[September 25 Council Minutes](#)

5. City Business

City Counsel

- A. Councilman Bobby Brown Resignation: County Manager Rutkowski received the letter of resignation from Councilman Bobby Brown. This will be effective October 1, 2023. She will put together a timeline for filling that seat which will go to April 13, 2024.
- B. Council Appointment Timeline: Letters of interest will be open from October 3, 2023 to October 13, 2023. Manager Rutkowski will email out packets to candidates that qualify. On October 23 at 10:00 am there will be a workshop that will coincide with the special council meeting to be able to appoint Seat 5.
- C. City Clerk Position: Manager Rutkowski was drafting a description of the job and salary for the City Clerk position. She is requesting a timeline from the council for this position. Position would be advertised on website and sign. Applications need to be in by October 31, 2023. There will be a special meeting in November to go over the applicants.

City Manager position was discussed by council. All members would oppose Manager Rutkowski to leave but would honor her wishes. Discussion by counsel that a City Clerk to be in place, performance review and salary increase to have Manager Rutkowski to stay on. Manager Rutkowski would like a smooth transition for everyone, and asked to stay on through February possibly March.

City Manager Rutkowski tendered her resignation verbally at the last Council meeting.

- D. DRMP Parks Plan; it has been revised with their new consultant; should be completed by the end of January 2024. Motion was made by Vice Mayor Thompson to move forward with the DRMP plan; Seconded by Councilman Hart Passed 4:0
- F. Park Rules; Rules will be posted. Change for anyone under 16 must be accompanied by an Adult. Vice Mayor Thompson made the motion that any amendments need to be done before first reading. Seconded by T. Brown. Passed 4:0
- G. Heritage Commission; will host a workshop on October 23, 2023 at 10:30am to talk about the museum and Save the Lakes group regarding the fishing pier.

6. Committee Reports/Recommendations

City Manager

- A. Budget and Finance; Budget 2023 approved and submitted to the Department of Revenue with in all regulations and guidelines and legal. We are in line to adopt our 2023-2034 budget.

- B. Growth Management; no report.

Councilman Hart

- C. Keystone Height Airport Authority;

David Kirkland

Workshops were established with a scoring matrix for hiring the Airport Manager. They had five candidates to interview. Selection was made; the Airport Manager is Craig Koon.

Mr. Craig Koon addressed council; went over his 20 years of experience and was excited for this opportunity, and has always an open door policy.

FDOT Spaceport Aviation has had its annual inspection; airport is in compliance with no deficiencies. The airport was put on the list for funding for the repainting

of the runways. The cost would approximately be \$150,000. The airport was on this list last year also.

Mr. Koon and Mr. Shurbach are going forward getting a airfield supervisor their moving forward with job announcements and are being emailed to the career resource entities that they utilize.

- D. Planning and Zoning; *City Manager*
PopEyes restaurant will be open on Wednesday. Conversations with Mr. Wiggins over the PUD and also conversations that applications will be forth coming in front of counsel.
- E. Heritage Commission *Christina Arnold*
Boo on the Boulevard using a photo booth at Christine's house driveway.

- 7. Council Comments:** Response to Mr. Kirkland from Vice Mayor Thompson; Nothing personal to anyone at the airport; most ofher comments were from utube meetings; very little of personal feelings.
Councilman T. Brown said to come out to support the Keystone Indians Homecoming this Friday night.
Mayor Rodenroth attended SheriffCook's fundraiser and she had a great turnout. Minutes with the Mayor will be Saturday, October 14, 2023 at 10:00am to noon encouraging the community to come and have some brainstorming with ideas to better Keystone.
- 8. CCSO Update- Chief Jeremy Clark;** The Chief went over the statistics of crime, accidents, 911 calls, etc. for this year compared to the past. The Safe Watch app has proved to work. He wanted to remind everyone tomorrow night, October 3 is National Night Out.
- 9. Ciity Manager Report- Lynn Rutkowski;** Ms. Rutkowski asked to see if the Mayor can sit in on the Airport council meeting for her as a liaison. There will be Special Counsel meeting October 23 at 10:00 regarding City Council Seat 3, First reading of the Ordinance 604 Keystone Beach and Ordinance 605 Airport Seat. November 20, 2023 will be the last meeting of the year scheduled for 6pm. Ms. Rutkowski has continued her conversations with Miss Erin with Smart Cities. Also, working again with Manzanna for the park. The park project should be wrapped up in January 2024.
- 10. City Attorney Report - Rich Komando;** no report.

Meeting adjourned 7pm

MINUTES
KEYSTONE HEIGHTS SPECIAL COUNCIL MEETING
555 S. Lawrence Blvd., Keystone Heights, Florida
Monday, October 23, 2023

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.

Call to Order: Mayor Rodenroth

Roll Call: City Manager - Present: Mayor Rodenroth, Vice Mayor Thompson, Councilman T. Brown, Councilman Hart Absent: Councilman B. Brown.

1. Public Comments:

- a. David Kirkland would like to commend all the worthy candidates that are here to fill seat 3. He especially would like to show support for Dan Lewandowski.

2. Resolutions/Ordinances

- A. [First Reading Ordinance 2023-604 Park Rules](#); Councilman Hart made a Motion to read by short Title; Councilman T Brown seconded it. Ordinance read by Attorney Rich Komando. Open for Public comment; No comment. Open for Discussion; City Manager Rutkowski said that the additions to the ordinance would be anyone 16 or younger must have an adult or guardian of least 21 years of age supervision who will accompany them when they are at the park. Discussion followed. Motion made by passage with change by Councilman Hart seconded by Vice Mayor Thompson. Vote: passed 4-0. Second reading will be at November 20, 2023 council meeting.
- B. [First Reading Ordinance 2023-605 KHAA Seat](#) Councilman Hart made a Motion to read by short Title; Councilman T Brown seconded it. Ordinance read by Attorney Rich Komando. Open for Public comment; No comment. Open for Discussion. No discussion. Motion made by passage Councilman T. Brown seconded by Vice Mayor Thompson. Vote: passed 4-0 Second reading will be at November 20, 2023 council meeting.

5. Seat 3 Appointment

Three individuals came before council to be considered for Seat 3 for the remaining time of Councilman B. Brown term. Ryan Knight, Dan Lewandowski, and Elston Kussler,

Councilman had questions for 2 of the individuals and commended all who came to seek the position. Councilman Hart suggested that the remaining 2 candidates

continue to get involved in the community and to seek positions on standing committees, such as Planning and Zoning or Heritage Commission.

Discussion continued from the council. Councilman T. Brown said that he would not be seeking another term. Also, Councilman S. Hart stated he would not be seeking another term. Both councilman expressed this would be a future opportunities to the candidates that will not be filling the appointment of seat 3.

Motion made by Councilman Hart to have Dan Lewandowski to fill Seat 3 and seconded by Vice Mayor Thompson. Vote: 3-1

Sunset has been set in at this time for Mr. Lewandowski per Attorney Komando.

City Manager said that Mr. Lewandowski will be sworn in sometime this week.

Meeting Adjourned

City of Keystone Heights
City Council Workshop
Monday, October 23, 2023 at 10:30 am
City Council Room
555 S. Lawrence Blvd., Keystone Heights, FL

1. Roll Call – City Manager; Mayor Rodenroth, Vice Mayor Thompson, Councilman Hart, Councilman T. Brown. Staff; City Manager; Lynn Rutkowski, Attorney Richard Komando.
2. Public Comments: - None
3. **Fishing Pier** – Ms. Vivian Katz James, President of Save our Lakes. Ms. James provided a packet to council regarding the Fishing pier with tentative costs and pictures of existing piers. She discussed funding and where she would be hoping to obtain funds for the project. She is asking the council for \$25,000 from the Lake fund. There may also be extra funds from the volunteer Fire Department. Ms. James has spoken to Jim Renner from Chemours, and she said that he would be interested in helping after the first of the year. She will also speak with the county regarding the pier being a tourism aspect for the county and to see about obtaining funds from the County.

Ms James brought to council Mr. Scott Slater of Holbrook Manufacturing. He went into further explanation of the specifics of constructing the pier. He discussed the materials of construction with the basic pier and another example of a pier with a jet ski port. There was also discussion of where the pier would be placed. Mr. Slater stated that there would need to be a 30% deposit before construction would begin. He would come before the council with a packet for approval.

City Manager, Ms. Rutkowski, had mentioned that the lake is not open for motorized vehicles during the year, unless it is the jet ski event that we have once a year. The money allotted for that jet ski port in the packet was estimated at \$18,000, that money may be better used in other areas. This may be something to consider later.

Vice Mayor Thompson said that with the water coming up it would be great to have this accessory to the lake.

Councilman Hart said assuming that this will be on our next Agenda. Attorney Komando had said that there are certain requirements; this will need to go out to bid since you are spending tax dollars. There will need to be public notice.

Geneva Restoration Project: Ms. James is working with the Water District Management, and the DEP to in removing the forest in the lakebed. The timber may be used for funding. She would eventually like to talk to Bass fisherman to eventually stock it.

Mayor asked Mr. Komando about the bid process to expedite the fishing pier project. He had stated to get specs and have the council vote on the next meeting.

4 [Museum – Heritage Commission](#) – Diedra Murry

Mayor said that because this is taxpayer's money to pay for this museum, there are considerations of where is this to go, who is to build it.

Mayor Rodenroth's position is to have a proposal, it would have to be presented to either have a stand-alone building or part of another building being City Hall, and where it needs to go. It would then have to go out to bid, and counsel would make a decision on this selection. There are other concerns, we are looking at a new city hall. Would the museum be in that building, or would it be a stand alone building.

Karen from the Heritage Commission just wants to know if the museum is something that the counsel is supporting. Further discussion on where the building would be.

Councilman Hart is in favor of the museum. He is also in favor of a standalone building, stick-built. It would be more in the timeline of the centennial. He would like to see it next to City Hall.

Karrie from the Heritage Commission had said that she that the original proposal was more like a shed. She had discussed that she would not be in favor of having a new City Hall where the tennis courts and basketball courtside. She would rather see a police department than a new City Hall.

Mayor Rodenroth said that Location, quote on specs and then go out to bid. We have only one meeting this year left in November. We are looking for at least six months for this project.

Councilman T. Brown said that he would like to see it as a stick-built building versus a shed for fear it would get broken into. A police department and fire department I would love to have it but we can't afford it. This has been brought up before and we did research into having a police department. It is not feasible.

City Manager Lynn Rutkowski said to have this put this on the next agenda. To have the conversation to where it needs to be. To make a motion that it is something that the counsel wants to move forward on and to have further conversation on this matter.

Mayor Rodenroth suggested to the Heritage Commission that the next step would be to have a contractor come with a conceptual bid of what it would cost to put up a building next to City Hall. This can be discussed at the next City Council meeting on November 20, 2023. Meeting ended.

City Manager

Qualifications and Job Description

Adopted by the City Council on June 12th, 2015

General Purpose

Perform high level administrative, technical and professional work in directing and supervising the administration of City government, both day-to-day and long range operations as well as the planning and carrying out of those activities. Responsible for the administration and implementation of policy and law as adopted by the City Council. The qualifications set out in this document are aspirational and the City Council may waive or amend qualifications if a candidate for the position is otherwise qualified in the judgement of the Council.

Education and Experience

Preferably, a bachelor's degree is in business administration/accounting/public administration/related field or equivalent experience in local government or the military. A qualified applicant will be preferred if the candidate has had ~~must have~~ experience in local government administration, including financial management, budget preparation and downtown redevelopment. Florida experience preferred. A minimum of five years of public, corporate, or military administration experience is required, within the past seven years preferred. Past local government experience of individual must show performance in areas that include government accounting, budgeting and finance, human resource management, information technology, risk management, grants procurement and administration, economic development strategies, Community Redevelopment Agencies (CRAs), understanding of state laws, and other related matters including land use planning, zoning regulations, engineering, public works and emergency management. Prior Florida government preferred.

Skills and Past Performance

Administrative ability. Must have demonstrated performance in human resources and/or collective bargaining for a community having not less than 5 employees. Good communication skills are a must, including the ability to listen, communicate with various segments of the community, and develop good relations with the business community. Person must be willing to devote whatever time is necessary to achieve the goals and guidelines established by the council. Knowledge of how to organize departments and demonstrated leadership qualities are desirable. Knowledge of computer, including but not limited to Microsoft office programs and all standard office equipment. Must be bondable and maintain Notary Public Status.

Council relations. Ability to take time and interest in working with council members to keep them informed and explain technical processes. Should be able to adequately inform the council on a regular basis so there are no surprises. Both written and oral communications with the council are essential. The person must be able to accept constructive criticism and to implement the needed changes. Candidate must be open and

honest with the council and able to present all sides of an issue that affect the locality. The individual must be able to carry out the intentions and directions of the council enthusiastically and shall serve at the pleasure of the city council.

Budget and finance. Must have prior experience in managing a city budget. Experience and expertise in grant procurement is desirable, as well as dealing with locally-owned utility finances.

Collective bargaining/human resource management. Must have some knowledge of Florida labor relations law, with preferred demonstrated ability in the collective bargaining process. Must demonstrate a personality that can communicate the local government's goals and needs to employees.

Community relations. Candidate must have demonstrated involvement in community activities. Experience working with and understanding the needs of the business community is highly desirable. Candidate should be able to present a confident image of the local government to the community at large. Must be able to demonstrate a positive, productive attitude to citizens of the community.

Intergovernmental relations. Must be able to relate to and develop a good working relationship with other local governments, county governments, community organizations, schools, and state and federal agencies.

Pursuant to the Duties as prescribed in City Ordinances 2010-513 and 2006-438, and Section 6 of the City Charter (amended on November 15th, 2010):

Section 6(a): There shall be an office of city manager who shall be the chief administrative officer of the city. The city manager shall be responsible to the city council for the administration of all city affairs. The city manager shall be appointed by the city council solely on the basis of his or her executive and administrative qualifications, and shall serve at the pleasure of the city council. He or she may or may not be a resident of the city. The city manager shall:

1. Execute the laws and administer the government of the city except as limited in this Charter;
2. Appoint, and when necessary for the good of the city, remove all officers and employees of the city, except for those officers appointed or employed by the council in accordance with the provisions of this Charter, unless these powers are otherwise limited by law;
3. Prepare the budget annually and submit it to the city council;
4. Prepare and submit to the City Council, as of the end of the fiscal year, a complete report on finances and administrative activities of the city for the preceding year;
5. Keep the city council advised of the financial condition and future needs of the city and make such recommendations as he or she may deem desirable;
6. Perform such other duties as may be prescribed by this Charter or may be required of him or her by the city council not inconsistent herewith.

City Manager additional duties

- Carries out the policies adopted by the elected officials and when appropriate recommend changes to current policies.
- Manages day to day operations of city services, which may include public works, public administration services, public safety, planning and economic development, parks and recreation, waste management and the cemetery. Maintains working relationship with Clay County Utility Authority, water and sewer provider, for city and county customers.
- Prepares the annual budgets, submit it to elected officials for approval, and implement budget.
- Prepares the city's Capital Improvement Plan.
- Ensures fiscal responsibility and modern accounting practices.
- Develops performance measurement systems for city services.
- Applies for and administers federal, state, and county grant funding.
- Recruits, hires, fires and supervises the workforce of the city.
- Research and make recommendations on topics of interest to the council.
- Meet with citizens and citizen groups to identify their needs.
- Providing executive leadership which encourages good performance by city workers.
- Operating the city with a professional understanding of how all city functions operate together to their best effect.
- Attends all city council and committee meetings.
- Prepares council and board meeting agenda and supporting materials.
- Develops long-range plans with guidance from elected officials and assists in the achievement of common goals and objectives.
- Facilitates the flow and understanding of ideas and information between elected officials, employees, and citizens.
- Solicit bids from contractors and select or recommend the appropriate individual(s) or organization(s) to perform the work.
- Required to maintain certification in FEMA/NIMS courses and become knowledgeable will local and county emergency planning operations.
- Draft proclamations and resolutions as needed for consideration by the Council.
- Responsible for assuring laws and ordinances are faithfully performed.
- Prepare and/or administer City polices and procedure manuals, and similar materials for City Council review and approval.
- At times the City Council may assign additional duties

Information from Florida League of Cities Web Site

<http://citystats.flcities.com/>

Note: Stats are for 2020; Consumer Price Index for Urban Wage and Clerical Workers (CPI-W) was 254.004 in September 2020 and 302.257 in September 2023...an increase of 8.4%

<u>City</u>	<u>Population</u>	<u>Manager Salary (2020)</u>	<u>Adjust for Inflation</u>
Alachua	10,298	\$ 147,798	\$ 160,213
Micanopy	615	\$ 63,000	\$ 68,292
*Hawthorne	1456	\$ 80,000	\$ 86,720
Penney Farms	773	\$ 56,000	\$ 60,704
High Springs	6444	\$ 100,000	\$ 108,400
Starke	5438	\$ 95,000	\$ 102,980
Keystone Heights	1357	\$ 62,500	\$ 67,750

*** City of Hawthorne Information as of 2020:**

<http://citystats.flcities.com/Survey/Responses?cityID=267&year=2020&renderStyle=True&showTitle=True>

16 full- time employees....no part-time

Furnished by City employees:

Cemetery

Courts and playing fields

Senior Citizen Center

Water

Waste Water

Storm Water

From The League : Only Current Job Opening at De Funiak Springs FL., Walton County (Panhandle)

<https://www.floridaleagueofcities.com/research-resources/jobs>

Population 6300

Range: 100,000-126,000

8 part-time and 110 full-time employees including police and fire

Services provided by City:

Airport

Cemetery

Park

Police (20 officers)

Fire (13 firemen)

Natural Gas

Waste collection

Cities with similar populations (+/- 300 citizens) Source: Florida League of Cities, 2019 and 2020 data

City	County	Type of Govt	Popula- tion	Mayor Salary	Clerk Salary	Manager Salary	Total Top 3	Total Expenditures 2018-19
Gulf Stream	Palm Beach	Council-Manager	1032	\$ -	\$ 131,850	\$114,747.00	\$ 246,597	\$ 6,111,800
Palm Shores	Brevard	Council-Strong Mayor	1132	\$75,000	\$ 50,000	\$ -	\$ 125,000	\$ 426,813
Center Hill	Sumter	Council-Weak Mayor	1148	\$ 3,600	\$ 56,000	\$ -	\$ 59,600	\$ 1,105,459
Bronson	Levy	Council-Weak Mayor	1166	\$ 9,600	\$ 45,656	\$ -	\$ 55,256	\$ 2,110,256
Archer	Alachua	Council-Manager	1201	\$ 6,180	\$ 50,470	\$ 78,057	\$ 134,707	\$ 1,414,914
Bradenton Beach	Manatee	Council-Weak Mayor	1202	\$ 9,600	\$ 74,298	\$ -	\$ 83,898	\$ 4,381,650
Inglis	Levy	Council-Weak Mayor	1311	\$ 4,800	\$ 42,661	\$ -	\$ 47,461	\$ 1,861,140
Callahan	Nassau	Council-Weak Mayor	1315	\$ 9,600	\$ 15,000	\$ 63,000	\$ 87,600	\$ 2,292,318
San Antonio	Pasco	Council-Weak Mayor	1320	\$ 1,200	\$ 55,000	\$ -	\$ 56,200	\$ 880,278
St. Leo	Pasco	Council-Weak Mayor	1325	\$ -	\$ 51,500	\$ -	\$ 51,500	\$ 377,347
Interlachen	Putnam	Council-Weak Mayor	1350	\$ 4,200	\$ 46,842	\$ -	\$ 51,042	\$ 1,210,874
Keystone Heights	Clay	Council-Manager	1357	\$ 5,100	\$ 33,200	\$ 67,000	\$ 105,300	\$ 3,067,397
Baldwin	Duval	Council-Strong Mayor	1415	\$12,000	\$ 58,400	\$ 33,046	\$ 103,446	\$ 5,307,228
Lake Hamilton	Polk	Council-Manager	1430	\$ 700	\$ 40,000	\$ 69,481	\$ 110,181	\$ 3,463,168
South Palm Beach	Palm Beach	Council-Manager	1448	\$ 6,000	\$ 62,000	\$ 100,000	\$ 168,000	\$ 2,985,007
Hawthorne	Alachua	Council-Manager	1456	\$ 7,200	\$ 50,065	\$ 80,000	\$ 137,265	\$ 2,461,425
Indian Shores	Pinellas	Council-Strong Mayor	1467	\$13,171	\$ 62,000	\$ 118,000	\$ 193,171	\$ 4,509,123
Redington Beach	Pinellas	Council-Strong Mayor	1481	\$ 6,000	\$ 67,486	\$ -	\$ 73,486	\$ 1,979,496
Crescent City	Putnam	Council-Manager	1583	\$ 9,938	\$ 37,440	\$ 85,000	\$ 132,378	\$ 3,729,754
Belleair Beach	Pinellas	Council-Manager	1591	\$ -	\$ 68,103	\$ 99,000	\$ 167,103	\$ 6,081,958
Anna Maria	Manatee	Council-Strong Mayor	1623	\$19,666	\$ 113,000	\$ -	\$ 132,666	\$ 7,447,414
Gretna	Gadsden	Council-Manager	1656	\$12,500	\$ 8,700	\$ 96,000	\$ 117,200	\$ 2,951,844
					\$ 1,219,671	\$ 1,003,331	\$2,439,057	
				Ave Salary	\$ 55,440	\$ 83,611	\$ 110,866	

For the 21 Cities of data
 Average millage rate: 4.0233
 Median mileage rate: 4.0114
 Keystone Heights mileage rate: 4.2901

Cities of similar populations that did not submit data: Century, Howey-in-the-hills, North Redington Beach, Mayo, and Palm Beach Shores

City/Town Comparisons

For use in determining a salary range for our
new city manager

Data Provided by: Florida League of Cities

Analysis Provided by: Councilman Dan Lewandowski

Purpose

Provide data and analysis to help guide the Keystone Heights City Council in determining a salary range for the new City Manager.

Analysis Methodology

- Request to the Florida League of Cities for data
- Analysis based on three separate criteria
 - Cities with similar populations – Leadership effort should be about the same to support similar populations
 - Cities with similar expenditures – Large city budgets have more responsibilities, smaller city budgets have smaller responsibilities. Comparison of similar expenditure cities should have somewhat similar levels of responsibility.
 - Cities with similar number of employees/departments. Larger numbers of employees equals more effort, smaller numbers of employees equals less effort.
- For each city: sum the salaries of the mayor, clerk and manager
 - Cities are different, may not have every position, workload is not allocated the same in every city. Therefore: The sum is representative of the total leadership effort
- Results then give a range of salaries based on the separate criteria and the existing leadership roles in the city

Florida Cities – Population Analysis

- Based on the population of Keystone Heights, there are 21 other communities in Florida with a population that is +/- 330 citizens (and have provided data to the FL League of Cities)
- For the 21 other cities with similar populations, the average TOTAL salary for the top three leaders (Mayor, Clerk, & Manager) is \$110,866
- Therefore:
 - If we pay our Mayor and Clerk about \$40K to \$50K
 - And, if we pay our top three leaders the average of similar sized cities
 - That leaves us about \$61K to \$71K for the pay of our Manager

Florida Cities – Expenditure Analysis

- Based on the total expenditures of Keystone Heights (2018-2019), there are 10 other communities in Florida with expenditures that are +/- 50% of Keystone Heights (and have similar populations)
- For the 10 cities with similar expenditures, the average TOTAL salary for the top three leaders (Mayor, Clerk, and Manager) is \$101,639
- Therefore:
 - If we pay our Mayor and Clerk about \$40K to \$50K
 - And, if we pay our top three leaders the average of similar sized cities
 - That leaves us about \$51K to \$61K for the pay of our Manager

Florida Cities – Number of Employees Analysis

- Florida League of Cities did not provide this data for numbers of employees
- Florida League of Cities did provide data on city services provided
 - I did not have the time to analyze the data and cannot provide analysis

What if we don't pay the average?

- Use of Standard Deviations becomes helpful
- Reminder:
 - 68% of all salaries will fall within 1 standard deviation
 - 95% of all salaries will fall within 2 standard deviations
- The standard deviation for the 22 cities (including Keystone Heights)
 - $\sigma = \$50,745$
- Therefore
 - 68% of all leadership total salaries will fall between \$60,121 and \$161,611
- Finally, if our Mayor and Clerk make between \$40K and \$50K
 - Then the range for our manager should be between \$20K and \$110K, (mathematically)

Common Sense

- A range of \$20K to \$110K is too large for our task
- Other factors modify potential salary
 - Experience
 - Education
 - Certifications
 - Amount of “help”, i.e. is there a City Clerk (without one, salary should be higher, with one, salary should be lower)
 - Do we want an “average” city manager and pay an “average” amount? Or do we want an “above average” city manager and therefore should pay an “above average” salary?

Background – Additional Info

Additional Analysis for Thought

- Based on the population of Keystone Heights, there are 21 other communities in Florida with a population that is +/- 330 citizens (and have provided data)
- For the 21 cities with similar populations, the average salary for a city manager (for cities that have one) is \$83,611
 - Only 12 of the 21 cities have a city manager
- For the 21 cities with similar populations, the average salary for a city clerk (for the cities that have one) is \$55,440
- For the 21 cities with similar populations, the average TOTAL salary for the top three leaders (Mayor, Clerk, and Manager) is \$110,866
- Therefore: If we pay our Mayor and Clerk about \$40K to \$50K, that leaves us about \$61K to \$71K for the pay of our Manager

Florida Cities – Population Analysis

- Four of the 21 cities/towns are in counties adjacent to Clay County
 - Archer and Hawthorne (Alachua), Interlachen and Crescent City (Putnam)
 - No comparable municipality exists in Clay County
 - Their city manager salaries are: \$78,057 (Archer), Interlachen (No manager), \$80,000 (Hawthorne), and \$85,000 (Crescent City)

State Level and Clay County City Managers

- State Senator – Jennifer Bradley (2019) \$ 29,697
- State Representative – Bobby Payne (2019) \$ 29,697

- Penny Farms Town Manager – David Cooper (2021) \$ 57,977
 - 4 employees?? (Full time vs Part time is unknown)
- Green Cove Springs – Lewis Kennedy (2022) \$167,336
 - 159 employees (Full time vs Part time is unknown)
- Orange Park – Sarah Campbell (2022) \$122,387
 - 137 employees (Full time vs Part time is unknown)
- Keystone Heights – Lynn Rutkowski \$ 67,000
 - 26 employees???? (Full time vs Part time is unknown)



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



2023.11.13

Mayor and City Council,

This letter is to notify Council of my last day. At the Council meeting on September 25, 2023, I publicly informed Council of my resignation. My last day will be Wednesday, January 10, 2024. It has been an honor and a privilege to serve this community since June 28th, 2012.

Sincerely,

Lynn Rutkowski

REDDISH & WHITE

CERTIFIED PUBLIC ACCOUNTANTS

P.O Box 307 • 134 East Call Street • Starke, Florida 32091

Phone (904) 964-7555 • Fax (904) 964-3887

www.reddishandwhite.com

October 16, 2023

To the Honorable Mayor, City Manager, and
Members of the City Council
City of Keystone Heights
P O Box 420
Keystone Heights, FL 32656

We are pleased to confirm our understanding of the services we are to provide City of Keystone Heights, Florida for the year ended September 30, 2023.

Audit Scope and Objectives

We will audit the financial statements of the governmental activities, the business-type activities, the aggregate discretely presented component unit, each major fund, and the aggregate remaining fund information, and the disclosures, which collectively comprise the basic financial statements of the City of Keystone Heights, Florida as of and for the year ended September 30, 2023. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the City of Keystone Heights, Florida's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the City of Keystone Heights, Florida's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

- 1) Management's Discussion and Analysis,
- 2) Budgetary comparison schedule for the General Fund,
- 3) Budgetary comparison schedule for the Community Redevelopment Agency Fund, and
- 4) Budgetary comparison schedule for the CIP Fund.

The objectives of our audit are to obtain reasonable assurance as to whether the financial statements as a whole are free from material misstatement, whether due to fraud or error; issue an auditor's report that includes our opinion about whether your financial statements are fairly presented, in all material respects, in conformity with GAAP; and report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment of a reasonable user made based on the financial statements.

The objectives also include reporting on internal control over financial reporting and compliance with provisions of laws, regulations, contracts, and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.

Auditor's Responsibilities for the Audit of the Financial Statements

We will conduct our audit in accordance with GAAS and the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and will include tests of your accounting records of City of Keystone Heights, Florida and other procedures we consider necessary to enable us to express such opinions. As part of an audit in accordance with GAAS and *Government Auditing Standards*, we exercise professional judgment and maintain professional skepticism throughout the audit.

We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of waste and abuse is subjective, *Government Auditing Standards* do not expect auditors to perform specific procedures to detect waste or abuse in financial audits nor do they expect auditors to provide reasonable assurance of detecting waste or abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is an unavoidable risk that some material misstatements may not be detected by us, even though the audit is properly planned and performed in accordance with GAAS and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, fraudulent financial reporting, or misappropriation of assets that comes to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

We will also conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the government's ability to continue as a going concern for a reasonable period of time.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, tests of the physical existence of inventories, and direct confirmation of receivables and certain assets and liabilities by correspondence with selected customers, creditors, and financial institutions. We will also request written representations from your attorneys as part of the engagement.

We have identified the following significant risks of material misstatement as part of the audit planning:

- 1) Reconciliation of the accounts receivable detail listing to the general ledger in the General Fund,
- 2) The accounting for the general fund and for the CIP fund required combining two general ledgers because one of the bank accounts was tracked separately in its own general ledger for each of those two funds.
- 3) Reconciliation of the total beginning net equity in the General Fund (to the prior year ending balance).

Our audit of financial statements does not relieve you of your responsibilities related to the preparation and fair presentation of the financial statements.

Audit Procedures—Internal Control

We will obtain an understanding of the government and its environment, including internal control relevant to the audit, sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinions. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control. An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards and *Government Auditing Standards*.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of City of Keystone Heights, Florida's compliance with the provisions of applicable laws, regulations, contracts, agreements, and grants. However, the objective of our audit will not be to provide an opinion on overall compliance, and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

Other Services

We will also assist in preparing the financial statements and related notes of City of Keystone Heights, Florida in conformity with accounting principles generally accepted in the United States of America based on information provided by you. We may also assist in the cash to accrual conversions, preparation of the depreciation schedules, and preparation of the Management Discussion and Analysis (MD & A portion) of the audit package. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statement services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

You agree to assume all management responsibilities relating to the financial statements and related notes and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements and related notes and that you have reviewed and approved the financial statements and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

Responsibilities of Management for the Financial Statements

Our audit will be conducted on the basis that you acknowledge and understand your responsibility for designing, implementing, establishing, and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, and for evaluating and monitoring ongoing activities to help ensure that appropriate goals and objectives are met; following laws and regulations; and ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles, for the preparation and fair presentation of the financial statements and all accompanying information in conformity with accounting principles generally accepted in the United States of America, and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

Management is responsible for making drafts of financial statements, all financial records, and related information available to us and for the accuracy and completeness of that information (including information from outside of the general and subsidiary ledgers). You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters; (2) additional information that we may request for the purpose of the audit; and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by GAAS and *Government Auditing Standards*.

Your responsibilities include adjusting the financial statements to correct material misstatements and for confirming to us in the written representation letter that the effects of any uncorrected

misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements of each opinion unit taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants and for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, or contracts or grant agreements that we report.

You are responsible for the preparation of the supplementary information, which we have been engaged to report on, in conformity with accounting principles generally accepted in the United States of America (GAAP). You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon OR make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits or other studies related to the objectives discussed in the Audit Scope and Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or other studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

Engagement Administration, Fees, and Other

We understand that your employees will prepare all cash, accounts receivable, or other confirmations we request and will locate any documents selected by us for testing.

We will provide copies of our reports to the City of Keystone Heights, Florida; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Reddish & White, CPAs and constitutes confidential information. However, subject to applicable laws and regulations, audit

documentation and appropriate individuals will be made upon request and in a timely manner to a regulator or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Reddish & White, CPAs personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by a regulator. If we are aware that a federal awarding agency or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

Douglas E Reddish is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them. Our fees for the services will not exceed \$25,500 for the audit and \$17,000 for the non-attest work performed in connection with the audit. We anticipate the fee to be allocated to the various funds as follows:

General Fund	\$13,500.00
CIP Fund	6,000.00
Cemetery Fund	6,000.00
CRA Fund (see separate engagement letter)	<u>0,000.00</u>
Total	<u>\$25,500.00</u>

The non-attest services to be provided in connection with the audit, potentially:

Preparing and posting cash to accrual conversions for the 3 funds above	\$3,000.00
Preparing the financial statements and the related notes disclosures	10,000.00
Preparing the depreciation schedule for the governmental activities and for the Cemetery Fund.	2,000.00
Preparing the MD & A portion of the audit reporting package (usually performed after the financial statements have been prepared)	<u>2,000.00</u>
Maximum additional cost for non-attest services	<u>\$17,000.00</u>

We understand that your independent CPA, may perform some or all of the non-attest services listed above. We will work with this CPA to determine which services require our assistance.

Preparing the depreciation schedule includes determining the fixed asset additions and retirements and providing an audit trail (provide a copy of the invoices examined). We would allocate the non attest services performed in the same proportion as the audit fee (50% to General Fund, 25% to CIP and Cemetery Fund).

The above fees are based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

Also, if another firm is selected to perform the Keystone Heights Airport Authority audit or the Keystone Heights Community Redevelopment Agency audit, then we would add an additional

fee not to exceed \$3,000 for the additional time required to conform with our standards for an audit of a component of the City by another CPA firm.

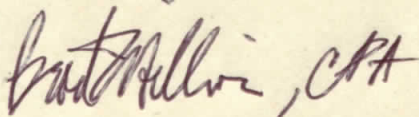
Reporting

We will issue a written report upon completion of our audit of City of Keystone Heights, Florida's financial statements. Our report will be addressed to management and those charged with governance of City of Keystone Heights, Florida. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add a separate section, or add an emphasis-of-matter or other-matter paragraph to our auditor's report, or if necessary, withdraw from this engagement. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or we may withdraw from this engagement.

We will also provide a report (that does not include an opinion) on internal control related to the financial statements and compliance with the provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements as required by *Government Auditing Standards*. The report on internal control and on compliance and other matters will state (1) that the purpose of the report is solely to describe the scope of testing of internal control and compliance, and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control on compliance, and (2) that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The report will also state that the report is not suitable for any other purpose. If during our audit we become aware that City of Keystone Heights, Florida is subject to an audit requirement that is not encompassed in the terms of this engagement, we will communicate to management and those charged with governance that an audit in accordance with U.S. generally accepted auditing standards and the standards for financial audits contained in *Government Auditing Standards* may not satisfy the relevant legal, regulatory, or contractual requirements.

We appreciate the opportunity to be of service to the City of Keystone Heights, Florida and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us. Once we receive the signed engagement letter, we will prepare a detailed list of information we would require to complete the audit.

Very truly yours,



Brad Million, CPA
Audit Manager
Reddish & White, CPAs

enclosures

RESPONSE:

This letter correctly sets forth the understanding of the City of Keystone Heights, Florida for the year ended September 30, 2023.

Management signature: _____

Title: _____

Date: _____

Governance signature: _____

Title: _____

Date: _____



☐ Donald K. Hulslander, CPA, CFE ☐ Kurt W. Seland, CPA, CFE ☐ Erik D. Oram, CPA

Report on the Firm's System of Quality Control

August 21, 2023

To the Partners of Reddish & White, CPA's
and the Peer Review Committee of the Florida Institute of Certified Public Accountants

We have reviewed the system of quality control for the accounting and auditing practice of Reddish & White, CPA's, (the firm) in effect for the year ended March 31, 2023. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review as described in the Standards may be found at www.aicpa.org/prsummary. The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

Firm's Responsibility

The firm is responsible for designing and complying with a system of quality control to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported in conformity with professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

Peer Reviewer's Responsibility

Our responsibility is to express an opinion on the design and compliance with the firm's system of quality control based on our review.

Required Selections and Considerations

Engagements selected for review included an engagement performed under *Government Auditing Standards*, and an audit of an employee benefit plan.

As a part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

Opinion

In our opinion, the system of quality control for the accounting and auditing practice of Reddish & White, CPA's in effect for the year ended March 31, 2023, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. Reddish & White, CPA's has received a peer review rating of *pass*.

MSH, CPAs

MSH, CPAs

REDDISH & WHITE

CERTIFIED PUBLIC ACCOUNTANTS

P.O Box 307 • 134 East Call Street • Starke, Florida 32091

Phone (904) 964-7555 • Fax (904) 964-3887

www.reddishandwhite.com

October 16, 2023

To the Honorable Mayor, City Manager, and
Members of the City Council
City of Keystone Heights
P O Box 420
Keystone Heights, FL 32656

We are pleased to confirm our understanding of the services we are to provide the Community Redevelopment Agency Fund (a component unit of the City of Keystone Heights, Florida) for the year ended September 30, 2023.

Audit Scope and Objectives

We will audit the financial statements of the Government-type activities and the major fund of the Community Redevelopment Agency (the CRA), and the disclosures, which collectively comprise the basic financial statements of the CRA as of and for the year ended September 30, 2023. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the CRA's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the CRA's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

- 1) Management's Discussion and Analysis (MD & A).

The objectives of our audit are to obtain reasonable assurance as to whether the financial statements as a whole are free from material misstatement, whether due to fraud or error; issue an auditor's report that includes our opinion about whether your financial statements are fairly presented, in all material respects, in conformity with GAAP; and report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are

considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment of a reasonable user made based on the financial statements.

The objectives also include reporting on internal control over financial reporting and compliance with provisions of laws, regulations, contracts, and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.

Auditor's Responsibilities for the Audit of the Financial Statements

We will conduct our audit in accordance with GAAS and the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and will include tests of your accounting records of the CRA and other procedures we consider necessary to enable us to express such opinions. As part of an audit in accordance with GAAS and *Government Auditing Standards*, we exercise professional judgment and maintain professional skepticism throughout the audit.

We will evaluate the appropriateness of the accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of waste and abuse is subjective, *Government Auditing Standards* do not expect auditors to perform specific procedures to detect waste or abuse in financial audits nor do they expect auditors to provide reasonable assurance of detecting waste or abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is an unavoidable risk that some material misstatements may not be detected by us, even though the audit is properly planned and performed in accordance with GAAS and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, fraudulent financial reporting, or misappropriation of assets that comes to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

We will also conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the government's ability to continue as a going concern for a reasonable period of time.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, tests of the physical existence of inventories, and direct confirmation of receivables and certain assets and liabilities by correspondence with selected customers, creditors, and financial institutions. We will also request written representations from your attorneys as part of the engagement.

We have not identified any significant risks of material misstatement as part of the audit planning, but the planning phase of the audit has not concluded, and modifications may be made.

Our audit of financial statements does not relieve you of your responsibilities related to the preparation and fair presentation of the financial statements.

Audit Procedures—Internal Control

We will obtain an understanding of the government and its environment, including internal control relevant to the audit, sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinions. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control. An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards and *Government Auditing Standards*.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of CRA's compliance with the provisions of applicable laws, regulations, contracts, agreements, and grants. However, the objective of our audit will not be to provide an opinion on overall compliance, and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

Other Services

We will also assist in preparing the financial statements of the CRA in conformity with accounting principles generally accepted in the United States of America based on information provided by you. We may also assist in the cash to accrual conversions, preparation of the depreciation schedules, and the MD & A. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statement services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

You agree to assume all management responsibilities relating to the financial statements and related notes and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements and related notes and that you have reviewed and approved the financial statements and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably

from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

Responsibilities of Management for the Financial Statements

Our audit will be conducted on the basis that you acknowledge and understand your responsibility for designing, implementing, establishing, and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, and for evaluating and monitoring ongoing activities to help ensure that appropriate goals and objectives are met; following laws and regulations; and ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles, for the preparation and fair presentation of the financial statements and all accompanying information in conformity with accounting principles generally accepted in the United States of America, and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

Management is responsible for making drafts of financial statements, all financial records, and related information available to us and for the accuracy and completeness of that information (including information from outside of the general and subsidiary ledgers). You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters; (2) additional information that we may request for the purpose of the audit; and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by GAAS and *Government Auditing Standards*.

Your responsibilities include adjusting the financial statements to correct material misstatements and for confirming to us in the written representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements of each opinion unit taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants and for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, or contracts or grant agreements that we report.

You are responsible for the preparation of the supplementary information, which we have been engaged to report on, in conformity with accounting principles generally accepted in the United States of America (GAAP). You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to include the audited financial statements with any presentation of

the supplementary information that includes our report thereon OR make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits or other studies related to the objectives discussed in the Audit Scope and Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or other studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

Engagement Administration, Fees, and Other

We understand that your employees will prepare all cash, accounts receivable, or other confirmations we request and will locate any documents selected by us for testing.

We will provide copies of our reports to the CRA; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Reddish & White, CPAs and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made upon request and in a timely manner to a regulator or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Reddish & white, CPAs personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by a regulator. If we are aware that a federal awarding agency or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

We expect to begin our audit In November 2023 and to issue our reports no later than March 15, 2024, provided all of the information requested is received in a timely manner. Douglas E Reddish is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them.

Our fee for these services will not exceed \$14,000 for the audit and \$5,000 for the non-attest work performed in connection with the audit.

The non-attest services to be provided in connection with the audit, potentially include:

Preparing and posting cash to accrual conversions	\$1,000
Preparing the financial statements and related note disclosures	3,000
Preparing the depreciation schedule	500
Preparing the MD & A portion of the audit reporting package (usually prepared after the financial statements have been prepared)	<u>500</u>
Maximum additional cost for non-attest services	<u>\$5,000</u>

We understand that your independent CPA, Rebecca Williams, may perform some or all of the non-attest services listed above. We will work with Rebecca to determine which services require our assistance.

Preparing the depreciation schedule includes determining the fixed asset additions and retirements and providing an audit trail.

The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

Reporting

We will issue a written report upon completion of our audit of the CRA's financial statements. Our report will be addressed to management and those charged with governance of City of Keystone Heights, Florida. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add a separate section, or add an emphasis-of-matter or other-matter paragraph to our auditor's report, or if necessary, withdraw from this engagement. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or we may withdraw from this engagement.

We will also provide a report (that does not include an opinion) on internal control related to the financial statements and compliance with the provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements as required by *Government Auditing Standards*. The report on internal control and on compliance and other matters will state (1) that the purpose of the report is solely to describe the scope of testing of internal control and compliance, and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control on compliance, and (2) that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The report will also state that the report is not suitable for any other purpose. If during our audit we become aware that the CRA is subject to an audit requirement that is not encompassed in the terms of this engagement, we will communicate to management and those charged with governance that an audit in accordance with U.S. generally accepted auditing standards and the standards for financial audits contained in *Government Auditing Standards* may not satisfy the relevant legal, regulatory, or contractual requirements.

We appreciate the opportunity to be of service to the CRA Fund and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us. Once we receive the signed engagement letter, we will prepare a detailed list of information we would require for completing the audit.

Very truly yours,



Brad Million, CPA
Audit Manager
Reddish & White, CPAs

Encl.

RESPONSE: This letter correctly sets forth the understanding of the CRA for the year ended September 30, 2023.

Management signature: _____

Title: _____

Date: _____

Governance signature: _____

Title: _____

Date: _____