



THE TOWN OF KENNETH CITY, FLORIDA
SPECIAL MEETING
PUBLIC NOTICE

The Council of the Town of Kenneth City will meet at Community Hall, located at 4600 58th Street North, Kenneth City, Florida to discuss the agenda items of Town business listed at the time indicated below.

Immediately Following Budget Workshop	September 1, 2021	Community Hall
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- A. Call to Order
- B. Invocation and Pledge of Allegiance
- C. Roll Call
- D. Swearing In - Town Manager Peter Cavalli
- E. Consent Agenda
 - Meeting Minutes of August 11, 2021
- F. Public Comment – *formerly called Open Forum* (limited to 3 minutes)

Please state your name and address for the record. Public participation is encouraged. If you are addressing the Council, step to the podium and state your name and address for the record. Public comments can also be submitted by email to the Town Clerk at Town57@kennethcityfl.org, written comments must be received by 4pm on the day of the meeting, and will be read aloud during the meeting. Please limit your comments to 400 words as the comments are limited to three minutes.

- G. Action Agenda
 - 1. Town Clerk Selection
 - 2. Pension Plan Amendment
- H. Mayor/Council/Attorney/Manager Comments
- I. Adjournment

Any person who decides to appeal any decision of the Town Council with respect to any matter considered at this meeting will need a record of the proceedings and for such purposes may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. The law does not require the Town Clerk to transcribe verbatim minutes; therefore, the applicant must make the necessary arrangements with a private reporting firm and bear the resulting expense. In accordance with the Americans with Disability Act and F.S. 286.26; any person with a disability requiring reasonable accommodation in order to participate in this meeting should call 727-498-8948 or fax a written request to 727-498-8841. www.kennethcityfl.org



THE TOWN OF KENNETH CITY, FLORIDA

Council Meeting Minutes

August 11, 2021

A. Call to Order

B. Invocation and Pledge of Allegiance

C. Roll Call

Councilmember Noble

Councilmember Cummings

Councilmember Roberts

Vice Mayor Zemaitis

Mayor Howell

Interim Town Manager Spina

Attorney Mora

D. Consent Agenda

Motion to approve Consent Agenda was made by Vice Mayor Zemaitis

Second was made by Councilmember Noble

All in favor

Consent Agenda was approved

E. Public Comment

Paul Asche – 6412 44th Avenue

Mr. Asche indicated that there was problem with some overgrown bushes coming out of Unit 12. He felt that this was a traffic hazard and wanted something to be done about the bushes.

Mayor Howell initiated a discussion about the intersection and indicated that he was not sure if that it was in the Town's jurisdiction.

Attorney Mora replied that previous management had looked into the issue but that it hadn't been resolved due to the staffing changes. He indicated that this was something that the new Town Manager could look into further.

Eileen Bautista – no address provided

Ms. Bautista thanked the Council and Interim Town Manager Spina for doing a fabulous job. She also welcomed the new Town Manager Peter Cavalli. She indicated that she loved her job and hoped she could keep it. She also invited everyone to come after the meeting and to have refreshments.

F. Action Agenda

1. Proclamation for International Overdose Awareness Day

Mayor Howell asked if Vice Mayor Zemaitis could read the proclamation aloud. Attorney Mora responded that she could. Vice Mayor Zemaitis read proclamation aloud.

Discussion continued amongst Council regarding a hotline for overdose awareness. Vice Mayor Zemaitis indicated that she would post that information online for the public.

2. Approval of Town Manager Employment Agreement

Attorney Mora reminded Council that at the last meeting, Council voted to select Mr. Peter Cavalli as the new Town Manager and gave him the authority to negotiate an employment agreement. Attorney Mora discussed the details of the contract that were outlined in the memo provided in the agenda packet. These details included start date of August 23, 2021, the three-year term length of agreement, compensation and salary increases, benefits, leave allocations, retirement benefits, technology reimbursement, performance appraisal process, separation clause, professional development memberships, and residency requirements. Attorney Mora indicated that he would be happy to answer any questions Council may have.

There was a discussion amongst Council and staff about the reimbursement rate for travel purposes, residency requirements, and vacation leave.

Paul Asche – 6412 44th Avenue

Mr. Asche recommended that the new Town Manager not carry over too much vacation leave. He felt that it was good for people to be away from work and that everyone deserved a vacation.

Attorney Mora also discussed the prohibition of outside employment unless the Town Manager informed the Council of such. There was a discussion amongst Council and staff on this topic.

Motion to approve Town Manager Employment Agreement with Peter Cavalli was made by Councilmember Noble

Second was made by Vice Mayor Zemaitis

Councilmember Noble: Yes
Councilmember Cummings: Yes
Councilmember Roberts: Yes
Vice Mayor Zemaitis: Yes
Mayor Howell: Yes

The Town Manager Employment Agreement with Peter Cavalli was approved

3. Amend Imagine That Performance Consultant Contract

Attorney Mora gave an overview of the relationship between the Town and Imagine That Performance. He discussed the terms of the renewed agreement with Imagine That Performance. He discussed the scope of services and the termination date of the agreement. He advised that the continuation of the contract would be within the purview of the new Town Manager.

Rob Duncan – Managing Director of Imagine That Performance gave an overview of Imagine That Performance's work with the Town. He indicated that the new Town Manager could make a determination as to where he needed the help of his team.

Attorney Mora advised that Mr. Cavalli had access to Imagine That Performance for phone calls and advisory services without being charged.

Council and staff discussed the transition from the Interim Town Manager to the new Town Manager and how that process would take place.

There was no public comment.

Motion to approve Renewed to Imagine That Performance Consultant Contract was made by
Vice Mayor Zemaitis
Second was made by Councilmember Noble

Councilmember Noble: Yes
Councilmember Cummings: Yes
Councilmember Roberts: Yes
Vice Mayor Zemaitis: Yes
Mayor Howell: Yes

Renewed Imagine That Performance Consultant Contract was approved

F. Mayor/Council/Attorney/Manager Comments

Attorney Mora gave an update on the Town Clerk search and discussed how the selection would progress. He indicated that there were currently 5 candidates. Council and staff discussed the selection process.

Council gave consensus to allow Town Manager Cavalli to interview the 5 candidates and make a recommendation to Council.

Council gave consensus to hold a Special Meeting on September 1, 2021 to select a Town Clerk.
Council gave consensus to hold a Budget Workshop of September 1, 2021.

Attorney Mora introduced an associate from his law firm that would be assisting him with this work in the Town.

Councilmember Noble advised that she attended a meeting of Forward Pinellas and took Mr. Cavalli with her as a guest.

Interim Town Manager Spina indicated that he left a memo for Mr. Cavalli with some recommendations and thanked Council for the opportunity to work in Kenneth City. He expressed how much he enjoyed his time working with Council and staff.

There was a discussion amongst Council and staff regarding the Chiropractic Clinic's use of the Town Hall parking lot.

H. Adjournment

Motion to adjourn the meeting was made by Vice Mayor Zemaitis
Second was made by Councilmember Noble
All in favor
Meeting was adjourned

MEMORANDUM

TO Mayor and Town Council
FROM Peter Cavalli, Town Manager
RE Selection of Town Clerk
DATE 8/30/2021

SUMMARY

Staff interviewed five (5) individuals for the position of Town Clerk / Assistant to the Town Manager. The individuals interviewed included (in no particular order) Jennifer Baxter, Anthony Chan, David Stark, Kristen Cook and Lori Hollinsworth.

Having concluded the interview process, Staff encountered a major obstacle in finalizing a recommendation to Town Council for final approval. This obstacle is related to the salary budgeted for in the FY 2021 – 2022 Budget (\$60,000).

DISCUSSION

The five (5) interviews were conducted between the dates of August 17 to August 30, 2021. The purpose of these interviews was to select an individual to fill the position of Town Clerk / Assistant to the Town Manager.

One applicant decided to withdraw before an interview was conducted with the reason that the salary budgeted was significantly below his minimum requirements.

All candidates (5) were asked a series of questions (approximately 20) and were introduced to the Town verbally in a conversational format. Several of the candidates seemed to be a good fit for the position. However, salary requirements for qualified candidates were substantially outside the range of the amount budgeted for in the FY 2021 – 2022 Budget (\$60,000).

It seems that the job market is requiring a much higher salary to be budgeted for to hire a qualified Town Clerk / Assistant to the Town Manager. A solution is provided under the title Financial Impacts.

Other solutions would delay the reformation of the Management Team at Town Hall at a time where this would be difficult and may cost the Town money in unrealized grants, other revenues and stability.

FINANCIAL IMPACT

A potential solution involves the adjustment of the FY 2021 – 2022 Budget Account #s 001-000-513-912.100 (Town Manger Salary) and 001-000-513-912.200 (Administrative Employees). Currently these accounts are funded for as \$105,000 and \$66,560 respectively.

Regarding the Town Managers Salary, the line item can be reduced to \$96,000 transferring \$9000 to the Town Clerk's Salary – Account# 001.000.513.812.101. Secondly, we can defer the hiring of one of the Administrative Employees for at least six months freeing up another \$16,780.

These adjustments bring the available Town Clerk / Assistant to the City Manager Account up to \$85,780. [please note these figures are estimated pending adjustments to FICA Taxes, Employee Pension Fund, Employee Health Insurance, Employee Life and Disability Insurance and Dependent Health Insurance]

CONCLUSION

Staff respectfully requests guidance as to whether they are amenable to the reallocation of funds from the Town Manager Salary and Administrative Employees Salary Accounts to that of the Town Clerk Salary Account to begin negotiation and final selection. The final selection to be brought before the Town Council for final terms and approval.



JENNIFER BAXTER

Cell: (228) 861-6305 | Email: jennifermichellebaxter@gmail.com | LinkedIn: jenniferbaxtermlis

PROFILE

A professional with over 10 years of public sector experience including 5 years of high-level administrative responsibility. I have extensive experience in the areas of Library Administration, HR, communications, organizational management, program management, public affairs, fiscal management, & government relations.

EDUCATION

UNIVERSITY OF MISSISSIPPI

BA Journalism, 2007

UNIVERSITY OF SOUTHERN MISSISSIPPI

Masters of Library & Information Science (MLIS), 2012

ARKANSAS STATE UNIVERSITY

Masters of Public Administration (MPA), 2018

TRAINING

True South Basic Economic Development Course, 2019

IEDC Marketing & Attraction Course, August 2020

Adobe InDesign Boot Camp, August 2020

AFFILIATIONS

American Library Association, 2014-2020

American Library Association, Leadership &

Development National Committee, 2019

Coast Young Professionals, 2016 -2020

Gulf Coast Business Council, 2018 - 2020

Gulf Coast Human Resources Assn SHRM, 2016 - 2019

Hancock County Young Professionals, 2018 - 2020

Junior Auxiliary, 2016 - 2020

Mississippi Library Association, 2014 - 2019

PRAM, Mississippi Beach Chapter, 2019 - 2020

LEADERSHIP

Hancock County Leadership, Class of 2018

Gulf Coast Business Council Master Leaders,

Class of 2019

CAREER SUMMARY

Library Director

Athens-Limestone County Public Library

12/2020 - Present

Communications Director

Hancock County Port & Harbor Commission

06/2019 - 10/2020

Chief Executive Officer, Librarian V

Hancock County Library System

02/2018 - 06/2019

Assistant Director, Branch Services & HR, Librarian IV

Jackson-George Regional Library System

07/2016 - 02/2018

Branch Manager, Librarian III

East Central Library /Pascagoula Public Library

Jackson-George Regional Library System

02/2015 - 07/2016

Information Services Librarian

The Library of Hattiesburg, Petal, & Forrest County

05/2014 - 02/2015

Library Media Technician II

Fallbrook Union High School (Fallbrook, CA)

08/2012 - 06/2013

Library Assistant, Youth Services

Grace Mellman Library (Temecula, CA)

09/2010 - 08/2012

DETAILED EXPERIENCE

12/2020 - Present **LIBRARY DIRECTOR**
Athens-Limestone County Public Library

As Library Director for ALCPL, I am tasked with the overall management and operations of the Athens-Limestone County Public Library and management of 12 employees.
I work closely with the Library Board, County Commissioners, and the City Council of Athens, AL.

Operations & Management

- Provide vision, advocacy, and leadership to the Library to achieve strategic goals and objectives.
- Provide policy management and implementation for all policies and procedures for the library.
- Manage \$600,000 annual budget for ALCPL, including payroll and bill processing, and purchasing.
- Oversee HR for the library and its 12 employees, including hiring, onboarding, and offboarding.
- Hands-on with creating programming, including overseeing Summer Reading Programming, and various Adult-Programming, including creating the ALCPL 'Library Voices' podcast.
- Act as liaison to Library Foundation, including assisting with event planning and management.
- Oversee day-to-day operations of Library and community outreach.
- Act as community liaison for ALCPL at external events.
- Provide and oversee collection development for the Library, including: purchasing, weeding, and circulation policies/procedures.

06/2019 - 10/2020 **COMMUNICATIONS DIRECTOR**
Hancock County Port & Harbor Commission

As the Communications Director for HCPHC, I was tasked with telling the story of the organization. HCPHC is the economic development organization for Hancock County. HCPHC owns and operates Stennis International Airport & Airpark, Port Bienville Industrial Park & Maritime Port, and Port Bienville Railroad.

Internal/External Communications

- Coordinated all internal and external comms for HCPHC.
- Created and delivered HCPHC Communications & Marketing Plan for cohesive organizational comms strategy.

Public Affairs

- Acted as liaison for external groups, meetings, and public events, including the Hancock County Council of Governments, and Hancock County Chamber Board.

Government Affairs

- Established relationships necessary to promote HCPHC to governmental partners, including: state, local, and national elected officials.
- Presented data to leaders throughout the organization to discuss government programs, grant opportunities, and available funding sources.
- Tracked legislation and provided feedback of possible impacts to HCPHC policy and operations.

02/2018 - 06/2019 **CHIEF EXECUTIVE OFFICER**
Hancock County Library System

As Chief Executive Officer of the library system, I was tasked with the overall management and operations of the Hancock County Library System, its 5 public libraries, and 34 employees.
I worked closely with the Library Board, County Supervisors, and 3 municipalities that funded the system. I also served as ex-officio of the Library Foundation.

Operations & Management

- Supervised 5 public library managers and oversaw creation and implementation of all public programs and events.
- Created and oversaw implementation of all policies and procedures for the library system.

CONTACT

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www.linkedin.com/in/jbaxtermlis

JENNIFER BAXTER

- Managed \$3Million annual budget for HCLS. Reported financial updates to County Board of Supervisors.
- Performed all HR functions for the library system.
- Managed CIP program and building maintenance for the system.
- Managed HCLS grants.
- Coordinated public outreach events and public speaking engagements for library both internally and externally.
- Planned and implemented community outreach initiatives to promote understanding of the public library.
- Created a series of 'community conversations' programming events to promote focus on various topics within the local community, including opioids and women in politics.
- Served as ex-officio of the Library Foundation.

07/2016 - 02/2018 ASSISTANT DIRECTOR, HR & BRANCH SERVICES Jackson-George Regional Library System

As Assistant Library Director, I acted as Library Director in the absence of the Director. I was tasked with the overall management of JGRLS public programming, including program evaluation and statistics. I provided all HR functions for the system, which consisted of 9 libraries and 94 employees.

Operations & Management

- Assisted Library Director in supervision of 9 library managers and oversaw all public programs and events.
- Direct supervisor to JGRLS Trainer & Courier Driver
- Performed all HR functions for the library system, including ongoing revisions to JGRLS personnel policies.
- Provided all data and statistical reports for JGRLS.
- Developed emergency communication plan as Chair of Emergency Response Committee.
- Created and implemented emergency training for staff, including 'Active Shooter' training.
- Provided public programming evaluation, including annual statistics to MLC.
- Assisted Business Manager in back-up processes for financial reporting.

02/2015 - 07/2016 BRANCH MANAGER/LIBRARIAN IV Jackson-George Regional Library System - East Central Library /Pascagoula Public Library

As Branch Manager of the flagship library of the system, I acted as Library Director in the absence of both the Director & the Assistant Director. I managed the overall operations of the largest library in the system and managed 15 employees.

Operations & Management

- Direct supervisor of 15 employees – oversaw all public programming, outreach, and public training (computer training, resume training, etc) for Pascagoula Library.
- Performed all library collection management through usage statistics and collection maintenance best practices. Reported directly to Library Director on a monthly basis.
- Provided budget management of \$700,000 for the Pascagoula Library.
- Tasked with building maintenance for the library - worked directly with JGRLS administration & the City of Pascagoula for maintenance & repairs.
- Developed portion of JGRLS Strategic Plan as Chair of Genealogy Department Committee.
- Wrote and received multiple state grants to create public programming, including hosting NYT Bestselling Author Richard Grant.
- Awarded 'Best Art Gallery' from the City of Pascagoula in 2016.
- Represented Pascagoula Library at public outreach events and public speaking engagements both internally and externally.
- Planned and implemented community outreach initiatives to promote understanding of the public library.
- Developed public programming events for public, including providing data and evaluation.

CONTACT

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ANTHONY LP CHAN

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Phone: (352) 593-0649

EDUCATION UNIVERSITY OF SOUTH FLORIDA, Tampa FL
Bachelor of Science: Finance, Minor: Management

International Economic Development Council
IEDC Certification – Pending

Computer Skills: Expert level in MS Office (Word/Excel/Access/Power Point/Outlook),
Expert level in Oracle in Iprocurement/Grant accountant/Payables.
Intermediate level in ADA Compliance (MS Office/Adobe Pro)
Advance Level Intuit QuickBooks Pro, Intermediate Level Peachtree.

EMPLOYMENT HIGHLIGHTS

July 2016
To Present **City of St Petersburg**
Economic Development Specialist

The initial goal was to be the department expert in all things Oracle and to assist implementation of the new CRA grant matching program. Since then duties have expanded from managing CRA projects with a budget of \$460K to present of \$8.3M of TIF funds and being the Lead in workforce development.

- Assist in creation of new CRA programs as well as implement current programs in 1) Commercial Corridor Revitalization and Business development 2) Housing and Neighborhood revitalization and 3) Education, Job Readiness and Workforce Development.
- Grant administration and project management of over 40 projects annually, with current year projected to be over 100 Commercial and Residential programs.
- Research, process and coordinate with Budget, Finance and Procurement to ensure reimbursements are done in an accurate and timely manner.
- Conduct satellite hours as well as workshop presentations to the CRA community.
- Coordinate with SPC and other Workforce partners of St Pete Works to serve the hard to hire and unemployed residents of the CRA.
- Serve as Recording clerk for Citizen Advisory Committee meetings including creating agendas, transcribing minutes as well as the custodian of all the records, documents.
- Research, develop and maintain statistical information and perform business analytics.
- Attendance at Civic meetings to make presentations on economic development plans and projects.
- Work/Coordinate and productive interaction with City officials, other government agencies, business owners, neighborhood representatives and the community.
- Responsible for ADA compliance for the department.

August 2013
To July 2016

Pinellas County Job Corps
Work Base Learning Coordinator

Started as a volunteer then hired on as a temporary math instructor through a staffing agency and in less 45 days hired and promoted to WBL Coordinator in June 2014.

- Develop and maintain network of employers to identify qualified applicants to potential work base learning sites.
- Meet with Counselors, Trade instructors and students to set goals and expectation to maximize success.
- Promote Employee relations including educating students with various Employment laws including HIPPA.
- Prospect, cold/warm call potential business partners.
- Conduct Quarterly Meeting with business partners and staff.
- Prepare students, by consulting on topics such as: Resume Writing, Interviewing process, Negotiations and Business etiquette including business dress.
- Facilitate with Work Base Learning managers and employees (students).
- Document student/employee progress and provide constructive feedback.
- Ensure program parameters are well defined and an application process is in the place that replicates the workplace.
- Meet with on-center staff and employers to arrange work-based learning opportunities for students both on and off campus.
- Conduct On-site Safety Inspections.
- Organize and maintain files for Federal and State Compliance

November 2011
To June 2013

The CSI Companies
Executive Recruiter

Marketed and recruited candidates in Information Technology, Mortgage and Professional positions both locally and nationally while meeting and exceeding all recruiting goals.

- Responsible for recruiting all levels of talent spanning multiple skills within the Technology/Executive and Mortgage/Finance industries.
- Resume re-writes, instruct and prepare candidates for interviews.
- Proactively work with successful candidates with Employer/Employee relations.
- Network with various Technology User and Professional Groups.
- Generate leads to assist Account managers and increase revenue
- Utilizing and understanding the necessary tools to find qualified candidates in both traditional/innovative methods.

DENNIS STARK, MPA, ICMA-CM

dennis.w.stark@gmail.com ▪ 517-206-5799 ▪ [LinkedIn](#) ▪ Frederick, CO

CHIEF ADMINISTRATOR | CITY-COUNTY-TOWN MANAGER

City – County – State – Federal Expertise

DYNAMIC, EXPERIENCED CHIEF ADMINISTRATOR expert in inspiring teams, partners, and communities in development and attainment of quality, sustainable results. Progressive, effective servant leader adept at defining motivating visions and building collaborations to realize their fulfillment. Wise, experienced manager proficient at applying business acumen and extensive background within governmental entities to advance and achieve initiatives.

ADVANCING PERFORMANCE & IMPACTS ► DELIVERING EFFECTIVE TEAM AND PROJECT LEADERSHIP

- **Directing and supervising administration** of departments and offices.
- **Ensuring that laws, provisions, and directives** are faithfully executed.
- **Preparing and submitting proposed annual budgets**, capital improvement programs, and annual reports.
- **Leading a diverse staff in the pursuit of excellence**, continuous improvement, and customer service.
- **Advancing proactive community interaction** and regional partnerships.
- **Applying expertise in business and economic development**, community involvement, social media, and strategic planning.

PROFESSIONAL EXPERIENCE

Planning Commission Member, TOWN OF FREDERICK, Frederick, CO | 2015 – Current (part time)
Manager, CENTURA HEALTH INDIAN PEAKS COMMUNITY GARDEN, Frederick, CO | 2020 – Current (part time)

Town of Frederick: Provide input, advice, and guidance in accordance with local, state, and federal statutes. Assist with development, critique, and updates of Comprehensive Plan regarding the economic and building conditions of the Town. Advance attainment of Town's development goals including annual update and maintenance of the Three-Mile Plan. Develop Master Plans, code enforcement ordinances, and grants.

Centura Indian Peaks Community Garden: Manage community garden plots and educational programs/seminars, budget, and financial control over supplies, and logistics/outreach. Liaise with local governments, community organizations, and businesses.

Government Consulting Manager, INOVISION, LLC, Lyon County, NV | 2010 – 2015

Provided management consulting, recruitment, and senior management training services focused on wide-ranging governmental organizations, small businesses, and non-profits.

County Manager, LYON COUNTY, Lyon County, NV | 2007 – 2010

Oversaw a 2,431 square-mile county in Northern Nevada with 20 direct reports and a total fund balance of \$85 million. Directed hiring, training, performance evaluations, and employee relations for a 465-employee organization. Created and implemented policies and prepared and administered budgets. Negotiated and reviewed union contracts. Performed public relations, economic development, and community outreach initiatives. Liaised with local, state, and federal agencies to provide a safe community and improve quality of life. Coordinated interdepartmental activities between Emergency Services, County Clerk and Elections, Assessor's Office, Property Tax, Utilities, Roads and Facilities, Planning and Development, Human Resources, Finance, and Budget.

- ▶ **Remained fiscally solvent during one of the worst recessions in Nevada's history**, maintaining priority services to citizens.
- ▶ **Received \$500,000 federal Brownfield grant to remediate contaminated properties.** Efforts resulted in additional tax revenues and improved environmental standing. Additionally, secured funding for airport improvements.
- ▶ **Coordinated emergency services in response to a flood disaster;** secured \$8 million in FEMA funding to subsidize relief.
- ▶ **Secured \$25 million in new tax revenue** through institution of greenhouse operation, coin mint, and warehouse projects.
- ▶ **Designed and developed \$26 million jail facility** in collaboration with Sheriff's Department and Board of Commissioners.

Continued...

PROFESSIONAL EXPERIENCE (CONTINUED)

City Manager, CITY OF CHARLOTTE, Charlotte, MI | 2003 – 2007

Directed a 95-employee organization with 12 direct reports a \$16 million operating budget in support of 12,000 residents. Maintained six industrial parks, and oversight of parks and recreation system. Oversaw HR, budget preparation, union negotiations, and public relations. Developed and implemented public policy, led economic development, and instated retention incentives for industrial parks and local businesses. Collaborated with local, state, and federal agencies to share resources.

- ▶ **Led initiatives for and obtained \$100,000 state Blueprint grant** for downtown revitalization, and \$400,000 in Brownfield grants to refurbish three contaminated properties resulting in usable properties with a \$750,000 tax potential.
- ▶ **Defined and oversaw capital improvement projects worth \$3 million** including sidewalks, fire station exhaust system, parks/trails, and streets. Developed plan for a new fire station.
- ▶ **Facilitated \$2 million in capital improvements** funded by state and federal grants: renovated runway, implemented new gas fueling system, and heightened security for the airport. Trained, certified, and served as an Assistant Airport Manager.
- ▶ **Earned award-winning audits** as a result of prudent fiscal management.
- ▶ **Resurrected two rounds of urban revitalization grants** to enhance the downtown area:
 - Improved lighting and infrastructure for west-side businesses, saving an estimated \$44,000 annually.
 - Implemented a \$376,000 outdoor concrete skate park with an Internet camera system for community to view activities.

City Manager, CITY OF LITCHFIELD, Litchfield, MI | 2000 – 2003

Managed nine department heads for agricultural community with ~2,000 residents. Oversaw a \$12 million budget funded from property and industrial park taxes. Directed HR and performed needs analysis of tax, recreation, and budget, and finance matters to resolve operating issues. Formulated and communicated city policy. Led union negotiations and contract review. Spearheaded media and public relations activities including presentations and community outreach. Interfaced with local, state, and federal agencies to obtain additional funding for overlapping projects.

- ▶ **Applied for and received \$1.5 million from state grants** to design and construct a river walk, bike trail, and park.
- ▶ **Boosted tax revenues \$2 million/yr.** via development and promotion of 200-acre automotive industrial park.
- ▶ **Designed a streetscape proposal** to beautify the downtown area and parks.
- ▶ **Implemented emergency management system and budgeting procedures:** overhauled policies, deployed a new accounting system, and established a formalized training program.

Possess additional experiences in Human Services for the State of Colorado; Social Services with Adams County, CO; Court Services with the 1st Judicial District, CO; Police Officer with the City of Westminster, CO; and Transportation /Customer Service Specialist for Stevenson Lexus. Details on request.

EDUCATION | CERTIFICATIONS | TRAINING | AFFILIATIONS

Masters in Public Administration (MPA), UNIVERSITY OF COLORADO, Denver, Colorado

Bachelor of Science, Criminal Justice Management and Administration, METROPOLITAN STATE COLLEGE, Denver, CO

Associates in Police Science, SOUTH SUBURBAN COLLEGE, Chicago, Illinois

Certifications: State of Nevada Certified Public Official Designation, 2010 | Credentialed Manager, International City/County Management Association (ICMA-CM) | State and Local Emergency Management/Disaster Situation Certification

Affiliations: Government Finance Officers Association | Nevada Association of Counties | Local Government Managers Association of Nevada | State of Nevada Bicycle Advisory Board | Golden Key Honor Society | Alpha Phi Omega (service fraternity) | Delta Phi Omega (Criminal Justice fraternity) | Yerington Advisory Board, Western Nevada College

Training: Federal, State, and Local Grant Writing | HR Training: Discipline, Harassment, Building Teams, Conflict Resolution, and Customer Service | Economics, Finance, Budgeting, And Business Development

Memberships: International City/County Management Association; Colorado City and County Management Association; Florida City and County Management Association; State of Nevada Certified Public Official Designation; Town of Frederick Planning Commission

Kristin L. Cook
480 Helen St. Dunedin, FL 34698
(305) 942-3799 cochisetrinityknot@yahoo.com

Objective

Seeking a responsible and challenging position in a growth oriented progressive institution where my experience and skills will significantly contribute to the overall success of the organization and provide opportunities for my career growth.

Education

The Ohio State University: Attended three years. Completed core coursework for bachelor's degree in Arts and Sciences.

Experience

City of Holmes Beach

Deputy Clerk Holmes Beach, FL 05/21-present
Assistant to the City Clerk. Multi-faceted administrative position. Full membership in FACC and IIMC.

City of Dunedin

Senior Administrative Assistant Dunedin, FL 7/2019-05/21
Administrative assistant to the City Clerk. Performs administrative and support functions to the City Clerk. Schedules appointments, maintains Clerk's calendar as well as City Hall calendar. Responsible for maintaining Clerk's portion of City website. Maintains rosters and agendas, and ZOOM meetings for 30 Boards and Committees. Proofreading and editing of City Commission minutes. Attends commission meetings. Maintains Clerks budget, processes invoices, orders supplies. Responds to inquiries for public record requests. Provides coverage at City Hall when needed.

Pinellas County Tax Collector

Customer Service Specialist Largo, FL 11/2018-07/2019
Greets and assists customers at the front desk. Responds to inquiries from the public. Initial point of contact for the Tax Collector.

Polk County Property Appraiser

Customer Service Specialist Bartow, FL 07/2018-10/2018
Assists taxpayers with questions regarding property taxes. Data entry of exemption applications in person and via mail. Scanning, processing mail.

Monroe County Clerk of Court

Deputy Clerk Key West, FL 12/2013 to 05/2018
Various clerical duties within the Clerk of Courts office. Administrative Assistant to Finance Director. Receptionist duties: answering phones and directing calls, copying, scanning, faxing, sorting and distributing mail, data entry, composing correspondence, maintaining files and logs. Payroll duties as assigned. Prepared bank deposits. Special projects as assigned by Finance Director and Clerk of Court. Felony/Misdemeanor court clerk: prepared files for court, acted as second chair clerk during proceedings. Maintained dockets, scanned court documents, answered phone calls and emails regarding court. Assigned cases. Prepared cases for State Attorney's. Responded to requests for information from public, as well as State/Local/Federal Agencies. Prepared appeals for higher courts.

Kmart

Office Associate Key West, FL 9/2013 to 12/2013
Reconcile daily cash and complete daily bank deposit. Compile and print daily cash reports. Review unit integrity and invoice accuracy of register receipts. Reconcile lottery, wire transfer and money orders.

Department of Defense

Secretary

Key West, FL 8/2011-2/2012

Served as initial point of contact for Commissary. Supported recruiting process by scheduling interviews, initiating background checks. Prepared employee schedules and completed weekly payroll duties. Book keeping and record management. Prepared orientation packages for new hires. Assisted with completion of materials. Assisted employees with training. Maintained schedules and employee files. Responded to requests for information from public as well as employees. Maintained website.

LabCorp

Specimen Accessioner

Dublin, OH July 2013 to 9/2013

Prepared laboratory specimens for designated departments/locations prior to laboratory analysis and testing. Unpacked specimens from branches or ports and routes specimens by type to various staging areas. Prepares all specimens received for testing in designated laboratory departments or locations such as staging of specimens, centrifuge, separate serum, and blood smears. Aliquots sample for departments. Prepared excess specimen samples for storage and resolves and documents problem specimens.

The Ohio State University Department of Anatomic Pathology

Clinical Lab Technician

Columbus, OH 9/2004 -2/2011

Handled multifaceted tasks: data entry, filing, records management and billing as the technician to the gross room pathology assistants. Obtained specimens from outside the department as well as from inside the hospitals. Accessioned and fixed specimens. Maintained a high level of attention to detail while performing tasks. Communicated effectively with multiple departments to established strong relationships to gain support and effectively achieve results. Resolved issues with other departments. Provided timely, courteous and knowledgeable response to information requests; screened and transferred calls; and prepared reports. Earned excellent marks on performance reviews, with citations for excellence in areas including work volume, accuracy and quality ; ability to learn and master new concepts; positive work ethic; and commitment to providing unsurpassed service. Ability to deal with the public, customer service, data entry, administrative skills, organizational skills, time management, telephone etiquette, computer skills.



T R A S K
D A I G N E A U L T
LLP
A T T O R N E Y S

THOMAS J. TRASK, B.C.S.*
JAY DAIGNEAULT*
ERICA F. AUGELLO*
RANDY D. MORA, B.C.S.*
ROBERT ESCHENFELDER, B.C.S.*
NANCY MEYER
JEREMY SIMON
DAVID E. PLATTE

** Board Certified by the Florida Bar in
City, County and Local Government Law*

To: Town Council, Town of Kenneth City

Cc: Peter Cavalli, Town Manager
Dr. Jocilyn Martinez, Interim Town Clerk

From: Randy D. Mora, Town Attorney

Date: September 1, 2021

Re: Pension Plan – Designated Trustees

This Resolution addresses the identification of the designated officials to facilitate the administration of the Town's Pension Plan. This is primarily to ensure the signatory on documents and addressee for the purpose of official correspondence from the Plan Administrator are current. This person will not unilaterally have the authority to modify or amend the pension plan.

This proposed amendment will effectuate the identification of Manager Cavalli and the selected candidate for Town Clerk.

This Resolution may be amended in the future, as necessary.

**AMENDMENT NUMBER 1
TOWN OF KENNETH CITY, A MUNICIPAL CORP. PENSION PLAN**

BY THIS AGREEMENT, Town of Kenneth City, A Municipal Corp. Pension Plan (herein referred to as the "Plan") is hereby amended as follows, effective as of April 8, 2021, except as otherwise provided herein:

1. The section of the Adoption Agreement entitled "TRUSTEE(S) OR INSURER(S)" is amended as follows:

TRUSTEE(S) OR INSURER(S) (Plan Sections 1.44 and 1.84):

a. **Insurer.** This Plan is funded exclusively with Contracts and the name of the Insurer(s) is:

(1) _____ (2) _____ (if more than 2, add names to signature page).

b. **Individual Trustee(s).** Individual Trustee(s) who serve as Trustee(s) over assets not subject to control by a corporate Trustee. (add additional Trustees as necessary)

Name(s)	Title(s)
<u>Peter Cavalli</u>	<u>Trustee</u>
_____	_____
_____	_____

Address and telephone number

1. Use Employer address and telephone number

2. Use address and telephone number below:

Address: _____
Street

City State Zip

Telephone: _____

c. **Corporate Trustee(s)** (add additional Trustees as necessary)

Name: _____

Address: _____
Street

City State Zip

Telephone: _____

Directed/Discretionary Trustee. Unless otherwise specified below, if there is a corporate Trustee, it will serve as a Directed (nondiscretionary) Trustee (Plan Section 1.21) and if there is an individual Trustee, he or she will serve as a Discretionary Trustee (Plan Section 1.22) over all Plan assets (select all that apply; leave blank if defaults apply)

d. Directed Trustee exceptions (leave blank if no exceptions):

Directed Trustee over specified Plan assets (select all that apply; leave blank if none apply)

1. The corporate Trustee will serve as Directed Trustee over the following assets: _____

2. The individual Trustee(s) will serve as Directed Trustee over the following assets: _____

Individual Trustee will serve as Directed Trustee (may not be selected with d.1. or d.2.)

3. over all Plan assets

e. Discretionary Trustee exceptions (leave blank if no exceptions):

Discretionary Trustee over specified Plan assets (select all that apply; leave blank if none apply)

1. The individual Trustee(s) will serve as Discretionary Trustee over the following assets: _____

2. The corporate Trustee will serve as Discretionary Trustee over the following assets: _____

Corporate Trustee will serve as Discretionary Trustee (may not be selected with e.1. or e.2.)

3. over all Plan assets

NOTE: Appendix A to the Adoption Agreement (Special Effective Dates and Other Permitted Elections) or a separate agreement may be used to appoint a special Trustee for purposes of collecting delinquent contributions. If no such appointment is made, then except as provided in Plan Section 7.3(c), the Trustee will have such responsibility.

Separate trust. Will a separate trust agreement that is approved by the IRS for use with this Plan be used?

f. No

g. Yes

NOTE: If Yes is selected, an executed copy of the trust agreement between the Trustee and the Employer must be attached to this Plan. The Plan and trust agreement will be read and construed together. The responsibilities, rights and powers of the Trustee will be those specified in the trust agreement.

The Employer executes this Amendment on the date specified below.

Town of Kenneth City

Date: _____

By: _____

EMPLOYER

Peter Cavalli

By: _____

TRUSTEE

Transamerica 986766

ADOPTING RESOLUTION

The undersigned authorized representative of Town of Kenneth City (the Employer) hereby certifies that the following resolution was duly adopted by the Employer on the date specified below, and that such resolution has not been modified or rescinded as of the signature date below:

RESOLVED, that Amendment Number 1, presented to this meeting is hereby approved and adopted and that an authorized representative of the Employer is hereby authorized and directed to execute and deliver to the Administrator the amendment.

The undersigned further certifies that attached hereto is a true copy of Amendment Number 1 to Town of Kenneth City, A Municipal Corp. Pension Plan approved and adopted in the foregoing resolution.

Date: _____

By: _____

[print name/title]

TOWN OF KENNETH CITY, A MUNICIPAL CORP. PENSION PLAN

**SUMMARY PLAN DESCRIPTION
MATERIAL MODIFICATIONS**

**I
INTRODUCTION**

This is a Summary of Material Modifications regarding the Town of Kenneth City, A Municipal Corp. Pension Plan ("Plan"). Unless stated otherwise, the modifications described in this summary are effective as of April 8, 2021. This is merely a summary of the most important changes to the Plan and information contained in the Summary Plan Description ("SPD") previously provided to you. It supplements and amends that SPD so you should retain a copy of this document with your copy of the SPD. If you have any questions, contact the Administrator. If there is any discrepancy between the terms of the Plan, as modified, and this Summary of Material Modifications, the provisions of the Plan will control.

**II
SUMMARY OF CHANGES**

1. Plan Trustee

There has been a change to the Plan's Trustee. The name of the Plan's Trustee is:

Robert Howell, Trustee

RESOLUTION NO. 2021-0X

**A RESOLUTION OF THE TOWN OF KENNETH CITY, FLORIDA
AMENDING PENSION PLAN DOCUMENTS TO CHANGE THE
INDIVIDUALS IDENTIFIED AS AUTHORIZED
REPRESENTATIVE OF THE TOWN, AND PROVIDING FOR AN
EFFECTIVE DATE**

WHEREAS, the Town of Kenneth City, a Municipal Corporation administers a Pension Plan;

WHEREAS, the Town's Pension Plan identifies individual trustees for the purpose of execution and communication of official documents or correspondence concerning the Town's Pension Plan;

WHEREAS, various Town officials have recently separated from employment with or vacated their elected positions and new officials have been hired, requiring an amendment to the Town's Pension Plan Documents;

WHEREAS, Fla. Stat. 166.041, (1) provides that a Resolution is an expression of a governing body concerning matters of administration, an expression of a temporary character, or a provision for the disposition of a particular item of the administrative business of the governing body;

NOW, THEREFORE, BE IT RESOLVED by the Town Council of the Town of Kenneth City, Florida as follows:

- 1. Purpose and Application.** Amendment Number 1, a true and correct copy of which is attached as Exhibit 1 to this Resolution, is hereby approved and adopted.
- 2. Administrative Registration and Communication.** The Town Clerk is hereby authorized and directed to execute and deliver to this Resolution and the corresponding Amendment to the Plan Administrator.
- 3. Effective Date.** This resolution shall take effect immediately upon its passage and adoption.

PASSED AND ADOPTED THIS ____ Day of September, 2021.

Peter Cavalli, Town Manager

Robert Howell, Mayor

ATTEST:

Jocilyn Martinez, Ph.D., Interim Town Clerk

APPROVED AS TO LEGAL FORM

Randy Mora, Town Attorney