

AGENDA
KEYSTONE HEIGHTS CITY COUNCIL MEETING
555 S. Lawrence Blvd., Keystone Heights, Florida
Monday, February 05, 2024 at 6:00 pm

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

"Please turn off cell phones"

Invocation led by:

Pledge of Allegiance led by: Charlie Van Zant

Roll Call: City Clerk

Public Comments

1. Consent Agenda

- a. Financials November 2023
- b. Payables November 2023
- c. City Manager Contract
- d. Airport Board Resignation
- e. Lake Region Kiwiais Road Closure Request for July 4th, 2024

2. City Business / Action Items

- a. Acquisition plan for the corner property located on 125 E. Walker Drive, Keystone Heights, FL – Mayor Rodenroth and Councilman Lewandowski
- b. 2024 Scheduled City Wide Events – Mayor Rodenroth
- c. City Engineer Discussion – Councilman Brown
- d. Florida League of Cities on February 15, 2024
- e. Women's Club Proclamation – Mayor Rodenroth

3. Old Business

- a. July 4th Discussion – Councilman Brown

4. Committee Reports/Recommendations

- a. Budget & Finance- Mayor Rodenroth/Councilman Brown
- b. Growth Management- Vice Mayor Hart
- c. Keystone Heights Airport Authority- Chairman Kirkland
- d. Planning & Zoning- City Manager
- e. Heritage Commission- Deirdre Murphy/Kerry Collins

5. Council Comments

6. City Manager Report – Charlie Van Zant

7. City Attorney Report – Rich Komando

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

	Nov 23	Nov 23 -Nov 23	Annual Budget	Over/Under Budget
Ordinary Income/Expense				
Income				
310000 · TAXES				
311100 · PROPERTY TAXES	48,099.23	48,110.84	356,011.36	(307,900.52)
312410 · GAS TAX	2,922.82	5,798.27	78,000.00	(72,201.73)
313300 · UTILITY TAX - CCUA	3,273.01	3,273.01	35,000.00	(31,726.99)
314103 · UTILITY TAX - ELECTRIC	8,007.24	19,520.03	95,000.00	(75,479.97)
315000 · LOCAL COMMUNICATION SERVICE TAX	5,452.36	13,807.75	103,617.00	(89,809.25)
323000 · ADMINISTRATIVE FEE - WASTE	2,188.34	4,411.11	24,000.00	(19,588.89)
Total 310000 · TAXES	69,943.00	94,921.01	691,628.36	(596,707.35)
320000 · LICENSES AND PERMITS				
321102 · BUSINESS TAX	153.75	1,265.75	5,200.00	(3,934.25)
341202 · PERMIT/ZONING RELATED FEES	68.00	413.95	3,000.00	(2,586.05)
Total 320000 · LICENSES AND PERMITS	221.75	1,679.70	8,200.00	(6,520.30)
335000 · STATE - SHARED REVENUES				
335120 · STATE REVENUE SHARING	5,259.61	16,193.19	64,247.00	(48,053.81)
335140 · MOBILE HOME LICENSES	0.00	67.00	2,000.00	(1,933.00)
335150 · ALCOHOL BEV LICENSES	3,092.21	3,092.21	4,500.00	(1,407.79)
335180 · HALF CENT SALES TAX	19,725.40	46,537.27	100,389.00	(53,851.73)
Total 335000 · STATE - SHARED REVENUES	28,077.22	65,889.67	171,136.00	(105,246.33)
341000 · CHARGES FOR CITY SERVICES				
350600 · FDOT HIGHWAY MAINTENANCE	0.00	13,013.94	52,056.00	(39,042.06)
350601 · FDOT TRAFFIC LIGHT REIMBURSEMENT	0.00	0.00	14,011.00	(14,011.00)
350602 · FDOT STREET LIGHT REIMBURSEMENT	0.00	0.00	20,331.04	(20,331.04)
Total 341000 · CHARGES FOR CITY SERVICES	0.00	13,013.94	86,398.04	(73,384.10)
360100 · MISC CITY INCOME				
341203 · ELECTION FEES	0.00	0.00	0.00	0.00
360102 · FACILITY RENTALS	0.00	1,107.50	6,000.00	(4,892.50)
360103 · COPIES/FAXES	0.00	0.00	35.00	(35.00)
360106A · BANK ACCOUNT INTEREST INCOME	857.01	1,750.45	6,000.00	(4,249.55)
360106B · CD - INTEREST INCOME	0.00	0.00	500.00	(500.00)
360107 · CREDIT CARD PROCESSING FEES	-74.74	-74.74	400.00	(474.74)
360109A · NE FL LEAGUE OF CITIES REIMBURS	0.00	0.00	0.00	0.00
360110 · FESTIVALS & CONCERTS	0.00	563.75	13,000.00	(12,436.25)
360111 · SFRF FUEL TAX DISTRIBUTION	0.00	0.00	0.00	0.00
360112 · CHARGEPOINT STATION REVENUE	0.00	0.00	200.00	(200.00)
360100 · MISC CITY INCOME - Other	0.00	79.22	0.00	79.22
Total 360100 · MISC CITY INCOME	782.27	3,426.18	26,135.00	(22,708.82)
382000 · INTERNAL SERVICES/REIMBURSEMENT				
382001 · CEMETERY ADMIN AND LABOR REIMB	478.49	1,375.49	10,000.00	(8,624.51)
382002 · CEMETERY LEGAL/AUDIT FEE REIMB	0.00	0.00	3,000.00	(3,000.00)
382021 · CRA-REIMBURSEMENT -GENERAL FUND	8,270.87	8,270.87	16,000.00	(7,729.13)
382024 · CRA LEGAL FEE REIMBURSEMENT	0.00	0.00	5,000.00	(5,000.00)
Total 382000 · INTERNAL SERVICES/REIMBURSEMENT	16,717.03	17,614.03	34,000.00	(16,385.97)
Total Income	115,741.27	196,544.53	1,017,497.40	(820,952.87)
Gross Profit	115,741.27	196,544.53	1,017,497.40	(820,952.87)

Expense				
CULTURE AND RECREATION				
FESTIVALS AND EVENTS				
OPERATING EXPENSES				
572501 · NE FLORIDA LEAGUE DINNER	0.00	0.00	0.00	0.00
574100 · 2025 CENTENNIAL CELEBRATION	0.00	0.00	0.00	0.00
574200 · MATERIALS & SUPPLIES	0.00	(30.00)	3,000.00	3,030.00
574300 · PERSONNEL SERVICES - SECURITY	0.00	0.00	2,000.00	2,000.00
Total OPERATING EXPENSES	0.00	(30.00)	5,000.00	5,030.00
Total FESTIVALS AND EVENTS	0.00	(30.00)	5,000.00	5,030.00

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

	Nov 23	Nov 23 -Nov 23	Annual Budget	Over/Under Budget
PARKS AND RECREATION				
OPERATING EXPENSES				
572330 · LAKE MAINTENANCE FUND	250.00	250.00	5,000.00	4,750.00
572340 · MATERIALS & SUPPLIES-PARKS	1,000.00	2,478.00	12,000.00	9,522.00
572370 · PARKS ELECTRIC	473.45	973.06	6,000.00	5,026.94
572380 · PARKS WATER	263.54	1,149.76	6,000.00	4,850.24
572400 · EQUIP MAINT	0.00	0.00	10,000.00	10,000.00
Total OPERATING EXPENSES	1,986.99	4,850.82	39,000.00	34,149.18
PERSONNEL SERVICES				
572390 · PAYROLL PARKS & REC	0.00	0.00	30,000.00	30,000.00
Total PERSONNEL SERVICES	0.00	0.00	30,000.00	30,000.00
Total PARKS AND RECREATION	1,986.99	4,850.82	69,000.00	64,149.18
TRANSFERS/COMMUNITY SUPPORT				
519495 · COMM REDEVLOP AGENCY	0.00	11.61	0.00	(11.61)
521600 · HERITAGE COMMISSION EXPENSE	0.00	0.00	5,500.00	5,500.00
521610 · LAKES	0.00	0.00	10,000.00	10,000.00
Total TRANSFERS/COMMUNITY SUPPORT	0.00	11.61	15,500.00	15,488.39
Total CULTURE AND RECREATION	1,986.99	4,832.43	89,500.00	84,667.57
GENERAL GOVERNMENT				
COMPREHENSIVE PLANNING				
OPERATING EXPENSES				
551020 · PLANNER FEES	0.00	0.00	200,000.00	200,000.00
Total OPERATING EXPENSES	0.00	0.00	200,000.00	200,000.00
Total COMPREHENSIVE PLANNING	0.00	0.00	200,000.00	200,000.00
FINANCE AND ADMINISTRATION				
OPERATING EXPENSE				
513141 · VEHICLE ALLOWANCE	230.80	461.60	3,000.00	2,538.40
513300 · LIAB/FIRE/AUTO/PROPERTY INSUR	0.00	9,224.50	37,000.00	27,775.50
513350 · TELEPHONE/INTERNET/CATV	751.84	751.84	8,000.00	7,248.16
513360 · CITY HALL SUPPLIES	300.49	1,327.17	7,000.00	5,672.83
513370 · CITY HALL ELECTRIC	307.59	725.08	4,000.00	3,274.92
513390 · CITY HALL WATER	56.54	104.90	700.00	595.10
513400 · MAINTENANCE-BUILDING/EQUIPMENT	118.55	598.55	3,500.00	2,901.45
513402 · MAINTENANCE-COPIER	0.00	588.78	2,000.00	1,411.22
513440 · POSTAGE/PRINTING	132.00	400.00	500.00	100.00
513460 · ADVERTISING	172.00	1,063.25	5,000.00	3,936.75
513480 · AUDITING	0.00	0.00	13,000.00	13,000.00
513510 · CONTINGENCY CITYHALL/MEMBERSHIP	641.66	2,141.62	9,000.00	6,858.38
513520 · RECODIFICATION	0.00	0.00	500.00	500.00
513540 · CPA SERVICES	750.00	750.00	12,000.00	11,250.00
513604 · IT HOSTING	1,870.00	3,000.00	27,000.00	24,000.00
514001 · PROFESSIONAL FEES-MEDICAL	0.00	0.00	250.00	250.00
514002 · CITY ENGINEERS	0.00	0.00	10,000.00	10,000.00
519497 · CREDIT CARD FEES	0.00	53.42	1,000.00	946.58
519500 · ELECTION EXP	0.00	0.00	4,000.00	4,000.00
521120 · MAINTENANCE-GENERATOR	4,713.07	4,713.07	1,000.00	(3,713.07)
521702 · SPECIAL MAGISTRATE	0.00	155.98	500.00	344.02
541300 · CONTINGENCY PUBLIC WORKS	0.00	94.11	1,000.00	905.89
551023 · CONTINGENCY CODE ENFORCEMENT	0.00	245.00	1,000.00	755.00
572505 · MISC OTHER EXPENSE	8.56	8.56	0.00	0.00
Total OPERATING EXPENSE	10,053.10	26,407.43	150,950.00	150,950.00
PERSONNEL SERVICES				
513099 · PAYROLL CITY STAFF	9,793.47	21,484.25	130,000.00	108,515.75
513111 · CITY HALL/COUNCIL PR TAX	928.47	2,028.80	14,000.00	11,971.20
513120 · CONTINGENCY CITY MANAGER	9.98	34.98	2,500.00	2,465.02

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

	Nov 23	Nov 23 -Nov 23	Annual Budget	Over/Under Budget
513121 · PTO CREDIT	-3,418.02	-4,646.18	35,000.00	39,646.18
513122 · PTO DEBIT	3,418.02	4,646.18	-35,000.00	(39,646.18)
513123 · CONTINGENCY CITY ADMIN	0.00	0.00	1,000.00	1,000.00
513125 · CONTINGENCY MAYOR/COUNCIL	199.13	98.31	6,000.00	5,901.69
513140 · HEALTH INSURANCE	213.11	2,696.03	47,000.00	44,303.97
513150 · WORKER'S COMP INSURANCE	0.00	5,910.00	26,000.00	20,090.00
513530 · ICMA MATCH	689.67	1,295.43	11,000.00	9,704.57
Total PERSONNEL SERVICES	11,833.83	33,547.80	237,500.00	203,952.20
Total FINANCE AND ADMINISTRATION	21,886.93	59,955.23	388,450.00	328,494.77
LEGAL				
CONTRACTUAL SERVICES				
514000 · CITY ATTORNEY	6,000.00	11,500.00	72,000.00	60,500.00
Total CONTRACTUAL SERVICES	6,000.00	11,500.00	72,000.00	60,500.00
Total LEGAL	6,000.00	11,500.00	72,000.00	60,500.00
LEGISLATIVE				
PERSONNEL SERVICES				
511100 · PAYROLL MAYOR & COUNCIL	0.00	1,789.00	25,650.00	23,861.00
Total PERSONNEL SERVICES	0.00	1,789.00	25,650.00	23,861.00
Total LEGISLATIVE	0.00	1,789.00	25,650.00	23,861.00
Total GENERAL GOVERNMENT	27,886.93	73,244.23	686,100.00	612,855.77
HUMAN SERVICES				
PERSONNEL SERVICES				
CEMETERY				
541137 · CEMETERY CREW PAYROLL	300.07	1,197.07	10,000.00	8,802.93
Total CEMETERY	300.07	1,197.07	10,000.00	8,802.93
Total PERSONNEL SERVICES	300.07	1,197.07	10,000.00	8,802.93
Total HUMAN SERVICES	300.07	1,197.07	10,000.00	8,802.93
PUBLIC SAFETY				
CODE ENFORCEMENT				
PERSONNEL SERVICES				
521700 · PAYROLL CE OFFICER	2,335.68	4,378.78	34,000.00	29,621.22
Total PERSONNEL SERVICES	2,335.68	4,378.78	34,000.00	29,621.22
Total CODE ENFORCEMENT	2,335.68	4,378.78	34,000.00	29,621.22
EMERGENCY SERVICES			2,000.00	
OPERATING EXPENSES				
521905 · EMERGENCY SUPPLIES	0.00	0.00	0.00	0.00
541375 · SAFETY/SECURITY	876.22	1,984.73	25,000.00	23,015.27
Total OPERATING EXPENSES	876.22	1,984.73	25,000.00	23,015.27
Total PUBLIC SAFETY	3,211.90	6,363.51	59,000.00	52,636.49
TRANSPORTATION				
ROADS AND STREETS FACILITIES				
OPERATING EXPENSES				
541340 · MATERIALS/SUPPLIES	1,711.15	3,681.74	10,000.00	6,318.26
541345 · WASTE/SANITATION	0.00	0.00	12,550.00	12,550.00
541350 · SIGNS & PAVEMENT MARKINGS	0.00	0.00	8,000.00	8,000.00
541355 · VEHICLE/EQUIP MAINT	0.00	0.00	4,000.00	4,000.00
541360 · PW ELECTRIC	377.12	416.25	3,000.00	2,583.75
541365 · PW TELEPHONE/INTERNET/CATV	1,378.92	2,038.64	9,000.00	6,961.36
541370 · PW WATER	239.64	385.64	700.00	314.36
541380 · UTILITIES-ELECTRIC-STREET LIGHT	3,293.78	3,440.63	17,000.00	13,559.37
541390 · UTILITIES-ELECTRIC-TRAFFIC LIGH	132.19	266.38	1,500.00	1,233.62
541500 · GAS & OIL	1,380.10	3,415.14	15,000.00	11,584.86
549657 · TRAFFIC LIGHT REPAIR	2,131.34	2,131.34	2,000.00	(131.34)

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

	Nov 23	Nov 23 -Nov 23	Annual Budget	Over/Under Budget
Total OPERATING EXPENSES	10,644.24	15,775.76	82,750.00	66,974.24
	0.00			
PERSONNEL SERVICES				
541100 · PAYROLL PUBLIC WORKS	12,937.02	23,099.82	130,264.00	107,164.18
541101 · PW PRTAX	1,190.11	2,301.45	16,720.40	14,418.95
Total PERSONNEL SERVICES	14,127.13	25,401.27	146,984.40	121,583.13
Total ROADS AND STREETS FACILITIES	24,771.37	41,177.03	229,734.40	188,557.37
Total TRANSPORTATION	24,771.37	41,177.03	229,734.40	188,557.37
Total Expense	58,157.26	126,814.27	1,074,334.40	947,520.13
Net Ordinary Income	57,584.01	69,730.26	(56,837.00)	126,567.26
Other Income/Expense				
Other Expense				
GRANTS				
DEO GRANT	0.00	0.00	0.00	0.00
DEO GRANT	0.00	0.00	0.00	0.00
ARPA	0.00	0.00	0.00	0.00
Total Other Expense	0.00	0.00	0.00	0.00
Net Other Income	0.00	0.00	0.00	0.00
Net Income	57,584.01	69,730.26	(56,837.00)	126,567.26

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

Type	Date	Num	Name	Split	Amount
101010 · AMERIS BANK - GENERAL ACCOUNT					
Bill Pmt -Check	11/02/2023	19965	BETSY BOYLE	202000 · ACC...	-300.00
Bill Pmt -Check	11/02/2023	19966	BRADFORD COUN...	202000 · ACC...	-132.00
Bill Pmt -Check	11/02/2023	19967	BRADLEY, GARRI...	202000 · ACC...	0.00
Bill Pmt -Check	11/02/2023	19968	CLAY COUNTY BO...	202000 · ACC...	-2,131.34
Bill Pmt -Check	11/02/2023	19969	COMCAST	202000 · ACC...	-464.06
Bill Pmt -Check	11/02/2023	19970	FDOT	202000 · ACC...	-9.98
Bill Pmt -Check	11/02/2023	19971	KEYSTONE POWE...	202000 · ACC...	-131.98
Bill Pmt -Check	11/02/2023	19972	MISSIONSQUARE ...	202000 · ACC...	-511.51
Bill Pmt -Check	11/02/2023	19973	MISSIONSQUARE ...	202000 · ACC...	-104.00
Bill Pmt -Check	11/02/2023	19974	REBECCA E. WILL...	202000 · ACC...	-750.00
Bill Pmt -Check	11/02/2023	19975	RING POWER CO...	202000 · ACC...	-4,713.07
Bill Pmt -Check	11/03/2023	19976	BRADLEY, GARRI...	202000 · ACC...	-6,000.00
Bill Pmt -Check	11/07/2023	019977	COMMUNITY RED...	202000 · ACC...	-1,732.08
Bill Pmt -Check	11/15/2023	19978	COMMUNITY RED...	202000 · ACC...	-7,967.67
Bill Pmt -Check	11/16/2023	19979	AAA EVENT SERVI...	202000 · ACC...	-210.00
Bill Pmt -Check	11/16/2023	19980	CARQUEST AUTO ...	202000 · ACC...	-174.61
Bill Pmt -Check	11/16/2023	19981	CLAY TODAY	202000 · ACC...	-40.00
Bill Pmt -Check	11/16/2023	19982	NEW RIVER TECH...	202000 · ACC...	-850.00
Bill Pmt -Check	11/16/2023	19983	NEW RIVER TECH...	202000 · ACC...	-1,020.00
Bill Pmt -Check	11/16/2023	19984	KEYSTONE POWE...	202000 · ACC...	-147.58
Bill Pmt -Check	11/16/2023	19985	COMCAST	202000 · ACC...	-462.75
Bill Pmt -Check	11/16/2023	19986	WASTE MANAGE...	202000 · ACC...	-111.56
Bill Pmt -Check	11/17/2023	19987	MISSIONSQUARE ...	202000 · ACC...	-511.51
Bill Pmt -Check	11/17/2023	19988	MISSIONSQUARE ...	202000 · ACC...	-104.00
Bill Pmt -Check	11/21/2023	19989	CLAY ELECTRIC C...	202000 · ACC...	-404.71
Bill Pmt -Check	11/21/2023	19990	KEYSTONE PLUM...	202000 · ACC...	-1,000.00
Bill Pmt -Check	11/27/2023	19991	COMCAST	202000 · ACC...	-454.06
Bill Pmt -Check	11/02/2023	EFT	MERCHANT BANK...	202000 · ACC...	-74.74
Deposit	11/02/2023			-SPLIT-	3,298.01
Deposit	11/07/2023			-SPLIT-	4,134.01
Deposit	11/07/2023			2300.1 · Due ...	13,413.19
Deposit	11/07/2023			335150 · ALC...	3,092.21
Deposit	11/08/2023			321102 · BUSI...	28.75
Deposit	11/15/2023			-SPLIT-	22,435.82
Deposit	11/16/2023			321102 · BUSI...	25.00
Deposit	11/16/2023			341202 · PER...	68.00
Deposit	11/17/2023			-SPLIT-	8,332.24
Deposit	11/20/2023			335180 · HAL...	11,623.34
Deposit	11/21/2023			-SPLIT-	1,596.37
Deposit	11/09/2023			321102 · BUSI...	25.00
Deposit	11/22/2023			312410 · GAS...	2,890.73
Deposit	11/22/2023			315000 · LOC...	5,452.36
Deposit	11/27/2023			2300.1 · Due ...	13,303.62
Deposit	11/27/2023			335180 · HAL...	8,102.06
Deposit	11/28/2023			-SPLIT-	2,220.43
Deposit	11/28/2023			-SPLIT-	45,896.32
Deposit	11/20/2023			335120 · STA...	5,259.61
Deposit	11/30/2023			360106A · BA...	829.76
General Journal	11/07/2023	09/30...		2300.1 · Due ...	-13,413.19
General Journal	11/03/2023	09/30...		2100 · Payroll ...	-10,323.12
General Journal	11/03/2023	09/30...		2100 · Payroll ...	-205.01
General Journal	11/03/2023	09/30...		2100 · Payroll ...	-3,284.08
General Journal	11/03/2023	09/30...		2100 · Payroll ...	-192.30
General Journal	11/17/2023	09/30...		2100 · Payroll ...	-10,045.82
General Journal	11/17/2023	09/30...		2100 · Payroll ...	-205.01
General Journal	11/17/2023	09/30...		2100 · Payroll ...	-2,848.69
General Journal	11/17/2023	09/30...		2100 · Payroll ...	-195.70
General Journal	11/15/2023	09/30...		101015 · BILL ...	-10,000.00
General Journal	11/27/2023	09/30...		2300.1 · Due ...	-13,303.62
Payment	11/02/2023	1996	CEMETERY - KEY...	115000 · ACC...	897.00
Payment	11/02/2023	1992	CEMETERY - KEY...	115000 · ACC...	612.68
Transfer	11/15/2023			101015 · BILL ...	0.00
Total 101010 · AMERIS BANK - GENERAL ACCOUNT					59,006.76
TOTAL					59,006.76

**CITY OF KEYSTONE HEIGHTS
AND
CITY MANAGER EMPLOYMENT AGREEMENT**

THIS EMPLOYMENT AGREEMENT (hereinafter referred to as “Agreement”), is by and between the City of Keystone Heights, a Florida municipality (hereinafter referred to as “City”), and Charles E. Van Zant, Jr. (hereinafter referred to by name or as “Manager”).

WITNESSETH

WHEREAS, the City desires to employ Charles E. Van Zant, Jr. as City Manager of the City of Keystone Heights, Florida; and

WHEREAS, the City, through its Council, desires to provide for certain benefits and compensation for the City Manager and to establish conditions of employment applicable to the City Manager; and

WHEREAS, Charles E. Van Zant, Jr. desires to accept employment as City Manager of the City of Keystone Heights under the terms and conditions set forth herein.

NOW, THEREFORE, in consideration of the mutual promises as set forth in this Agreement, the parties agree as follows:

Section 1. Employment

A. The City of Keystone Heights hereby employs and appoints Charles E. Van Zant, Jr. as its City Manager, under the terms established herein, to perform the duties and functions specified in the City’s Charter and the City’s Code of Ordinances and to perform such other legally permissible and proper duties and functions as the Council shall from time to time assign.

B. This Agreement relating to the City’s employment of Charles E. Van Zant, Jr. as City Manager shall be effective January 11th, 2024. This Agreement shall remain in effect for a period of three (3) years and shall be continued automatically on a year to year basis unless amended or terminated by the City or by the City Manager as provided herein.

Section 2. Salary and Evaluation

A. For the performance of services pursuant to this Agreement, the City agrees to pay the City Manager an annual base salary of \$80,000. The salary shall be modified automatically on October 1st of each subsequent year of this Agreement, at a rate between 0% - 3% as a cost of living adjustment, but shall not be decreased in the event of deflation, based upon the Consumer Price Index for All Urban Consumers (CPI-U), all items, from the Bureau of Labor Statistics. The salary shall be payable in installments at the same time as other City employees are paid.

The City Manager is required to be on call for twenty-four (24) hour service. In recognition thereof, the City shall grant to the City Manager an automobile allowance of \$250 per month, to be used to purchase, lease, or own, operate, insure and maintain a personal vehicle. The City Manager shall be responsible for paying for liability, property damage, and comprehensive insurance coverage upon such vehicle and shall further be responsible for gas, oil and all expenses attendant to the purchase, operation, maintenance, repair, and regular replacement of said vehicle. Similarly, the City shall provide the City Manager with a cellular telephone at the City's expense.

B. The City may also increase said base salary and/or other benefits of the City Manager in such amounts and to such an extent as the Council may determine desirable.

C. Nothing in this Section shall require the City to increase the base salary or other benefits of the Manager. Furthermore, the City's failure to conduct any of the scheduled evaluations shall not constitute non-compliance with a material provision of this Agreement.

Section 3. Duties and Obligations

A. The Manager shall have the duties, responsibilities and powers of said office under the Charter and Ordinances of the City of Keystone Heights. The Manager agrees to perform all duties and responsibilities faithfully, industriously, and to the best of his ability and in a professional and competent manner.

B. The Manager shall remain in the exclusive employ of the City and shall devote all such time, attention, knowledge and skills necessary to faithfully perform his duties under this Agreement. The Manager may, however, engage in educational, professional and consulting activities and other employment activities provided that such activities shall not interfere with or conflict with his primary obligation to the City as its Manager. The Manager shall dedicate no less than an average of forty (40) hours per week in the performance of his duties hereunder.

C. In the event the Manager shall serve on any appointed boards or elected boards of any professional organization, or serve on any committees related to his professional activities, and in the event any monies are paid, or gifts received, by the Manager related to such service, such money or property shall be paid over to or delivered to the City, unless otherwise provided by the Council.

Section 4. Dues and Subscriptions

The City agrees to pay the Manager's professional dues for membership in the International City/County Management Association, and the Florida City and County Management Association. The City shall pay other dues and subscriptions on behalf of the Manager as are approved in the City's annual budget (on a line item basis) or as authorized separately by the Council.

Section 5. Professional Development

Pursuant to this Agreement and on or before June 1, 2024, the Manager agrees to begin the process of becoming a Credentialed Manager through the International City / County Management Association. The City shall pay the costs and expenses related to the Manager obtaining the certification.

The City may choose to pay for the Manager's attendance at seminars, conferences, and committee meetings as it deems appropriate and approves by Council action.

Section 6. Community Involvement

The City recognizes the desirability of representation in and before local civic and other organizations and encourages the Manager to participate in these organizations to foster a continuing awareness of the City's activities as well as the community's attitudes and ideas.

Section 7. Vacation and Sick Leave

For so long as the Manager is employed by the City, the Manager shall earn vacation leave and sick leave on the same basis that such leave is provided to the employees of the City.

Section 8. Holidays

The Manager is entitled to the same paid holidays as the employees of the City.

Section 9. Health Insurance

In consideration for a greater base salary as detailed in Section 2.A., the Manager agrees not to participate in the City provided health insurance plan.

Section 10. Retirement.

For so long as the Manager is employed by the City, the City agrees to contribute on behalf of Charles E. Van Zant, Jr., to be remitted in equal payments over twenty-six (26) pay periods, an amount equal to five percent (5%) of the Manager's salary to an appropriate retirement program. The City's contribution shall not exceed the limits established by federal statute and/or regulation.

Section 11. Termination by the City and Severance Pay

A. The Manager shall serve at the pleasure of the Council, and the Council may terminate this Agreement and the Manager's employment with the City at any time, for any reason or for no reason.

B. Should a majority of the entire Council (three members) vote to terminate the services of the Manager "without cause," then within ten (10) business days following such vote, the Council shall cause the Manager to be paid any accrued and unpaid salary and benefits

earned (including personal time off, holiday time and insurance but excluding such items and allowances as are used in conducting City business prior to the date of termination based on a forty (40) hour work week. Within forty-five (45) calendar days following the vote to terminate the Manager's employment, the Council shall cause the Manager to be paid a lump sum severance pay equal to ten (10) weeks of his base salary as full and complete payment and satisfaction of any claims of the Manager of whatsoever nature arising out of this Agreement or otherwise. As consideration for such payment, the Manager shall, prior to receipt thereof, execute and deliver to the City a general release of the City and its Council members and its officers, agents, and employees for all acts and actions (whether accrued or subsequently accruing) from the beginning of time until the date of release, said release to be prepared by the City Attorney.

C. In the event the Manager is terminated for "just cause," the City shall have no obligation to pay the amounts outlined in Section 11, Paragraph B of this Agreement. For purposes of this Agreement, "just cause" is defined and limited for purposes of this Agreement to any of the following:

1. Misfeasance, malfeasance and/or nonfeasance in performance of the Manager's duties and responsibilities.
2. Conviction or a plea of guilty or no contest to a misdemeanor or felony crime, whether or not adjudication is withheld.
3. Neglect of duty, including the inability or unwillingness to properly discharge the responsibilities of office.
4. Violation of any substantive City policy, rule, or regulation, which would subject any other City employee to termination.
5. Any fraudulent act against the interest of the City.
6. Any act which involves moral turpitude, or which causes the City disrepute.
7. Violation of the International City/County Management Association Code of Ethics.
8. Any other act of a similar nature of the same or greater seriousness.

Section 12. Termination by the City Manager

The Manager may terminate this Agreement at any time by delivering to the Council a written notice of termination not less than ninety (90) days prior to the effective date of the termination. If the Manager terminates this Agreement, then the provisions of Section 11, Paragraph B above, shall not apply. If the Manager voluntarily resigns pursuant to this Section, the City shall pay to the Manager all accrued compensation due the Manager up to the Manager's

final day of employment, including any accrued personal time off. The City shall have no further financial obligation to Manager pursuant to this Agreement.

Section 13. Disability

If the Manager becomes permanently disabled or is otherwise unable to perform his duties because of sickness, accident, injury, mental incapacity or health for a period of four consecutive weeks beyond any accrued leave, the City shall have the option to terminate this Agreement, subject to the severance pay provision outlined in Section 11, Paragraph B of this Agreement.

Section 14. Indemnification

A. Subject to the limitations set forth in Section 768.28, Florida Statutes, and without waiving the sovereign immunity of the City, the City shall defend, hold harmless, and indemnify the Manager against any action for any injury or damage suffered as a result of any act, event, or omission of action committed by the Manager within the scope of his employment hereunder, provided that the Manager timely reports the same to the Council and cooperates fully and honestly in the City's defense thereof. The City may compromise and settle any such claim or suit and pay the amount of any settlement or judgment rendered thereon, subject to reimbursement by the Manager if required by law. The provisions of this section shall not apply to any claim, demand, suit or cause brought or asserted against the Manager for his acts or omissions committed while acting outside the course and scope of his employment under this Agreement, committed in bad faith or with malicious purpose or in a manner exhibiting wanton and willful disregard of human rights, safety, property or civil rights. In such instance, the Manager shall reimburse the City for any legal fees and expenses the City has incurred or otherwise paid, for or on his behalf, in connection with the charged conduct.

B. Said indemnification shall extend beyond the termination of employment and the expiration of this Agreement to provide protection for any such acts undertaken or committed in his capacity with the City as City Manager, regardless of whether the notice of claim or filing of a lawsuit occurs during or following employment with the City.

Section 15. Bonding

The City agrees to bear the full cost of any fidelity or other bonds required of the City Manager under any policy, regulation, ordinance or law.

Section 16. Code of Ethics

Inasmuch as the City Manager is an active full member of the International City/County Management Association (ICMA), the "Code of Ethics" promulgated by ICMA is incorporated herein, and by this reference made a part hereof. Said "Code of Ethics" shall furnish principles to govern the City Manager's conduct and actions as City Manager of the City.

Section 17. Attorney's Fees and Costs

In the event of a dispute arising under this Agreement, whether or not a lawsuit or other proceeding is filed, the prevailing party shall be entitled to recover its reasonable attorneys' fees and costs, including attorneys' fees and costs incurred in litigating entitlement to attorneys' fees and costs, as well as in determining or quantifying the amount of recoverable attorneys' fees and costs. The reasonable costs to which the prevailing party is entitled shall include costs that are taxable under any applicable statute, rule, or guideline, as well as non-taxable costs, including, but not limited to, costs of investigation, copying costs, electronic discovery costs, telephone charges, mailing and delivery charges, information technology support charges, consultant and expert witness fees, travel expenses, court reporter fees, and mediator fees, regardless of whether such costs are otherwise taxable.

Section 18. General Terms and Conditions

A. If any provision, or any portion thereof, contained in this Agreement is held by a court of competent jurisdiction to be unconstitutional, illegal, invalid or unenforceable, the remainder of this Agreement, or portion thereof, shall not be affected and shall remain in full force and effect.

B. The waiver by either party of a breach of any provision of this Agreement by the other shall not operate or be construed as a waiver of any subsequent breach by that party.

C. This Agreement contains the entire Agreement of the parties. It may not be changed verbally, but only by an Agreement in writing signed by the parties.

D. Florida law shall govern this Agreement and any litigation that may arise from this Agreement shall be filed and litigated in Clay County, Florida.

E. Upon the Manager's death, the City's obligations under this Agreement shall terminate except for:

1. Transfer of ownership of retirement funds, if any, to his designated beneficiaries;
2. Payment of accrued leave balances in accordance with this Agreement;
3. Payment of all outstanding hospitalization, medical and dental bills in accordance with the City's insurance policies or plans; and
4. Payment of all life insurance benefits in accordance with the City's insurance policies or plans.

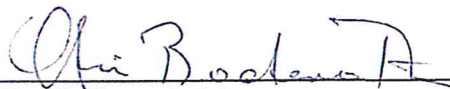
F. The parties acknowledge that each has shared equally in the drafting and preparation of this Agreement and, accordingly, no court construing this Agreement shall construe it more strictly against one party than the other and every covenant, term and provision of this Agreement shall be construed simply according to its fair meaning.

G. This Agreement may be executed in duplicate or counterparts, each of which shall be deemed an original and all of which together shall be deemed one and the same instrument. No term, condition or covenant of this Agreement shall be binding on either party until both parties have signed it.

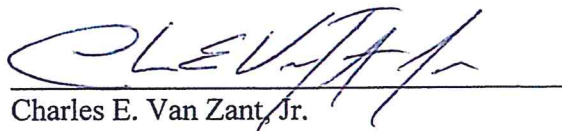
H. The effective date of this Agreement shall be January 11th, 2024.

Executed by the CITY after an affirmative vote of the City Council on this 10 day of January 2024.

CITY OF KEYSTONE HEIGHTS, FLORIDA

By: 
Nina Rodenroth, Mayor

Executed by the CITY MANAGER this 10 day of January 2024.


Charles E. Van Zant, Jr.

Charlie Van Zant
charlievanzant66@gmail.com • 904-682-1726

Dear Mayor Rodenroth and City Council Members

December 10, 2023

Thank you for the opportunity to serve on the Keystone Airport Authority this past year. I hereby from that position effective immediately.

Sincerely,



Charlie Van Zant



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



Special Event Application

EVENT PROPERTY

Property Address: 555 S Lawrence Blvd Phone: () -
 Tax Parcel # _____ Zoning _____ Land Use: _____

APPLICANT INFORMATION

Applicant: Lake Region Kiwiais Address: PO Box 715 Keystone Heights, FL 32656
 Phone: (904) 588 - 2083 Email: bealsteam@gmail.com

PROPERTY OWNER INFORMATION

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

TYPE OF REQUEST

Not to Exceed 3 Days: _____ Not to Exceed 45 Days: _____
 Special Event (city property) Seasonal Sales
 Other Road Closure for Parade Route
 Event Dates 7/4/2024 to 7/4/2024 Event Times 10:15 to 12:15

Description of event or items to be sold:
Annual 4th Of July Parade
 We will need roads closed from Pecan Road and Lawrence Blvd to State Road 100 & Lawrence Blvd



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



REQUIRED INFORMATION

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

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

OR

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

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

Signature of Applicant

Date 1-31-24