



THE TOWN OF KENNETH CITY, FLORIDA
Council 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.

6:30pm

August 10, 2022

Community Hall

- A. Call to Order
- B. Moment of Silence by Vice Mayor Cummings and Pledge of Allegiance
- C. Roll Call
- D. Consent Agenda
 1. Meeting Minutes
 - Special Meeting, 7.13.22
 - Council Meeting, 7.21.22
 - Special Meeting, 7.21.22
 - Workshop, 8.3.22
 2. Department Reports
- E. Persons Wishing to Be Heard on Items NOT Listed on the Agenda

A three-minute time limit will be imposed on ALL comments from the public, regardless of the subject matter. 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 Townclerk@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.

- F. Action Agenda
 1. Budget
 - a. American Rescue Plan Act (ARPA) Funding
 - b. 5 Year CIP Plan
 - c. Initial Draft of General Fund Revenue & Expenses
 2. FY23 Law Enforcement Ancillary Contract
 3. Interlocal Agreement with Forward Pinellas
 4. 47th Avenue Parking
 5. Code Enforcement Service
 6. Rules and Procedures for Town Council Meetings
 7. Imagine That Performance Project Report Acknowledgement (7.11.22 to 7.24.22)
 8. Town Manager Recruitment
- G. Mayor/Council Comments
- H. Town 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

Special Meeting Minutes

July 13, 2022

A. Call to Order

B. Invocation and Pledge of Allegiance

C. Roll Call

Present were Councilmember Roberts, Councilmember Noble, Vice Mayor Cummings, Councilmember Zemaitis, Mayor Howell, Interim Town Manager Duncan

D. Public Comment

Name and Address not provided.

This resident inquired about the Town Manager position.

Jan Lancto, 5951 52nd Ave N

This resident thanked the volunteers and staff for a wonderful Fourth of July event.

Keren Thillet Thomas 5051 60th St N

This resident indicated that she submitted a written public comment to be read into the record and inquired as to when would it be read.

E. Engagement Agreement – Interim Town Attorney

Rob Duncan addressed the agenda item for hiring an Interim Town Attorney. He introduced Sarah Johnston with Weiss – Serota. Ms. Johnston provided her background and experience. She indicated that her firm has offices all over Florida and represent more than 90 government entities across the state. She indicated that she had specific experience working with municipalities, staff, transitions, public records, and ethics.

Councilmember Roberts asked questions about invoicing and billing, in terms of whether travel time was included. Ms. Johnston indicated that travel time was included in the Interim Town Attorney agreement.

There was discussion amongst the Town Council regarding the Interim Town Attorney agreement.

Motion to approve the agreement for Interim Town Attorney with Sarah Johnston of Weiss-Serota was made by Councilmember Noble

Second was made by Councilmember Zemaitis

All in favor

Motion to approve the agreement for Interim Town Attorney with Sarah Johnston of Weiss-Serota was passed

F. Mayor/Council Comments

Mayor Howell addressed the Council regarding rotating through the Invocation. Mayor asked the Council if they preferred to have a prayer or moment of silence. Council gave consensus to have a moment of silence.

G. Adjournment

Motion to adjourn the meeting was made by Councilmember Roberts

Second was made by Vice Mayor Cummings

All in favor

Meeting adjourned



THE TOWN OF KENNETH CITY FLORIDA

Council Meeting Minutes

July 13, 2022

A. Call to Order

B. Moment of Silence by Councilmember Zemaitis and Pledge of Allegiance

C. Roll Call

Present were Councilmember Roberts, Councilmember Noble, Vice Mayor Cummings, Councilmember Zemaitis, Mayor Howell, Interim Town Manager Duncan, Interim Town Attorney Johnston

D. 4th of July Event Recap

Chief Vieno gave an update on the Town's Fourth of July event. He praised volunteers and staff who worked the event and felt that it was a successful event.

He also added that the Police Department received an award from Florida Department of Transportation which was a traffic enforcement speed laser

E. Consent Agenda

1. June 8, 2022 Council Meeting Minutes
2. Comprehensive Plan Amendment
3. Thank You Letter to Attorney Mora
4. Resolution 2022-03 Town Signatories
5. Revised Budget Calendar
6. Imagine That Performance Project Report Acknowledgment (6.13.22 to 6.26.22)

There was Council discussion regarding the format of the Consent Agenda.

Motion to approve Consent Agenda Item # 1 was made by Councilmember Noble

A second was made by Councilmember Zemaitis

All in favor

Motion to approve Consent Agenda Item #1 was passed.

Motion to approve Consent Agenda Item # 2 was made by Councilmember Zemaitis
A second was made by Vice Mayor Cummings
All in favor
Motion to approve Consent Agenda Item #2 was passed

Motion to approve Consent Agenda Item #3 with all Council signatures was made by
Councilmember Zemaitis
A second was made by Councilmember Roberts
All in favor
Motion to approve Consent Agenda Item #3 with all Council signatures was passed

Motion to approve Consent Agenda Item # 4 was made by Councilmember Zemaitis
A second was made by Vice Mayor Cummings
All in favor
Motion to approve Consent Agenda Item #4 was passed

Motion to approve Consent Agenda Item # 5 with the date of the Second Budget Hearing
changed to September 29, 2022 was made by Councilmember Zemaitis
A second was made by Vice Mayor Cummings
All in favor
Motion to approve Consent Agenda Item # 5 with the date of the Second Budget Hearing
changed to September 29, 2022 was passed

Motion to approve Consent Agenda Item # 6 was made by Councilmember Zemaitis
A second was made by Vice Mayor Cummings

Councilmember Roberts: No
Councilmember Zemaitis: Yes
Councilmember Noble: Yes
Vice Mayor Cummings: Yes
Mayor Howell: Yes

Motion to approve Consent Agenda Item #6 was passed

F. Public Comment

The Interim Town Clerk read aloud letters submitted by Joseph and Keren Thomas who reside at
5051 60th St N.

Maureen Boberg, 6082 50th Ave N

Ms. Boberg inquired about hiring a new Town Manager.

G. Action Agenda

1. Attorney RFP/Selection

Interim Town Attorney Sarah Johnson recused herself from the discussion. Interim Town Manager Rob Duncan introduced this item. He indicated that Imagine That Performance worked with the previous Town Manager on tweaking the RFP for Legal Services. He indicated that the ITP team reached out to as many firms as possible and received one response from Weiss Serota. Interim Town Manager Duncan indicated that the quotes provided by this firm were consistent with other firms in the market. He then presented 3 options for the Council to discuss.

Mayor Howell felt that the Council should hire this attorney.

Councilmember Roberts felt that the response provided by Weiss- Serota read was impressive but would have liked more options.

Councilmember Zemaitis appreciated that one company responded. She was ready to move forward with negotiating the contract.

There was a discussion between Council and Interim Attorney Johnston regarding which items were included in the retainer agreement, communication methods, and the length of the contract.

A motion to accept bid and direct Town Manager to negotiate contract with respondent was made by Councilmember Noble

A second was made by Vice Mayor Cummings

All in favor

Motion to accept bid and direct Town Manager to negotiate a contract with respondent was passed

2. Town Hall Security

Interim Town Manager Duncan discussed this item by indicating that there were concerns regarding Town Hall Security. He indicated that he asked Public Works Supervisor Ken Moore to get price quotes to help improve access to Town Hall. He said the cost of increased security would be around \$10,000.00

Keren Thillet-Thomas, 5051 60th St N

Ms. Thomas inquired about the type of security that was being considered in this discussion.

Interim Town Manager Duncan indicated that there were various options that may include cameras inside and/or outside of the building.

Chris Vanderkooi, 5196 60th Way N

Mr. Vanaderkooi asked why this security was needed and felt that money should not be spent if the Town was in trouble.

There was ongoing discussion between Council and staff regarding the need for Town Hall security.

Keren Thillet-Thomas, 5051 60th St N

Ms. Thomas inquired about insurance and whether increased security would lower insurance costs.

There was ongoing discussion about the need for security and concerns for the safety of employees amongst Council and staff.

Jeff Pfannes, 4494 61st Lane N

Mr. Pfannes thanked the Interim Town Manager for being in Town Hall and keeping everything in line. He felt the main priority should be getting new staff on board. He felt that the new Town Manager should be making these decisions. He indicated that he was also concerned about the costs and inquired about which monies could be utilized.

Chris Vanderkooi, 5196 60th Way N

Mr. Vanaderkooi asked about Council reviewing quotes and indicated that he was also concerned about the costs of this item.

Ellen Dalbo, 4726 58th St N

Ms. Dalbo asked if the Council was trying to return to a time in the Town's history when each Council member ran a department. She felt that it was ridiculous for 1 Councilmember to be the spokesperson for Council.

Paul Boberg, 6082 50th Ave N

Mr. Boberg felt that the Town should be able to get a security system for \$10,000.00. He also felt that lights on the gazebo and residents should have a final say in the decision.

Council gave consensus authorizing the Interim Town Manager to research Town Hall Security options with the review of Vice Mayor Cummings at a price not to exceed \$15,000.00.

3. Discussion of Accounting Solution Paths

a. Short-Term Solutions

Imagine That Performance Consultant Lisa Hendrickson gave a presentation regarding the Town's short-term needs for accounting services. She indicated that the Town outsourced this function to Aclarian for a 6-week time period.

There was discussion amongst Council and staff members regarding the Town's accounting services.

A motion to extend Aclarian Contract for accounting services in 6-week increments was made by Councilmember Noble

A second was made by Vice Mayor Cummings

All in favor

Motion to extend Aclarian Contract for accounting services in 6-week increments was passed

b. Long- Term Solutions

Imagine That Performance Consultant Lisa Hendrickson gave an update on the financial software that the Town is currently using. She indicated that it would be necessary to update the current software or purchase a new software system to carry out day-to-day functions. She presented several options to Council.

There was a discussion between Council and staff on this item.

Andrew Laflin, President of Aclarian LLC

Mr. Laflin discussed the benefits of his software and indicated that he could add additional code enforcement applications

Ann Seroca, Address Inaudible

Ms. Seroca asked several questions about the software and if there was an option for a trial software for employees.

Dave Yetch, Address Inaudible

Mr. Yetch asked about the software and about updating software in Town Hall. He also inquired about permits and current projects as he thought there wasn't anyone in the Building Department.

There was ongoing discussion about permitting and the need to update technology amongst the Town Council.

Council gave consensus vote for the Imagine That Performance team to research a turn-key solution for accounting services. Councilmember Roberts did not agree with this decision.

4. Preliminary Revenue Discussion

Imagine That Performance Consultant JP Murphy gave a discussion about the Town's revenue. He discussed revenue sources, the millage rate, ways to increase revenue such as new construction, redevelopment, sales tax, annexation, stormwater utility fees, and grants.

Mayor Howell thanked JP Murphy for his presentation.

There was discussion amongst Council regarding the increase of building permit fees.

5. Tentative Agenda

Interim Town Manager Duncan explained that the item presented was to give Council information on which items would be included for discussion in upcoming meetings.

There was a discussion amongst Council regarding the rotation for the moment of silence at the beginning of the meetings. Interim Town Manager Duncan indicated that the rotation would be built into the agenda.

H. Department Reports

There was discussion amongst Council about moving the Department Reports to the beginning of the agenda.

I. Officer Reports

Interim Manager Duncan discussed options for the Town Manager candidates. He offered that changing the public narrative was necessary and that Council was doing a better job at working together toward a common goal.

Interim Manager Duncan informed Council that a Waste Pro Listening Session was held and one of the items that was discussed was the CPI.

Interim Town Manager Duncan suggest that the Council hire a facilitator to help with conflict resolution issues and suggested Dr. Scott Paine from the Florida League of Cities. Council discussed this item and gave consensus to have Dr. Paine work with them at the August 3, 2022

J. Mayor/Council Comment

Council thanked the Imagine That Performance Team for their work at the meeting.

K. Adjournment

A motion to adjourn the meeting was made by Councilmember Roberts

A second was made by Councilmember Zemaitis

All in favor

Meeting was adjourned



THE TOWN OF KENNETH CITY FLORIDA

Special Meeting Minutes

July 21, 2022

A. Call to Order

B. Moment of Silence by Councilmember Roberts and Pledge of Allegiance

C. Roll Call

Present were Councilmember Roberts, Councilmember Noble, Vice Mayor Cummings, Councilmember Zemaitis, Mayor Howell, Interim Town Manager Duncan, Interim Attorney Johnston, and Consultant Lisa Hendrickson

D. Public Comments for items not on the agenda

1. Robert Arrison – 6048 45th Ave No – Resident commented on the fire department parking on the grass at the station. He asks that the fire department please refrain from parking on the grass.
2. Annia Gonzalez-Hernandez – 4706 58th St No - 6 foot fence replacement permit was denied. Resident wants to discuss options for the property, or a special permit request. Interim Town Manager explained the current code does not allow for the permit and a variance would need to be requested. The Town does not currently have a path for variances and a board would need to be engaged to review such a variance.
3. Keren Thomas – 5051 60th Street - Read email sent to Town Hall on Wednesday July 20, 2022 into the record. Consideration to transparency in government and act according to the town charter, oath of office, and the law. Resident disagrees with the replacement of the invocation with a moment of silence. Resident suggests Council replaces the moment of silence with one of the following: Oath of Office, Preamble to the Declaration of Independence or the Serenity Prayer.

E. Action Agenda

1. Budget Discussion

- a. CIP Project Presentation and Discussion – Michelle Berger presented the FY23 Capital Improvement Projects and 5 Year Plan.

Council Discussion: After Ms. Berger's presentation the Council discussed the CIP, asked questions, and offered comments.

Note: This meeting and all City Council Meetings, Special Workshops, Hearings and Committee Meetings are posted in advance on the Town's letterboards as well as the Town's website, newsletters and Facebook pages.

Mr. Berger explained the process for asking for legislative delegation money requests and grants.

The council discussed signage and the prior phases that have been completed and phases that have not been completed.

There was discussion on a 54th Ave complete street and applying for grant money through Forward Pinellas. A future workshop was recommended for discussion on 54th Ave complete street.

Discussion of community hall parking lot and parking spaces.

Discussion of public events and lighting (solar vs. electric) in the park with the opportunity for revenue generation. Council had consensus to create as unfunded at this time and discuss for next budget year.

Discussion of the four Town buildings going green and adding solar.

Discussion of Kenneth City branded water bottle vending machine and water bottle refill stations installation.

Discussion of splash pad, cost data, and future development.

Discussion of covered bus benches and replacement without advertisements. Council gave direction to bring in PSTA for a presentation and leverage information available.

Discussion of Twistee Treat property, stormwater, drainage, and roads.

Direction was given to obtain help with grants and project development and the need for assistance and direction from a consultant to guide the Town in obtaining money.

Discussion of safe street initiative in Pinellas County – Forward Pinellas and Comprehensive Plan. A Town assessment was discussed. Council gave direction to gather the data from Forward Pinellas and review for future discussion.

Discussed having a budget line item for “help” to assist with grants, planning, consulting, etc.

Discussion on server replacements and safety cameras to be taken out of CIP funding source.

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Discussion of ARPA money distribution, dedication of funds, and expenditures. Money must be dedicated by 2024.

Public Comments:

- i. Robert Arrison – 6048 45th Ave N – Provided a positive comment toward the discussion among council tonight.
 - ii. Fran Howell – 4931 56th Way N. – For signage please include reflective stop signs.
 - iii. Keren Thomas – Read email sent to Town Hall on Wednesday July 20, 2022 into the record. Consider adding a town wide recreation safety project. Need sidewalks leading up to the path on 46th street leading to the park. The recreation safety project should include bike lanes for families to safely bike along our streets. Slide 12 Suggests “Aggressive Pursuit” of state grants. Is the Town Clerk the appointed person to seek after the grants available? Who is tasked with grant proposals and/or grant applications?
- b. Program-Based Budgeting – JP Murphy presented an overview on program-based budgeting.

Council Discussion - After Mr. Murphy’s presentation the Council discussed and made comments on the following:

Discussed reaching out to student volunteers to help with events and to help offset some costs.

Discussed a community social club for help with raising funds and coordinating events.

Interim Town Manager Duncan closed with a general explanation of program-based budgeting being parallel with the line item budget, so there is a better understanding for what is allocated to spending.

Public Comments: NONE

- c. Expense Discussion - JP Murphy presented an overview on Town expenses.

Public Comments:

1. Keren Thomas – 5051 60th St N - Read email sent to Town Hall on Wednesday July 20, 2022 into the record. Dick Lenau’s proposed fishing pier doesn’t seem to be included on this section. Where are the salary requirements for the staff the city needs to hire?

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Council Discussion: After Mr. Murphy's presentation the Council discussed the Town's expenses, asked questions, and offered comments.

Discussed keeping the millage rate the same and increasing other fees as outlined in the recommendation slide.

Discussed timeline of implementing fees. Fire fee would take the longest. Discussed the fee, sustainability, and the general fund. Stormwater fee for sustainable capital funding would need a consultant. Discussed the various ways to assess a stormwater fee calculation.

Discussed historical reserves and how the revenue was generated for the reserve fund.

Discussed the percentage collected from the communications service tax.

- d. Revenue Discussion - JP Murphy presented an overview on Town revenues and mentioned implementation of a fee, using the state schedule, for public record requests.

Public Comments:

1. Keren Thomas – 5051 60th St N - Read email sent to Town Hall on Wednesday July 20, 2022 into the record. Consider a reassessment of Property Tax for properties which are now within the taxable threshold. Consider a salary freeze on all existing personnel, including the proposed salary increases in the police department, until we have a balanced budget. Consider reduction of police force by 1-2 officers to meet budget goals. Rehire once town has a working budget, and is fully staffed.

Council Discussion: After Mr. Murphy's presentation the Council discussed the Town's revenues, asked questions, and offered comments.

Discussed millage rate and proceeds based on moving millage rate up or down.

Discussed annexation being a source of revenue.

Discussed starting to fund depreciation using the example of police vehicles.

2. Setting Maximum Millage Rate

Michelle Berger presented the TRIM Timetable and education on adopting the maximum millage rate.

Note: This meeting and all City Council Meetings, Special Workshops, Hearings and Committee Meetings are posted in advance on the Town's letterboards as well as the Town's website, newsletters and Facebook pages.

First Public Hearing (First Reading) Wednesday, September 14, 2022.
Second Public Hearing (Final Reading) Thursday, September 29, 2022.

JP Murphy presented additional information on the millage rate and discussed Pinellas County's intent to go to the roll back rate, reducing the County's millage rate by .5792 (1/2 millage). Discussed highest home value \$385,000 and average home value \$88,000 and millage rate scenarios.

Public Comments:

1. Robert Arrison – 6048 45th Ave N – Commented on Pinellas County's intent to roll back. If taxes will remain the same would like council to consider ½ mill from County going to Kenneth City.
2. Fran Howell – 4931 56th Way N – Has been most informative meeting. If residents were informed and the education was available agree with Mr. Arrison's statement. Residents love Kenneth City, it's unique we are an enclave. Suggests educating the public, explain the reserves, and gain the respect of residents.

Council Discussion: After Mr. Murphy's presentation the Council discussed the Town's millage rate, asked questions, and offered comments.

Discussion regarding recommendation to keep millage the same.

Increase the communication tax and start the process to move forward with the other recommendations for future discussions to replenish reserves.

A motion was made by Councilmember Noble to set the millage rate at 5.4373 keeping it the same and Seconded by Vice Mayor Cummings.

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

Motion to approve the maximum millage rate at 5.4373 was passed unanimously.

3. Imagine That Performance Project Report was reviewed and discussed.

Public Comment: NONE

4. Town Manager Recruitment Options were discussed by Interim Town Manager Rob Duncan and Council outlining priorities and where the Town is going for the future in order to get in alignment as a board and to define the expertise from a Town Manager which is needed.

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Council Discussion:

Discussed that Council needs to define the projects and understand and prioritize the projects in order to inform the Town Manager of the Town's direction.

Comment was provided about how much has been learned, there is an interest in grants and outreach to partners in the County.

Discussed whether the Town should have a Town Clerk in place before the Town Manager. Discussion of the Town Clerk being an appointed position.

Discussed the need to build a foundation and have a team in place to help before bringing in a new Town Manager.

Interim City Manager explained the need to communicate what Kenneth City is accomplishing and have discussion about what the Council wants the process to be for recruiting a Town Manager.

Discussed the need for transition, having a plan for priorities, and identifying the route for recruitment, as well as a time table to move forward.

F. Mayor/Council Comments

Mayor Howell thanked the Council for their cooperation and coming together to turn this Town around.

G. Adjournment

Motion to adjourn the meeting was made by Councilmember Roberts

Second was made by Vice Mayor Cummings

All in favor

Meeting adjourned at 10:07pm.

Kenneth City Police Department Stats

Service Summary					Arrests			Traffic			Crime Prevention & Outreach			
Month/ 2022	Calls for service	Reports + Supplements	AOA	Alarm	SAO Referrals	APAD Arrests	Arrests / NTA	Crash Investigations	Traffic Warnings	Traffic Citations	Business & Residential Area Checks	Thief / Watch Programs	Community Contact/Assist Citizen	Directed Patrol
January	73	107	6	10	4	0	7	8	36	14	5422	296	221	571
February	74	110	8	5	1	0	9	11	38	15	3416	264	225	452
March	79	120	8	12	4	0	11	11	38	17	3050	361	243	470
April	59	106	8	7	1	0	3	17	27	13	2971	314	181	335
May	78	136	7	7	3	0	6	16	88	32	3277	322	173	361
June	80	110	7	10	2	0	5	8	52	11	2741	229	194	185
July	79	111	9	5	4	0	12	11	64	21	2079	258	140	139
August														
September														
October														
November														
December														
Yearly Totals	522	800	53	56	19	0	53	82	341	123	22956	2044	1377	2513

Reports and Supplements include FIR, Incident, and Offense Reports.
 Stats consist of those who are full time, assigned to light duty, and Reserve.
 Those who have additional assignments in patrol within the agency are reported in additional documents: Detective Gibson (CIS), Ofc Diaz Leon (Accreditation), Sgt Izrailov (Community Policing/Code Compliance).

This report does NOT reflect all the work or activity completed by the members of this Agency. It provides a snapshot of activity in selected areas identified by month, per calendar year. The areas chosen are those which are often asked about or requested.
 Data Sources: TruTech CAD, Visinet, ACISS Web, PCSONET Custom Query, TRACS, and daily reports. Tabulated by EP and LB

Volunteer hours running total for the year is 411 hours. These hours are donated to the Town of Kenneth City by 5 volunteers and 5 Reserve Officers.

KCPD Monthly Stats July 2022

Detective S. Gibson

Number of cases started with: 23, with 4 more waiting to be assigned

Number of cases ended with: 24, with 4 more waiting to be assigned

New cases assigned for the month

FELONY	5
MISDEMEANOR	1
NON-CRIMINAL	4

Case dispositions

INACTIVATED	6
CLOSED WITH MISDEMEANOR ARREST	
CLOSED WITH FELONY ARREST	
CLOSED OTHER	3
CLOSED SAO REFERRAL	
CLEARED WITH WAIVER	

Other Activity

SURVEILLANCES	3
PHOTOPACKS	
EVIDENCE STATUS REQUESTS	1
INITIAL REPORTS	1
SUPPLEMENTS	10
WARRANTS	1
TOUCH DNA PROCESSING / BUCCALS	
SUSPECTS RESULTING FROM TOUCH DNA	
OTHER: CCTV FOOTAGE, CELL TRACKING, D/L	
SUBPOENAS	2
JAIL RECORDINGS	31
REPORTS REVIEWED	29
CONTACT ATTEMPTS	14
INTERVIEWS	6
TRANSPORTING PROPERTY/EVIDENCE	1
RECOVERED STOLEN PROPERTY	
BOLOS	
APADS	

KCPD Community Policing Overview

July, 2022

Sergeant Andy Izrailov, Supervisor, COMMUNITY POLICING

During the month of July, the Town's *Fourth of July* event was held at Ernst Park. Approximately 300 to 400 people attended and enjoyed the Town event. Preparations are now being made for the upcoming community policing event, *Trunk or Treat*, to be held during the month of October.

Officers have been patrolling the Town on mountain bikes, and the Polaris patrol vehicle, as time permits. This has been well received by numerous town residents.

The Police Department continues to maintain Operation Medicine Cabinet, which allows residents to drop off old or unwanted prescription medication for safe disposal.

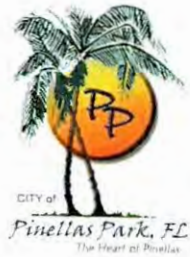
The police department conducted multiple quality of life type code compliance investigations. Sgt. Andy Izrailov and other department officers continue to investigate town code violation investigations.

Officers continued to conduct numerous Town business area patrols, for ongoing homeless subject complaints. The goal still is to provide a safe alternative for the homeless subjects, such as Safe Harbor and Pinellas Hope, as well as other resources, to create a positive resolution for everyone. Officers continued to conduct directed patrol of all Town parks and Town Hall for suspicious activity/persons.

All Town officers have been conducting traffic stops to educate drivers on traffic infractions and traffic safety issues. Further, the agency deterrent vehicle (ghost car) has been placed at numerous business/roadway locations throughout the Town to deter traffic violations/criminal activity. Town residents and local businesses are supportive of the ghost car placement and we continue to receive positive feedback.

Further, officers on midnight shift placed *Third Watch* notices throughout the Town as they checked closed business locations after hours. Officers conducted *House Checks* as requested by homeowners whose property was unattended.

Officers continue to be active in the community, by making citizen contacts, handing out police stickers, coloring books, and bicycle lights.



City of
PINELLAS PARK, FLORIDA

PINELLAS PARK FIRE DEPARTMENT
 11350 43RD STREET NORTH, CLEARWATER, FL 33762
 TEL 727-369-5803, FAX 727-369-5785

FIRE DEPARTMENT REPORT
 KENNETH CITY COUNCIL MEETING
 August 10, 2022

For the month of July 2022, the Fire, EMS and Life Safety activities break down as follows:

RESPONSES IN KENNETH CITY			
TYPE OF RESPONSE	MONTH	YEAR TO DATE	
	July	2022	2021
MEDICAL	169	998	874
VEHICLE COLLISION	3	32	27
FIRE RELATED CALLS	8	70	42
TOTAL RESPONSES	180	1100	943

ENGINE 16 RESPONSES									
TYPE OF RESPONSE	IN KENNETH CITY			OUTSIDE KENNETH CITY			TOTAL RESPONSES		
	MONTH	YEAR TO DATE		MONTH	YEAR TO DATE		MONTH	YEAR TO DATE	
	July	2022	2021	July	2022	2021	July	2022	2021
MEDICAL	42	320	268	64	362	260	106	682	528
VEHICLE COLLISION	2	19	13	23	145	122	25	164	135
FIRE RELATED CALLS	7	54	30	33	188	298	40	242	328
TOTAL RESPONSES	51	393	311	120	695	680	171	1,088	991

LIFE SAFETY MANAGEMENT SERVICES			
TYPE OF SERVICE PERFORMED	MONTH	YEAR TO DATE	
	July	2022	2021
INSPECTIONS	9	130	209
FIRE ALARMS	5	35	19
PLANS REVIEW	1	31	4
SMOKE ALARMS INSTALLED	0	23	4
PUBLIC EDUCATION PROGRAMS	0	0	5
PROGRAM ATTENDANCE	0	0	63

Respectfully submitted,

Brett Schlatterer, Fire Chief

Agenda Memo

To: Kenneth City Town Council

From: Town Manager

Date: 08/05/2022



Subject: Budget

Summary:

a. American Rescue Plan Act (ARPA) Funding

The U.S. Department of Treasury has committed \$2,564,872 in ARPA funding to the Town of Kenneth City for mitigation efforts against the COVID-19 pandemic. The Town (the recipient) has received the first half of the committed funds (\$1,282,436) in the fourth quarter of 2021 and expects the next half (\$1,282,436) to be paid out in the fall of 2022. For the Council's consideration priority projects have been identified and aligned with the proper subcategories within the established allowances of ARPA.

b. 5 Year Capital Improvement Plan (CIP)

For Council consideration and discussion is a recommended 5 Year Capital Improvement Plan. The 5 Year Capital Improvement Plan is a multiyear planning tool used by the Town of Kenneth City to identify needed capital projects and to coordinate the financing and timing of improvements in a way that maximizes the return to the public. It is a comprehensive five-year plan of capital improvement projects, which identifies priorities as to need, method of financing, cost, and revenues that will culminate during the identified five-year period. The Council has identified priorities and a capital budget for this year, which are explained with an expanded narrative and incorporated into this full budget for Council approval during the annual public hearing(s).

c. Initial Draft of General Fund Revenues and Expenditures

For Council consideration is an initial draft of revenue and expenditure allocations from the General Fund for FY23.

Proposed Recommendation:

Town Council to provide direction to staff on how to proceed on budget recommendations.

Memo to: Interim Kenneth City Town Manager Rob Duncan
From: Imagine That Performance Consultant Michelle Berger
Regarding: American Rescue Plan Act (ARPA) Funding Allocations
August 4, 2022



While the country has made tremendous progress in the fight against COVID-19, the disease still poses a threat to Americans' health and the economy. Providing state, local, and Tribal governments the resources needed to fight the COVID-19 pandemic is a core goal of the Coronavirus State and Local Fiscal Recovery Funds, as well as addressing the other ways that the pandemic has impacted public health. Treasury has identified several public health impacts of the pandemic and enumerated uses of funds to respond to impacted populations.

The Town of Kenneth City is designated a non-entitlement unit of government with a population of 50,000 or less residents. The U.S. Department of Treasury has committed \$2,564,872 to the Town of Kenneth City for mitigation efforts against the pandemic. The Town (the recipient) has received the first half of the committed funds (\$1,282,436) in the fourth quarter of 2021 and expects the next half (\$1,282,436) to be paid out in the fall of 2022.

The final rule clarifies that recipients may use funds for programs, services, and capital expenditures that respond to the public health and negative economic impacts of the pandemic. For the Council's consideration, I have evaluated their identified priority projects and aligned them with the proper subcategories within the established allowances of ARPA.

The use of funds recommended is consistent with the terms of the final rule. Each identified project or use of funds serve to replace lost public sector revenue and/or support the COVID-19 public health and economic response. An important detail for the capital projects that benefit the affected and extended communities: any individual project over or equal to \$1 million will need written justification submitted to the Treasury. Its not an overly complicated process, but it is worth noting.

The stormwater projects for this purpose refers to the accumulated projects presented as Exhibit A with the CIP list. While the engineer of record has indicated the twenty-year forecasted need of projects, he is currently working to prioritize them as they total over \$10 million. ARPA funds alone will not satisfy the budgetary needs to complete stormwater and resiliency projects for the town so continued consideration of the stormwater fee and pursuit of grants is encouraged.

<u>Expenditures - Services & Capital Projects</u>	<u>Ruling Sub-Category</u>	<u>FY 2022</u>	<u>FY 2023</u>	<u>FY 2024</u>	<u>FY 2025</u>	<u>FY 2026</u>	<u>Totals</u>
Imagine That Performance Consulting Fees	Support Programs: Administrative Needs	100,000					100,000
"Help Line" Consulting Fees	Support Programs: Administrative Needs		50,000				
Stormwater Improvements - As Identified in Exhibit A of FY23 Budget	Capital; Clean Water		500,000	400,000	500,000	150,000	1,550,000
Video Conferencing & Data Software	Support Program - Outreach		55,000				55,000
Enterprise Resource Planning Software - Licenses & Implementation	Support Program - Outreach		75,000				
Digitization of Public Records - Scan, Retain, Online Access	Support Program - Outreach		25,000				
Park Lighting Installation	Capital; Public Health				150,000	150,000	300,000
Park Improvements - Multimodal	Capital; Public Health				200,000	200,000	400,000
Totals		100,000	705,000	400,000	850,000	500,000	2,555,000

As you can see, the total for identified projects is less than the expected receivable. I took into consideration any unknown, unanticipated expense that may arise which the difference of \$9,872 may be allocated by the Council over the upcoming years. Additionally, if the Council chooses to change the allocations along the way, it may, so long as the expense falls within the allowable final ruling.



**Capital
Improvements
Program**



CAPITAL IMPROVEMENTS PROGRAM

The 5 Year Capital Improvement Plan is a multiyear planning tool used by the Town of Kenneth City to identify needed capital projects and to coordinate the financing and timing of improvements in a way that maximizes the return to the public. It is a comprehensive five-year plan of capital improvement projects, which identifies priorities as to need, method of financing, cost, and revenues that will culminate during the identified five-year period.

The Council has identified priorities and a capital budget for this year, which are explained with an expanded narrative and incorporated into this full budget for Council approval during the annual public hearing(s). Projects slated for subsequent years are considered a “placeholder” for funds. This means these projects will still need to come before Council for approval to proceed prior to any funds being spent. In those future years, if there is not sufficient funding available, projects are either deferred to a later year, deleted, or unfunded, in which case staff may seek the availability of potential grant funding or alternate funding mechanisms. This document offers multiyear guidance and can be considered a living document year to year, allowing Council to make changes as the elected body deems appropriate. Some agencies refer to the CIP as a “blueprint” or a “road map” for future years’ planning.

For Kenneth City’s CIP, the largest recurring cost is in the stormwater arena. Much of this is due to unfunded mandates from the State of Florida, specifically with compliance to Florida State House Bill 53 (HB53*) and resiliency demands for the public’s benefit. The Town’s Engineer of Record has identified a list of the necessary projects for Kenneth City over the future twenty-year span, as necessitated by the State of Florida within HB53. For purposes of the five-year CIP, the most emergent projects are included within the multiyear financial planning tool.

The list of projects on the CIP for this and future years was garnered from interviews with support staff and stakeholders for Kenneth City, specifically:

- **Town of Kenneth City Public Works Supervisor**
- **Town of Kenneth City Police Chief**
- **Town of Kenneth City Engineer of Record from Advanced Engineering & Design**
- **Fire Chief, Pinellas Park Fire Department**



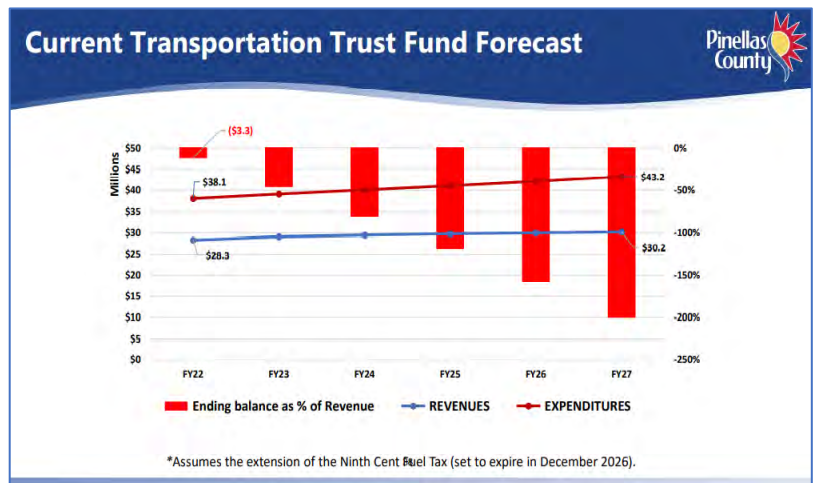
At this time, the only consistent revenue stream allocated to the CIP is the Penny for Pinellas local sales tax shared revenue.

Current Projection of Revenue Stream from Penny for Pinellas

5 Year Funding Cycle						
	FY 21-22	FY 22-23	FY 23-34	FY 24-25	FY 25-26	FY 26-27
Revenues	Actual	Proposed	Projected	Projected	Projected	Projected
Local Option Sales Tax (Penny for Pinellas)	581,000	593,000	608,000	618,000	628,000	638,000
SFWM (Stormwater Improvements Grant)	12,500					
Total Revenues	593,500	593,000	608,000	618,000	628,000	638,000

Additional revenue streams may be considered in the near future by the Council for dedication to the CIP, including pursuing grants, a stormwater utility fee, and local fuel tax option. The Council has already successfully completed a stormwater management study with rate study during the previous fiscal year 2021-2022, which ease the burden of consideration and sets the stage for implementation. Allocating alternative revenue streams, such as fuel tax dollars, are considered user fees which allow non-residents to contribute. This dedication of funds would need to be policy driven. Future considerations of the anticipated challenges of consistent collection of fuel taxes must be taken into account.

During a May 2021 presentation to the Council, the Pinellas County Transportation Trust Fund predicted a future revenue shortfall as compared to the anticipated expenses. As more consumers transition to hybrid and electric vehicles, combined with the rate of inflation outpacing revenue growth, the confidence of depending on this user fee is greatly reduced. Even with this consideration, it makes sense to create a policy to dedicate whatever funding is available toward the capital improvement plans for streets, sidewalks and overall multimodal needs.



The Council has authorized the pursuit of local, state and federal grant opportunities and sees this as the best way to supplement the budget and reduce the burden on the Kenneth City tax payer.

Along the lines of grants, the Council offered consensus in identifying stormwater projects to be paid by American Rescue Plan Act (ARPA) funds. The final ruling from the Treasury has identified stormwater projects as applicable and authorized for use of funds.** Additionally, certain elements of improvements to outdoor spaces, such as parks or outdoor public areas, have been deemed eligible for ARPA fund expenditures to ensure equitable neighborhoods and communities, as well as enhanced functions (i.e. lighting) which reduces crime.

The exploration of general fund subsidies is recommended to expand revenue gathering from only property owners (ad-valorem) to that of non-residents for shared contributions.



*What is HB53?

House Bill 53 requires the Office of Economic & Demographic Research (EDR) to include an analysis of the expenditures necessary to repair, replace, and expand water-related infrastructure in its annual assessment of Florida's water resources and conservation lands. By June 30, 2022, and every five years thereafter, the bill requires each city or jurisdiction to provide a stormwater and wastewater system needs analysis report to the counties they are within. The needs analysis will include projections of system costs over a 20-year horizon. Then, counties and independent special districts must compile the local reports (including their own) and submit them to EDR and the secretary of the Department of Environmental Protection by July 31, 2022. EDR must evaluate the compiled documents for the purpose of developing a statewide analysis for inclusion in the annual assessment due January 1, 2023.

**Water, Wastewater, and Stormwater Infrastructure Guidance

Previous guidance in the Interim Final Rule pointed to the EPA's Drinking Water and Clean Water State Revolving Fund (SRF) handbooks to determine eligible water, wastewater, and stormwater projects. However, the Final Rule has provided expanded eligibility beyond the SRF guidance. Furthermore, when using funds for eligible water and wastewater infrastructure projects, recipients will not need to obtain pre-approval from U.S. Treasury, which will streamline the process.

Eligible projects outlined in the SRF handbooks remain eligible under the Final Rule (details below). However, the Final Rule expands eligibility to include additional projects related to stormwater, residential wells, lead remediation, and dams and reservoirs, as long as they are found to be "necessary," which is defined by meeting three criteria:

1. Responsive to an identified need to achieve or maintain an adequate minimum level of service, which may include a reasonable projection of increased need, whether due to population growth or otherwise,
2. A cost-effective solution for meeting that need, taking into account available alternatives, and
3. For investments in infrastructure that supply drinking water in order to meet projected population growth, projected to be sustainable over its estimated useful life.

These additional eligible projects and guidance under the Final Rule related to water, wastewater, and stormwater include:

Stormwater Infrastructure

- Stormwater projects regardless of an expected water quality benefit
- Culvert repair, resizing, and removal, replacement of storm sewers, and additional types of stormwater infrastructure

[ARPA Final Rule Flexibility for Water, Wastewater, and Stormwater Projects \(efcnetwork.org\)](https://efcnetwork.org/arpa-final-rule-flexibility-for-water-wastewater-and-stormwater-projects)

*** Services designed to build stronger neighborhoods and communities and to address health disparities and the social determinants of health. The Interim Final Rule provides a non-exhaustive list of eligible services to respond to the needs of communities disproportionately impacted by the pandemic, and recipients may identify other uses of funds that do so, consistent with the Rule's framework. For example, investments in parks, public plazas, and other public outdoor recreation spaces may be responsive to the needs of disproportionately impacted communities by promoting healthier living environments and outdoor recreation and socialization to mitigate the spread of COVID-19.



Public Safety Projects



Mission

Police Vehicle	
Project Number or P/O:	TBD
Project Status:	Funded
Project Driver:	Capital Renewal
Estimated Useful Life:	5 Years
Additional FTEs:	0



Alignment & Advancement:

Providing Exemplary Services

Project Description:

Purchase one (1) Dodge Charger or similar patrol vehicle as part of the Town's Vehicle Replacement Plan.

Revisions from Previous Year:

In FY21, the Police Department received three new vehicles to their aging fleet. This fiscal year the updating of the fleet continues with the request for one vehicle.

Funding Breakdown:					
FUND	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027
Project Total	\$41,000	\$0	\$0	\$0	\$0
Capital expenditures	\$41,000	\$0	\$0	\$0	\$0
xxx - (xxx) Pennies for Pinellas	\$41,000	\$0	\$0	\$0	\$0



Police Ballistic Helmets

Project Number or P/O: TBD

Project Status: Funded

Project Driver: Capital Renewal

Estimated Useful Life: 10 Years



Mission Alignment & Advancement:

Providing Exemplary Services

Project Description:

Replacement of police departments 8 ballistic helmets which are nearing expiration. The Police Department has 5 additional helmets that will be replaced in future years.

Funding Breakdown:					
FUND	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027
Project Total	\$3,000	\$0	\$0	\$0	\$0
Capital expenditures	\$3,000	\$0	\$0	\$0	\$0
xxx - (xxx) Pennies for Pinellas	\$3,000	\$0	\$0	\$0	\$0



Police Department Capital Equipment

Project Number or P/O: TBD
Project Status: Funded
Project Driver: Capital Renewal
Estimated Useful Life: Various



Mission Alignment & Advancement:

Providing Exemplary Services

Project Description:

Police departments purchase and installation of (2) two protective bumpers for remaining vehicles, purchase of six (6) active shooter kits and seven (7) in car vehicle radios. Purchase new accounting software to track departments budget and expenses.

Funding Breakdown:					
FUND	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027
Project Total	\$45,000	\$0	\$0	\$0	\$0
Capital expenditures	\$45,000	\$0	\$0	\$0	\$0
xxx - (xxx) Pennies for Pinellas	\$45,000	\$0	\$0	\$0	\$0



Police Department – Laptop Computers
Project Number or P/O: TBD
Project Status: Funded
Project Driver: Capital Renewal
Estimated Useful Life: Various



Mission Alignment & Advancement:

Providing Exemplary Services

Project Description:

Replacement of three laptops for patrol vehicles. This line-item includes all accessories.

Funding Breakdown:					
FUND	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027
Project Total	\$7,500	\$0	\$0	\$0	\$0
Capital expenditures	\$7,500	\$0	\$0	\$0	\$0
xxx - (xxx) Pennies for Pinellas	\$7,500	\$0	\$0	\$0	\$0



Public Works Projects



Public Works – Street Improvements	
Project Number or P/O:	TBD
Project Status:	Funded
Project Driver:	Capital Renewal
Estimated Useful Life:	Various



Mission Alignment & Advancement:

Providing Exemplary Services

Project Description:

Funding for targeted milling and resurfacing of Town streets in accordance with the master street condition inventory. Plans for improvements have been on hold, pending the outcome of stormwater master plan conducted by the Town's contracted general engineer, which has now been completed. Street improvements needed as a result of stormwater infrastructure replacement and repair will be funded predominantly by the anticipated Stormwater Fee.

Revisions from Previous Year:

The Public Works Department anticipates increasing the cadence of street overlays, repairs and resurfacing vs. previous years. The infusion of ARPA funds frees up general fund and Pennies for Pinellas for important infrastructure such as street improvements.

Funding Breakdown:					
FUND	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027
Project Total	\$130,000	\$150,000	\$75,000	\$0	\$0
Capital expenditures	\$130,000	\$150,000	\$75,000	\$0	\$0
xxx - (xxx) Pennies for Pinellas	\$130,000	\$150,000	\$75,000	\$0	\$0



Public Works Department Capital Equipment

Project Number or P/O: TBD

Project Status: Funded

Project Driver: Capital Renewal

Estimated Useful Life: Various



Mission Alignment & Advancement:

Providing Exemplary Services

Project Description:

Funding of the Public Works Department’s mezzanine within the public works facility, a telehandler and other essential equipment.

Revisions from Previous Year:

In FY21, the Public Works Department received delivery of a new mezzanine which provides shelter for town vehicles and additional storage options. This fiscal year the improvements to protect public investments continues.

Funding Breakdown:					
FUND	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027
Project Total	\$70,000	\$0	\$0	\$0	\$0
Capital expenditures	\$70,000	\$0	\$0	\$0	\$0
xxx - (xxx) Pennies for Pinellas	\$70,000	\$0	\$0	\$0	\$0



Public Works –Park Improvements – Cameras / Security

Project Number or P/O: TBD

Project Status: Funded

Project Driver: Capital Renewal

Estimated Useful Life: 10 Years



Mission Alignment & Advancement:

Providing Exemplary Services

Project Description:

Purchase and installment of closed circuit security cameras, along with associated software for monitoring, for town parks facilities.

Revisions from Previous Year:

In FY21, the Council determined this to be a priority project. Due to administrative turnovers, the execution of the project was delayed.

Funding Breakdown:					
FUND	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027
Project Total	\$15,000	\$0	\$0	\$0	\$0
Capital expenditures	\$15,000	\$0	\$0	\$0	\$0
xxx - (xxx) Pennies for Pinellas	\$15,000	\$0	\$0	\$0	\$0



**Public Works – Park Improvements –
Joe’s Creek Linear Trail Connector**

Project Number or P/O: TBD

Project Status: Funded

Project Driver: Capital Renewal



Mission Alignment & Advancement:

Creating an Exceptional Environment

Project Description:

Working collaboratively with Pinellas County to create a future connection to Joe’s Creek Linear Trail from 46th Ave. N Trail. This trail connection will enable trail users from the county to access Town facilities and for Town residents to access the Pinellas Trail. The route study and design is planned by Pinellas County.

This is a recurring expense anticipated for completion in fiscal year 2026 with the county’s financial partnership.

Funding Breakdown:					
FUND	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027
Project Total	\$150,000	\$150,000	\$150,000	\$50,000	\$0
Capital expenditures	\$150,000	\$150,000	\$150,000	\$50,000	\$0
xxx - (xxx) Pennies for Pinellas	\$150,000	\$150,000	\$150,000	\$50,000	\$0



**Public Works – Park Improvements –
Unit 12 Park Reconstruction**

Project Number or P/O: TBD

Project Status: Funded

Project Driver: Capital Renewal



Mission Alignment & Advancement:

Creating an Exceptional Environment

Project Description:

Reconstruction of Unit 12 Park in conjunction with Pinellas County’s future Joe’s Creek Linear Trail. This intends to enhance the trail experience for Kenneth City active residents. This is anticipated to be a one-time cost.

Funding Breakdown:					
FUND	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027
Project Total	\$125,000	\$0	\$0	\$0	\$0
Capital expenditures	\$125,000	\$0	\$0	\$0	\$0
xxx - (xxx) Pennies for Pinellas	\$125,000	\$0	\$0	\$0	\$0



Public Works – Signage	
Project Number or P/O:	TBD
Project Status:	Funded
Project Driver:	Capital Renewal
Estimated Useful Life:	Various



Mission Alignment & Advancement:

Providing Exemplary Services

Project Description:

Funding allocated for replacement or updating of non-compliant street signage along roadways being resurfaced. Replace and update signs throughout the Town to ensure MUTCD compliance with size, color and reflectivity. This is a large scale town-wide project. Due to funding limitations, plans to fully execute are within FY 24. If funding becomes available soon, it may be expedited.

Revisions from Previous Year:

The Public Works Department began the larger project in 2021 with an understanding that it would require a multi-year approach for completion.

Funding Breakdown:					
FUND	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027
Project Total	\$5,000	\$125,000	\$5,000	\$5,000	\$5,000
Capital expenditures	\$5,000	\$125,000	\$5,000	\$5,000	\$5,000
xxx - (xxx) Pennies for Pinellas	\$5,000	\$125,000	\$5,000	\$5,000	\$5,000



Public Works – Park Improvements – Lighting	
Project Number or P/O:	TBD
Project Status:	Unfunded – Potential ARPA Designation
Project Driver:	Capital Renewal

Mission Alignment & Advancement:
 Creating an Exceptional Environment

Project Description:

Lighting of town park facilities to create an environment conducive to safe passage, reduction in vandalism, and / or memorable public events that may span into the evening hours or during inclement weather which may necessitate lighting. The preferred method of lighting should be environmentally conscious, with considerations for solar, LED, or other products that reduce the carbon footprint. Setting the course for advanced public events will be an economic development driver for small businesses within Kenneth City. The Council offered consensus that this initiative was a future priority with desires to pursue funding options. This is unfunded for this budget cycle but due to the Council’s direction of making it a priority, if grant funding opportunities become available, they will be brought to Council for consideration of execution.

This is a recurring expense anticipated for completion by or in fiscal year 2026 with appropriated funding. Further research should be done to fully exercise the public benefits of ARPA funds.* The latest findings from the Treasure report improvements to outdoor spaces to be an eligible use of funds as a response to the public health emergency. Phase 1 is considered the design, engineering and permitting stage. Some grants do not pay for Phase 1, but do pay for Phase 2 which typically consists of all construction. Completion of Phase 1 (design) of capital projects qualifies the project as “shovel ready” (eligible for a variety of grants). This financial planning document takes a conservative approach: Phase 1 being paid for with non-grant funds at this time, until or unless future rulings show otherwise.

Funding Breakdown:					
FUND	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027
Project Total	\$0	\$75,000	\$0	\$0	\$0
Phase 1		\$75,000			
xxx - (xxx) Pennies for Pinellas	\$0	\$75,000	\$0	\$0	\$0
Phase 2 (construction)			\$150,000	\$150,000	
ARPA Fund Usage			\$150,000	\$150,000	
Capital expenditures	\$0	\$75,000	\$150,000	\$150,000	\$0

*2.18 of the US Treasury’s July 2021 FAQ Update: Services designed to build stronger neighborhoods and communities and to address health disparities and the social determinants of health. The Interim Final Rule provides a non-exhaustive list of eligible services to respond to the needs of communities disproportionately impacted by the pandemic, and recipients may identify other uses of funds that do so, consistent with the Rule’s framework. For example, investments in parks, public plazas, and other public outdoor recreation spaces may be responsive to the needs of disproportionately impacted communities by promoting healthier living environments and outdoor recreation and socialization to mitigate the spread of COVID-19.



Public Works – Park Improvements – Multimodal Path(s)

Project Number P/O: TBD

Project Status: Unfunded – Potential ARPA Designation

Project Driver: Capital Renewal

Mission Alignment & Advancement:

Creating an Exceptional Environment

Project Description:

Creating additional trails and pathways within and leading to town park facilities to create an environment conducive to safe passage, increased recreation opportunities, and an enhanced quality of life for all residents and users. Equity in representation shall be considered when designing passageways for all users. This may include clean water fountain and refill station options which allow for the potential of Kenneth City branded merchandise to provide free water and reduced plastic waste for users. This forward thinking takes into consideration future generations and promotes environmental sustainability and ecofriendly, green living. The Council offered consensus that this initiative was a future priority with desires to pursue funding options. This is unfunded for this budget cycle but due to the Council’s direction of making it a priority, if grant funding opportunities become available, they will be brought to Council for consideration of execution.

This is a recurring expense anticipated for completion by or in fiscal year 2026 with appropriated funding. Further research should be done to fully exercise the public benefits of ARPA funds.* The latest findings from the Treasure report improvements to outdoor spaces to be an eligible use of funds as a response to the public health emergency. Phase 1 is considered the design, engineering and permitting stage. Some grants do not pay for Phase 1, but do pay for Phase 2 which typically consists of all construction. Completion of Phase 1 (design) of capital projects qualifies the project as “shovel ready” (eligible for a variety of grants). This financial planning document takes a conservative approach: Phase 1 being paid for with non-grant funds at this time, until or unless future rulings show otherwise.

Funding Breakdown:					
FUND	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027
Project Total	\$0	\$125,000	\$0	\$0	\$0
Phase 1		\$125,000			
xxx - (xxx) Pennies for Pinellas	\$0	\$125,000	\$0	\$0	\$0
Phase 2 (construction)			\$200,000	\$200,000	
ARPA Fund Usage			\$200,000	\$200,000	
Capital expenditures	\$0	\$125,000	\$200,000	\$200,000	\$0

*2.18 of the US Treasury’s July 2021 FAQ Update: Services designed to build stronger neighborhoods and communities and to address health disparities and the social determinants of health. The Interim Final Rule provides a non-exhaustive list of eligible services to respond to the needs of communities disproportionately impacted by the pandemic, and recipients may identify other uses of funds that do so, consistent with the Rule’s framework. For example, investments in parks, public plazas, and other public outdoor recreation spaces may be responsive to the needs of disproportionately impacted communities by promoting healthier living environments and outdoor recreation and socialization to mitigate the spread of COVID-19.



Public Works /Stormwater – Lake Aeration / Water Quality Treatments

Project Number or P/O: TBD

Project Status: Funded

Project Driver: Capital Renewal



Mission Alignment & Advancement:

Creating an Exceptional Environment

Project Description:

Funding allocated for engineering, acquisition and installation of water quality improvements (fountains and aerators). Source of funding is from a County grant/BP Deep Water Horizon oil spill proceeds. Grant requires budgeting for full project cost, then will result in 50% reimbursement upon completion

Funding Breakdown:					
FUND	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027
Project Total	\$25,000	\$	\$	\$	\$0
Capital expenditures	\$25,000	\$	\$	\$	\$0
xxx - (xxx) GF – DEP Reimburse	\$25,000	\$	\$	\$	\$0



Public Works /Stormwater – Various Prioritized Projects - TBD
Project Number or P/O: TBD
Project Status: Funded
Project Driver: Capital Renewal



Mission Alignment & Advancement:

Providing Exemplary Services

Project Description:

Adhering to the National Pollutant Discharge Elimination System (NPDES), preparing for HB53 compliance and maintaining the commitment to control and clean water runoff to protect the residents and the environment (BMAP). Mitigation of flooding and promoting resiliency issues. Street milling and resurfacing is also funded after infrastructure improvements.

Potential to use alternate funding sources *if* Council supports policy change: ARPA; pursue all grant options; establish a stormwater fund.

List of projects currently outlined exists within Exhibit A. The Town’s engineer of record will prioritize the needs and work within the scope of funding available on an annual (fiscal) basis. The individual projects will go before Council, once identified, for approval, prior to expenditures.

Funding Breakdown:					
FUND	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027
Project Total	\$500,000	\$100,000	\$0	\$0	\$500,000
Phase 1	\$100,000	\$100,000			100,000
xxx - (xxx) Pennies for Pinellas	\$100,000	\$100,000	\$0	\$0	\$500,000
Phase 2 (construction)	\$400,000	400,000	\$500,000	\$400,000	400,000
ARPA Fund Usage	\$400,000	400,000	\$500,000	\$400,000*	
Capital expenditures	\$500,000	\$100,000	\$500,000	\$400,000	\$0

*Estimate rounded down for accounting.



Public Works – Parking Lot Improvements – Additional Parking

Project Number or P/O: TBD

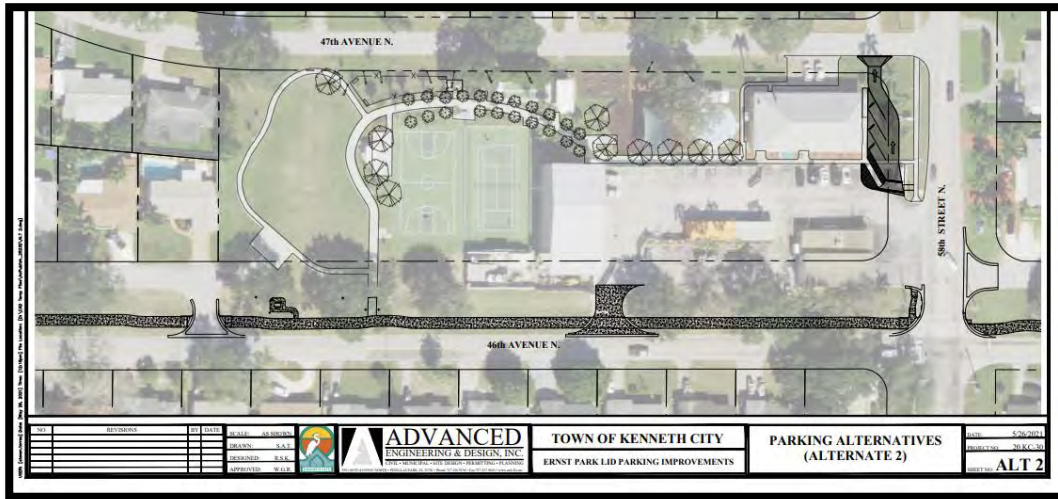
Project Status: Funded

Project Driver: Capital Renewal

Mission Alignment & Advancement:
Creating an Exceptional Environment

Project Description:

Improvements and overlay to existing parking lot; potential addition of alternative parking on eastern immediate Community Hall area (not on 47th). Future years may consider other parking options. This is a recurring expense with a phased in approach. Phase 1 will be for design and anticipated for completion by end of fiscal year 2025 with appropriated funding.



Funding Breakdown:					
FUND	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027
Project Total	\$75,000	\$225,000	\$0	\$0	\$0
Phase 1	\$75,000	\$0	\$0	\$0	\$0
xxx - (xxx) Pennies for Pinellas	\$75,000	\$225,000	\$0	\$0	\$0
Phase 2 (construction)	\$0	\$225,000	\$0	\$0	\$0
Capital expenditures	\$75,000	\$225,000	\$0	\$0	\$0



Public Works –Technology Upgrades

Project Number or P/O: TBD

Project Status: Funded

Project Driver: Capital Renewal

Estimated Useful Life: 10 Years



Mission Alignment & Advancement:

Providing Exemplary Services

Project Description:

Upgraded software and technology throughout the organization to create efficiencies in operations and reduce / maintain current FTEs. Additional equipment for virtual meetings. This addition of equipment and securities benefits and makes equitable the Town population, allowing for remote attendance to public meetings and remote interactions with Town Hall services, which may qualify the entire expense under ARPA.

Funding Breakdown:					
FUND	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027
Project Total	\$55,000	\$0	\$0	\$0	\$0
Capital expenditures	\$55,000	\$0	\$0	\$0	\$0
xxx - (xxx) ARPA	\$55,000	\$0	\$0	\$0	\$0



Public Works – Town Signage – Beautification Projects

Project Number or P/O: TBD

Project Status: Unfunded

Project Driver: Capital Renewal

Estimated Useful Life: 15 Years



Mission Alignment & Advancement:

Providing Exemplary Services

Project Description:

Create wayfinding signage within Town beautification projects that offer dual purpose of directives and town placemaking / identity / branding. The by-product of these serve to create hometown pride and promote economic development (attracting new businesses).

Funding Breakdown:					
FUND	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027
Project Total	\$0	\$20,000	\$20,000	\$10,000	\$10,000
Capital expenditures	\$0	\$20,000	\$20,000	\$10,000	\$10,000
xxx - (xxx) Pennies for Pinellas	\$0	\$20,000	\$20,000	\$10,000	\$10,000



Exhibit A

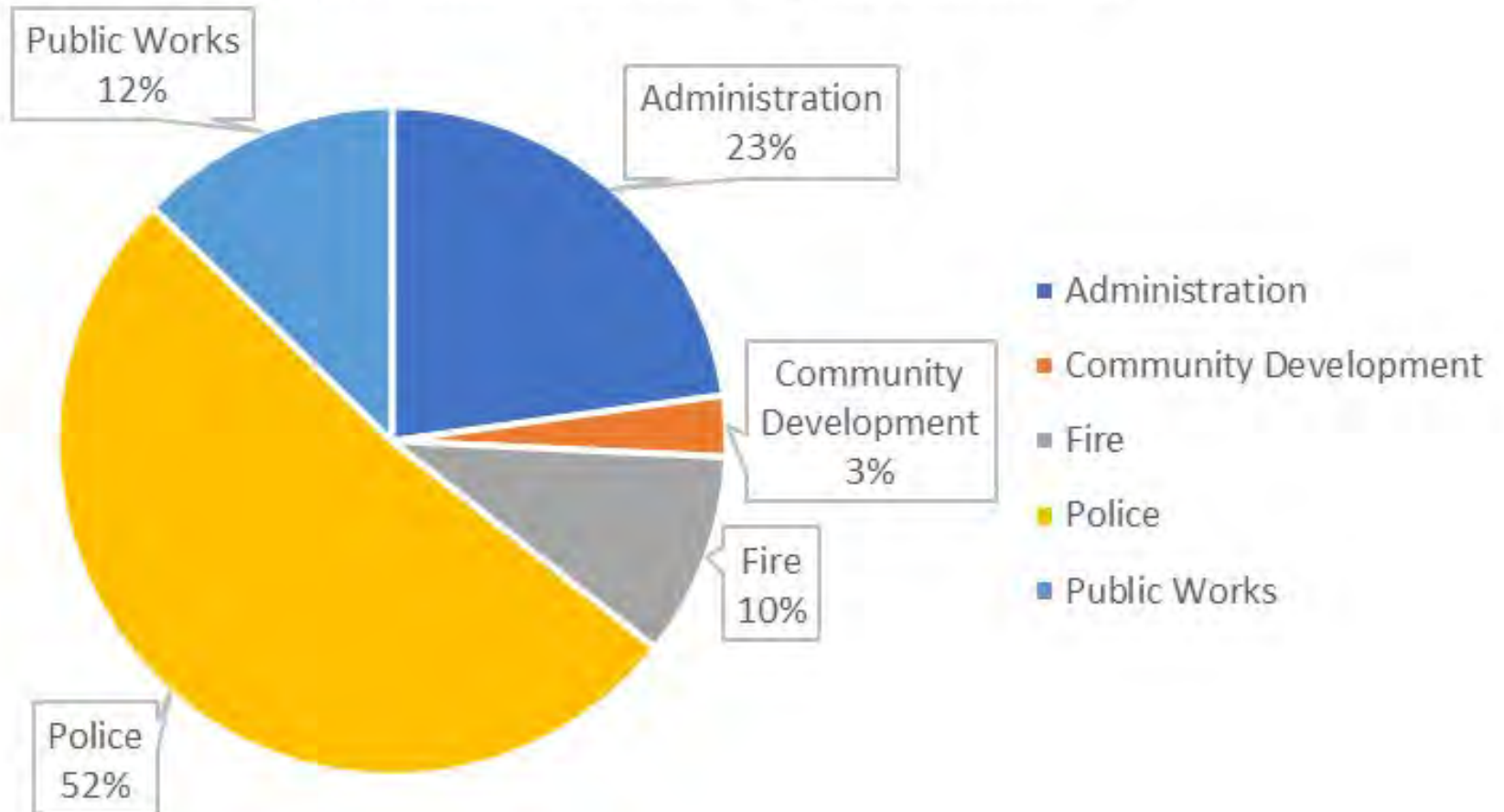
Town of Kenneth City House Bill 53 Stormwater Needs Analysis Summary of Presented Projects												
Project Name	Project Category				Project Timeline					Identified Funding? (Y/N)	Project Expenditures (Current Day Pricing)	Project Description
	Flood Protection	Water Quality	Resiliency	End of Service Life	21/22	22/23 - 26/27	27/28 - 31/32	32/33 - 36/37	37/38 - 41/42			
Misc. Drainage Improvements				x		x	x	x	x	Y	\$ 25,000.00	Yearly allocation for small scale stormwater improvements. Emergency repairs taken from O&M budget.
Stormwater Utility Fee				x		x				Y	\$ 50,000.00	Development of rate structure.
Lake Lori Bypass (Phase I) (Part)	x					x				Y	\$ 500,000.00	Connection to box culvert, outfall to Lake Lori, control structure & outfall piping improvements to Joe's Creek.
Lake Lori Bypass (Phase I) (Part)		x				x				Y	\$ 250,000.00	Connection to box culvert, outfall to Lake Lori, control structure & outfall piping improvements to Joe's Creek.
Lake Lori Bypass (Phase I) (Part)			x			x				Y	\$ 500,000.00	Connection to box culvert, outfall to Lake Lori, control structure & outfall piping improvements to Joe's Creek.
Lake Lori Bypass (Phase I) (Part)				x		x				Y	\$ 250,000.00	Connection to box culvert, outfall to Lake Lori, control structure & outfall piping improvements to Joe's Creek.
Lake Lori Bypass (Phase II) (Part)	x					x				Y / N	\$ 500,000.00	44th Avenue Bypass and connection to 58th St. system. Cost sharing with County assumed.
Lake Lori Bypass (Phase II) (Part)			x			x				Y / N	\$ 500,000.00	44th Avenue Bypass and connection to 58th St. system. Cost sharing with County assumed.
Lake Charles Drainage Improvements (Phase I) (Part)	x						x			Y	\$ 500,000.00	Lake Charles control structure and piping improvements. Inclusive of Lake Charles Way bypass piping to 47th Ave.
Lake Charles Drainage Improvements (Phase I) (Part)		x					x			Y	\$ 250,000.00	Lake Charles control structure and piping improvements. Inclusive of Lake Charles Way bypass piping to 47th Ave.
Lake Charles Drainage Improvements (Phase I) (Part)			x				x			Y	\$ 500,000.00	Lake Charles control structure and piping improvements. Inclusive of Lake Charles Way bypass piping to 47th Ave.
Lake Charles Drainage Improvements (Phase I) (Part)				x			x			Y	\$ 500,000.00	Lake Charles control structure and piping improvements. Inclusive of Lake Charles Way bypass piping to 47th Ave.
Lake Charles Drainage Improvements (Phase II) (Part)	x						x			N	\$ 1,000,000.00	Piping and structure improvements upstream of Lake Charles to achieve isolation from 58th St. system.
Lake Charles Drainage Improvements (Phase II) (Part)		x					x			N	\$ 150,000.00	Piping and structure improvements upstream of Lake Charles to achieve isolation from 58th St. system.
Lake Charles Drainage Improvements (Phase II) (Part)			x				x			N	\$ 1,000,000.00	Piping and structure improvements upstream of Lake Charles to achieve isolation from 58th St. system.
Lake Charles Drainage Improvements (Phase II) (Part)				x			x			N	\$ 350,000.00	Piping and structure improvements upstream of Lake Charles to achieve isolation from 58th St. system.
Lake Lori Bypass (Phase III) (Part)	x							x		Y / N	\$ 1,250,000.00	Collection structures and piping along 60th St. from 46th Ave. to Lake Annie Lee.
Lake Lori Bypass (Phase III) (Part)		x						x		Y / N	\$ 500,000.00	Collection structures and piping along 60th St. from 46th Ave. to Lake Annie Lee.
Lake Lori Bypass (Phase III) (Part)			x					x		Y / N	\$ 1,250,000.00	Collection structures and piping along 60th St. from 46th Ave. to Lake Annie Lee.
Lake Lori Bypass (Phase IV) (Part)	x								x	Y / N	\$ 750,000.00	Lake Thomas & 52nd Ave piping and collection structure improvements.
Lake Lori Bypass (Phase IV) (Part)		x							x	Y / N	\$ 250,000.00	Lake Thomas & 52nd Ave piping and collection structure improvements.
Lake Lori Bypass (Phase IV) (Part)			x						x	Y / N	\$ 750,000.00	Lake Thomas & 52nd Ave piping and collection structure improvements.
Lake Lori Bypass (Phase IV) (Part)				x					x	Y / N	\$ 500,000.00	Lake Thomas & 52nd Ave piping and collection structure improvements.

Draft General Fund Budget Totals	
Estimated Revenue	\$ 3,083,050.00
Estimated Expense	\$ 3,235,192.00
Surplus/(Deficit)	\$ (152,142.00)

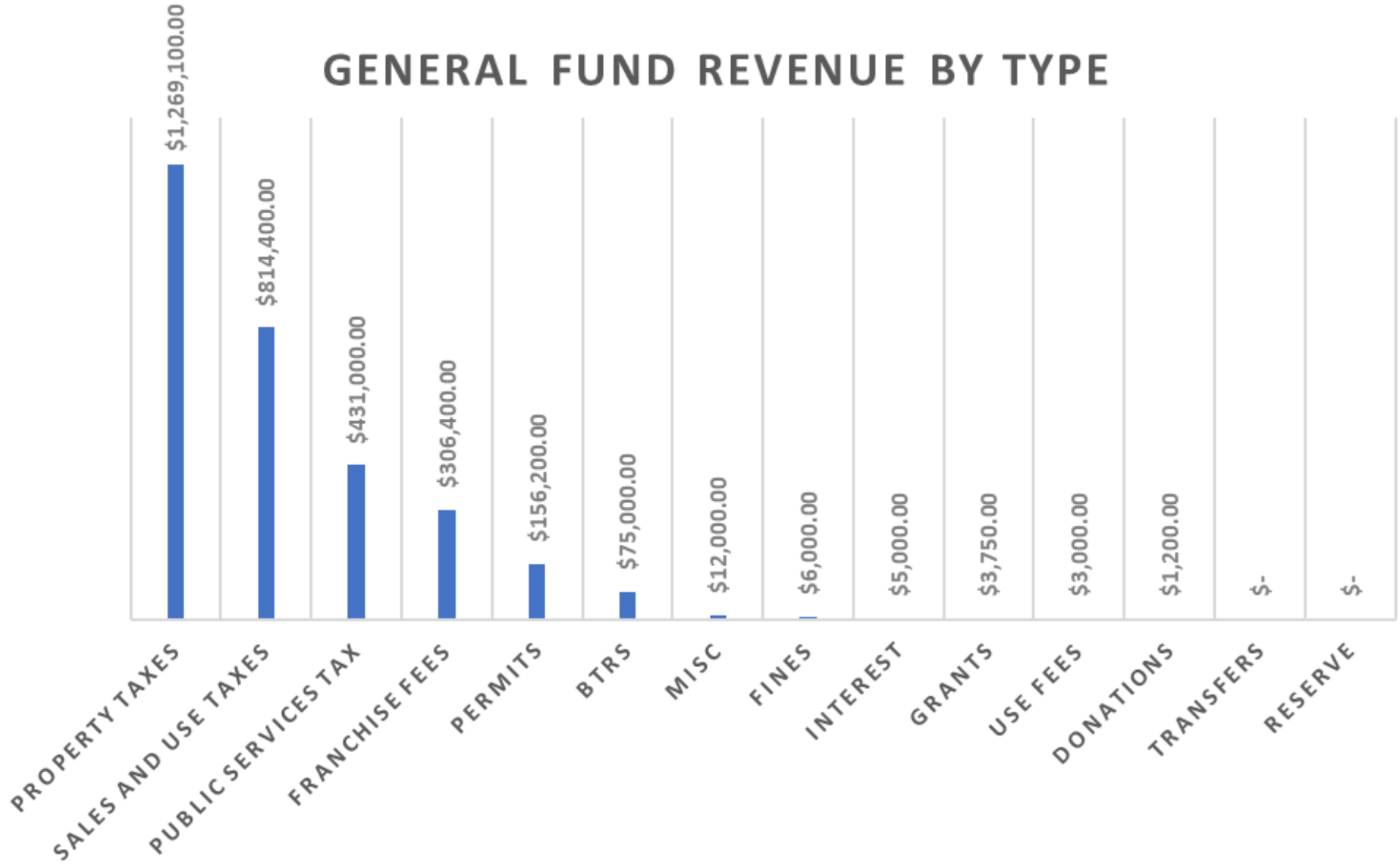
General Fund Revenue Detail

FUND	AcctCode	Description	21 Actual	22 Original Budget	23 Recommended
001	311.000	ADVALOREM TAX	\$ 1,044,255.00	\$ 1,121,200.00	\$ 1,269,100.00
	311.200	ADVALOREM TAX (DELINQUENT)	\$ 410.00	\$ 350.00	\$ -
	313.100	ELECTRICITY FRANCHISE	\$ 298,078.00	\$ 280,000.00	\$ 302,000.00
	313.300	RECYCLING	\$ -	\$ -	\$ -
	313.400	GAS FRANCHISE	\$ 3,936.00	\$ 4,400.00	\$ 4,400.00
	313.600	COMMUNICATIONS SERVICE TAX	\$ 87,731.00	\$ 88,000.00	\$ 100,000.00
	314.100	ELECTRICITY UTILITY TAX	\$ 369,122.00	\$ 318,000.00	\$ 350,000.00
	314.300	WATER UTILITY TAX	\$ 82,883.00	\$ 81,000.00	\$ 81,000.00
	316.000	BUSINESS TAX RECEIPTS	\$ 58,038.00	\$ 75,000.00	\$ 75,000.00
	322.000	BUILDING PERMITS	\$ 46,047.00	\$ 76,000.00	\$ 150,000.00
	322.001	TECH & ENH	\$ 1,986.00	\$ 1,550.00	\$ 1,550.00
	322.002	TRANS IMPACT FEE TRUST FUND	\$ -	\$ 1,000.00	\$ 1,000.00
	322.003	DEPT BUS PROFESSIONAL REG	\$ 1,489.00	\$ -	\$ -
	329.000	OTHER LICENSE & PERMITS	\$ 835.00	\$ 400.00	\$ 400.00
	331.203	POLICE DEPT GRANTS	\$ -	\$ 2,975.00	\$ -
	331.350	STORMWATER GRANT	\$ -	\$ -	\$ -
	331.500	FEMA Fed Reimbursement	\$ -	\$ -	\$ -
	334.390	RECYCLING GRANT	\$ 3,677.00	\$ 3,750.00	\$ 3,750.00
	334.500	FEMA State Reimbursement	\$ -	\$ -	\$ -
	335.120	STATE REVENUE SHARING	\$ 252,687.00	\$ 211,000.00	\$ 261,300.00
	335.121	STATE REVENUE SHARING 22.49	\$ -	\$ -	\$ -
	335.150	ALCOHOLIC BEVERAGE LICENSE	\$ 2,428.00	\$ 2,500.00	\$ 2,500.00
	335.180	HALF CENT SALES TAX	\$ 365,916.00	\$ 352,700.00	\$ 376,100.00
	335.410	GASOLINE TAX REFUND	\$ -	\$ -	\$ -
	337.300	Local Govt Grant - Physical En	\$ -	\$ -	\$ -
	338.300	GAS TAX COUNTY COMMISSIONERS	\$ 71,358.00	\$ 63,000.00	\$ 77,000.00
	341.201	INTERNAL SERVICE FUND FEES	\$ -	\$ -	\$ -
	341.900	OFF DUTY DETAIL (PD)	\$ 18,312.00	\$ 5,000.00	\$ 5,000.00
	347.200	PARKS & RECS FEES	\$ 217.00	\$ -	\$ -
	351.100	COURT& CITATION FINES	\$ 8,085.00	\$ 6,000.00	\$ 6,000.00
	351.900	RED LIGHT CAMERA'S	\$ -	\$ -	\$ -
	361.100	INTEREST INCOME	\$ 2,141.00	\$ 8,000.00	\$ 5,000.00
	362.000	HALL RENTALS	\$ 2,572.00	\$ 3,000.00	\$ 3,000.00
	364.410	SALE OF USED EQUIP.	\$ -	\$ -	\$ -
	369.100	FDOT Traffic Light Maintenance	\$ 8,891.00	\$ 8,890.00	\$ 2,000.00
	369.900	MISCELLANEOUS INCOME	\$ 6,264.00	\$ 5,000.00	\$ 5,000.00
	369.910	TRASH COLLECTION	\$ 673.00	\$ 750.00	\$ 750.00
	369.920	PD Donations	\$ 7,969.00	\$ 1,200.00	\$ 1,200.00
	381.000	INTER-FUND GROUP TRANSFERS IN	\$ -	\$ -	\$ -
	389.000	BORROWED FROM RESERVE	\$ -	\$ 473,515.00	\$ -
Grand Total			\$ 2,746,000.00	\$ 3,194,180.00	\$ 3,083,050.00

General Fund Expense By Department



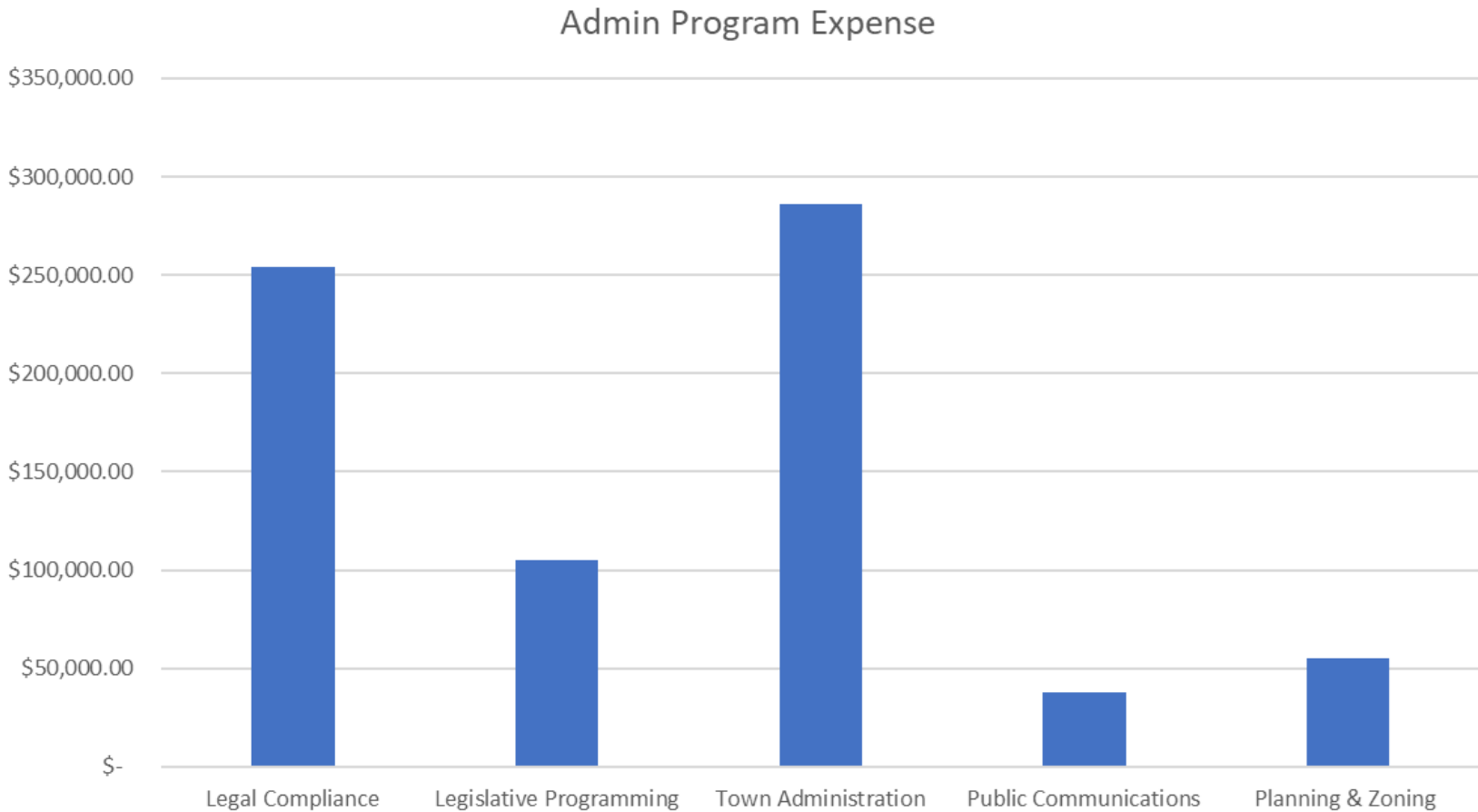
GENERAL FUND REVENUE BY TYPE



Administration Department Program Overview

	Program Revenues					
	Legal Compliance	Legislative Programming	Town Administration	Public Communications	Planning & Zoning	Total
Total Revenue	\$ -	\$ -	\$ 2,831,700.00	\$ -	\$ 151,400.00	\$ 2,983,100.00

	Legal Compliance	Legislative Programming	Town Administration	Public Communications	Planning & Zoning	Total
Personnel	\$ 130,955.60	\$ 102,510.00	\$ 141,202.00	\$ 22,313.00	\$ 11,959.40	\$ 408,940.00
Operating	\$ 122,880.00	\$ 2,250.00	\$ 144,810.00	\$ 15,625.00	\$ 43,245.00	\$ 328,810.00
Total Expense	\$ 253,835.60	\$ 104,760.00	\$ 286,012.00	\$ 37,938.00	\$ 55,204.40	\$ 737,750.00
Net Departmental Program Expense (Revenue)	\$ 253,835.60	\$ 104,760.00	\$ (2,545,688.00)	\$ 37,938.00	\$ (96,195.60)	\$ (2,245,350.00)



Administration Department Expenditures

Department Administration

EXPTYPE	AcctCode	Description	22 Budget	23 Recommended	Legal Compliance	Legislative Programming	Town Administration	Public Communications	Planning & Zoning	Total
Personnel	911.000	LEGISLATIVE SALARY	\$ 14,400.00	\$ 14,400.00		\$ 14,400.00				\$ 14,400.00
	911.001	EXECUTIVE SALARY	\$ 6,000.00	\$ 6,000.00		\$ 6,000.00				\$ 6,000.00
	912.000	SALARIES	\$ -	\$ -						\$ -
	912.100	TOWN MANAGER	\$ 96,500.00	\$ 120,000.00	\$ 24,000.00	\$ 36,000.00	\$ 48,000.00	\$ 6,000.00	\$ 6,000.00	\$ 120,000.00
	912.101	TOWN CLERK'S SALARY	\$ 58,500.00	\$ 62,000.00	\$ 29,760.00	\$ 12,400.00	\$ 12,400.00	\$ 6,200.00	\$ 1,240.00	\$ 62,000.00
	912.105	SALARY REMIBURSEMENT	\$ -	\$ -						\$ -
	912.200	ADMINISTRATIVE EMPLOYEES	\$ 66,560.00	\$ -						\$ -
	912.250	PART-TIME SEASONAL	\$ -	\$ -						\$ -
	912.300	PT ACCOUNTANT	\$ 67,200.00	\$ 62,700.00	\$ 31,350.00		\$ 31,350.00			\$ 62,700.00
	914.000	OVERTIME	\$ -	\$ -						\$ -
	921.000	FICA TAXES	\$ 18,615.00	\$ 15,510.00	\$ 5,273.40	\$ 3,877.50	\$ 4,653.00	\$ 1,163.25	\$ 542.85	\$ 15,510.00
	922.000	EMPLOYEES PENSION FUND	\$ 26,590.00	\$ 21,840.00	\$ 7,425.60	\$ 5,460.00	\$ 6,552.00	\$ 1,638.00	\$ 764.40	\$ 21,840.00
	923.000	EMPLOYEES HEALTH INSURANCE	\$ 44,170.00	\$ 21,650.00	\$ 7,361.00	\$ 5,412.50	\$ 6,495.00	\$ 1,623.75	\$ 757.75	\$ 21,650.00
	923.001	EMPLOYEES DISABILITY INSURANCE	\$ 2,530.00	\$ 2,700.00	\$ 918.00	\$ 675.00	\$ 810.00	\$ 202.50	\$ 94.50	\$ 2,700.00
	923.050	DEPENDANT HEALTH CARE	\$ 19,200.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	924.000	WORKMEN'S COMPENSATION	\$ 63,605.00	\$ 73,140.00	\$ 24,867.60	\$ 18,285.00	\$ 21,942.00	\$ 5,485.50	\$ 2,559.90	\$ 73,140.00
	925.000	UNEMPLOYMENT COMPENSATION	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	931.000	STAFF TRAINING	\$ 2,600.00	\$ 2,600.00	\$ -	\$ -	\$ 2,600.00	\$ -	\$ -	\$ 2,600.00
	940.000	TRAVEL & MEETING EXPENSE	\$ 2,100.00	\$ 2,100.00	\$ -	\$ -	\$ 2,100.00	\$ -	\$ -	\$ 2,100.00
	952.300	UNIFORMS & GEAR	\$ 200.00	\$ 300.00	\$ -	\$ -	\$ 300.00	\$ -	\$ -	\$ 300.00
954.000	DUES & SUBSCRIPTIONS	\$ 3,500.00	\$ 4,000.00	\$ -	\$ -	\$ 4,000.00	\$ -	\$ -	\$ 4,000.00	
999.100	OFF DUTY DETAIL (PD)	\$ 2,475.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Personnel Total			\$494,745.00	\$ 408,940.00	\$ 130,955.60	\$ 102,510.00	\$ 141,202.00	\$ 22,313.00	\$ 11,959.40	\$ 408,940.00
Operating	900.000	TRASH COLLECTION	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	900.100	GEN (COUNCIL MTG,COFFEE,ETC)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	900.200	SPECIAL EVENTS	\$ 4,000.00	\$ 4,000.00	\$ -	\$ -	\$ 4,000.00	\$ -	\$ -	\$ 4,000.00
	900.210	RECYCLING GRANT	\$ 3,750.00	\$ 3,750.00	\$ -	\$ -	\$ 3,750.00	\$ -	\$ -	\$ 3,750.00
	900.220	CONTINGENCY	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	900.400	HOLIDAY DECORATIONS	\$ 4,000.00	\$ 4,000.00	\$ -	\$ -	\$ -	\$ 4,000.00	\$ -	\$ 4,000.00
	900.500	VOLUNTEER APPRECIATION	\$ 500.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	900.800	OTHER	\$ 1,000.00	\$ 1,000.00	\$ -	\$ -	\$ 1,000.00	\$ -	\$ -	\$ 1,000.00
	901.000	LIBRARY FEES	\$ 5,000.00	\$ 5,000.00	\$ -	\$ -	\$ 5,000.00	\$ -	\$ -	\$ 5,000.00
	913.000	PLANNING & ZONING CONSULTING	\$ 7,500.00	\$ 7,500.00	\$ -	\$ -	\$ -	\$ -	\$ 7,500.00	\$ 7,500.00
	913.001	PLANNING & ZONING UPDATES	\$ 1,500.00	\$ 5,000.00	\$ -	\$ -	\$ -	\$ -	\$ 5,000.00	\$ 5,000.00
	931.100	ATTORNEY RETAINER	\$ 48,000.00	\$ 60,000.00	\$ 55,000.00	\$ -	\$ -	\$ -	\$ 5,000.00	\$ 60,000.00
	931.200	EXTRAORDINARY LEGAL FEES	\$ 15,000.00	\$ 15,500.00	\$ 10,000.00	\$ -	\$ -	\$ -	\$ 5,500.00	\$ 15,500.00
	931.400	NPDES	\$ 9,000.00	\$ 9,000.00	\$ 9,000.00	\$ -	\$ -	\$ -	\$ -	\$ 9,000.00
	932.100	AUDITOR'S FEE	\$ 14,500.00	\$ 23,000.00	\$ 23,000.00	\$ -	\$ -	\$ -	\$ -	\$ 23,000.00
	932.200	ENGINEER'S FEE	\$ 4,000.00	\$ 4,000.00	\$ -	\$ -	\$ 4,000.00	\$ -	\$ -	\$ 4,000.00
	934.000	CONTRACTURAL SERVICES	\$ 7,750.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	934.001	OTH SERVICES YOGA	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	941.000	COMMUNICATIONS - TELEPHONE	\$ 7,000.00	\$ 7,000.00	\$ 2,380.00	\$ 1,750.00	\$ 2,100.00	\$ 525.00	\$ 245.00	\$ 7,000.00

Administration Department Expenditures (Con't)

EXPTYPE	AcctCode	Description	22 Budget	23 Recommended	Legal Compliance	Legislative Programming	Town Administration	Public Communications	Planning & Zoning	Total
Operating	941.100	COMMUNICATIONS - CELL/LAPTOPS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	942.000	POSTAGE, FREIGHT ETC	\$ 550.00	\$ 700.00	\$ 300.00	\$ -	\$ 200.00	\$ 200.00	\$ -	\$ 700.00
	943.100	ELECTRICITY	\$ 8,000.00	\$ 8,000.00	\$ -	\$ -	\$ 8,000.00	\$ -	\$ -	\$ 8,000.00
	943.200	WATER & SEWER	\$ 2,000.00	\$ 1,800.00	\$ -	\$ -	\$ 1,800.00	\$ -	\$ -	\$ 1,800.00
	945.000	INSURANCE (FIRE,CASUALTY,LIAB)	\$ 90,870.00	\$ 112,860.00	\$ -	\$ -	\$ 92,860.00	\$ -	\$ 20,000.00	\$ 112,860.00
	946.000	REPAIRS & MAINT - BLDG	\$ 1,500.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	946.100	REPAIRS VEHICLES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	946.200	REPAIRS & MAINTENANCE - EQUIP	\$ 100.00	\$ 100.00	\$ -	\$ -	\$ 100.00	\$ -	\$ -	\$ 100.00
	946.500	COMPUTER MAINTENANCE	\$ 12,000.00	\$ 22,200.00	\$ 12,200.00	\$ -	\$ 10,000.00	\$ -	\$ -	\$ 22,200.00
	946.501	WEBSITE	\$ 9,000.00	\$ 6,000.00	\$ -	\$ -	\$ -	\$ 6,000.00	\$ -	\$ 6,000.00
	947.000	PRINTING	\$ 2,900.00	\$ 3,500.00	\$ -	\$ -	\$ -	\$ 3,500.00	\$ -	\$ 3,500.00
	947.100	OTHER PRINTING	\$ 600.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	948.000	ADVERTISING (JOB POSTINGS)	\$ 200.00	\$ 1,000.00	\$ -	\$ -	\$ 1,000.00	\$ -	\$ -	\$ 1,000.00
	948.100	PROMOTIONAL ACTIVITIES	\$ 1,200.00	\$ 1,200.00	\$ -	\$ -	\$ -	\$ 1,200.00	\$ -	\$ 1,200.00
	949.001	RECREATION FEE REIMBURSEMENT	\$ 500.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	949.110	ADVERTISING - LEGAL	\$ 3,200.00	\$ 4,000.00	\$ 4,000.00	\$ -	\$ -	\$ -	\$ -	\$ 4,000.00
	949.210	ELECTION EXPENSE	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00	\$ -	\$ -	\$ -	\$ -	\$ 6,000.00
	949.500	APPLICANT SCREENING	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	951.000	OFFICE SUPPLIES	\$ 2,700.00	\$ 2,700.00	\$ 1,000.00	\$ 500.00	\$ 1,000.00	\$ 200.00	\$ -	\$ 2,700.00
	952.100	GASOLINE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	952.101	OIL & FILTERS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	952.300	UNIFORMS & GEAR	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	952.410	CLEANING SUPPLIES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	963.010	MAINTENANCE - PARKS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	963.020	BEAUTIFICATION	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	964.000	OFFICE & BLDG EQUIP (NEW)	\$ 1,000.00	\$ 1,000.00	\$ -	\$ -	\$ 1,000.00	\$ -	\$ -	\$ 1,000.00
	964.010	BLDG FURNITURE	\$ 1,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	964.210	NEW EQUIPMENT	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	982.100	NEIGHBORLY SENIOR SERVICE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	982.200	SPCA	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	982.300	OTHER AGENCY SUPPORT	\$ 4,000.00	\$ 2,500.00	\$ -	\$ -	\$ 2,500.00	\$ -	\$ -	\$ 2,500.00
	982.400	STATION 16 TOYS FOR TOTS	\$ 400.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	983.000	DISASTER PREPAREDNESS AIDS	\$ 7,500.00	\$ 5,000.00	\$ -	\$ -	\$ 5,000.00	\$ -	\$ -	\$ 5,000.00
	999.000	MISCELLANEOUS	\$ 1,000.00	\$ 1,500.00	\$ -	\$ -	\$ 1,500.00	\$ -	\$ -	\$ 1,500.00
	999.999	Interfund transfer Out	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Operating Total			\$288,720.00	\$ 328,810.00	\$ 122,880.00	\$ 2,250.00	\$ 144,810.00	\$ 15,625.00	\$ 43,245.00	\$ 328,810.00
Grand Total			\$783,465.00	\$ 737,750.00	\$ 253,835.60	\$ 104,760.00	\$ 286,012.00	\$ 37,938.00	\$ 55,204.40	\$ 737,750.00

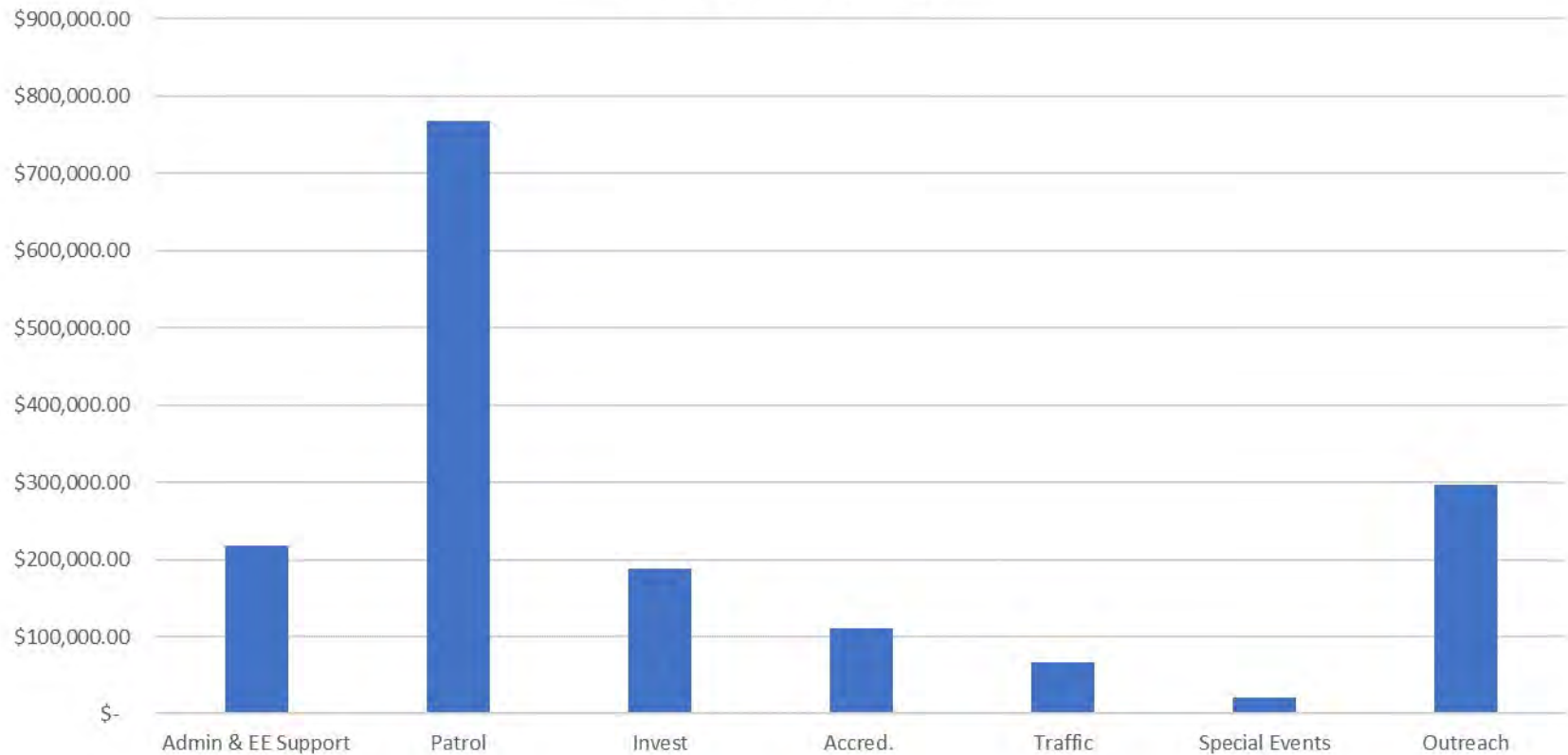
Police Department Program Overview

Police Program Revenues

	Admin & EE Support	Patrol	Invest	Accred.	Traffic	Special Events	Outreach	Total
Revenue Total	\$ 6,200.00	0	0	0	\$ 6,000.00	\$ -	0	\$ 12,200.00

	Admin & EE Support	Patrol	Invest	Accred.	Traffic	Special Events	Outreach	Total
Personnel	\$ 182,382.53	\$ 674,029.34	\$ 181,274.70	\$ 108,454.92	\$ 43,219.36	\$ 21,515.37	\$ 291,555.78	\$ 1,502,432.00
Operating	\$ 36,300.00	\$ 93,833.33	\$ 7,366.67	\$ 3,100.00	\$ 23,033.33	\$ 500.00	\$ 5,966.67	\$ 170,100.00
Expense Total	\$ 218,682.53	\$ 767,862.67	\$ 188,641.36	\$ 111,554.92	\$ 66,252.69	\$ 22,015.37	\$ 297,522.45	\$ 1,672,532.00
Net Departmental Program Expense (Revenue)	\$ 212,482.53	\$ 767,862.67	\$ 188,641.36	\$ 111,554.92	\$ 60,252.69	\$ 22,015.37	\$ 297,522.45	\$ 1,660,332.00

Police Expense By Program



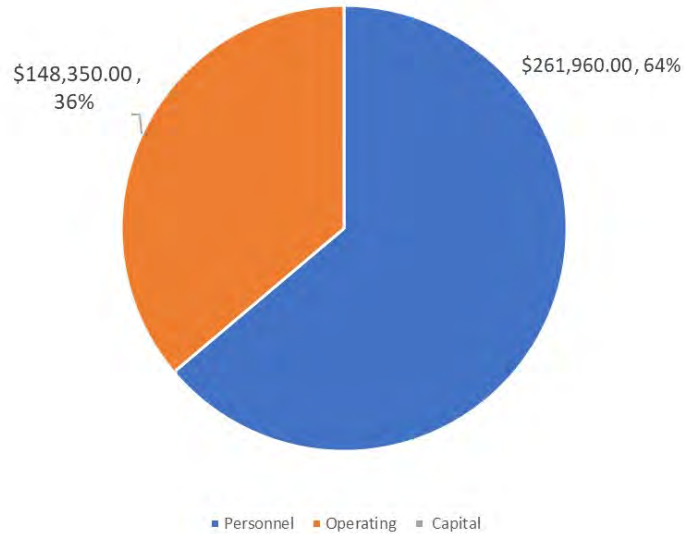
Police Department Expenditures (Con't)

EXPTYPE	AcctCode	Description	22 Budget	23 Recommended	Admin & EE Support	Patrol	Invest	Accred.	Traffic	Special Events	Outreach	Total
Operating	952.700	CRIME INVESTIGATION SUPPLIES	\$ 1,200.00	\$ 1,200.00	\$ -	\$ -	\$ 1,200.00	\$ -	\$ -	\$ -	\$ -	\$ 1,200.00
	952.800	PERSONAL PROPERTY REPLACEMENT	\$ 100.00	\$ 100.00	\$ 100.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100.00
	954.000	DUES & SUBSCRIPTIONS	\$ 2,400.00	\$ 3,000.00	\$ 3,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,000.00
	964.000	OFFICE & BLDG EQUIP (NEW)	\$ 300.00	\$ 300.00	\$ 300.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 300.00
	964.010	BLDG FURNITURE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	964.300	OTHER NEW EQUIPMENT	\$ 20,500.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	980.300	POLICE DEPT GRANTS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	980.500	ELECTRICITY	\$ 8,200.00	\$ 8,200.00	\$ 8,200.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 8,200.00
	999.000	MISCELLANEOUS	\$ 3,700.00	\$ 2,000.00	\$ 1,000.00	\$ 1,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,000.00
	999.200	COMMUNITY POLICING	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Operating Total			\$ 167,480.00	\$ 170,100.00	\$ 36,300.00	\$ 93,833.33	\$ 7,366.67	\$ 3,100.00	\$ 23,033.33	\$ 500.00	\$ 5,966.67	\$ 170,100.00
Grand Total			\$ 1,602,115.00	\$ 1,672,532.00	\$ 218,682.53	\$ 767,862.67	\$ 188,641.36	\$ 111,554.92	\$ 66,252.69	\$ 22,015.37	\$ 297,522.45	\$ 1,672,532.00

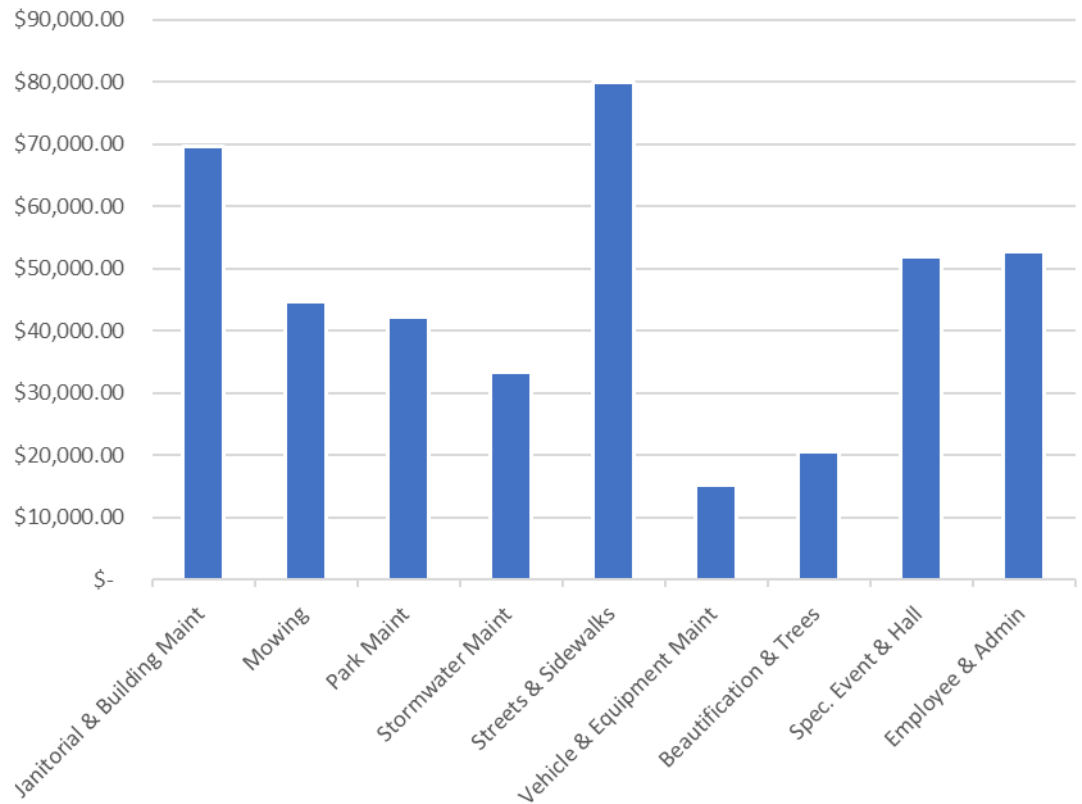
Public Works Program Overview

Program Revenue										
	Janitorial & Building Maint	Mowing	Park Maint	Stormwater Maint	Streets & Sidewalks	Vehicle & Equipment Maint	Beautification & Trees	Spec. Event & Hall	Employee & Admin	Total
	\$ -	\$ 750.00	\$ -	\$ -	\$ 84,000.00	\$ -	\$ -	\$ 3,000.00	\$ -	\$ 87,750.00
	Janitorial & Building Maint	Mowing	Park Maint	Stormwater Maint	Streets & Sidewalks	Vehicle & Equipment Maint	Beautification & Trees	Spec. Event & Hall	Employee & Admin	Total
Personnel	\$ 41,719.91	\$ 43,125.14	\$ 29,529.19	\$ 22,683.88	\$ 2,587.51	\$ 4,227.78	\$ 18,618.99	\$ 50,322.65	\$ 49,144.95	\$ 261,960.00
Operating	\$ 27,913.73	\$ 1,616.31	\$ 12,595.59	\$ 10,725.68	\$ 77,382.38	\$ 11,092.99	\$ 1,886.02	\$ 1,507.77	\$ 3,629.53	\$ 148,350.00
Capital	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ 69,633.64	\$ 44,741.45	\$ 42,124.77	\$ 33,409.56	\$ 79,969.89	\$ 15,320.77	\$ 20,505.01	\$ 51,830.42	\$ 52,774.48	\$ 410,310.00
Net Departmental Program Expense (Revenue)	\$ 69,633.64	\$ 43,991.45	\$ 42,124.77	\$ 33,409.56	\$ (4,030.11)	\$ 15,320.77	\$ 20,505.01	\$ 48,830.42	\$ 52,774.48	\$ 322,560.00

Public Works Expense By Type



Public Works Expense by Program



Public Works Expenditures

Department **Public Works**

			22 Budget	23 Recommended	Janitorial & Building Maint	Mowing	Park Maint	Stormwater Maint	Streets & Sidewalks	Vehicle & Equipment Maint	Beautification & Trees	Spec. Event & Hall	Employee & Admin
Personnel	912.000	SALARIES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	912.104	DPW FOREMAN	\$ 60,000.00	\$ 63,600.00	\$ 9,412.00	\$ -	\$ 5,019.73	\$ 6,023.68	\$ -	\$ 903.55	\$ 4,818.94	\$ 11,495.19	\$ 25,926.91
	912.202	DPW SALARIES	\$ 98,500.00	\$ 105,850.00	\$ 17,880.34	\$ 23,866.97	\$ 13,564.39	\$ 8,224.16	\$ 1,432.02	\$ 1,839.75	\$ 7,637.43	\$ 19,938.86	\$ 11,466.09
	914.000	OVERTIME	\$ 4,000.00	\$ 4,000.00	\$ -	\$ -	\$ -	\$ 1,200.00	\$ -	\$ -	\$ -	\$ 2,800.00	\$ -
	921.000	FICA TAXES	\$ 12,430.00	\$ 13,300.00	\$ 2,246.66	\$ 2,998.87	\$ 1,704.36	\$ 1,033.36	\$ 179.93	\$ 231.16	\$ 959.64	\$ 2,505.31	\$ 1,440.71
	922.000	EMPLOYEES PENSION FUND	\$ 19,500.00	\$ 19,700.00	\$ 3,327.75	\$ 4,441.94	\$ 2,524.50	\$ 1,530.62	\$ 266.52	\$ 342.40	\$ 1,421.42	\$ 3,710.87	\$ 2,133.98
	923.000	EMPLOYEES HEALTH INSURANCE	\$ 44,160.00	\$ 44,160.00	\$ 7,459.57	\$ 9,957.16	\$ 5,658.99	\$ 3,431.07	\$ 597.43	\$ 767.53	\$ 3,186.29	\$ 8,318.38	\$ 4,783.59
	923.001	EMPLOYEES DISABILITY INSURANCE	\$ 3,000.00	\$ 3,450.00	\$ 582.78	\$ 777.90	\$ 442.11	\$ 268.05	\$ 46.67	\$ 59.96	\$ 248.93	\$ 649.87	\$ 373.72
	923.050	DEPENDANT HEALTH CARE	\$ 4,800.00	\$ 4,800.00	\$ 810.82	\$ 1,082.30	\$ 615.11	\$ 372.94	\$ 64.94	\$ 83.43	\$ 346.34	\$ 904.17	\$ 519.95
	931.000	STAFF TRAINING	\$ 2,400.00	\$ 1,600.00	\$ -	\$ -	\$ -	\$ 600.00	\$ -	\$ -	\$ -	\$ -	\$ 1,000.00
	952.300	UNIFORMS & GEAR	\$ 1,500.00	\$ 1,500.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,500.00
Personnel Total			\$ 250,290.00	\$ 261,960.00	\$ 41,719.91	\$ 43,125.14	\$ 29,529.19	\$ 22,683.88	\$ 2,587.51	\$ 4,227.78	\$ 18,618.99	\$ 50,322.65	\$ 49,144.95
Operating	934.100	STREET SWEEPING	\$ 3,800.00	\$ 4,400.00	\$ -	\$ -	\$ -	\$ 4,400.00	\$ -	\$ -	\$ -	\$ -	\$ -
	934.200	GROUNDS/LAKE MAINTENANCE	\$ 11,000.00	\$ 11,000.00	\$ -	\$ -	\$ 4,500.00	\$ 5,500.00	\$ -	\$ -	\$ 1,000.00	\$ -	\$ -
	940.000	TRAVEL & MEETING EXPENSE	\$ 500.00	\$ 500.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 500.00
	941.100	COMMUNICATIONS - CELL/LAPTOPS	\$ 1,520.00	\$ 1,550.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,550.00
	943.000	Gas Utility	\$ 700.00	\$ 900.00	\$ 900.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	943.100	ELECTRICITY	\$ 12,000.00	\$ 8,000.00	\$ 8,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	943.110	STREET LIGHTING	\$ 51,000.00	\$ 51,000.00	\$ -	\$ -	\$ -	\$ -	\$ 51,000.00	\$ -	\$ -	\$ -	\$ -
	943.200	WATER & SEWER	\$ 3,000.00	\$ 8,000.00	\$ 8,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	943.210	TRAFFIC LIGHTS & MAINTENANCE	\$ 20,400.00	\$ 20,400.00	\$ -	\$ -	\$ -	\$ -	\$ 20,400.00	\$ -	\$ -	\$ -	\$ -
	943.400	BEAUTIFICATION	\$ 1,000.00	\$ 1,000.00	\$ -	\$ -	\$ 500.00	\$ -	\$ 500.00	\$ -	\$ -	\$ -	\$ -
	946.000	REPAIRS & MAINT - BLDG	\$ 7,500.00	\$ 7,500.00	\$ 7,500.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	946.100	REPAIRS VEHICLES	\$ 4,000.00	\$ 4,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,000.00	\$ -	\$ -	\$ -
	946.200	REPAIRS & MAINTENANCE - EQUIP	\$ 7,000.00	\$ 7,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,000.00	\$ -	\$ -	\$ -
	946.320	Parks Maintenance	\$ 6,000.00	\$ 6,000.00	\$ -	\$ -	\$ 6,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	946.500	COMPUTER MAINTENANCE	\$ 500.00	\$ 500.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 500.00
	946.700	GENERATOR MAINTENANCE	\$ 5,200.00	\$ 1,200.00	\$ 1,200.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	947.000	PRINTING	\$ 250.00	\$ 250.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 250.00
	948.000	ADVERTISING (JOB POSTINGS)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	951.000	OFFICE SUPPLIES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	952.100	GASOLINE	\$ 3,675.00	\$ 5,350.00	\$ 903.73	\$ 1,206.31	\$ 685.59	\$ 415.68	\$ 72.38	\$ 92.99	\$ 386.02	\$ 1,007.77	\$ 579.53
	952.101	OIL & FILTERS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	952.200	TIRES & BATTERIES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	952.400	SMALL TOOLS	\$ 2,025.00	\$ 2,050.00	\$ 410.00	\$ 410.00	\$ 410.00	\$ 410.00	\$ 410.00	\$ -	\$ -	\$ -	\$ -
	952.410	CLEANING SUPPLIES	\$ 1,500.00	\$ 1,500.00	\$ 1,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 500.00	\$ -
	952.440	MINOR MATERIALS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	952.510	CHEMICALS	\$ 1,000.00	\$ 1,000.00	\$ -	\$ -	\$ 500.00	\$ -	\$ -	\$ -	\$ 500.00	\$ -	\$ -
	953.000	ROAD MAT & SUPP MAINT & REPAIR	\$ 1,500.00	\$ 1,500.00	\$ -	\$ -	\$ -	\$ -	\$ 1,500.00	\$ -	\$ -	\$ -	\$ -
	954.000	DUES & SUBSCRIPTIONS	\$ 250.00	\$ 250.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 250.00
	964.200	NEW MACHINERY (OTHER)	\$ 1,500.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	964.300	OTHER NEW EQUIPMENT	\$ 3,500.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	999.000	MISCELLANEOUS	\$ 3,500.00	\$ 3,500.00	\$ -	\$ -	\$ -	\$ -	\$ 3,500.00	\$ -	\$ -	\$ -	\$ -
Operating Total			\$ 153,820.00	\$ 148,350.00	\$ 27,913.73	\$ 1,616.31	\$ 12,595.59	\$ 10,725.68	\$ 77,382.38	\$ 11,092.99	\$ 1,886.02	\$ 1,507.77	\$ 3,629.53
Grand Total			\$ 404,110.00	\$ 410,310.00	\$ 69,633.64	\$ 44,741.45	\$ 42,124.77	\$ 33,409.56	\$ 79,969.89	\$ 15,320.77	\$ 20,505.01	\$ 51,830.42	\$ 52,774.48

Community Development Expenditures

					Program Revenues	
					Planning & Zoning	
Community Development					\$ 151,400.00	
Expense Type	AcctCode	Description	22 Original Budget	23 Recommended	Planning & Zoning	
Operating	934.000	CONTRACTURAL SERVICES	\$ 91,740.00	\$ 50,000.00	\$ 50,000.00	
	946.500	COMPUTER MAINTENANCE	\$ 500.00	\$ 45,000.00	\$ 45,000.00	
	946.600	COMPUTER SOFTWARE	\$ -	\$ -	\$ -	
	947.000	PRINTING	\$ 250.00	\$ 300.00	\$ 300.00	
	951.000	OFFICE SUPPLIES	\$ -	\$ -	\$ -	
	999.000	MISCELLANEOUS	\$ 2,000.00	\$ -	\$ -	
Operating Total			\$ 94,490.00	\$ 95,300.00	\$ 95,300.00	
Grand Total			\$ 94,490.00	\$ 95,300.00	\$ 95,300.00	

Net Departmental Program Expense (Surplus) \$ (56,100.00)

Administration	Planning & Zoning
Personnel	\$ 11,959.40
Operating	\$ 43,245.00
Admin Program Expense	\$ 55,204.40

Expense	Planning & Zoning
Community Development	\$ 95,300.00
Adminsitration	\$ 55,204.40
Total Program Expense	\$ 150,504.40

Net Program Expense (Surplus) \$ (895.60)

Fire Services

Department Fire

EXPTYPE	AcctCode	Description	22 Original Budget	23 Recommended
Operating	934.000	CONTRACTURAL SERVICES	\$ 310,000.00	\$ 319,300.00
Operating Total			\$ 310,000.00	\$ 319,300.00
Grand Total			\$ 310,000.00	\$ 319,300.00



THE TOWN OF KENNETH CITY FLORIDA

Workshop Minutes

August 3, 2022

A. Call to Order

B. Moment of Silence by Councilmember Noble and Pledge of Allegiance

C. Roll Call

Present were Councilmember Roberts, Councilmember Noble, Vice Mayor Cummings, Councilmember Zemaitis, Mayor Howell, Interim Town Manager Duncan, Interim Town Attorney Johnston

D. Action Agenda

1. Facilitated Discussion with Florida League of Cities Director of Leadership Development and Education, Dr. Scott Paine

Interim Town Manager Rob Duncan introduced Dr. Scott Paine. Dr. Paine introduced himself and his experience in the field of public service.

Dr. Paine started his presentation by describing public office and how this is different from what people do in different settings. Dr. Paine gave several points reasons why public office may be different.

Dr. Paine also talked about different leadership styles and personality types.

Dr. Paine discussed some key points on how to run an effective meeting such as agendas, motions, and regulations of debate, taking turns, the role of the presider, and securing a motion.

Dr. Paine emphasized that Council is about getting stuff done and not expressing individual preferences.

Dr. Paine gave a quote from Winton Churchill regarding democracy and its lack of perfection.

Interim Manager Duncan asked about Council preferences in terms of the duration of meetings. Council had a discussion about the duration of meetings and the need for one-on-one meetings.

Dr. Paine then gave some tips on managing public participation.

The mayor asked Dr. Paine about public participation and how the structures of the meetings have changed. Dr. Paine encouraged Council to think about the moment, but the overall dynamic. It is helpful to explain why you are doing things if you have changed the expectations of the public. The meeting is the place where the business of the public is being conducted.

Dr. Paine provided some helpful tips on dealing with the press and how to respond to their inquiries.

Dr. Paine provided some insight into working with staff and the current employment landscape. He also discussed how Council can work effectively with the executive staff for the betterment of the Town.

Dr. Paine ended his discussion by providing Council with tips on how to be an ideal Council and effectively manage any conflict that may arise.

E. Mayor/Council Comment

Interim Manager Rob Duncan asked Council if there were any items from the workshop they would like to discuss at the next meeting. Council indicated that they would like to see a general item on the next agenda regarding rules and procedures for meetings.

F. Adjournment

The meeting ended at 8:56 pm

Agenda Memo

To: Kenneth City Town Council

From: Police Chief Michael Vieno

Date: 8/5/2022



Subject: FY23 Ancillary Service Contract for the Town of Kenneth City

Summary

The Kenneth City Police Department and the Pinellas County Sheriff's Department have a contractual relationship for the provision of 911 dispatch, property and evidence, report writing system, and crime scene forensics services. This contract is renewed on an annual basis. The current contract is set to expire on October 1, 2022. Approval of this agreement will extend the contractual relationship between the Kenneth City Police Department and the Pinellas County Sheriff's Office until September 20, 2023.

Proposed Recommendation:

Council to approve the FY23 Ancillary Law Enforcement Contract that is set to expire on October 1, 2022.

AGREEMENT

THIS AGREEMENT is made and entered into by and between the TOWN OF KENNETH CITY, FLORIDA, a municipal corporation (hereinafter "TOWN"), and BOB GUALTIERI, Sheriff, Pinellas County, Florida (hereinafter "SHERIFF").

WHEREAS, the TOWN desires to contract with the SHERIFF for crime scene services, latent print services, property and evidence processing and storage, computer aided dispatch (CAD), and records management for the TOWN OF KENNETH CITY Police Department, and

WHEREAS, the SHERIFF has available personnel to perform such services for the TOWN; and

WHEREAS, the CAD and records management systems are capable of handling the volume of calls and reports that are anticipated to be generated by the TOWN without reducing the speed or efficiency of the systems, and

WHEREAS, both the TOWN and the SHERIFF believe the provision of such services as hereinafter provided is in the best interest of the safety and welfare of the citizens of the TOWN and of Pinellas County and that such will facilitate the investigation of criminal activity and the apprehension of persons engaging in such activity;

NOW, THEREFORE, in consideration of the mutual covenants and promises set forth below, the parties hereto agree as follows:

1. FORENSIC SCIENCE SERVICES

A. The SHERIFF will provide to the TOWN, upon request by the TOWN, Forensic Science Specialists to document, process and collect evidence at crime scenes within the TOWN. Said services shall include the photographing or otherwise documenting said crime scene as such may be appropriate, within the scope and capabilities of the SHERIFF. Any processing or testing outside the SHERIFF'S capabilities shall be at the expense of the TOWN but will be facilitated by the SHERIFF.

B. The SHERIFF shall provide to the TOWN Police Department copies of all crime scene reports generated by SHERIFF's personnel pursuant to this Agreement.

C. The TOWN shall pay to the SHERIFF the sum of TWO HUNDRED SIXTY-FOUR DOLLARS AND NINETY CENTS (\$264.90) for each crime scene processed by the SHERIFF and shall pay for ten (10) calls for service during the period of this Agreement. For all requests for service in excess of the ten (10) calls, the TOWN shall pay to the SHERIFF the sum of TWO HUNDRED SIXTY-FOUR DOLLARS AND NINETY CENTS (\$264.90) for each crime scene processed pursuant to this Agreement.

D. The TOWN shall pay to the SHERIFF the sum of TWO THOUSAND SIX HUNDRED FORTY-NINE DOLLARS AND NO CENTS (\$2,649.00) for the ten (10) calls for service during the period of this Agreement.

E. Billing for requests for service in excess of the ten (10) calls for service during the period of this Agreement shall be invoiced quarterly at the rate of TWO HUNDRED SIXTY-FOUR DOLLARS AND NINETY CENTS (\$264.90) per call.

F. The parties agree that the term "call for service" as used herein shall be defined as an incident, event or offense that requires a report or offense number be made, recorded or taken by a member of the TOWN Police Department for documentation purposes and which requires some reportable action by a SHERIFF'S Forensic Science Specialist. All services rendered under the same case number shall be deemed one call for service. Such offense numbers shall be used to calculate calls for service with each offense number that results in a request for services being deemed a call for service.

G. Should the TOWN request less than the specified number of calls for service during the term of this Agreement, the remaining funds shall be refunded to the TOWN as soon as is practical after the final month of this contract term has been completed and the total number of calls for the year been determined.

2. LATENT PRINT SERVICES

A. The SHERIFF shall provide to the TOWN latent print examination and analysis services.

B. Latent Print Examiners who perform these services shall be appropriately trained and qualified to examine latent fingerprints and to identify same.

C. Said Examiners shall be members of the Pinellas County Sheriff's Office and shall be subject to the direction and all rules and regulations of the SHERIFF.

D. Said Examiners shall be on duty to perform fingerprint examinations for the TOWN eight (8) hours per day, five (5) days per week and shall as a part of their duties:

1. Examine fingerprints provided by the TOWN to eliminate fingerprints of persons who have a legitimate reason to have their fingerprints at the premises or on an object.
2. Evaluate the quality of latent fingerprints provided by the TOWN.
3. Compare the latent fingerprints of suspects provided by the TOWN.
4. Appropriately document those latent fingerprints provided by the TOWN that cannot be positively identified.
5. Prepare and provide to the TOWN reports on all latent fingerprint identifications performed.
6. Attend depositions, hearings and trials and render expert testimony in the area of fingerprint identification.

E. In those instances where the TOWN submits a complex or lengthy latent identification request, the SHERIFF shall devote the necessary personnel available to perform the work.

F. The TOWN shall provide one individual, to be designated by the TOWN, who shall act as liaison with Examiners as provided for herein. Said liaison shall:

1. Be a member of the TOWN Police Department.
2. Be responsible for the timely and appropriate delivery of latent fingerprints and certain items of evidence to the SHERIFF.

3. Be responsible for the proper execution and delivery to the SHERIFF of correctly executed latent fingerprint request forms.
4. Be responsible for the return to the TOWN of completed latent fingerprint request forms showing the results of such examination or comparison.
5. Serve as the SHERIFF'S contact with the TOWN in all day-to-day matters relating to the examination of latent fingerprints pursuant to this Agreement.

G. The TOWN shall pay the SHERIFF the sum of NINE HUNDRED SEVENTY-THREE DOLLARS AND EIGHTY CENTS (\$973.80) for the latent print examination and analysis services to be rendered pursuant to this Agreement, which reflects payment for ten (10) latent print cases at a cost of NINETY-SEVEN DOLLARS AND THIRTY-EIGHT CENTS (\$97.38) per case. Should the TOWN'S number of cases exceed the ten (10) cases covered by this Agreement, it agrees to pay NINETY-SEVEN DOLLARS AND THIRTY-EIGHT CENTS (\$97.38) per each additional case. If the TOWN uses less than ten (10) cases during the term of this Agreement the remaining funds shall be refunded to the TOWN as soon as is practical after the final month of this contract term has been completed and the total number of cases for the year been determined.

3. PROPERTY & EVIDENCE SERVICES

A. During the term of this Agreement, the SHERIFF agrees to provide to the TOWN storage, release and disposition of all seized evidence, found property and property being held for safekeeping as defined by Florida Statutes and the Kenneth City Code of Ordinances within the SHERIFF'S Evidence and Property Control Facility, except for non-evidentiary bicycles and breath, blood or urine samples obtained from persons suspected of operating vehicles or vessels while under the influence of alcohol or drugs, which samples shall be maintained by the Pinellas County Medical Examiner's Office.

B. The SHERIFF shall also transport drug items to and from the County lab as determined by the Town Police Department. The SHERIFF shall be responsible for transporting all items of property or evidence as aforesaid from the TOWN Police Department and transporting same to secure storage facilities maintained by the SHERIFF. However, where such items of property or evidence are large, voluminous, heavy or otherwise not compatible with transport by ordinary courier, it shall be the responsibility of the Town Police Department to transport such items to the SHERIFF'S Evidence and Property Storage Facility.

C. The Sheriff shall store and maintain chain of custody of all evidence and other property in accordance with current general orders and SOPs.

D. All evidence and other property seized, found, or held for safekeeping by the SHERIFF for the Town Police Department shall be disposed of in accordance with Florida law or as otherwise ordered by a court of law. Nothing herein shall prevent the TOWN from retaining any of its evidence or other property as part of the TOWN'S inventory of property or donated by the TOWN to a qualified non-profit organization in accordance with Florida law.

E. The TOWN agrees to pay to the SHERIFF the sum of EIGHT THOUSAND TWO HUNDRED TWO DOLLARS AND NO CENTS (\$8,202.00) for the property and evidence processing and storage service. This cost is inclusive of personnel and storage costs. Should the TOWN submit more than 600 items during the term of this Agreement, the TOWN will be billed and agrees to pay THIRTEEN DOLLARS AND SIXTY-SEVEN CENTS (\$13.67) per item. Any funds not expended in FY 2022-2023 because the number of items submitted is less than the anticipated number, shall be refunded to the TOWN as soon as is practical after the final month of this contract term has been completed and the total

number of items been determined.

4. COMPUTER AIDED DISPATCH (CAD)

A The SHERIFF maintains a computer-aided dispatch (CAD) system whose main purpose is to receive and dispatch calls for service relating to law enforcement matters, as well as additional voice and data communication needed to assist police officers in their daily duties. This system includes communication with police laptop computers, portable and in-car radios and is staffed twenty-four hours per day, seven days per week. This system is solely operated and maintained by the SHERIFF and is housed at a location designated by the SHERIFF. The SHERIFF agrees to receive calls for TOWN police services and dispatch police services to the TOWN via this CAD system.

B. The SHERIFF shall be responsible for the maintenance, upgrades and repairs to the SHERIFF'S CAD system.

C. The SHERIFF shall notify the TOWN of any changes or upgrades necessary in the communication equipment owned by the TOWN, to ensure that the TOWN continues to have full access to the CAD system. The cost of such changes or upgrades shall be the responsibility of the TOWN.

D. The SHERIFF agrees that such notice to the TOWN shall be made as soon as possible after the SHERIFF becomes aware of the need for the change or upgrade.

E. The TOWN agrees to make the necessary changes or upgrades in a timely manner. Failure to do so may result in termination of the CAD-related service.

F. All communication equipment needed, such as but not limited to radio and laptop computers, to provide communication between the SHERIFF and the on-duty officers of the TOWN shall be purchased by the TOWN. However, the equipment shall meet the technical requirements for the SHERIFF's CAD system.

G. All equipment purchased by the TOWN shall remain the property of and

be maintained by the TOWN. The parties agree that licenses which provide for the use of the software which enables access and use of the SHERIFF'S CAD system by the TOWN, and for which licenses the TOWN pays the SHERIFF, are not "equipment" and as such remain the SHERIFF'S property.

H. The SHERIFF agrees to provide technical and troubleshooting support to ensure that all equipment, hardware, and software for which the Sheriff is responsible is properly configured and in working order. Any problems relating to the TOWN's hardware and software will be the responsibility of the TOWN to address.

I. The TOWN shall pay to the SHERIFF the sum of TWENTY-SIX THOUSAND FIVE HUNDRED TEN DOLLARS AND TWENTY-EIGHT CENTS (\$26,510.28). This cost includes payment for Sheriff's Office Communications Center personnel and the annual fee for the fifteen (15) mobile licenses.

J. Should the TOWN determine a need to add additional units to its fleet which are CAD-accessible, then the TOWN shall be responsible for all associated costs incurred by the SHERIFF on its behalf and charged accordingly. Such costs shall be billed by the SHERIFF and payable upon receipt by the TOWN to the SHERIFF.

5. RECORDS MANAGEMENT SYSTEM

A. The SHERIFF will provide a law enforcement records management system, Augmented Criminal Investigative Support System (ACISS) to the TOWN for sharing automated records in order to maximize data resource sharing, increase efficiency, eliminate redundant records systems and the associated fiscal impact. In addition, the TOWN'S police department shall have access to and may choose to utilize the SHERIFF'S Automated Report Management System (ARMS) Unit staff for completion of police reports.

B. The SHERIFF shall operate a law enforcement records management system (ACISS) on a computer hardware system and provide a point of network connectivity

for the TOWN Police Department. The SHERIFF is responsible for maintaining the records management computer system, including all required software licenses, upgrades, updates and system administration. The SHERIFF is also responsible for maintaining the records management software (ACISS), including all necessary software licenses, upgrades, updates and system administration. The TOWN agrees it shall be responsible for providing and running the necessary anti-virus software on all computers connected to ACISS, and shall be responsible for performing Windows updates on a regular and ongoing basis.

C. The TOWN will be responsible for maintaining, at its expense, compatible hardware and software (other than ACISS software) necessary to access the ACISS system and the SHERIFF'S network, including a minimum 50 meg business class internet connection. As network technology continues to evolve, the system for network connectivity may be changed upon agreement by both parties.

D. The SHERIFF shall make available to the TOWN the Automated Records Management System (ARMS) through its ARMS Unit staff in order that the TOWN'S police officers can call in police reports as the police department may deem necessary or appropriate. ARMS Unit staff who generate these reports shall be continuously available to the TOWN'S police department except at such times as the SHERIFF'S computer system is unavailable because of routine maintenance, upgrading, data back-up operations or malfunction.

E. The SHERIFF will provide to the Florida Department of Law Enforcement, reports reflecting crime statistics for all UCR reportable crimes occurring in the CITY which are reported to the SHERIFF through the ACISS system pursuant to this Agreement. The SHERIFF will provide the data to the CITY on a monthly basis to review and make recommended updates to reports based on FIBRS reporting requirements. The FIBRS-related updates need to be made by the CITY no later than the 12th of each month. If the updates

are not made by the 12th of the month, the data will be submitted to FDLE by the 15th of the month "as is." The CITY has elected to be designated as an RMS Contract CITY in FDLE's FIBRS records, which will require the CITY to verify the CITY'S UCR data after it is submitted to FDLE.

F. The TOWN'S police department may use ARMS Unit staff for the completion of police reports or may elect for its officers to enter and generate all or a portion of their own police reports, in which case the TOWN agrees to establish and maintain a quality and control system in order to maintain the integrity of the data being entered into ACISS. Failure to do so may result in payment by the TOWN to ACISS to restore the integrity of the data and/or the requirement that all future reports be done utilizing ARMS Unit staff.

G. Prior to the time TOWN police officers began entering their own police reports, eight (8) hours of training was provided by the SHERIFF. The parties agreed that the goal in training TOWN officers in the use of ACISS for report entry and completion was to develop expertise on the part of one or more officers to the extent they would become responsible for training new officers who are employed by the TOWN in the future. During the term of this Agreement, said officer(s) shall be responsible for the training of any new officers employed by Kenneth City.

H. The SHERIFF, through appropriate staff, will review each report prepared by its ARMS Unit staff for completeness in compliance with UCR requirements. However, it shall be the responsibility of the TOWN'S police department to review and approve all reports for the accuracy and completeness of information contained therein. The TOWN police department will also be responsible for ensuring that all police report supporting documents are entered into ACISS. Further, the TOWN'S police department shall determine which reports require follow-up by the State Attorney and shall provide copies of those reports to the Office of the State Attorney and to such other parties as it deems appropriate or may be

required by law.

I. The SHERIFF will provide to the Florida Crime Information Center (FCIC) and National Crime Information Center (NCIC) information pertaining to articles with serial numbers from all police reports it completes, in order that these articles may be documented in these database systems. Said documentation, once accomplished, will be so noted by the PCSO in the applicable police reports. Whenever the TOWN police department elects to prepare and enter its own police reports, it shall be responsible for notifying the SHERIFF of articles and serial numbers for entry into these database systems.

J. The SHERIFF will provide to FDLE, as required by law, crime statistics for all Part 1, UCR reportable crimes occurring in the TOWN which are reported to the SHERIFF through the ACISS system pursuant to this Agreement. The information provided shall include the number and types of crimes reported by the TOWN through the ACISS system. The SHERIFF will also provide this information to the TOWN police department.

K. In addition to ACISS, the SHERIFF will also make a vehicle crash reporting system available to the TOWN police department. The system currently in use is the Traffic and Criminal Reporting System (TraCS) although the parties agree the SHERIFF reserves the right to discontinue use of TraCS should the State of Florida no longer offer its use free of charge or for other reasons as determined by the SHERIFF. Should the SHERIFF discontinue use of TraCS, it agrees to make available at cost, if any, whatever replacement system it elects to use. It will be the responsibility of the TOWN police department to ensure that crash reports are entered and approved/closed in a timely manner in compliance with the standards set forth by Florida statute and the Florida Department of Highway Safety and Motor Vehicles (DHSMV) guidelines. The SHERIFF will be responsible for the uploading

of crash reports on its website for citizen access.

L. The TOWN shall pay to the SHERIFF the sum of FIVE HUNDRED FIFTEEN DOLLARS AND TWENTY-ONE CENTS (\$515.21), which reflects the cost for the annual maintenance fee of one (1) ACISS license. The above-cited amounts do not include the charge for police reports entered and completed by ARMS Unit staff; the cost for each report is \$5.50.¹

6. TOTAL COMPENSATION

The TOWN shall pay to the SHERIFF, on October 1, 2022, the sum of THIRTY-EIGHT THOUSAND EIGHT HUNDRED FIFTY DOLLARS AND TWENTY-NINE CENTS (\$38,850.29) which reflects the minimum sum due for all services to be rendered during the term of this Agreement, with the exception of police reports, which will be billed monthly at the above- indicated price of \$5.50 per report, with the amount payable upon receipt of the invoice from the SHERIFF (See Attachment 1).

7. PUBLIC RECORDS REQUESTS

Effective July 1, 2013, the Florida State legislature enacted §119.0701.

This statute requires that all contractors comply with Florida's public records laws with respect to services performed on behalf of a governmental agency. Specifically, the statute requires that contractors:

- A. Keep and maintain public records that ordinarily and necessarily would be required by the public agency in order to perform the service;
- B. Provide the public with access to public records on the same terms and conditions that a public agency would provide the records and at a cost that does not exceed the cost provided by Chapter 119 of the Florida Statutes or as otherwise provided by law;
- C. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law;
- D. Meet all requirements for retaining public records and transfer, at no cost, to the public agency all public records in possession of the

11. MODIFICATION

This Agreement may be modified or amended only by a document in writing signed by the parties hereto.

12. ASSIGNMENT

Neither party shall assign any obligations or responsibilities under this Agreement to any third party.

13. INDEMNIFICATION

Each party shall be liable for the negligent acts or omissions of its own employees in the performance of this Agreement. Nothing contained herein shall be construed to limit or modify the provisions of Florida Statute 768.28. Nothing herein shall abrogate or expand the sovereign immunity enjoyed by the TOWN and the SHERIFF pursuant to the provisions of Chapter 768, Florida Statutes, nor shall any third party receive any benefit whatsoever from the indemnification provided herein.

14. TERM OF AGREEMENT

This Agreement shall be for a period of one (1) year commencing October 1, 2022, and concluding September 30, 2023.

The parties agree that where the Agreement is not terminated as provided herein, the terms of this Agreement shall automatically continue for 120 days beyond September 30, 2023, in the event a replacement contract has not yet been completely executed. The TOWN shall pay to the SHERIFF the same sum as is due per this Agreement, and the parties agree that any change in the annual cost of service, if any, shall be retroactively applied for services rendered from October 1, 2023, through the duration of the replacement contract, and shall immediately be paid by the TOWN to the SHERIFF if an additional sum is due, or credited to the TOWN. If a refund is due for the services already provided, with any credits from this Agreement as provided herein factored into the balance due or credit owed.

IN WITNESS WHEREOF the parties to this Agreement have caused the same to be signed by their duly authorized representatives this _____ day _____ 2022.

ATTEST:

TOWN OF KENNETH CITY, FLORIDA

Town Clerk

Mayor

SHERIFF, PINELLAS COUNTY, FLORIDA

Bob Gualtieri, Sheriff

Agenda Memo

To: Kenneth City Town Council

From: Town Manager

Date: 8/5/2022



Subject: Interlocal Agreement with Forward Pinellas

Summary

Forward Pinellas is a land use and transportation planning agency. This agency guides integrated transportation and land use solutions that sustain economic value by connecting the communities of Pinellas County and the Tampa Bay region.

Forward Pinellas and the Town of Kenneth City have an interlocal agreement in place for planning and mapping services. The existing agreement is set to expire on September 30th of this year but allows for the term to be extended for an additional four-year term. Attached is an amendment to the agreement which would extend it until September 30, 2026.

Proposed Recommendation:

Council to approve the amendment to the Interlocal Agreement with Forward Pinellas to expire on September 20, 2026.

INTERLOCAL AGREEMENT
FOR
PLANNING AND MAPPING SERVICES AND/OR SPECIAL PROJECT WORK
WITH THE
TOWN OF KENNETH CITY

THIS INTERLOCAL AGREEMENT FOR PLANNING AND MAPPING SERVICES AND/OR SPECIAL PROJECT WORK, hereinafter referred to as "Agreement", is made and entered into this 8 day of August, 2018, by and between FORWARD PINELLAS, in its role as the Pinellas Planning Council and the Pinellas County Metropolitan Planning Organization (hereinafter referred to as "Forward Pinellas,") and the TOWN OF KENNETH CITY (hereinafter referred to as the "Local Government").

WHEREAS, Forward Pinellas and the Local Government entered into an interlocal agreement to provide planning and mapping services on October 1, 2014; and

WHEREAS, the current interlocal agreement between the parties expires on September 30, 2018; and

WHEREAS, Forward Pinellas desires to continue to provide planning and mapping services and/or special project work to the Local Government on an as needed and as available basis; and

WHEREAS, the Local Government desires to have the option to engage Forward Pinellas staff to provide planning and mapping services and/or special project work; and

WHEREAS, related planning and mapping services and/or special project work can be provided in support of the Countywide Plan as may be requested by the Local Government; and

WHEREAS, Forward Pinellas can provide the Local Government additional planning and mapping services and/or special project work through its agreement with the Pinellas County Enterprise Geographic Information Systems (GIS); and

WHEREAS, due to the expiration date of the previous agreement and desire to clarify the parties and scope of work, it is necessary to replace the previous agreement; and

WHEREAS, Forward Pinellas and the Local Government desire to cooperate in the provision of said planning and mapping services and/or special project work to maximize efficiency and minimize cost and ensure the maximum degree of coordination and accuracy.

NOW THEREFORE, in consideration of the covenants made by each party to the other and of the advantages to be realized by this Agreement, Forward Pinellas and the Local Government agree as follows:

Section 1. Authority

This Agreement is entered into pursuant to the general authority of Section 163.01, Florida Statutes, relating to interlocal agreements and the specific authority of Sections 6(3) and 6(6) of Chapter 2012-245, Laws of Florida, as amended.

Section 2. Term

The term of this Agreement shall be from October 1, 2018 through September 30, 2022; which term may be renewed by mutual written agreement, signed by both parties, for one additional four-year period through September 30, 2026, unless terminated as provided for elsewhere in this Agreement.

Section 3. Scope of Services

- A. The, Scope of Services is provided in Exhibit A attached hereto and hereby made a part of this Agreement.
- B. Any assistance provided or project undertaken as provided for in the Scope of Services may, upon mutual agreement of Forward Pinellas staff and the Local Government, be more specifically detailed as to methodology, schedule, work product, and cost in a memorandum of understanding executed consistent with and pursuant to this Agreement.
- C. Responsibility for the correctness of information provided to Forward Pinellas for use in rendering planning and mapping services and/or special project work under this Agreement, and any liability related thereto, lies with the Local Government.
- D. All requests for planning and mapping services and/or special project work to be provided under this Agreement shall be in writing by an authorized representative of the Local Government.
- E. Forward Pinellas reserves the right to accept or reject and to schedule all requests for planning and mapping services and/or special project work based on the ability of the Forward Pinellas staff to produce the requested planning and mapping and/or special project product(s) pursuant to the required timetable therefor.

Section 4. Charges

- A. Payment and charges for services rendered under this Agreement shall be as provided for in Exhibit B, Payment and Rate Charge Schedule, attached hereto and hereby made a part of this Agreement.

- B. Ongoing planning and mapping services and/or special project work will be charged as a lump sum or on a time and material basis as mutually agreed by the Local Government and Forward Pinellas staff in accordance with the terms of this Agreement.
- C. The Local Government agrees to make payment to Forward Pinellas for all properly invoiced requisitions as set forth in Exhibit B, within forty-five days of submission.
- D. The fee schedule may be revised by mutual written consent, signed by both parties, and included as an addendum to this Agreement.

Section 5. Use of Product

- A. The Local Government shall have the exclusive control of the public distribution of all information produced by Forward Pinellas prior to its adoption. Forward Pinellas shall not voluntarily distribute information prior to its adoption by the Local Government without prior approval.
- B. Forward Pinellas has the right to use any information produced under this Agreement for similar purposes upon removing all reference to the Local Government.
- C. The Local Government shall have the exclusive control of the public distribution of mapped information provided under this Agreement.
- D. Nothing contained in this Agreement shall prohibit either party hereto from complying with a public records request submitted pursuant to Chapter 119, Florida Statutes.
- E. Forward Pinellas shall retain all rights to the original data as compiled for and used in the production of the Countywide Plan Map from which the Local Government map is produced.

Section 6. Accounting and Records

- A. Forward Pinellas shall establish an accounting process to identify the costs and revenues associated with the Agreement. All accounting documentation shall be available for inspection, upon request, by the Local Government at any time during the period of this Agreement and for a minimum of three years after payment is made, or the requisite statutory record retention period, whichever is longer.
- B. All charged costs shall be supported by the properly executed payroll, time records, invoices, contracts or vouchers evidencing in proper detail the nature and propriety of the charges.

Section 7. Notice

Notice by either party to the other pursuant to this Agreement shall be given in writing and hand delivered or mailed as follows:

Forward Pinellas: Forward Pinellas
Attn: Whit Blanton, Executive Director
310 Court Street, 2nd Floor
Clearwater, FL 33756

Local Government: Town of Kenneth City
6000 54th Avenue North
Kenneth City, FL 33709

Section 8. Construction

This Agreement shall be construed as an expression of inter-agency cooperation enabling each party to make the most efficient use of its powers in furtherance of the respective and common objectives. However, this Agreement shall not be construed as delegating or authorizing the delegation of the constitutional or statutory duties of either party to the other.

Section 9. Termination

This Agreement may be terminated by either party at any time by giving the other party not less than thirty days' notice of such termination. In the event this termination provision is exercised by either party, the Local Government shall remain liable to Forward Pinellas for charges incurred up to such termination.

Section 10. Filing; Effective Date

As required by Section 163.01(11), Florida Statutes, this Agreement shall be filed with the Clerk of the Circuit Court of Pinellas County, Florida, after execution by the parties, and shall take effect upon such filing.


Section 11. Successor Agency


In the event Forward Pinellas is reconstituted as a new agency, merged with another agency, or its legal status is otherwise altered, this Agreement will be automatically assigned to any new agency that assumes the planning and mapping services and/or special project work currently performed by Forward Pinellas. This assignment shall be effective without the need for any further written agreement between the parties. The Local Government shall retain the right to terminate this agreement in accordance with Section 9.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed on the dates referenced below.

FORWARD PINELLAS


Attest:

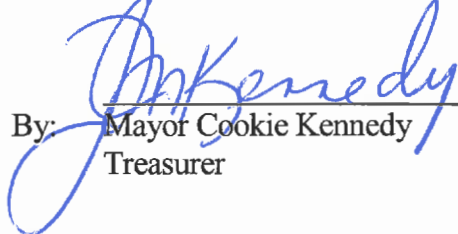

By: Whit Blanton, FAICP
Executive Director


By: Vice Mayor Doreen Caudell
Chair

Date: 7/12/18


Approved as to form:



By: Chelsea Hardy
Assistant County Attorney


By: Mayor Cookie Kennedy
Treasurer

LOCAL GOVERNMENT

Attest:


By: Cindy McCarthy
Town Clerk


By: Wanda Dudley
Mayor

Date: August 8, 2013

EXHIBIT A

SCOPE OF SERVICES

I. Ongoing Planning Services

- A. Forward Pinellas agrees to consider requests by the Local Government for ongoing planning services and to provide such services as Forward Pinellas staff time and schedule permit.
- B. Ongoing planning services may include, but is not limited to, review and interpretation of the comprehensive plan and land development regulations, comprehensive plan and land development regulation amendments, assistance with applications for development approval, traffic analysis, transportation planning, and data collection, as determined to be consistent with the mission and role of Forward Pinellas.

II. Mapping Services

- A. Forward Pinellas agrees to consider requests by the Local Government for mapping services and to provide such services as Forward Pinellas staff time and schedule permit.
- B. Mapping services may include, but is not limited to, provision of custom or standard printed or electronic map products, as determined to be consistent with the mission and role of Forward Pinellas.
- C. Forward Pinellas staff will serve as a liaison to the Pinellas County Enterprise Geographic Information Systems (EGIS) if such additional mapping services are required.

III. Special Planning Projects

- A. Forward Pinellas agrees to consider requests by the Local Government for assistance with special planning projects and to provide such assistance as Forward Pinellas staff time and schedule permit.
- B. Special planning projects may include, but are not limited to, plan or land development regulation assessments, neighborhood or special area plan development, special transportation and/or planning studies and such other special projects as may be related to or in furtherance of the comprehensive and/or transportation planning process, as determined to be consistent with the mission and role of Forward Pinellas.

EXHIBIT B

PAYMENT AND RATE CHARGE SCHEDULE

I. Ongoing Planning and Mapping Services

Forward Pinellas shall requisition by invoice for ongoing planning and mapping services on a time and materials basis as follows:

A. Materials - at the cost to Forward Pinellas

B. Time - based on the following hourly rates:

1.	Executive Director	\$109.00/hour
2.	Supervising Planner	\$72.00/hour
4.	Principal Planner	\$62.00/hour
5.	Planner/Analyst	\$48.00/hour
8.	Communications Specialist	\$55.00/hour
9.	Administrative Support	\$36.00/hour

C. Forward Pinellas shall provide the Local Government, upon request, a price quote based on the product(s) ordered in each request for services. There is no charge for current Geographic Information System (GIS) shapefiles distributed via email.

II. Special Planning Projects

Forward Pinellas shall requisition by invoice for special planning projects in the amount and according to a schedule agreed upon in advance between the Local Government and Forward Pinellas staff for each such special project.

**First Amendment to Interlocal Agreement for
Planning and Mapping Services and/or Special Project Work**

This First Amendment to the Interlocal Agreement for Planning and Mapping Services and/or Special Project Work ("First Amendment") is made and entered into on this ____ day of _____ 2022 by and between Forward Pinellas, in its role as the Pinellas Planning Council and the Pinellas County Metropolitan Planning Organization ("Forward Pinellas") and the TOWN OF KENNETH CITY, a municipal corporation of the State of Florida ("Local Government") (collectively the "Parties").

WHEREAS, on August 8, 2018 the Parties entered into an interlocal agreement for planning and mapping services and/or special project work with a term that commenced on October 1, 2018 ("Agreement,"); and

WHEREAS, the Agreement is set to expire on September 30, 2022; and

WHEREAS, the Parties desire to extend the Agreement for an additional four-year term through September 30, 2026.

NOW THEREFORE, in consideration of the mutual covenants, promises, and representations herein, the Parties agree as follows:

1. The recitals set forth above are incorporated herein by reference.
2. Pursuant to Section 2, Term, of the Agreement the term is extended to September 30, 2026.
3. All other provisions of the Agreement not expressly amended herein shall remain in effect and unaltered.
4. As required by Section 163.01(11), Florida Statutes, this Amendment shall be filed with the Clerk of Circuit Court of Pinellas County, Florida, after execution by the Parties and shall take effect upon such filing.

IN WITNESS WHEREOF, the Parties hereto have executed this Amendment on the last day and year written below:

[Signature Page to Follow]

Forward Pinellas

BY: _____
Whit Blanton, Executive Director

Date: _____

Attest: _____

Printed Name: _____

Title: _____

Date: _____

Local Government

BY: _____

Printed Name: _____

Title: _____

Date: _____

Attest: _____

Printed Name: _____

Title: _____

Date: _____

APPROVED AS TO FORM

By: Anne M. Morris
Office of the County Attorney

Agenda Memo

To: Kenneth City Town Council

From: Town Manager

Date: 08/05/2022



Subject: 47th Avenue Parking

Summary:

Town Council has had previous discussions regarding proposed parking improvements to 47th Avenue N at James P. Ernst Park. The Imagine That Performance Team has recently reviewed this project and met with Justin Keller of Advanced Engineering to discuss options for this project. As a result of this discussion, there are new options for the Town Council to consider on this project. Attached to this agenda are some information regarding new concepts for the Town Council to discuss and consider.

Click or tap here to enter text.

Proposed Recommendation:

Town Council to provide direction to staff on how to proceed on 47th Avenue Parking Project.

**STATE OF FLORIDA
DEPARTMENT OF ENVIRONMENTAL PROTECTION**

**Exhibit A
Progress Report Form**

DEP Agreement No.:	NS060
Project Title:	Ernst Park LID Parking Improvements
Grantee Name:	Town of Kenneth City
Grantee's Grant Manager:	JP Murphy, Town of Kenneth City
	6000 54th Avenue North, Kenneth City, Florida 33709
Reporting Period:	April - June 2022

Provide the following information for all tasks identified in the Grant Work Plan:

Summarize the work completed within each task for the reporting period. Provide an update on the estimated completion date for each task and an explanation for any anticipated delays or problems encountered. Add or remove task sections and use as many pages as necessary to cover all tasks. Use the format provided below.

Task #1: Construction

- **Progress for this reporting period:** Construction has yet to commence
- **Identify any delays or problems encountered:**
 - The attached options have been presented to the Town Council at prior meetings. However, with new management at the helm, these options will be re-introduced at an upcoming meeting to determine the preferred direction of the project.
 - Public outreach is scheduled for the July-September quarter. The October, 2022 progress report will highlight the preferred option.
 - Design of the preferred option will continue for the last quarter of the calendar year.
 - Bidding and contractor selection is proposed for early 2023. This would facilitate project completion by early summer 2023 meeting the grant timeline of 6/30/2023.

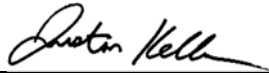
Task #2: Final Report

- **Progress for this reporting period:** N/A; report to be completed prior to construction
- **Identify any delays or problems encountered:** No delays encountered at this time.

Indicate the completion status for the following tasks (if included in the Grant Work Plan):

- Design (Plans/Submittal): 30% , 60% , 90% , 100%
- Permitting (Completed): Yes , No
- Construction (Estimated): 0 %

This report is submitted in accordance with the reporting requirements of the above DEP Agreement number and accurately reflects the activities associated with the project.



for JP Murphy

07/19/2022

Signature of Grantee's Grant Manager

Date

USER: [stevenc.torres] Date: [May 26, 2021] Time: [12:02pm] File Location: [M:\Municipal\Kenneth City\20.KC-30 (Ernst LID Parking)\Cadd\Current\FIGURES\ALT 1.dwg]



NO.	REVISIONS	BY	DATE

SCALE: AS SHOWN
 DRAWN: S.A.T.
 DESIGNED: R.S.K.
 APPROVED: W.G.R.



ADVANCED
 ENGINEERING & DESIGN, INC.
 CIVIL • MUNICIPAL • SITE DESIGN • PERMITTING • PLANNING
 3931 68TH AVENUE NORTH • PINELLAS PARK, FL 33781 • Phone: 727.526.9158 • Fax: 727.527.9683 • www.aed-fl.com

TOWN OF KENNETH CITY
ERNST PARK LID PARKING IMPROVEMENTS

PARKING ALTERNATIVE
(ALTERNATE 1)

DATE: 5/26/2021
 PROJECT NO: 20.KC-30
 SHEET NO: **ALT 1**

USER: [stevenc.torres] Date: [May 26, 2021] Time: [12:18pm] File Location: [D:\CAD Temp Files\AcPublish_25232\ALT 2.dwg]



NO.	REVISIONS	BY	DATE

SCALE:	AS SHOWN
DRAWN:	S.A.T.
DESIGNED:	R.S.K.
APPROVED:	W.G.R.



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TOWN OF KENNETH CITY
ERNST PARK LID PARKING IMPROVEMENTS

PARKING ALTERNATIVES
(ALTERNATE 2)

DATE:	5/26/2021
PROJECT NO:	20.KC-30
SHEET NO:	ALT 2

USER: [stevenc.torres] Date: [May 26, 2021] Time: [12:25pm] File Location: [M:\Municipal\Kenneth City\20.KC-30 (Ernst LID Parking)\Cadd\Current\FIGURES\ALT 3.dwg]



NO.	REVISIONS	BY	DATE

SCALE:	AS SHOWN
DRAWN:	S.A.T.
DESIGNED:	R.S.K.
APPROVED:	W.G.R.



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TOWN OF KENNETH CITY
ERNST PARK LID PARKING IMPROVEMENTS

PARKING ALTERNATIVES
(ALTERNATE 3)

DATE:	5/26/2021
PROJECT NO:	20.KC-30
SHEET NO:	ALT 3

USER: [stevenc.torres] Date: [May 26, 2021] Time: [12:54pm] File Location: [M:\Municipal\Kenneth City\20.KC-30 (Ernst LID Parking)\Cadd\Current\FIGURES\ALT_Proposed.dwg]



NO.	REVISIONS	BY	DATE

SCALE: AS SHOWN
 DRAWN: S.A.T.
 DESIGNED: R.S.K.
 APPROVED: W.G.R.



ADVANCED
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TOWN OF KENNETH CITY
 ERNST PARK LID PARKING IMPROVEMENTS

**PARKING ALTERNATIVES
 (PROPOSED)**

DATE: 5/26/2021
 PROJECT NO: 20.KC-30
 SHEET NO: **PROP**









ATTENTION
PLEASE DO NOT
LITTER
OR
SMOKE
HERE

Agenda Memo

To: Kenneth City Town Council

From: Lisa Hendrickson

Date: 08/10/2022



Subject: Code Enforcement Staffing

Summary

The Town has been without code enforcement personnel for many months. As a result and upon request, priority code enforcement issues have been handled by the police department.

The importance of abatement of nuisances within the Town is to reduce blighting influences, or disturbances of the peace, including general maintenance and upkeep of properties, removal of trash and debris, removal of abandoned vehicles and trailers, responding to noise complaints, proper storage and disposal of solid waste, controlling animal nuisances, parking violations, land code violations, and other enforcement of activities of a similar nature.

A longer-term staffing solution to handle the Town's code enforcement business is necessary to respond to resident complaints, provide routine inspection services, and community education to promote compliance with Town Codes and peace among property owners.

With this agenda item, Council is being asked to pick a path forward for staff to work on to bring back to council for formal adoption at a subsequent meeting.

Financial Impact:

The financial impact of code enforcement staffing varies based on the recommendation approved by the Town Council. Estimated costs between the various recommendations is expected to be between \$50,000-\$100,000 annually.

Recommendation:

(Approve - Deny) The authorization for the Interim Town Manager to:

- A. Obtain interlocal agreement opportunities for the Town of Kenneth City
- B. Hire an internal full-time or part-time code enforcement employee
- C. Explore the options to create an internal police officer assignment
- D. Complete a request for proposal (RFP) for an outsourced service provider

Proposed Motion(s): Motion to authorize staff to pursue option ____ .



IMAGINE
THAT

Code Enforcement Task Order

*Scenarios and Professional
Recommendation*

Code Enforcement Options

Interlocal Agreement

Hire Internal Code Enforcement Employee

Internal Police Officer Assignment

Request for Proposal from Outsourced Provider

Estimate is 10 code enforcement cases per month

Interlocal Agreement

Benefits



Shared
governmental
staffing



Shared
training/
other costs



Potentially
low cost

Drawbacks



Minimal
governmental
staffing to fill
current
positions



Risk of
turnover



Only offered
if other
agency
already has
excess
capacity

MUNICIPALITY	INTERLOCAL OUTLAY
North Redington Beach	Outsourced staff is contracted from SafeBuilt
Madeira Beach	Outsourced staff is composed of Community Policing Deputies, contracted from the Pinellas County Sheriff's Office
City of Indian Rocks Beach	Internal staff reports to the City Manager
Pinellas Park	Internal staff reports to the Police Department with nonsworn internal personnel carrying out code enforcement duties
Town of Belleair	Internal staff is a Patrol Officer of the Police Department
South Pasadena	Internal staff is under the Community Improvement Department
Clearwater	Internal staff is under the Planning and Development Services Department
Treasure Island	Internal staff is under the Community Development Department
Gulfport	Internal staff is under Community Development Department
St. Petersburg	Internal staff is under Community and Neighborhood Affairs Department
Pinellas County	Internal staff is under the Building & Development Review Services (BDRS) Department and responsible for enforcing codes in the unincorporated areas of the county

Hire Internal Code Enforcement Employee

Benefits



Hometown
customer
service



Familiarity
with Town
codes

Drawbacks



Increased
cost in
salary and
benefits
each year



Lack of work
for a full-
time
position



Cost of AACE
and/or FACE
certification
and
Membership



Risk of
turnover

Internal Police Officer Assignment

Benefits



Hometown
customer
service



Service
available
immediately



Familiarity
- Current
Stop Gap
Solution

Drawbacks

- Services provided at a high-risk salary & pension costs
- Armed police officer performing Code Enforcement duties
- Town Policing will be higher priority (potential Code Enforcement delays)
- Not “police work”

Request for Proposal from Outsourced Provider

Benefits



Bid/negotiate based on service levels (not salary)



Turnover challenges on provider, not Town



Opportunity for turn-key solution

Drawbacks

- Contract management and renewal(s)
- May not be many providers in this space

Go Forward Options



Interlocal Agreement



Hire Internal Code Enforcement Employee



Internal Police Officer Assignment



Request for Proposals from Outsourced Provider

Agenda Memo

To: Kenneth City Town Council

From: Town Manager

Date: 8/5/2022



Subject: Rules and Procedures for Town Council Meetings

Summary

Dr. Scott Paine of the Florida League of Cities gave a presentation to the Kenneth City Town Council on August 3, 2022. Based on the recommendations of Dr. Paine, Council expressed a desire to discuss matters related to general rules and procedures for future council meetings. The items discussed were the duration and frequency of Town Council meetings. [Click or tap here to enter text.](#)

Proposed Recommendation:

Council to provide direction to staff on preferred rules and guidelines for Town Council meetings.

Agenda Memo

To: Kenneth City Town Council

From: Town Manager

Date: 8/5/2022



Subject: Imagine That Performance Report

Summary

The reports submitted are in accordance to The Agreement with Imagine That Performance, LLC and the Town of Kenneth City executed on June 15, 2022. The following excerpt is in Exhibit C: Interim Town Manager in section 3) Financial Matters: “Any invoices by COMPANY to TOWN during COMPANY’S service as Interim Manager shall be reviewed by the Mayor as the Town’s contracting officer, and any third-party contractor retained for the provision of financial services or Town employee responsible for accounting before payment is remitted.

While this Task Order is effective, all checks to COMPANY shall be signed by the Mayor, an authorized independent contractor retained for the provision of financial services, or Town employee identified as an authorized signatory with the TOWN’S financial institution. Invoices from COMPANY to TOWN for services rendered shall separately itemize costs associated with all Task Orders.” The report and invoice have been submitted per guidelines. [Click or tap here to enter text.](#)

Proposed Recommendation:

No action needed. Report included for transparency and informational purposes.

Project Report 3

Prepared for: Town Council

Date: August 1, 2022

Work weeks: July 11-17 & July 18-24



Consultant Hours and Tasks

The sections below contain the worklog of the various activities performed by the Consultants assigned to the Task Orders included in the Agreement executed on June 13, 2022. The Agreement included the following Task Orders with expected hours for each in parenthesis:

Exhibit C: Interim Town Manager (20 hours/week)

Exhibit D: Accounting and Code Enforcement Solutions (80 hours total)

Exhibit E: Revenue Analysis and Professional Services Solution Identification (240 hours total)

Exhibit F: Annual Budget Preparation and Compliance (300 hours total)

Exhibit G: Interim Town Clerk (10-20 hours/week)

The worklogs below will serve as a full account of the activities on an hourly basis of the resources assigned to Kenneth City. The “work product” in the form of briefings, updates, Agreements, etc. will be included at the end of this report when possible or could be provided in a different form, including during an upcoming Council Meeting as part of the published agenda packet.

During the two weeks of this report, significant tasks were completed, but additional needs led to unforeseen activities and discussions that consultants spent time on that were not part of the established Task Orders. These items and a few others are listed in the Work Log with time spent “no charge” to clearly indicate the activity was performed AND the Town of Kenneth City has not been billed, at any rate, for the activity.

The team has been documenting the many “out of scope” needs of the Town which are included in this report as discussions will be necessary regarding the path to complete these items.

Interim Town Manager

The following represents the tasks performed that are part of the Task Order for Interim Town Manager. The rate for this activity is \$125/hour and the expected work is 20 hours/week. The Town will be billed for actual work time with no minimum or maximum billing.

Date	Consultant	Hours	Task
7/11	Rob Duncan	1.5	Paper inbox - review, delegate, cleanup including rezone request, recycle center, Waste Pro complaints, SFWMD, BTRs and Email inbox - review and approve temp timecard (modify staffing agreement to remove indemnification language), BCR emails regarding IT items, meeting request from Chief Vieno, Engineer invoice, etc.
7/11	Rob Duncan	0	(1 hour no charge) One to one with Council Member Bonnie Noble
7/11	Rob Duncan	0	(1 hour no charge) One to one with Council Member Megan Zematis
7/11	Rob Duncan	0	(1.5 hours no charge) One to one with Vice Mayor Kyle Cummings
7/11	Rob Duncan	0.5	Bid Opening - Legal Services RFP - review one bid submitted
7/11	Rob Duncan	0.5	Phone meeting with Chief Vieno
7/11	Rob Duncan	1	Phone meeting with Jocilyn Martinez regarding various items impacting the Interim Town Clerk
7/12	Rob Duncan	0.5	Phone discussion with Interim Town Attorney candidate - meeting logistics, update on Town Council Items for meeting
7/12	Rob Duncan	0	(1 hours no charge) One to one with Mayor Robert Howell
7/12	Rob Duncan	2	Staff meeting with Jocilyn, Lisa, JP and Michelle - Agenda outline for July 21 meeting - focused on Budget items to discuss particularly path to properly outline expense discussion and how to give Town Council clarity on options - Fixed Costs vs. Variable Costs along with introduction to Program Based Budget approach
7/12	Rob Duncan	1	Review security quotes and discuss with Ken, batch process email and paper inbox items
7/12	Rob Duncan	2	Town Council Chambers setup - center podium to room, remove side tables and move all charter officers to the dais - remove power strips and ropes in front of dais - test various technical configurations of microphones and presentations on TVs.
7/12	Rob Duncan	0	(1 hour no charge) Various phone calls to alter invocation and pledge during 7/13 Town Council meeting
7/13	Rob Duncan	3	Batch process emails & paper inbox including: Schedule budget meeting with Chief Vieno and JP Murphy, Aclarian presence at Council Meeting, align Ken/Michelle for CIP discussion, invoices sent to TM directed to finance, Courtesy notices quote (w/Chief), forward CIP items to Michelle and develop Town Manager report/talking points for Council Meeting. Discussion & reviews with Lisa and JP before meeting. Phone call with Chief Vieno
7/13	Rob Duncan	0	(0.5 hours no charge) Meeting with Assisted Living Facility along with Chief Vieno and Council Member Noble - they agreed to be partner/sponsor for upcoming Town Events
7/13	Rob Duncan	1	Waste Pro Listening Session - Attendance included about 8 residents (they came and went - we did not force signing in), 6 Waste Pro employees and Interim Town Manager and (potential) Interim Town Attorney. Significant discussion around billing issues, poor customer service (phone access and trucks in the streets) and requests for various

			improvements moving forward. Waste Pro collected details from each resident, including name/location for each problem to follow up
7/13	Rob Duncan	4	Special Town Council Meeting (Interim Town Attorney approved) and Regular Town Council Meeting
7/14	Rob Duncan	0	(0.5 hours no charge) Phone call & follow up email with Dr. Scott Paine from FLC for Town Council Workshop on 8/3 at 6:30pm
7/14	Rob Duncan	0.5	Phone call with Interim Town Attorney Sarah Johnston - debrief and discuss options to help improve dynamics at future council meetings.
7/14	Rob Duncan	1	Budget meeting with Chief and JP Murphy
7/14	Rob Duncan	1.5	Phone calls with Interim Town Clerk Jocilyn Martinez, Lisa Hendrickson, Michelle Berger to debrief on items directly impacting each from Council Meeting and to prepare for Special Council Meeting on 7/21. Batch process all emails
7/18	Rob Duncan	1	Review CIP Memo and Exhibits from Michelle Berger, set for distribution to Town Council.
7/19	Rob Duncan	0	(0.5 hours no charge) Phone call & alignment discussion with Michelle
7/19	Rob Duncan	2	Paper inbox and email processing, call with Duke Energy regarding power shutoff at PD, meeting with Ken on PW items, meeting w/ Building Department regarding land development code and fence request that was denied and in need of variance request (called resident and invited to meeting). Meeting with JP regarding budget and presentation items for Council Meeting
7/19	Rob Duncan	2.5	Agenda Prep and discussions with Imagine That Team. Council Special Meeting Budget Discussion to include: CIP Projects, Program Based Budget Overview, Expense Discussion (need council inputs) and Revenue Discussion (need input on recommendations). Other items on Budget including DR420 for maximum millage, Imagine That Performance Report and Town Manager Discussion on building a process for Town.
7/19	Rob Duncan	5	Phone calls with Jocilyn and Lisa - Acting Town Clerk for upcoming meeting. Town Manager Recruitment Process - build 2 page sheet and agenda item for council packet. Imagine That Performance Report and Agenda Item. Review in progress agenda items with Michelle and JP, work on presentation edits. Print Agenda packets and post on website.
7/19	Rob Duncan	0	(3 hours no charge) Deliver agenda packets to council members / general catch up discussions / review of questions and progress.
7/20	Rob Duncan	0	(1 hour no charge) Presentation edits / fine tuning
7/21	Rob Duncan	2	Email and paper inbox, update agenda (add DR420 document and presentation), post on website, print inserts and meeting with Ken
7/21	Rob Duncan	0	(1.5 hours no charge) One to one discussion with Council member Zemaitis
7/21	Rob Duncan	0	(1.5 hours no charge) One to one discussion with Mayor Howell
7/21	Rob Duncan	1	Meeting with Attorney and staff regarding agenda, updates, etc. Setup for council meeting.
7/21	Rob Duncan	3.5	Town Council Meeting
7/22	Rob Duncan	2	One to one and debrief with Ken, resident BTR request and identification of path to deliver BTR (Lisa/Jocilyn), debrief with Michelle with action items to complete CIP for budget, call express temps to request different resource, swap backup drives, manage email.
	Rob Duncan	0	(4 hours no charge) Report
Total Billable Hours		39	(18 unbilled hours in this report)

Significant Accomplishment:

Special Town Council Meeting on 7/21

Invoice Details:

Billed Time: July 11-17 & July 18-24 – 39 Hours @ \$125/hour = **\$4,875.00**

Additional Notes:

Estimate: 20 hours / week which would have been \$5,000 for the 2 weeks.

Unbilled Time: July 11-17 & July 18-24 – 18 Hours @ \$125/hour = **\$2,250.00**

Accounting and Code Enforcement

The following represents the tasks performed that are part of the Task Order for Accounting and Code Enforcement Solutions. The rate for this activity is \$125/hour and the expected work is 80 hours. The Town will be billed for actual work time with no minimum or maximum billing.

Date	Consultant	Hours	Task
7/12	Lisa Hendrickson	2.5	Staff meeting, action items for the week discussions.
7/13	Lisa Hendrickson	5.5	Town Hall Meeting - made presentation on Short Term Accounting Solution and Options for Long Term.
7/14	Lisa Hendrickson	2.5	Research and data gathering for code enforcement and building permit fees.
7/15	Lisa Hendrickson	1	Continued research and data gathering for code enforcement and building permit fees. Began formatting the compilation of permit fees.
7/18	Lisa Hendrickson	4	Town Hall office hours (8:30-12:30). Communication with Tammy at Tyler Technology regarding prior quote. Returned phone call to resident Cathy Clifton regarding neighbor's overgrown backyard grass. Left message and gave information for non-profit People Helping People. Reviewed city clerk's snail mail for immediate responses and checked voicemail. Continued work on compilation of permit fees.
7/19	Lisa Hendrickson	0	(2 hours no charge) ITP team meeting and budget discussion and review and input on project report.
7/19	Lisa Hendrickson	2	Continued work on compilation of permit fees.
7/20	Lisa Hendrickson	0.25	Conversation with Andrew Laflin at Aclarian regarding current process for cash receipts and options for stand-alone software function for cash draw at Town Hall and PD.
7/22	Lisa Hendrickson	0.25	Call from Jessica at Safebuilt to f/up, requested add'l information on Pinellas County clients for building and code enforcement. Email rec'd with information and meeting scheduled for Tue.
7/22	Lisa Hendrickson	0	(1 hour no charge) Call with Interim Town Mgr regarding BTRs
	Lisa Hendrickson	0	(1 hour no charge) Report
Total Billable Hours		18	(4 unbilled hours in this report)

Significant Accomplishment:

Completed presentation during July 13 Council Meeting – Council selected Turnkey path

Invoice Details:

Billed Time: July 11-17 & July 18-24 – 18 Hours @ \$125/hour = **\$2,250.00**

Additional Notes:

Estimate: 80 hours for the project – 20.5 remaining

Unbilled Time: July 11-17 & July 18-24 – 4 Hours @ \$125/hour = **\$500.00**

Revenue Analysis and Professional Services

The following represents the tasks performed that are part of the Task Order for Revenue Analysis and Professional Services Solution Identification. The rate for this activity is \$125/hour and the expected work is 240 hours. The Town will be billed for actual work time with no minimum or maximum billing.

Date	Consultant	Hours	Task
7/11	JP Murphy	6.5	Revenue Presentation Drafting, Finance Processing,
7/12	JP Murphy	8	Meeting Prep, ITP Staff Meeting, Agenda Strategy, finance processing, presentation preparation and review. On site. General administration. Zoning research
7/13	JP Murphy	10	On site operations. Property tax evaluations, presentation prep. Community Hall setup, install new electronics, zoom setup. Town Council meeting attendance and presentations, Waste Pro listening session
7/15	JP Murphy	5	Police Budget Programing, Salary and Benefit Analysis, CBIZ queries, Banking Accounts Access trouble shooting. Backups. eTRIM access.
7/19	JP Murphy	5	ITP Weekly KC strategy meeting. Meet with Marilyn. Accounting Approvals. Checks. General on site administration.
7/20	JP Murphy	8	Bank Deposits. Check to cash. Cashiering analysis as cash handling procedure changes. 5/3 Account transition processing, Call with 5/3. Prior Year analysis, revenue option research
7/21	JP Murphy	9.5	On site operations. Presentation finalization. Community Hall setup, zoom setup. Meeting attendance, presentations. Accounting approvals
	JP Murphy	0	(1 hour no charge) Report
Total Billable Hours		52	(1 unbilled hour in this report)

Significant Accomplishment:

Revenue Presentation (7/13) and Overall Budget Presentation and Discussion (7/21) during Council Meetings.

Invoice Details:

Billed Time: July 11-17 & July 18-24 – 52 Hours @ \$125/hour = **\$6,500**

Additional Notes:

Estimate: 240 hours for the project – 75 hours remaining

Unbilled Time: July 11-17 & July 18-24 – 1 Hour @ \$125/hour = **\$125.00**

Annual Budget Preparation and Compliance

The following represents the tasks performed that are part of the Task Order for Annual Budget Preparation and Compliance. The rate for this activity is \$125/hour and the expected work is 300 hours. The Town will be billed for actual work time with no minimum or maximum billing.

Date	Consultant	Hours	Task
7/12	Michelle Berger	1	Conference call with KC consultant team; prep for budget meetings
7/12	Michelle Berger	0.5	Review of Fire Service Contract and Future Years' Costs
7/12	Michelle Berger	0.75	Creation of memo on dedicated revenue options for Fire Services
7/13	Michelle Berger	0.25	Interview via email exchange with Engineer Justin Keller re: CIP
7/13	Michelle Berger	1	Review of Florida State House Bill 53 (HB53)
7/13	Michelle Berger	1	Stormwater Project Review and alignment to CIP
7/13	Michelle Berger	0.5	Interview with Public Works Supervisor Ken Moore re: CIP 2019-present
7/13	Michelle Berger	1	Research of previous years' capital plan and projects
7/13	Michelle Berger	0.25	Interview with PD Chief Michael Vieno re: CIP previous years - present
7/13	Michelle Berger	0.5	Review of previous years' PD budget and FY23 requests
7/13	Michelle Berger	0.25	Interview with Fire Chief Brett Schletterer re: Fire Services
7/13	Michelle Berger	1	Review of FSS 125.00 and application at municipal level
7/13	Michelle Berger	2	Review of FSS on MSTU MSBU Assessment & Homerule
7/14	JP Murphy	3.5	PD Budgeting with Chief. Time and Effort analysis for program creation
7/14	JP Murphy	3	Update FLEDR revenues, PBA Contract Forecast. Service level analysis.
7/15	Michelle Berger	3	Creation of Power Point for July 21st Agenda: Fire Services & CIP
7/15	Michelle Berger	1	ARPA Funding Alignment to CIP, Penny for Pinellas & Grant Review
7/15	Michelle Berger	2.75	CIP Memo with Exhibits
7/20	Michelle Berger	2	Creation of Power Point for July 21st Agenda: Maximum Millage Rate
7/20	Michelle Berger	0.5	Review of Updated DR420 MM Form and Contact with DOR
7/20	Michelle Berger	0.5	Creation of memo on maximum millage rate
7/20	Michelle Berger	1	Research of previous years' capital plan and projects
7/21	Michelle Berger	3	Discussion with Electeds regarding CIP and July 21 meeting prep
7/21	Michelle Berger	4	Refinement and preparations for July 21 meeting
7/21	Michelle Berger	4	July 21st Council meeting
7/21	Michelle Berger	1	Review of notes and disposition of action items from meeting
7/21	Michelle Berger	0.25	Discussion with Representative Linda Chaney re: future meeting & SA
7/22	JP Murphy	2	Program budget for public works. Program Setup. NPDES research
	Michelle Berger	0	(1 hour no charge) Report
Total Billable Hours		41.5	(1 unbilled hour in this report)

Significant Accomplishment:

CIP Assessment and note to Interim Town Manager (included in this report)

Presentation of CIP/Budget Items and Setting the Millage Rate during Special Council Meeting on 7/21

Invoice Details:

Billed Time: July 11-17 & July 18-24 – 41.5 Hours @ \$125/hour = **\$5187.50**

Additional Notes:

Estimate: 300 hours for the project – 245.75 remaining

Interim Town Clerk

The following represents the tasks performed that are part of the Task Order for Interim Town Clerk. The rate for this activity is \$90/hour and the expected work is 10-20 hours per week. The Town will be billed for actual work time with no minimum or maximum billing.

Date	Consultant	Hours	Task
7/11	Jocilyn Martinez	5	Research and respond to email inquiry from Manatee County Purchasing Officer RE: Waste Pro.
7/12	Jocilyn Martinez	2.5	Team Meeting with Town Manager Rob Duncan, Lisa Hendrickson, JP Murphy, Michele Berger
7/13	Jocilyn Martinez	1	Attend Waste Pro Listening Session
7/13	Jocilyn Martinez	4	Attend Council Meetings and serve as Town Clerk
7/14	Jocilyn Martinez	2	Manage Town57 email account, respond to public records request from Keren-Thillet Thomas and Creative Behavior Solutions, complete FRS contribution reports, work on employee cost worksheet for submission to PRM for open enrollment
7/14	Jocilyn Martinez	2	Research, calculate, and compile employee cost sheet for health insurance and send to PRM
7/15	Jocilyn Martinez	0.5	Meeting with Erica Powell and CBIZ to discuss payroll issues
7/18	Jocilyn Martinez	2	Complete and process payroll. Respond to public records requests from residents regarding WastePro, media inquiries, lien searches
7/19	Jocilyn Martinez	2	Team Meeting with Town Manager Rob Duncan, Lisa Hendrickson, JP Murphy, Michele Berger
7/19	Jocilyn Martinez	4	Respond to employee questions regarding FRS contributions, communication with Rios Architecture regarding rezoning, Agenda Preparation Completion of agendas for 7/21 Town Council and Special meetings to include: compilation, revisions, final review, and submission
7/20	Jocilyn Martinez	2	Review Businesssolver Test Site for open enrollment and communicate with PRM, communication with FRS regarding contribution reports, communication United Healthcare to gain system access for vision and dental insurance renewals
7/21	Jocilyn Martinez	2	Complete FRS contribution reporting, respond to records requests, communication with Aclarian regarding completion of Business Tax Receipts, research information for Business Tax Receipts, completion of minutes from 7.13.22 Special Meeting
7/21	Lisa Hendrickson	4.5	Special Council Meeting - Serve as Town Clerk. Arrived at 5:45 for meeting set up. 5:45pm - 10:15.
7/22	Lisa Hendrickson	1.75	Reviewed audio and finalized work on meeting minutes from 7/21 on behalf of Town Clerk. Emailed minutes to Town Clerk and Interim Town Mgr.
7/22	Jocilyn Martinez	1.5	Communication with The Standard to gain system access for life insurance renewals, Communication with Mission Square to gain system access for retirement plans, Completed Employment Verification Request for E. Powell
	Jocilyn Martinez	0	(1 hour no charge) Report
Total Billable Hours		36.75	(1 unbilled hour in this report)

Significant Accomplishment:

Prepare and Compile Agenda for Special Town Council Meeting on 7/21

Completion of Meeting Minutes from 7/13

Invoice Details:

Billed Time: July 11-17 & July 18-24 – 36.75 Hours @ \$90/hour = **\$3,307.50**

Additional Notes:

Estimate: 10-20 hours / week which would have been \$1,800 – \$3,600 for the 2 weeks.

Unbilled Time: July 11-17 & July 18-24 – 1 Hours @ \$90/hour = **\$90.00**



INVOICE

Imagine That Performance

18133 Portside Street
Tampa, Florida 33647
United States

imaginethatperformance.com

Bill to
Town of Kenneth City

Robert Howell
6000 54th Avenue North
Kenneth City, Florida 33709
United States

727-498-8948
howellr@kennethcityfl.org

Invoice Number: 1267
Invoice Date: August 1, 2022
Payment Due: August 16, 2022
Amount Due (USD): **\$22,120.00**

Items	Quantity	Price	Amount
Interim Town Manager Detailed tasks provided on Project Report	39	\$125.00	\$4,875.00
Accounting and Code Enforcement Detailed tasks provided on Project Report	18	\$125.00	\$2,250.00
Revenue Analysis and Professional Services Detailed tasks provided on Project Report	52	\$125.00	\$6,500.00
Annual Budget Preparation and Compliance Detailed tasks provided on Project Report	41.5	\$125.00	\$5,187.50
Interim Town Clerk Detailed tasks provided on Project Report	36.75	\$90.00	\$3,307.50
Unbilled Time Tasks performed and tracked on Project Report as unbilled time	25	\$0.00	\$0.00

Subtotal: \$22,120.00
Discount: (\$0.00)

Total: \$22,120.00

Amount Due (USD): **\$22,120.00**



Memo to: Interim Kenneth City Town Manager Rob Duncan

From: Imagine That Performance Consultant Michelle Berger

Regarding: 5 Year Capital Improvement Plan (CIP)

July 15, 2022

The 5 Year Capital Improvement Plan is a multiyear planning tool used by the Town of Kenneth City to identify needed capital projects and to coordinate the financing and timing of improvements in a way that maximizes the return to the public. It is a comprehensive five-year plan of capital improvement projects, which identifies priorities as to need, method of financing, cost, and revenues that will culminate during the identified five-year period.

Once Council approves the priorities and proposed capital budget for this year, it will be incorporated into the full budget for Council approval during the public hearings. Projects slated for subsequent years are considered a “placeholder” for funds. This means these projects will still need to come before Council for approval to proceed prior to any funds being spent. This document offers multiyear guidance and can be considered a living document year to year, allowing Council to make changes as the elected body deems appropriate. Some agencies refer to the CIP as a “blueprint”.

For Kenneth City’s CIP, the largest recurring cost is in the stormwater arena. Much of this is due to unfunded mandates from the State of Florida, specifically with compliance to HB53* and resiliency demands for the public’s benefit. Engineer Justin Keller has provided a list of the necessary projects for Kenneth City, which has been attached here as **Exhibit A**.

The list of projects on the CIP for this and future years was garnered from interviews with support staff and stakeholders for Kenneth City, specifically:

- Kenneth Moore, Public Works Supervisor
- Chief Michael Vieno, Kenneth City Police Chief
- Justin Keller, P.A. – Advanced Engineering & Design
- Chief Brett Schlatterer – Fire Chief, Pinellas Park Fire Department

Exhibit B offers a list of the identified projects with a brief description. This may not be a complete list of Council’s desires but it is reflective of the highest needs versus wants, and takes into account limited revenue streams. Council may offer additional guidance on priority projects and, of course, has final approval.

As mentioned during Mr. J.P. Murphy’s presentation to the Council July 13, 2022, the only revenue stream allocated to the CIP at this time is the Penny for Pinellas local sales tax shared revenue.

Projection of Revenue Stream from Penny for Pinellas

5 Year Funding Cycle						
	FY 21-22	FY 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27
Revenues	Actual	Proposed	Projected	Projected	Projected	Projected
Local Option Sales Tax (Penny for Pinellas)	581,000	593,000	608,000	618,000	628,000	638,000
SFWM (Stormwater Improvements Grant)	12,500					
Total Revenues	593,500	593,000	608,000	618,000	628,000	638,000

Additional revenue streams should be considered for dedication to the CIP, including pursuing grants, a stormwater utility fee, and local fuel tax option. The Council has already successfully completed a stormwater management study with rate study, which eases the burden of consideration and sets the stage for implementation.

For the Council's further consideration, **Exhibit C** offers a glimpse of potential grants that may be pursued immediately for awards in the upcoming fiscal year and beyond. This is the best way to supplement the budget and reduce the burden on the Kenneth City tax payer.

Along the lines of grants, the Council should consider identifying stormwater projects to be paid by American Rescue Plan Act (ARPA) funds. The final ruling from the Treasury has identified stormwater projects as applicable and authorized for use of funds.**

Exhibit D is the 5 year CIP for review and approval.

***What is HB53?**

House Bill 53 requires the Office of Economic & Demographic Research (EDR) to include an analysis of the expenditures necessary to repair, replace, and expand water-related infrastructure in its annual assessment of Florida's water resources and conservation lands. By June 30, 2022, and every five years thereafter, the bill requires each city or jurisdiction to provide a stormwater and wastewater system needs analysis report to the counties they are within. The needs analysis will include projections of system costs over a 20-year horizon. Then, counties and independent special districts must compile the local reports (including their own) and submit them to EDR and the secretary of the Department of Environmental Protection by July 31, 2022. EDR must evaluate the compiled documents for the purpose of developing a statewide analysis for inclusion in the annual assessment due January 1, 2023.

****Water, Wastewater, and Stormwater Infrastructure Guidance**

Previous guidance in the Interim Final Rule pointed to the EPA's Drinking Water and Clean Water State Revolving Fund (SRF) handbooks to determine eligible water, wastewater, and stormwater projects. However, the Final Rule has provided expanded eligibility beyond the SRF guidance. Furthermore, when using funds for eligible water and wastewater infrastructure projects, recipients will not need to obtain pre-approval from U.S. Treasury, which will streamline the process. Eligible projects outlined in the SRF handbooks remain eligible under the Final Rule (details below). However, the Final Rule expands eligibility to include additional projects related to stormwater, residential wells, lead remediation, and dams and reservoirs, as long as they are found to be "necessary," which is defined by meeting three criteria:

1. Responsive to an identified need to achieve or maintain an adequate minimum level of service, which may include a reasonable projection of increased need, whether due to population growth or otherwise,
2. A cost-effective solution for meeting that need, taking into account available alternatives, and
3. For investments in infrastructure that supply drinking water in order to meet projected population growth, projected to be sustainable over its estimated useful life.

These additional eligible projects and guidance under the Final Rule related to water, wastewater, and stormwater include:
Stormwater Infrastructure

- Stormwater projects regardless of an expected water quality benefit
- Culvert repair, resizing, and removal, replacement of storm sewers, and additional types of stormwater infrastructure

[ARPA Final Rule Flexibility for Water, Wastewater, and Stormwater Projects \(efcnetwork.org\)](https://efcnetwork.org)

Exhibit A

Town of Kenneth City House Bill 53 Stormwater Needs Analysis Summary of Presented Projects												
Project Name	Project Category				Project Timeline					Identified Funding? (Y/N)	Project Expenditures (Current Day Pricing)	Project Description
	Flood Protection	Water Quality	Resiliency	End of Service Life	21/22	22/23 - 26/27	27/28 - 31/32	32/33 - 36/37	37/38 - 41/42			
Misc. Drainage Improvements				x		x	x	x	x	Y	\$ 25,000.00	Yearly allocation for small scale stormwater improvements. Emergency repairs taken from O&M budget.
Stormwater Utility Fee				x		x				Y	\$ 50,000.00	Development of rate structure.
Lake Lori Bypass (Phase I) (Part)	x					x				Y	\$ 500,000.00	Connection to box culvert, outfall to Lake Lori, control structure & outfall piping improvements to Joe's Creek.
Lake Lori Bypass (Phase I) (Part)		x				x				Y	\$ 250,000.00	Connection to box culvert, outfall to Lake Lori, control structure & outfall piping improvements to Joe's Creek.
Lake Lori Bypass (Phase I) (Part)			x			x				Y	\$ 500,000.00	Connection to box culvert, outfall to Lake Lori, control structure & outfall piping improvements to Joe's Creek.
Lake Lori Bypass (Phase I) (Part)				x		x				Y	\$ 250,000.00	Connection to box culvert, outfall to Lake Lori, control structure & outfall piping improvements to Joe's Creek.
Lake Lori Bypass (Phase II) (Part)	x					x				Y / N	\$ 500,000.00	44th Avenue Bypass and connection to 58th St. system. Cost sharing with County assumed.
Lake Lori Bypass (Phase II) (Part)			x			x				Y / N	\$ 500,000.00	44th Avenue Bypass and connection to 58th St. system. Cost sharing with County assumed.
Lake Charles Drainage Improvements (Phase I) (Part)	x						x			Y	\$ 500,000.00	Lake Charles control structure and piping improvements. Inclusive of Lake Charles Way bypass piping to 47th Ave.
Lake Charles Drainage Improvements (Phase I) (Part)		x					x			Y	\$ 250,000.00	Lake Charles control structure and piping improvements. Inclusive of Lake Charles Way bypass piping to 47th Ave.
Lake Charles Drainage Improvements (Phase I) (Part)			x				x			Y	\$ 500,000.00	Lake Charles control structure and piping improvements. Inclusive of Lake Charles Way bypass piping to 47th Ave.
Lake Charles Drainage Improvements (Phase I) (Part)				x			x			Y	\$ 500,000.00	Lake Charles control structure and piping improvements. Inclusive of Lake Charles Way bypass piping to 47th Ave.
Lake Charles Drainage Improvements (Phase II) (Part)	x						x			N	\$ 1,000,000.00	Piping and structure improvements upstream of Lake Charles to achieve isolation from 58th St. system.
Lake Charles Drainage Improvements (Phase II) (Part)		x					x			N	\$ 150,000.00	Piping and structure improvements upstream of Lake Charles to achieve isolation from 58th St. system.
Lake Charles Drainage Improvements (Phase II) (Part)			x				x			N	\$ 1,000,000.00	Piping and structure improvements upstream of Lake Charles to achieve isolation from 58th St. system.
Lake Charles Drainage Improvements (Phase II) (Part)				x			x			N	\$ 350,000.00	Piping and structure improvements upstream of Lake Charles to achieve isolation from 58th St. system.
Lake Lori Bypass (Phase III) (Part)	x							x		Y / N	\$ 1,250,000.00	Collection structures and piping along 60th St. from 46th Ave. to Lake Annie Lee.
Lake Lori Bypass (Phase III) (Part)		x						x		Y / N	\$ 500,000.00	Collection structures and piping along 60th St. from 46th Ave. to Lake Annie Lee.
Lake Lori Bypass (Phase III) (Part)			x					x		Y / N	\$ 1,250,000.00	Collection structures and piping along 60th St. from 46th Ave. to Lake Annie Lee.
Lake Lori Bypass (Phase IV) (Part)	x								x	Y / N	\$ 750,000.00	Lake Thomas & 52nd Ave piping and collection structure improvements.
Lake Lori Bypass (Phase IV) (Part)		x							x	Y / N	\$ 250,000.00	Lake Thomas & 52nd Ave piping and collection structure improvements.
Lake Lori Bypass (Phase IV) (Part)			x						x	Y / N	\$ 750,000.00	Lake Thomas & 52nd Ave piping and collection structure improvements.
Lake Lori Bypass (Phase IV) (Part)				x					x	Y / N	\$ 500,000.00	Lake Thomas & 52nd Ave piping and collection structure improvements.

Exhibit B
TOWN OF KENNETH CITY
DETAIL OF EXPENSES
CAPITAL IMPROVEMENT PLAN (CIP) - 300
FY 2022-2023 | OCTOBER 1, 2022 - SEPTEMBER 30, 2023

CAPITAL PROJECTS

EXPENDITURES	FY 22-23 Proposed
UNIT 12 PARK RECONSTRUCTION Reconstruction of Unit 12 park in conjunction with Pinellas County's future Joe's Creek Linear Trail.	\$125,000
JOES CREEK LINEAR TRAIL CONNECTOR (COUNTY CO-OP) Future connection to Joe's Creek Linear Trail from 43rd Ave. N. This trail connection will enable trail users from the county to access Town facilities, and for residents to more easily access the Joe's Creek Trail.	\$150,000
LAKE AERATION/WATER QUALITY TREATMENTS Funding allocated for Engineering, acquisition and installation of water quality improvements (fountains and aerators). Source of funding is from a County grant/BP Deep Water Horizon oil spill proceeds. Grant requires budgeting for full project cost, then will result in 50% reimbursement upon completion	\$25,000
STREET IMPROVEMENTS Funding for targeted milling and resurfacing of Town streets in accordance with the master street condition inventory. Plans for improvements have been on hold, pending the outcome of stormwater master plan conducted by the Town's contracted general engineer, which has now been completed. Street improvements needed as a result of stormwater infrastructure replacement and repair will be funded predominantly by the anticipated Stormwater Fee.	\$130,000
STREET SIGNAGE Funding allocated for replacement or updating of non-compliant street signage along roadways being resurfaced.	\$5,000
STORMWATER IMPROVEMENTS Includes replacement of stormwater lines and infrastructure. Adherence to NPDES and resiliency efforts. Additional costs are included in out-years to satisfy street milling and resurfacing on those roads once they are improved. Estimated cost includes 50/50 grant proceeds (when applicable) from SWFWMD applied for by the Town.	\$500,000
TOWN HALL/POLICE DEPARTMENT SERVER REPLACEMENT	\$15,000
TOWN HALL SECURITY Started in late FY 19/20. Funding to update Town Hall lobby with security and productivity improvements. This project takes a phased approach and spans multiple fiscal years.	\$20,000
TOTAL	\$970,000

CAPITAL EQUIPMENT	FY 20-21 ADOPTED
TECHNOLOGY UPGRADES Upgraded software and technology to create efficiencies in operations and reduce FTEs. Additional equipment for virtual meetings.	\$55,000
ASSET PROTECTION/LOSS PREVENTION CAMERAS FOR PARK FACILITIES Estimated cost to add closed circuit cameras to park facilities to assist with asset protection and loss prevention. Cameras would be installed with video storage capacity to allow staff the ability to review footage after an incident of vandalism.	\$15,000
PUBLIC WORKS CAPITAL EQUIPMENT Funding for a second mezzanine in the Public Works building and a telehandler.	\$70,000
POLICE DEPARTMENT CAPITAL EQUIPMENT Purchase and install (2) two protective bumpers for remaining vehicles, purchase 6 active shooter kits and 7 in car vehicle radios. Purchase new accounting software to track departments budget and expenses.	\$45,000
POLICE BALLISTIC HELMETS Replacement of police departments 8 ballistic helmets which are nearing expiration. The Police Department has 5 additional helmets that will be replaced in future years. The usable life of the new helmets are 10-years.	\$3,000
POLICE LAPTOP COMPUTERS Replacement of three laptops for patrol vehicles. This line-item includes all accessories.	\$7,500
POLICE DEPARTMENT PATROL VEHICLE Purchase one (1) Dodge Charger or similar patrol vehicle as part of the Town's Vehicle Replacement Plan.	\$41,000
TOTAL	\$236,500
TOTAL CAPITAL IMPROVEMENT EXPENDITURES	\$1,206,500

Exhibit C – Potential Grants for CIP

Exhibit C - Screenshots of Florida's DEP Website



Exhibit C

Funding Source	Description	Eligibility	Example Projects	Notes	Responsible Program
State Water-quality Assistance Grant (SWAG)	Annually, the state Legislature provides approximately \$5 million in Water Quality Assistance Grant funding for the implementation of best management practices designed to reduce pollutant loads to waters not meeting water quality standards from urban stormwater discharges.	The following Florida entities: local governments and water management districts.	Construction of urban stormwater Best Management Practices.	Matching funds are not required but local contributions are encouraged.	Nonpoint Source Management Program

Exhibit C

Funding Source	Description	Eligibility	Example Projects	Notes	Responsible Program
Federal Clean Water Act Section 319(h) Grants	The 319(h) Grant is a federally funded grant for projects that address nonpoint source pollution. Approximately \$5 to \$6 million is available each year depending on federal appropriations.	The following Florida entities: state agencies, local governments and special districts, public universities and water management districts.	Bioswales, green roofs, pervious pavement, plantings for bank stabilization, low-impact development projects, erosion control best management practices (BMPs), education related to nonpoint source pollution, agriculture demonstration projects, septic to sewer projects (laying laterals from residences and/or businesses to main sewer line, connection to line, and grinding station), and monitoring activities for project to evaluate BMP effectiveness.	Non-federal, matching funds or in-kind contributions are required.	Nonpoint Source Management Program

Exhibit C

Funding Source	Description	Eligibility	Example Projects	Notes	Responsible Program
Natural Resource Damage Assessment (NRDA)	The Deepwater Horizon oil spill was subject to the Oil Pollution Act of 1990 which authorizes certain state and federal agencies ("Trustees") to evaluate the natural resource injuries of the oil spill, and work to make the environment and public whole from those injuries. The Trustees reached a \$8.8 billion settlement with BP to resolve BP's liability for natural resource injuries under which restoration in Florida	The department and the Florida Fish and Wildlife Conservation Commission, in consultation with the Governor's office, vet and submit projects to the Florida Trustee Implementation Group for funding consideration. Florida solicits project proposals from the public by way of the Project Portal.	Stormwater improvements, pier construction, kayak launch, dune restoration, living shorelines, land acquisition, hydrologic restoration, shorebird predation control, etc.	NRDA funds are used to offset damages to the public caused by the Deepwater Horizon Spill. NRDA goals include (1) restoring and conserving habitat, (2) restoring water quality, (3) replenishing and protecting coastal and marine resources, and (4) providing and enhancing recreational opportunities.	Deepwater Horizon Program Florida Restoration Page (TIG)



Exhibit C

Funding Source	Description	Eligibility	Example Projects	Notes	Responsible Program
The Resources and Ecosystems Sustainability, Tourist Opportunities, and Revived Economies of the Gulf Coast Act of 2012 (RESTORE Act)	The RESTORE Act allocates to the Gulf Coast Restoration Trust Fund 80 percent of the Clean Water Act administrative and civil penalties resulting from the Deepwater Horizon oil spill through specific allocation requirements. The Council-Selected Restoration Component (Bucket 2), a competitive allocation, will receive 30 percent or \$1.6	Florida, as one of 11 members of the Gulf Coast Ecosystem Restoration Council, is eligible to submit projects for Bucket 2 funding. The Governor's office represents Florida on the Council and submits projects to the Council for funding consideration. Florida solicits project proposals from the public by way of the Project Portal.	Stormwater improvements, wastewater projects, hydrologic restoration, living shorelines, land acquisition, etc.	The Council implements the five goals of the Comprehensive Plan: Restoring the Gulf's Ecosystem and Economy: 1) restore and conserve habitat, 2) restore water quality and quantity, 3) replenish and protect living resources, 4) enhance community resilience, and 5) restore and revitalize gulf	Deepwater Horizon Program RESTORE Council

5 Year Funding Cycle					
	FY 22-23	FY 23-34	FY 24-25	FY 25-26	FY 26-27
Revenues	Proposed	Projected	Projected	Projected	Projected
Local Option Sales Tax (Penny for Pinellas)	593,000	608,000	618,000	628,000	638,000
FWMD (Stormwater Improvements Grant)					
	593,000	608,000	618,000	628,000	638,000

Exhibit D

	FY 22-23	FY 23-34	FY 24-25	FY 25-26	FY 26-27	5 Year Total
Capital Improvements	Proposed	Projected	Projected	Projected	Projected	
Capital Projects	\$1,206,500	\$1,058,000	\$895,500	\$883,000	\$845,500	\$4,888,500
Unit 12 Park Reconstruction	125,000					
Joe's Creek Linear Trail Connector (County Co-Op)	150,000	150,000	150,000	150,000	150,000	
Lake Aeration / Water Quality Treatments	25,000	10,000	10,000	25,000	10,000	
Street Improvements	130,000	250,000	130,000	130,000	130,000	
Street Signage	5,000	125,000	5,000	5,000	5,000	
Stormwater Improvements	500,000	500,000	500,000	500,000	500,000	
Town Hall / PD Server Replacement	15,000	0	0	0	0	
Town Hall Security	20,000	0	0	0	0	
Misc. Technology Upgrades	55,000	10,000	10,000	10,000	10,000	
Misc. Beautification Projects	0	10,000	10,000	10,000	10,000	
Vehicles & Other Capital Equipment						
Police Dept. Cruiser	41,000	0	0	50,000	0	
Public Works Equipment / Vehicles	70,000	0	50,000	0	0	
Police Dept. Capital Equipment / Active Shooter Kits	45,000	0	20,000	0	20,000	
Police Ballistic Helmets	3,000	3,000	3,000	3,000	3,000	
Police Laptops	7,500	0	7,500	0	7,500	
Parks - Security Cameras	15,000	0	0	0	0	
	\$1,206,500					

Agenda Memo

To: Kenneth City Town Council

From: Town Manager

Date: 08/05/2022



Subject: Town Manager Recruitment

Summary:

Selecting a Town Manager is very impactful and there are quite a few options when considering the entire process. A worksheet provided is for information purposes to help the Town Council have a discussion regarding the various options listed and to offer an opportunity to provide input for other items to be included.

The first discussion should center around the items Town Council would like included in the recruitment process

A second discussion should consider timing of events. Depending on the options selected, there could be overlap in various community engagements and Town Council Meetings. Depending on the items selected, an initial discussion can be had as to when the first step can/should occur so staff can implement Council direction.

Click or tap here to enter text.

Proposed Recommendation:

Staff is seeking input from Council on the Town Manager Recruitment process:

- a) What items must be a part of the recruitment process
- b) Timing for the first item be scheduled