



**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 58<sup>th</sup> Street North, Kenneth City, Florida to discuss the agenda items of Town business listed at the time indicated below.

6:30pm

December 14, 2022

Community Hall

- A. Call to Order
- B. Moment of Silence by Councilmember Noble and Pledge of Allegiance
- C. Roll Call
- D. Consent Agenda
  - 1. Meeting Minutes
    - Council Meeting, 11.16.22
  - 2. Update on Tree Lighting Event
  - 3. Imagine That Performance Project Reports #11 and #12 (10.31.22 to 11.27.22)
  - 4. Department Reports

E. Persons Wishing to Be Heard on Items NOT Listed on the Agenda

A **3 minute time limit**....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](mailto: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. Second Reading Ordinance 2022-659 Amending Chapters 74 and 82
  - 2. Resolution 2022-16 Removal and Disposal of Assets and Exhibit A
  - 3. Resolution 2022-17 Building Permit Fees and Exhibit A
  - 4. Resolution 2022-18 Lake Lori Stormwater Improvements

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](http://www.kennethcityfl.org)

Agenda Memo

**To:** Kenneth City Town Council

**From:** Town Manager

**Date:** 12/09/2022



**Subject:** Consent Agenda

**Summary:**

This item provides a listing of items requiring Town Council review and/or approval.

**Proposed Recommendation:**

Council to approve Consent Agenda.



## TOWN OF KENNETH CITY FLORIDA

### Council Meeting Minutes

November 16, 2022

#### A. Call to Order

#### B. Moment of Silence by Mayor Howell and Pledge of Allegiance

#### C. Roll Call

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

#### D. Consent Agenda

Motion to approve Consent Agenda items 1,2,3,4, and 6 was made by Councilmember Zemaitis

A second was made by Councilmember Noble

All those in favor

Motion to approve Consent Agenda items, 1,2,3,4, and 6 was approved

Councilmember Zemaitis questioned the Imagine That Performance Project Reports.

Councilmember Noble asked for further clarification. There was ongoing discussion between Council and staff on this item and the need for more discussion on a Town Manager.

It was determined that a workshop would be appropriate to discuss a New Town Manager. A workshop on this topic was scheduled for January 5, 2023 at 6:30 pm.

Motion to approve Consent Agenda item 5 was made by Councilmember Noble

A second was made by Vice Mayor Cummings

All in favor

A motion to approve Consent Agenda item 5 was passed

#### E. Chief Michael Vieno Graduation

Interim Town Manager Duncan announced that Chief Michael Vieno graduated from the Florida Criminal Justice Executive Institute. Town Council delivered a plaque to Chief Vieno and congratulated him on his graduation.

**F. Update on Trunk or Treat Event**

Chief Vieno gave an update on the Trunk or Treat Event. He said he was pleased with the turnout and that there were over 800 families. He thanked Ms. Lancto for her support as a volunteer.

Chief Vieno also announced that the Town won an award for the Law Enforcement Engagement Challenge. The award was 8 sets of sequential road flares and a complete radar system. He said that the value of the equipment was close to \$6000.00.

**G. Persons Wishing to Be Heard on Items NOT Listed on the Agenda**

There was no public comment.

**I. Action Agenda**

1. Approval of Public Works Task Order with Imagine That Performance

Interim Town Manager Duncan introduced this item by explaining that the former Public Works Supervisor gave his resignation to the Town. This left a management gap in the Public Works Department. The Task Order under consideration is to fill this gap and look at the operating costs of the Public Works Department.

There was discussion about this item amongst Council and staff. There was a discussion about the resignation of the former Public Works Supervisor and the need for transparency between Town Council and the Interim Town Manager.

A motion to approve Task Order Exhibit N with Imagine That Performance was made by Councilmember Noble (amended to add a 90 day end date)

A second was made by Vice Mayor Cummings

There was no public comment

Councilmember Zemaitis said she would feel more comfortable if the Task Order had an end date.

Town Attorney Johnston recommended that the Task Order be put in place for 90 days.

Councilmember Noble amended her motion to include an end date of 90 days in Task Order Exhibit N

Councilmember Noble Y

Councilmember Zemaitis Y

Councilmember Roberts N

Vice Mayor Cummings Y

Mayor Howell Y

A motion to approve Task Order Exhibit N with Imagine That Performance to include a 90 day end date was passed

## 2. Pipe Replacement on 5694 46th Avenue N

Interim Town Manager Duncan indicated that a resident brought this item to the Town's attention. He indicated that stormwater was a problem, and the Town Engineer reviewed this item. Public Works Consultant Keith Bodeker indicated that this was a common repair that needed to be done which was removal and replacement with some restoration work. He indicated that he had worked with the Town Engineer through previous employers.

It was determined that there was money for stormwater replacement in the budget and that this was an urgent need.

Councilmember Noble asked if Mr. Bodeker would be the Project Manager and he said that he would be.

Financial Consultant JP Murphy indicated that the project had already been quoted prior to the Town's Purchasing Policy Change. But the conditions of the property had changed. He indicated that the costs to bid it out would be high and was requesting a bid waiver.

A motion to replace pipe on 5694 46<sup>th</sup> Avenue was made by Councilmember Noble (motion was amended to include waiver)

A second was made by Councilmember Zemaitis

Amend motion to add the waiver

Councilmember Zemaitis stated that her second had not changed

Public comment on this agenda item:

Lisa Malloy, 5710 46<sup>th</sup> Avenue N

Ms. Malloy indicated that there was signed paperwork that this has been repaired in the past. She indicated that she lost part of a fence. She didn't understand what the bid was for and wanted to make sure that her property was also repaired.

Paul Asche, 6412 44<sup>th</sup> Avenue

Mr. Asche indicated that the City of Tampa had just begun the replacement of storm sewers. He indicated that instead of digging up streets, the City was using some type of material inside the existing pipe. He suggested that the Public Works Department look into this to save time and money.

David Yench, 5694 46th Avenue N

Mr. Yench indicated that he was the owner of the property. He said that his concern was the power pole in his yard that could cause problems for the whole block.

Mr. Bodeker indicated Mr. Asche was referring to some sort of pipelining. He indicated that the ability to do that meant that the pipe needed some structural integrity. He indicated that this pipe was already eroding which would make lining more difficult. He indicated that there was still a need to dig up the pipe and make the repair. He indicated that pipe needed to be replaced due to the structural degradation of that area.

It was indicated that the document that was signed previously was to obtain a legal easement so the Town could maintain it.

All in favor

A motion to replace the pipe on 5694 46<sup>th</sup> Avenue to include waiver was passed

### 3. Second Reading of Ordinance 2022-658 Special Magistrate

The Interim Town Clerk read Ordinance 2022-658 into the record.

Town Attorney Johnston explained the purpose of the ordinance which was to develop an easier process for homeowners. Town Attorney Johnston explained the differences between the first and second readings of the ordinance.

Motion to approve Second Reading of Ordinance 2022-658 made by Councilmember Noble  
A second was made by Vice Mayor Cummings

Councilmember Zemaitis Y  
Councilmember Noble Y  
Councilmember Roberts Y  
Vice Mayor Cummings Y  
Mayor Howell Y

A motion to approve Second Reading of Ordinance 2022-658 was passed

### 4. First Reading Ordinance 2022-659 Amending Chapters 74 and 82

The Interim Town Clerk read Ordinance 2022-659 into the record.

Town Attorney Johnston explained the ordinance and its purpose

Motion to approve First Reading of Ordinance 2022-659 made by Councilmember Noble  
A second was made by Vice Mayor Cummings

There was no public comment

All in favor

Motion to approve First Reading of Ordinance 2022-659 was passed

5. Resolution 2022-14 Establishment of ARPA Special Revenue Fund

Financial Consultant JP Murphy read Resolution 2022-14 into the record. He indicated that the Town was recording ARPA funds in the General Fund. He indicated that it would be more transparent to move those funds out of the General Fund. This resolution approves the official action of moving those funds to Fund 150. He indicated that the Town's Financial Representative Aclarian suggested that the Town leave the old fund and assign a new fund number which is Fund 150.

A motion to approve Resolution 2022-14 made by Councilmember Noble  
A second was made by Vice Mayor Cummings

There was no public comment

All in favor

A motion to approve Resolution 2022-14 was passed

6. Resolution 2022-15 FY22 Budget Amendment

Financial Consultant JP Murphy read Resolution 2022-15 into the record. JP explained the purpose of the resolution which was to authorize no new spending as an accounting function. There was ongoing discussion between Council and staff on this item.

A motion to approve Resolution 2022-15 was made by Councilmember Noble  
A second was made by Vice Mayor Cummings

There was no public comment

All in favor

A motion to approve Resolution 2022-15 was passed

7. Building Development Services Piggyback Contract

Consultant Lisa Hendrickson discussed that the purpose of this was item was to approve the SafeBuilt authorization to piggyback for Building and Inspection Services.

There was a discussion about the SafeBuilt contract and procurement that was piggybacked. There was also discussion regarding the price and service level of the new service.

A motion to approve the authorization for the Mayor to execute an agreement in substantially the attached form with SafeBuilt to provide Building Development Services beginning on December 1, 2022 was made by Councilmember Zemaitis

A second was made by Councilmember Noble

Public comment on this agenda item:

Walter Wolf, 5663 47<sup>th</sup> Avenue N

Mr. Wolf asked if the fees would cover the cost of the services. He also asked what would happen if citizens did not have online access.

There was a discussion about Building Department fees. It was also discussed that there would be services provided in Town Hall by appointment. There was also a discussion regarding the number of days that inspections would take place.

All in favor

A motion to approve the authorization for the Mayor to execute an agreement in substantially the attached form with SafeBuit to provide Building Development Services beginning on December 1, 2022 was passed

#### 8. Acclarian Turnkey Staffing and ERP Solution

Consultant Lisa Hendrickson gave a description of the Acclarian contract. There was a question from Vice Mayor Cummings regarding the implementation of Acclarian. There was also discussion between Council and staff regarding the use of ARPA funds to pay for this item.

A motion to approve the Acclarian Agreement for Turn-Key Staffing and an ERP Solution was made by Councilmember Noble

A second was made by Vice Mayor Cummings

There was no public comment

All in favor

A motion to approve the Acclarian Agreement for Turn-Key Staffing and an ERP Solution was passed

## **II. Mayor/Council Comments**

Councilmember Roberts commented that the agenda was difficult to read and asked if page numbers could be added.

Councilmember Zemaitis discussed the fact that there was not appropriate signage for the garage sale. She indicated that some residents were upset by this. There was a discussion about the Town-wide garage sale. It was decided that another garage sale would be held from January 14<sup>th</sup> to January 16<sup>th</sup> of 2023.

Councilmember Noble welcomed Keith Bodeker to the Town. She thanked Chief Vieno for his efforts in organizing Town events.

## **III. Town Manager Comments**

Interim Manager Duncan talked about the technology implementation of Laserfiche, new copier contracts, the Building Department onboarding, current Request for Proposals that were being advertised, and Town events management, Community Hall rental, and landscape maintenance.



Financial Consultant JP Murphy discussed the selection of a Town Auditor and selecting a quote for Council approval.

Interim Town Manager Duncan indicated that it might be more appropriate to have Town Council meetings twice a month. Council was in favor of having two meetings per month.

#### **IV. Adjournment**

Motion to adjourn the meeting was made by Councilmember Roberts

A second was made by Councilmember Zemaitis

All in favor

Motion to adjourn the meeting was passed

## Agenda Memo

**To:** Kenneth City Town Council

**From:** Town Manager

**Date:** 12/9/22



**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.

### Proposed Recommendation:

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

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# Project Report #11

Prepared for: Town Council

Date: November 14, 2022

Work weeks: October 31—November 6 & November 7–13



## 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)

Additional Task Orders were approved on September 14, 2022

Exhibit H: GRANT RESEARCH, WRITING & SUBMISSION (200 hours total)

Exhibit I: IMPLEMENTATION OF NEW TECHNOLOGY SOLUTIONS (200 hours total)

Exhibit J: BUSINESS TAX RECEIPTS (180 hours total)

Additional Task Orders were approved on October 12, 2022

Exhibit K: EMERGENCY – HURRICANE IAN (Sunset on expiration of Emergency Order)

Exhibit L: RECORDS AND DOCUMENT MANAGEMENT (400 hours total)

Exhibit M: SPECIAL ASSESSMENT ANALYSIS AND EXECUTION (480 hours total)

Additional Task Order was approved on November 16, 2022

Exhibit N: PUBLIC WORKS DEPARTMENT SERVICES (40 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.

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## Contents

Interim Town Manager .....	3
Accounting and Code Enforcement .....	5
Revenue Analysis and Professional Services .....	6
Annual Budget Preparation and Compliance.....	7
Interim Town Clerk.....	8
Grant Research, Writing & Submission.....	9
Implementation of New Technology Solutions .....	10
Business Tax Receipts .....	12
Emergency – Hurricane Ian .....	13
Records and Document Management .....	14
Special Assessment Analysis and Execution .....	15
Public Works Department Services .....	16
Invoice.....	18
Tracking Consultant Hours vs. Estimates.....	19

## Interim Town Manager

The following represents the tasks performed that are part of the **Task Order Exhibit C** - 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
10/31/2022	Rob Duncan	3	Town Manager Email, Meetings with JP, Keith and Lisa, post RFP on Website
10/31/2022	Lisa Hendrickson	1.5	Worked on Town Manager's reports #9 and #10.
11/01/2022	Rob Duncan	1.5	Calls with JP, Lisa, Sarah, Jocilyn
11/01/2022	Lisa Hendrickson	2.25	Continued work on and finalized first drafts of Town Manager's reports.
11/01/2022	JP Murphy	5.5	Addressing for Kmart properties. Imagine That team meeting, Ken Moore time payout research
11/01/2022	Lisa Hendrickson	1.25	Imagine That & KC staff meeting (Lisa, JP, Jocilyn, Ken, and Keith). Discussed PW department topics, zoning & development, agenda items, RFPs and contracts, and various other staff topics.
11/02/2022	Rob Duncan	0.5	Call with Town Attorney
11/02/2022	JP Murphy	0.5	Discuss Land Use and Zoning Matters with town attorney.
11/03/2022	Rob Duncan	1	Town Manager email, report reviews and contract updates
11/03/2022	Lisa Hendrickson	0.75	Made changes to the Town Manager reports #9 and #10 and forwarded to JP for his adjustments.
11/04/2022	Rob Duncan	1	Town Manager email, phone call with Jocilyn, update election information on website
11/04/2022	Lisa Hendrickson	3	Continued work and finalization of Town Managers reports #9 and #10.
11/04/2022	JP Murphy	4.5	Keith Email Account setup, onsite mgmt, Citizen follow-up calls
11/04/2022	JP Murphy	0.25	58 <sup>th</sup> way call
11/04/2022	JP Murphy	0.5	Justin AED Kmart Drainage Call, and site run off complaint
11/07/2022	JP Murphy	1.25	58th Way Code Enforcement Agreement Call, Discuss strategy post-call with TASJ. Review plans and email sent from RADCO
11/07/2022	Lisa Hendrickson	1	Worked on Town Manager's report #11. Began drafting agenda memos for 11/16 council meeting. Email to Keith regarding project report. Review of Code and email to Clerk regarding employee payout.
11/08/2022	Rob Duncan	3	Staff meeting, Town Manager emails
11/08/2022	JP Murphy	2	Imagine That and Kenneth City Staff meeting
11/08/2022	Lisa Hendrickson	2	Imagine That & KC staff meeting (Lisa, JP, Jocilyn, Rob, and Keith). Discussed PW department topics, zoning & building development, agenda items, RFPs and contracts, updates on projects, and various other staff topics.
11/08/2022	Lisa Hendrickson	2	Worked on Task Order for Public Works and rate computation. Researched w/comp code. Drafted agenda memo for council meeting.
11/10/2022	Rob Duncan	8	Meeting with Landscaping service provider, check signing, paper inbox, email inbox, finalize Aclarian contract, drive town for damage assessment with Keith and JP. Post Chief Vieno news on Website/LinkedIn.
11/10/2022	JP Murphy	2	CRS/Floodplain Research, Call with New ISO Officer, Call with Jocelyn, review ordinances, review draft ordinance.
11/10/2022	JP Murphy	5	Hurricane Nicole Monitoring, EOC Roc Call, Update WebEOC, Damage assessment. On site operations. K-Mart storm drainage site review.
11/11/2022	Rob Duncan	5	Meeting with JP, Bonnie Noble, Rick Kriseman and JD White. Finalize agenda items. Print and distribute agendas to Town Council. Meeting with JP.
11/11/2022	JP Murphy	2	Meeting with Shumaker.
<b>Total Billable Hours</b>		<b>60.25</b>	

**Invoice Details:**

**Billed Time:** October 31st – November 6th & November 7th – 13th – 54.25 Hours @ \$125/hour = **\$7,531.25**

**Additional Notes:**

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

## Accounting and Code Enforcement

The following represents the tasks performed that are part of the **Task Order Exhibit D - 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
Total Billable Hours		0	

### Invoice Details:

**Billed Time:** October 31st – November 6th & November 7th – November 13th – 0 Hours @ \$125/hour = **\$0**

### Additional Notes:

**Estimate:** 80 hours for the project – 0 remaining

***TASK ORDER COMPLETE – WILL BE REMOVED FROM REPORTS MOVING FORWARD***

## Revenue Analysis and Professional Services

The following represents the tasks performed that are part of the **Task Order Exhibit E** - 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.

<b>Total Billable Hours</b>		<b>0</b>	

### Invoice Details:

**Billed Time:** October 31st – November 6th & November 7th – November 13th – 0 Hours @ \$125/hour = **\$0**

### Additional Notes:

**Estimate:** 240 hours for the project – **-12.75** hours remaining

***TASK ORDER COMPLETE – WILL BE REMOVED FROM REPORTS MOVING FORWARD***



## Annual Budget Preparation and Compliance

The following represents the tasks performed that are part of the **Task Order Exhibit F** - 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
11/02/2022	JP Murphy	3	FRS payment processing and reconciliation of ER underpayments. Payroll GL Exports. End of Year Budget Amendment, Complete and Transmit TRIM Package to DOR.
11/08/2022	JP Murphy	4	Review and sign FY23 hand checks, VOID duplicate or incorrect checks, Bank Deposits to Bank, Generate payroll reports for recording. Calculate FRS EE contribution differential. GL research prior entries.
11/09/2022	JP Murphy	4	Correct GL Entries from Tess, Estimate year end expense and revenues for budget amendment, Manually enter GL Entries for three pay periods to close FY 22. Draft Budget Amendment and Resloution. Draft Resolution for ARPA Fund. Consult with Andrew Laflin on accounting treatment.
11/10/2022	JP Murphy	1	Budget amendment finalization
<b>Total Billable Hours</b>		<b>12</b>	

### Invoice Details:

**Billed Time:** October 31st – November 6th & November 7th – 13th – 12 Hours @ \$125/hour = **\$1,500**

**Additional Notes:** Although the annual budget is complete, there are still budgetary compliance tasks which need to be completed, as well as normal budgetary responsibilities to be carried out as needed.

**Estimate:** 300 hours for the project – **-17.25** remaining

**TASK ORDER COMPLETE – WILL BE REMOVED FROM REPORTS MOVING FORWARD**

## Interim Town Clerk

The following represents the tasks performed that are part of the **Task Order Exhibit G** - 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
10/31/2022	Jocilyn Martinez	1	Communication with TransAmerica regarding plan sponsor change, Post FB pictures from Trunk or Treat on Town Facebook, Correct sick time error for PD in CBIZ payroll processing.
11/01/2022	Jocilyn Martinez	2	Meeting with Lisa Hendrickson, JP Murphy, Ken Moore, Keith Bodeker, Respond to Fire Department Public Records Request.
11/02/2022	Jocilyn Martinez	2	Run report on employee leave balances, Process FRS Contribution Summary with JP Murphy.
11/03/2022	Jocilyn Martinez	1	Research election information for 2023 Municipal Election, Communication with CBIZ account representative to change FRS employer contribution percentage.
11/04/2022	Jocilyn Martinez	2	Communication with SOE, Town Attorney, and Town Manager regarding 2023 Municipal Election, Research Election information for 2023 Municipal Election, Processed benefits letter for employee, Respond to Public Records Request for Lien Search.
11/07/2022	Jocilyn Martinez	1	Process payroll for employees and Town Council, Process termination for K. Moore, Communication with FRS regarding employee termination and name change, Respond to public records requests regarding election
11/08/2022	Jocilyn Martinez	3.5	Meeting with Lisa Hendrickson, JP Murphy, Keith Bodeker, Respond to Fire Department Public Records Request, Preparation of Legal Ad for Elections to be printed in TBT, Access TransAmerica account to make changes to employee plans
11/09/2022	Jocilyn Martinez	3	Preparation of Agenda for 11.16.22 Town Council meeting, Work with TBT to get Legal As for Elections proofed and printed, Communication with employee regarding retirement benefits, Communication with PRM regarding COBRA coverage for A. Cabezas, Respond to public records request for PD, Respond to public records request RE: Election Qualifying Period,
11/10/2022	Jocilyn Martinez	3	Review and compilation of 11.16.22 Town Council Agenda, Provide pay stubs for Public Works
<b>Total Billable Hours</b>		<b>18.5</b>	

### Invoice Details:

**Billed Time:** October 31st – November 6th & November 7th – 13th – 18.5 Hours @ \$90/hour = **\$1,665**

### Additional Notes:

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

## Grant Research, Writing & Submission

The following represents the tasks performed that are part of the **Task Order Exhibit H** - Grant Research, Writing & Submission. The rate for this activity is \$125/hour and the work is not to exceed 200 hours. The Town will be billed for actual work time.

Date	Consultant	Hours	Task
11/04/2022	Michelle Berger	0.25	Communication with stakeholders; Rep Chaney Office (grants)
11/04/2022	Michelle Berger	1.0	Create memo to the City Manager and/or the City Council to inform of progress with DEP (grants)
11/10/2022	Michelle Berger	1.0	Create memo to the Town Manager and/or the Town Council to inform of progress; State Appropriations recommendation
<b>Total Billable Hours</b>		<b>2.25</b>	

### Invoice Details:

**Billed Time:** October 31st – November 6th & November 7th – 13th – 2.25 Hours @ \$125/hour = **\$281.25**

### Additional Notes:

**Estimate:** 200 hours for the project – 192 hours remaining

## Implementation of New Technology Solutions

The following represents the tasks performed that are part of the **Task Order Exhibit I - Implementation of New Technology Solutions**. The rate for this activity is \$125/hour and the work is not to exceed 200 hours. The Town will be billed for actual work time.

Date	Consultant	Hours	Task
10/31/2022	Lisa Hendrickson	1.5	Continued work on Aclarian contract. Consult with JP on technology security provisions and clauses.
10/31/2022	Rob Duncan	1.5	Aclarian Contract review and edits
10/31/2022	Lisa Hendrickson	1.5	Gathered additional payment processor quotes for integration with CommunityCore and updated spreadsheet. Call with Xpress Bill Pay. Email to Team for review, input, approval.
11/01/2022	Lisa Hendrickson	0.5	Consult with JP regarding Aclarian contract and payment processor to integrate with CommunityCore.
11/01/2022	JP Murphy	0.5	Cyber liability research and contact with PRM to obtain provisions
11/01/2022	Lisa Hendrickson	0.25	Finalized data and email for SAFEbuilt with 11.01.2022 implementation deadline items.
11/02/2022	Lisa Hendrickson	0.75	Rec'd technology security provisions from PRM, incorporated into Aclarian contract, formatted, and forwarded to Town Manager for final review.
11/02/2022	JP Murphy	3	Aclarian Transition, Chart of Accounts and Conversion Structure Creation with Mike F.
11/02/2022	JP Murphy	1	Digital sign repair, Keith onboarding email and desktop setup, backups
11/02/2022	JP Murphy	1.5	Pre development meeting with outparcel developer and Pinellas Park. Review site easements and Stormwater structures.
11/03/2022	Lisa Hendrickson	1	Round table discussion with Aclarian regarding Code Enforcement implementation module in the coming months and preparation for data gathering.
11/03/2022	Lisa Hendrickson	1	Communication with SAFEbuilt Attorney and correspondence to and between Town Attorney for agreement on final contract for services and technology use.
11/03/2022	JP Murphy	6	Aclarian Setup Onsite with Mike F., Aclarian Contract review. GL review YTD actuals.
11/04/2022	JP Murphy	1	Continued Aclarian Setup
11/07/2022	Lisa Hendrickson	0.25	Email communication with Jessica at SAFEbuilt regarding the contract. Follow up with Chanell at Information Consultants regarding Laserfiche statement of work.
11/08/2022	Lisa Hendrickson	0.5	Review email thread with SAFEbuilt and Town Attorney, drafted reply. Drafted agenda memo for SAFEbuilt contract.
11/08/2022	Lisa Hendrickson	0.25	Drafted agenda memo for Aclarian contract for council meeting.
11/09/2022	Lisa Hendrickson	1.75	Drafted Resolution and Exhibit A for permit fees.
11/09/2022	Rob Duncan	2	Aclarian contract edits and discussion, permit fees discussion and document to Sarah
11/10/2022	Lisa Hendrickson	.5	Follow up with Town Attorney regarding SAFEbuilt contract. Email communication with Jessica at SAFEbuilt regarding sample invoicing and cost impact scenarios. Request for meeting dates sent to forte payment processor to review quote for CommunityCore implementation.
11/10/2022	Lisa Hendrickson	1	Received final SAFEbuilt contract from Town Attorney, discussion with town manager, reviewed and accepted changes, prepared contract and backup for agenda, updated agenda memo and compiled complete packet for Clerk's agenda prep and submitted.
11/14/2022	JP Murphy	4	Aclarian PO setup modify provided template, Initial build-out review, modify CoA, Sign checks
<b>Total Billable Hours</b>		<b>31.25</b>	

**Invoice Details:**

**Billed Time:** October 31st – November 6th & November 7th – 13th – 28.75 Hours @ \$125/hour = **\$3,906.25**

**Additional Notes:**

**Estimate:** 200 hours for the project – 109.75 hours remaining

## Business Tax Receipts

The following represents the tasks performed that are part of the **Task Order Exhibit J - Business Tax Receipts**. The rate for this activity is \$125/hour and the work is not to exceed 180 hours. The Town will be billed for actual work time.

Date	Consultant	Hours	Task
11/01/2022	Lisa Hendrickson	0.5	Telephone meeting with Town Manager regarding update on various Town business items.
11/03/2022	Lisa Hendrickson	5	Telephone call with business owner regarding BTR. Telephone call with DBPR regarding license requirement. Research on Dept of Agriculture site regarding license requirement for serving food without a full kitchen. Processed new BTR, entered in BL system, printed invoice and mailed. Updated two closed businesses in BL system. Applied November 15% late fee, processed all invoices A - Z and mailed. 29 outstanding BTRs to date.
11/04/2022	Lisa Hendrickson	2	Continued research and another call to DBPR regarding business and required licensing. Consulted with the building inspector and by extension fire inspector, and code enforcement. BTR issued.
11/04/2022	Lisa Hendrickson	2	Worked on Aclarian contract, finalized draft, and forwarded to Aclarian for review and signature.
11/08/2022	Lisa Hendrickson	0.25	Call with business owner to gather more information regarding request for zoning signoff for alcohol permit and explored updated BTR.
11/09/2022	Lisa Hendrickson	0.5	Returned call to Pinellas County regarding KC business owner and BTR. Communication with Admin Asst regarding BTR application for business owner. Email drafted and sent to Admin Asst.
<b>Total Billable Hours</b>		<b>10.25</b>	

### Invoice Details:

**Billed Time:** October 31st – November 6th & November 7th – 13th – 10.25 Hours @ \$125/hour = **\$1,281.25**

### Additional Notes:

**Estimate:** 180 hours for the project – 129.75 hours remaining

## Emergency – Hurricane Ian

The following represents the tasks performed that are part of the **Task Order Exhibit K – Emergency – Hurricane Ian**. The rate for this activity is \$125/hour. The Town will be billed for actual work time.

Date	Consultant	Hours	Task
		<b>0</b>	

### Invoice Details:

**Billed Time:** October 31st – November 6th & November 7th – 13th – 0 Hours @ \$125/hour = **\$0**

### Additional Notes:

## Records and Document Management

The following represents the tasks performed that are part of the **Task Order Exhibit L** - Records and Document Management. The rate for this activity is \$125/hour and the work is not to exceed 400 hours. The Town will be billed for actual work time.

Date	Consultant	Hours	Task
11/08/2022	Lisa Hendrickson	0.5	Received and reviewed statement of work for Laserfiche. Forwarded for Team review and feedback.
11/08/2022	Lisa Hendrickson	0.25	Phone call and email request for follow up questions for Laserfiche SOW.
11/10/2022	Lisa Hendrickson	0.25	Received updated Laserfiche SOW, reviewed, and forwarded for signature. Response back to MCCi bidder regarding award to Information Consultants.
<b>Total Billable Hours</b>		<b>1</b>	

### Significant Accomplishment:

### Invoice Details:

**Billed Time:** October 31st – November 6th & November 7th – 13th – 1 Hours @ \$125/hour = **\$125.00**

### Additional Notes:

**Estimate:** 400 hours for the project – 386.50 hours remaining



## Special Assessment Analysis and Execution

The following represents the tasks performed that are part of the **Task Order Exhibit M – Special Assessment Analysis and Execution**. The rate for this activity is \$125/hour and the work is not to exceed 480 hours. The Town will be billed for actual work time.

Date	Consultant	Hours	Task
11/05/2022	Michelle Berger	2.0	Assessment task work – Draft Resolution and communication with stakeholders at county agencies.
11/06/2022	Michelle Berger	0.25	Administration & Submission of Tracked Hours
11/10/2022	Michelle Berger	0.25	Communication with stakeholders
11/10/2022	Michelle Berger	1.0	Create memo to Town Manager and Town Attorney fire assessment.
11/14/2022	Michelle Berger	0.25	Administration & Submission of Tracked Hours
<b>Total Billable Hours</b>		<b>3.75</b>	

### Invoice Details:

**Billed Time:** October 31st – November 6th & November 7th – 13th – 3.75 Hour @ \$125/hour = **\$468.75**

### Additional Notes:

**Estimate:** 480 hours for the project – 472.75 hours remaining

## Public Works Department Services

The following represents the tasks performed that are part of the **Task Order Exhibit N – Public Works Department Services**. The rate for this activity is \$50/hour and the work is not to exceed 40 hours per week. The Town will be billed for actual work time.

Date	Consultant	Hours	Task
10/26/2022	Keith Bodeker	6	Meet with Town Manager and KC DPW Supervisor; introduction to Town of KC PW staff and list of DPW items that need to be addressed
10/27/2022	Keith Bodeker	8	Review EOR RFQ, town ride around to “District 12” to look at drainage concerns, meet with EOR and State grant administrator about 47 <sup>th</sup> Ave parking expansion grant
10/28/2022	Keith Bodeker	8	Town building walk through, looking at all cleaning responsibilities by town staff, 46 <sup>th</sup> ave drive about, look at ROW responsibilities and general mowing/maintenance needs
<b>Total Billable Hours</b>		<b>22</b>	

Date	Consultant	Hours	Task
10/31/2022	Keith Bodeker	8	Inspect Joe’s Creek drainage outfalls and town ditch maintenance responsibilities; 55 <sup>th</sup> St ditch drainage maintenance responsibilities; review KC most recent NPDES permit submittal.
11/01/2022	Keith Bodeker	8	Drive about to Town Park facilities to look at current mowing and maintenance needs; clean out DPW office in PW Building; staff meeting
11/02/2022	Keith Bodeker	8	Offsite building development meeting with JP; sort through old DPW records in office for document destruction; continue to clean out DPW office in PW Building
11/03/2022	Keith Bodeker	8	Evaluate current equipment for disposal in PW Building; review Town drainage maps with EOR
11/04/2022	Keith Bodeker	7	Continue to clean out DPW office in PW Building; evaluate equipment for disposal in PW Building
11/05/2022	Keith Bodeker	1	Help set up Community Hall for rental
11/07/2022	Keith Bodeker	8	Clean Town Hall; continue to review old DPW records for document destruction; field visit to review Lake Laurie maintenance needs/requirements; help set up for elections
11/08/2022	Keith Bodeker	8	Open Community Hall for elections: building maintenance activities; review old DPW records for document destruction; continue cleaning out DPW office in PW Building
11/09/2022	Keith Bodeker	8	Clean Town Hall; evaluate equipment for disposal in PW Building; town ride around to look at all current mowing done by Town DPW staff; prep for TS Nicole
11/10/2022	Keith Bodeker	8	Meeting with ABM to discuss possible mowing options; continue clean out on DPW office in PW Building; TS Nicole damage assessment
11/11/2022	Keith Bodeker	6	Move equipment out of PW Building and stage for disposal; clean Town Hall; put out Town Wide Garage Sale signs
11/12/2022	Keith Bodeker	2	Help set up Community Hall for rental
<b>Total Billable Hours</b>		<b>80</b>	

**Invoice Details:**


**Billed Time:** October 26th – 30th – 22 Hours @ \$50/hour = **\$1,100.00**

**Billed Time:** October 31st – November 6th & November 7th – 13th – 110.50 Hour @ \$50/hour = **\$4,000.00**

**Additional Notes:** There are three workdays prior to 10/31/2022 due to public works supervisor successor starting after Interim Town Manager report 10 was completed. In addition, there was public works training and leadership provided to public works supervisor successor by predecessor and Imagine That Team. Lastly, there is a vacant position in public works, as well as one public works employee on a temporary medical leave. Thus, leaving only one public works employee and the new public works supervisor to cover the day-to-day responsibilities of the DPW.

**Estimate:** 40 hours per week.

# Invoice



## 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:** 1330  
**Invoice Date:** November 22, 2022  
**Payment Due:** December 7, 2022  
**Amount Due (USD):** \$21,858.75

Items	Quantity	Price	Amount
<b>Interim Town Manager</b> Detailed tasks provided on Project Report	60.25	\$125.00	\$7,531.25
<b>Accounting and Code Enforcement</b> Detailed tasks provided on Project Report	0	\$125.00	\$0.00
<b>Revenue Analysis and Professional Services</b> Detailed tasks provided on Project Report	0	\$125.00	\$0.00
<b>Annual Budget Preparation and Compliance</b> Detailed tasks provided on Project Report	12	\$125.00	\$1,500.00
<b>Interim Town Clerk</b> Detailed tasks provided on Project Report	18.5	\$90.00	\$1,665.00
<b>Grant Research, Writing &amp; Submission</b> Detailed tasks provided on Project Report	2.25	\$125.00	\$281.25
<b>Implementation of New Technology Solutions</b> Detailed tasks provided on Project Report	31.25	\$125.00	\$3,906.25
<b>Business Tax Receipts</b> Detailed tasks provided on Project Report	10.25	\$125.00	\$1,281.25
<b>Emergency Task Order – Hurricane Ian</b> Detailed tasks provided on Project Report	0	\$125.00	\$0.00
<b>Records / Document Management</b> Detailed tasks provided on Project Report	1	\$125.00	\$125.00
<b>Special Assessment Analysis and Execution</b> Detailed tasks provided on Project Report	3.75	\$125.00	\$468.75
<b>Public Works Department Services</b> Detailed tasks provided on Project Report	22	\$50.00	\$1,100.00
<b>Public Works Department Services</b> Detailed tasks provided on Project Report	80	\$50.00	\$4,000.00
<b>Subtotal:</b>			\$21,858.75
Discount:			(\$0.00)
<b>Total:</b>			\$21,858.75
<b>Amount Due (USD):</b>			<b>\$21,858.75</b>

# Tracking Consultant Hours vs. Estimates

The table below is a summary of the hours logged so far compared to total amount in the Agreement executed on June 13, 2022 along with additional Task Orders executed up to October 12, 2022.

June 13, 2022 Agreement & Task Orders				EXHIBIT C	EXHIBIT D	EXHIBIT E	EXHIBIT F	EXHIBIT G	EXHIBIT H	EXHIBIT I	EXHIBIT J	EXHIBIT K	EXHIBIT L	EXHIBIT M	EXHIBIT N	
Report	Invoice #	Invoice \$	Dates	Interim Town Manager	Accounting and Code Enforcement	Revenue Analysis and Professional Services	Annual Budget Preparation and Compliance	Interim Town Clerk	Grant Research, Writing & Submission	Implementation of New Technology Solutions	Business Tax Receipts	Emergency Services - lan (Expired)	Records/Document Management	Special Assessment Analysis and Execution	Public Works	
1	1252	\$ 15,703.75	6/13-6/26	38.00	23.00	48.00	9.25	10.25								
2	1259	\$ 18,752.50	6/27-7/10	42.50	18.50	63.00	3.50	28.50								
3	1267	\$ 22,120.00	7/11-7/24	39.00	18.00	52.00	41.50	36.75								
4	1272	\$ 20,827.50	7/25-8/7	48.50	12.00	39.50	51.50	21.00								
5	1278	\$ 19,030.00	8/8-8/21	68.25	6.00	22.25	43.50	19.25								
6	1285	\$ 14,436.25	8/22-9/4	40.00	0.00	7.00	56.25	16.00								
7	1287	\$ 15,361.25	9/5-9/18	48.50	0.00	5.50	60.25	12.00								
8	1291	\$ 9,050.00	9/19-10/2	30.50	1.25	4.00	13.50	20.00	0.00	0.00	8.75	98.25	0.00	0.00		
9	1328	\$ 18,952.50	10/3-10/16	56.00	1.25	6.50	18.00	21.00	5.75	18.50	20.75	5.50	3.75	0.50		
10	1329	\$ 17,826.25	10/17-10/30	49.00	0.00	5.00	8.00	13.00	0.00	43.00	10.50	6.00	8.75	3.00		
11	1330	\$ 21,858.75	10/31-11/13	60.25	0.00	0.00	12.00	18.50	2.25	31.25	10.25	0.00	1.00	3.75	102.00	
12																
13																
14																
15																
16																
17																
18																
19																
<b>Total</b>	<b>\$</b>	<b>193,918.75</b>		<b>520.50</b>	<b>80.00</b>	<b>252.75</b>	<b>317.25</b>	<b>216.25</b>	<b>8.00</b>	<b>92.75</b>	<b>50.25</b>	<b>109.75</b>	<b>13.50</b>	<b>7.25</b>	<b>102.00</b>	
Agreement Values				Estimate	20/week	80	240	300	10-20/week	200	200	180		400	480	40/week
				Remaining		0.00	-12.75	-17.25		192.00	107.25	129.75		386.50	472.75	
				Average		23.66			9.83					13.72		40.00

# Project Report #12

Prepared for: Town Council

Date: November 28, 2022

Work weeks: November 14<sup>th</sup> – 20<sup>th</sup> & November 21<sup>st</sup> – 27<sup>th</sup>



## 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). Task completed.

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

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

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

Additional Task Orders were approved on September 14, 2022

Exhibit H: GRANT RESEARCH, WRITING & SUBMISSION (200 hours total)

Exhibit I: IMPLEMENTATION OF NEW TECHNOLOGY SOLUTIONS (200 hours total)

Exhibit J: BUSINESS TAX RECEIPTS (180 hours total)

Additional Task Orders were approved on October 12, 2022

Exhibit K: EMERGENCY – HURRICANE IAN (Sunset on expiration of Emergency Order)

Exhibit L: RECORDS AND DOCUMENT MANAGEMENT (400 hours total)

Exhibit M: SPECIAL ASSESSMENT ANALYSIS AND EXECUTION (480 hours total)

Additional Task Order was approved on November 16, 2022

Exhibit N: PUBLIC WORKS DEPARTMENT SERVICES (40 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.

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## Contents

Interim Town Manager .....	3
Interim Town Clerk.....	5
Grant Research, Writing & Submission.....	6
Implementation of New Technology Solutions .....	7
Business Tax Receipts .....	8
Emergency – Hurricane Ian .....	9
Records and Document Management .....	10
Special Assessment Analysis and Execution.....	11
Public Works Department Services .....	12
Invoice.....	13
Tracking Consultant Hours vs. Estimates.....	14

## Interim Town Manager

The following represents the tasks performed that are part of the **Task Order Exhibit C - 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
11/14/2022	Lisa Hendrickson	.75	Worked on Town Manager report #11
11/15/2022	Rob Duncan	1.5	Kenneth City Staff Meeting.
11/15/2022	JP Murphy	.75	Imagine That & KC staff meeting.
11/15/2022	Lisa Hendrickson	1	Imagine That & KC staff meeting (Lisa, JP, Jocilyn, Rob, Mike, and Keith). Discussed PD & PW department topics, zoning & development f/up, agenda items, RFPs and contracts, updates on projects, and various other staff topics.
11/16/2022	Rob Duncan	2	Town Manager Report, email cleanup, meeting with Chief Vieno.
11/16/2022	Rob Duncan	1	Meeting with Mayor and Setup for Council Meeting.
11/16/2022	Rob Duncan	3.5	Kenneth City Council Meeting.
11/16/2022	JP Murphy	2	Revise budget amendments, meet with TASJ regarding resolution and amendments, Meet with Mayor Howell.
11/16/2022	JP Murphy	2.5	Setup, Attend Meeting, Present Budget Amendments, New Fund Resolution.
11/16/2022	Lisa Hendrickson	2.5	Attendance and two presentations at council meeting.
11/17/2022	Rob Duncan	1	Conversation with Councilwoman Noble. Conversation with Mayor Howell.
11/17/2022	Lisa Hendrickson	.5	Worked on Town Manager report #11.
11/18/2022	Rob Duncan	1.5	Event Management Discussion, including Town Hall Rentals and potential for creating a part time position to work weekends and manage key items. Potentially reporting to PD.
11/18/2022	Lisa Hendrickson	2	Finalized Town Manager report #11.
11/18/2022	JP Murphy	1.5	Events Discussion Call
11/18/2022	Lisa Hendrickson	1	Worked with citizen to provide garage sale permit, permit sent to PD. Gave instruction to admin asst regarding community yard sale coming up in January and drafting a flyer. Conducted backup.
11/18/2022	Lisa Hendrickson	1.5	Meeting with Rob, Mike, Keith, and JP, regarding community events.
11/18/2022	Lisa Hendrickson	.5	Drafted and sent follow up request for permit resolution. Updated public works task order to comply with town council motion from 11/16/2022 and forwarded to clerk for signature.
11/20/2022	Lisa Hendrickson	2.25	Researched criteria for community events and media coordinator, drafted job description, and forwarded to team in preparation for upcoming meeting discussion.
11/21/2022	Lisa Hendrickson	.75	Began drafting town manager's report #12.
11/22/2022	Rob Duncan	1.5	Kenneth City Staff Meeting.
11/22/2022	JP Murphy	1.5	Imagine That & KC staff meeting.
11/22/2022	Lisa Hendrickson	1.5	Imagine That & KC staff meeting (Lisa, JP, Jocilyn, and Rob). Discussed updates on projects, vendor contracts in progress, payroll and W2s, and candidate packages, qualifying period details, upcoming Holidays and various other staff topics.
11/23/2022	JP Murphy	1	Konica Minolta, Beth Swain- Call to discuss copier options, upsize/downsize.
<b>Total Billable Hours</b>		<b>35.5</b>	



**Invoice Details:**

**Billed Time:** November 14<sup>th</sup> – 20<sup>th</sup> & November 21<sup>st</sup> – 27<sup>th</sup> – 35.5 Hours @ \$125/hour = **\$4,437.50**

**Additional Notes:**

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

**Average:** 23.17 hours week

## Interim Town Clerk

The following represents the tasks performed that are part of the **Task Order Exhibit G** - 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
11/14/2022	Jocilyn Martinez	2.5	Prepare Legal Ad for Elections in Tampa Bay Times (TBT), Communication with PD and CBIZ regarding new employee onboarding process, Communication with TransAmerica regarding employee termination, Completion of Supervisor Of Elections (SOE) form for 2023 Elections, Respond to records request regarding lien, Communication with PRM regarding removal of Town vehicle from insurance policy, Post Council agenda on Town FB page, Disseminate Council agenda, Meeting with SOE to discuss election procedures.
11/15/2022	Jocilyn Martinez	2	Meeting with Rob Duncan, Lisa Hendrickson, JP Murphy, Chief Vieno, Keith Bodeker, Meeting with Lisa Hendrickson RE: Laserfiche Implementation, Communication with employee regarding termination procedures, Communication with TBT for Elections Legal Ad, Communication with Supervisor of Elections Office
11/16/2022	Jocilyn Martinez	2.5	Serve as Interim Town Clerk at 11.16.22 Meeting
11/17/2022	Jocilyn Martinez	1	Scan and save signed documents from Town Council meeting on K drive, Communication with Town Attorney on Aclarian contract, Send Aclarian and SAFEbuilt contracts for final execution
11/18/2022	Jocilyn Martinez	.5	Communication with Aclarian staff to finalize contract and distribute.
11/22/2022	Jocilyn Martinez	4	Meeting with Rob Duncan, Lisa Hendrickson, JP Murphy, Process payroll, Process termination of J. Baglieri, Process onboarding of A. DeLay in CBIZ, Post on FB regarding Thanksgiving Holiday, Communication with CBIZ regarding payroll procedures
11/22/2022	Jocilyn Martinez	1.5	Compile New Hire Paperwork and send to Ofc. Delay, Prepare Legal ad for Ordinance 2022-659 for print in the TBT, Prepare and send Ordinance 2022-658 for codification tin Municode, Respond to public record request for employment contracts, Send Signed letter to TECO, Research elections question from Town resident regarding campaign depository
11/23/2022	Jocilyn Martinez	1	Communication with TransAmerica, Communication with employee regarding TransAmerica plan, Communication with TBT for Legal Ad for Ordinance 2022-659, Communication regarding qualifying period
<b>Total Billable Hours</b>		<b>15</b>	

### Invoice Details:

**Billed Time:** November 14<sup>th</sup> – 20<sup>th</sup> & November 21<sup>st</sup> – 27<sup>th</sup> – 15 Hours @ \$90/hour = **\$1,350.00**

### Additional Notes:

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

**Average:** 9.64 hours week

## Grant Research, Writing & Submission

The following represents the tasks performed that are part of the **Task Order Exhibit H** - Grant Research, Writing & Submission. The rate for this activity is \$125/hour and the work is not to exceed 200 hours. The Town will be billed for actual work time.

Date	Consultant	Hours	Task
<b>Total Billable Hours</b>		<b>0</b>	

### Invoice Details:

**Billed Time:** November 14<sup>th</sup> – 20<sup>th</sup> & November 21<sup>st</sup> – 27<sup>th</sup> – 0 Hours @ \$125/hour = **\$0**

### Additional Notes:

**Estimate:** 200 hours for the project – 192 hours remaining

## Implementation of New Technology Solutions

The following represents the tasks performed that are part of the **Task Order Exhibit I - Implementation of New Technology Solutions**. The rate for this activity is \$125/hour and the work is not to exceed 200 hours. The Town will be billed for actual work time.

Date	Consultant	Hours	Task
11/14/2022	JP Murphy	4.5	Aclarian PO setup modify provided template, Initial build-out review, modify CoA, Sign checks.
11/15/2022	Lisa Hendrickson	.25	Sent email to SAFEbuilt with update on contract to be on council agenda. Copied SAFEbuilt and Aclarian contracts to K drive.
11/16/2022	Rob Duncan	1	Discussion with Mike from Aclarian. Discussion with Building Department.
11/16/2022	JP Murphy	1	Aclarian Vendor Review, Review report outputs.
11/16/2022	JP Murphy	4	Aclarian implementation set up with Mike F.
11/17/2022	Lisa Hendrickson	2	Call with Jason at csgforte regarding meeting and implementation for SAFEbuilt electronic payment processing. Reviewed Forward Pinellas contract to determine SAFEbuilt workflow set up for implementation. Consult with JP regarding planning & zoning work types for workflow set up. Forwarded implementation information to SAFEbuilt for workflow set up. Forward KC executed contract to SAFEbuilt for their signature.
11/18/2022	Rob Duncan	1	Call with Lisa to discuss various implementation items.
11/18/2022	Lisa Hendrickson	1.75	Reviewed csgforte pricing, application and agreement and forwarded for review in preparation for next Tuesday's meeting. Drafted email and sent to town attorney for review and approval. Meeting with Town Manager regarding updates on projects and direction for upcoming implementation items.
11/21/2022	Lisa Hendrickson	.25	Outreach to Aclarian regarding implementation meeting, plan, and calendar. Agenda sent to Forte for Tuesday's payment processing meeting.
11/22/2022	Lisa Hendrickson	3.5	Meeting with Rob and JP to discuss csgforte payment processing service, contract, and integration with SAFEbuilt's Community Core. Meeting with Jason from csgforte and follow up conversations. Negotiated final contract, and coordinated final preparation of price quotation sheet, application, and contract. Updated permit fees for resolution and forwarded to town attorney and team for further collaboration before 12/7/22.
11/22/2022	JP Murphy	.75	Implementation call with Forte.
<b>Total Billable Hours</b>		<b>20</b>	

### Invoice Details:

**Billed Time:** November 14<sup>th</sup> – 20<sup>th</sup> & November 21<sup>st</sup> – 27<sup>th</sup> – 20 Hours @ \$125/hour = **\$2,500.00**

### Additional Notes:

**Estimate:** 200 hours for the project – 87.25 hours remaining

## Business Tax Receipts

The following represents the tasks performed that are part of the **Task Order Exhibit J - Business Tax Receipts**. The rate for this activity is \$125/hour and the work is not to exceed 180 hours. The Town will be billed for actual work time.

Date	Consultant	Hours	Task
11/15/2022	Lisa Hendrickson	.5	Processed new BTR application, entered in BL system, and mailed invoice. Updated BTR spreadsheet.
11/18/2022	Lisa Hendrickson	1	Rec'd 5 closed business notice. Updated BL system, spreadsheet, and business file. Rec'd 3 returned BTR, researched addresses and remailed.
<b>Total Billable Hours</b>		<b>1.5</b>	

### Invoice Details:

**Billed Time:** November 14<sup>th</sup> – 20<sup>th</sup> & November 21<sup>st</sup> – 27<sup>th</sup> – 1.5 Hours @ \$125/hour = **\$187.50**

### Additional Notes:

**Estimate:** 180 hours for the project – 128.25 hours remaining

## Emergency – Hurricane Ian

The following represents the tasks performed that are part of the **Task Order Exhibit K – Emergency – Hurricane Ian**. The rate for this activity is \$125/hour. The Town will be billed for actual work time.

Date	Consultant	Hours	Task
		<b>0</b>	

### Invoice Details:

**Billed Time:** November 14<sup>th</sup> – 20<sup>th</sup> & November 21<sup>st</sup> – 27<sup>th</sup> – 0 Hours @ \$125/hour = **\$0**

### Additional Notes:

## Records and Document Management

The following represents the tasks performed that are part of the **Task Order Exhibit L** - Records and Document Management. The rate for this activity is \$125/hour and the work is not to exceed 400 hours. The Town will be billed for actual work time.

Date	Consultant	Hours	Task
11/14/2022	Lisa Hendrickson	1	Implementation meeting with Pierre at Information Consultants re: Laserfiche implementation. Follow up item to Channel, request for scanners to team.
11/15/2022	Lisa Hendrickson	2.75	Received, reviewed in accordance with quote, and forwarded invoice for Laserfiche to finance for processing. Meeting with Jocilyn to obtain data from CBiz for Laserfiche HR set up. Forwarded information to Paperless Pierre to begin set up. Researched engineering contracts for records request.
11/18/2022	Lisa Hendrickson	.5	Organized some files in records room, researched employee benefits policy from policy manual in Municode for nonunion employees for public works supervisor.
<b>Total Billable Hours</b>		<b>4.25</b>	

### Significant Accomplishment:

### Invoice Details:

**Billed Time:** November 14<sup>th</sup> – 20<sup>th</sup> & November 21<sup>st</sup> – 27<sup>th</sup> – 4.25 Hours @ \$125/hour = **\$531.25**

### Additional Notes:

**Estimate:** 400 hours for the project – 382.25 hours remaining

## Special Assessment Analysis and Execution

The following represents the tasks performed that are part of the **Task Order Exhibit M** – Special Assessment Analysis and Execution. The rate for this activity is \$125/hour and the work is not to exceed 480 hours. The Town will be billed for actual work time.

Date	Consultant	Hours	Task
<b>Total Billable Hours</b>		<b>0</b>	

### Invoice Details:

**Billed Time:** November 14<sup>th</sup> – 20<sup>th</sup> & November 21<sup>st</sup> – 27<sup>th</sup> – 0 Hour @ \$125/hour = **\$0**

### Additional Notes:

**Estimate:** 480 hours for the project – 472.75 hours remaining



## Public Works Department Services

The following represents the tasks performed that are part of the **Task Order Exhibit N – Public Works Department Services**. The rate for this activity is \$50/hour and the work is not to exceed 40 hours per week. The Town will be billed for actual work time.

Date	Consultant	Hours	Task
11/14/2022	Keith Bodeker	8	Building maintenance activities; clean Town Hall; go thru current MOT assets in PW Building.
11/15/2022	Keith Bodeker	8	Staff meeting; organize MOT assets in PW Building; clean out DPW office in PW Building.
11/16/2022	Keith Bodeker	8	PW maintenance activities; install Xmas light pole decorations; Council Meeting.
11/17/2022	Keith Bodeker	8	Clean out PW Building of old equipment for disposal; start sorting Xmas lights for tree lighting ceremony in December.
11/18/2022	Keith Bodeker	8	Staff meeting on Community Hall rentals; Tree lighting Ceremony with Police Chief; buy supplies for Town buildings; building maintenance activities.
11/20/2022	Keith Bodeker	5	Community Hall set up and monitor rental; test holiday lights for install; clean public works storage area.
11/21/2022	Keith Bodeker	8	clean Town Hall; shopping for needed office and other supplies; Xmas holiday decorations install.
11/22/2022	Keith Bodeker	9	Xmas holiday decorations install.
11/23/2022	Keith Bodeker	8	Vehicle maintenance oil change; repair vacuum; clean Town Hall and PD; Xmas holiday decorations.
11/24/2022	Keith Bodeker	3	Emergency tree removal
11/24/2022	JP Murphy	3	Emergency tree removal
<b>Total Billable Hours</b>		<b>76</b>	

### Invoice Details:

**Billed Time:** November 14<sup>th</sup> – 20<sup>th</sup> & November 21<sup>st</sup> – 27<sup>th</sup> – 76 Hour @ \$50/hour = **\$3,800.00**

### Additional Notes:

**Estimate:** 40 hours per week.

**Average:** 39 hours per week.

# Invoice



## 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:** 1333  
**Invoice Date:** December 2, 2022  
**Payment Due:** December 17, 2022  
**Amount Due (USD):** **\$12,806.25**

Items	Quantity	Price	Amount
<b>Interim Town Manager</b> Detailed tasks provided on Project Report	35.5	\$125.00	\$4,437.50
<b>Interim Town Clerk</b> Detailed tasks provided on Project Report	15	\$90.00	\$1,350.00
<b>Grant Research, Writing &amp; Submission</b> Detailed tasks provided on Project Report	0	\$125.00	\$0.00
<b>Implementation of New Technology Solutions</b> Detailed tasks provided on Project Report	20	\$125.00	\$2,500.00
<b>Business Tax Receipts</b> Detailed tasks provided on Project Report	1.5	\$125.00	\$187.50
<b>Emergency Task Order – Hurricane Ian</b> Detailed tasks provided on Project Report	0	\$125.00	\$0.00
<b>Records / Document Management</b> Detailed tasks provided on Project Report	4.25	\$125.00	\$531.25
<b>Special Assessment Analysis and Execution</b> Detailed tasks provided on Project Report	0	\$125.00	\$0.00
<b>Public Works Department Services</b> Detailed tasks provided on Project Report	76	\$50.00	\$3,800.00
<b>Subtotal:</b>			\$12,806.25
Discount:			(\$0.00)
<b>Total:</b>			\$12,806.25
<b>Amount Due (USD):</b>			<b>\$12,806.25</b>

# Tracking Consultant Hours vs. Estimates

The table below is a summary of the hours logged so far compared to total amount in the Agreement executed on June 13, 2022 along with additional Task Orders executed up to November 16, 2022.

June 13, 2022 Agreement & Task Orders				EXHIBIT C	EXHIBIT D	EXHIBIT E	EXHIBIT F	EXHIBIT G	EXHIBIT H	EXHIBIT I	EXHIBIT J	EXHIBIT K	EXHIBIT L	EXHIBIT M	EXHIBIT N	
Report	Invoice #	Invoice \$	Dates	Interim Town Manager	Accounting and Code Enforcement	Revenue Analysis and Professional Services	Annual Budget Preparation and Compliance	Interim Town Clerk	Grant Research, Writing & Submission	Implementation of New Technology Solutions	Business Tax Receipts	Emergency Services - lan (Expired)	Records/Document Management	Special Assessment Analysis and Execution	Public Works	
1	1252	\$ 15,703.75	6/13-6/26	38.00	23.00	48.00	9.25	10.25								
2	1259	\$ 18,752.50	6/27-7/10	42.50	18.50	63.00	3.50	28.50								
3	1267	\$ 22,120.00	7/11-7/24	39.00	18.00	52.00	41.50	36.75								
4	1272	\$ 20,827.50	7/25-8/7	48.50	12.00	39.50	51.50	21.00								
5	1278	\$ 19,030.00	8/8-8/21	68.25	6.00	22.25	43.50	19.25								
6	1285	\$ 14,436.25	8/22-9/4	40.00	0.00	7.00	56.25	16.00								
7	1287	\$ 15,361.25	9/5-9/18	48.50	0.00	5.50	60.25	12.00								
8	1291	\$ 9,050.00	9/19-10/2	30.50	1.25	4.00	13.50	20.00	0.00	0.00	8.75	98.25	0.00	0.00		
9	1328	\$ 18,952.50	10/3-10/16	56.00	1.25	6.50	18.00	21.00	5.75	18.50	20.75	5.50	3.75	0.50		
10	1329	\$ 17,826.25	10/17-10/30	49.00	0.00	5.00	8.00	13.00	0.00	43.00	10.50	6.00	8.75	3.00		
11	1330	\$ 21,858.75	10/31-11/13	60.25	0.00	0.00	12.00	18.50	2.25	31.25	10.25	0.00	1.00	3.75	102.00	
12			11/14-11/27	35.50	0.00	0.00	0.00	15.00	0.00	20.00	1.50	0.00	4.25	0.00	76.00	
13																
14																
<b>Total</b>		<b>\$ 193,918.75</b>		<b>556.00</b>	<b>80.00</b>	<b>252.75</b>	<b>317.25</b>	<b>231.25</b>	<b>8.00</b>	<b>112.75</b>	<b>51.75</b>	<b>109.75</b>	<b>17.75</b>	<b>7.25</b>	<b>178.00</b>	
<b>Agreement Values</b>				Estimate	20/week	80	240	300	10-20/week	200	200	180		400	480	40/week
				Remaining		0.00	-12.75	-17.25		192.00	87.25	128.25		382.25	472.75	
				Average	23.17				9.64				10.98			39.00

# 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	ORD Citation	ORD Notice	Business & Residential Area Checks	Thief / Watch Programs	Community Contact/ Assist Citizen	Directed Patrol
<i>January</i>	73	107	6	10	4	0	7	8	36	14	N/A	N/A	5422	296	221	571
<i>February</i>	74	110	8	5	1	0	9	11	38	15	N/A	N/A	3416	264	225	452
<i>March</i>	79	120	8	12	4	0	11	11	38	17	N/A	N/A	3050	361	243	470
<i>April</i>	59	106	8	7	1	0	3	17	27	13	N/A	N/A	2971	314	181	335
<i>May</i>	78	136	7	7	3	0	6	16	88	32	N/A	N/A	3277	322	173	361
<i>June</i>	80	110	7	10	2	0	5	8	52	11	N/A	N/A	2741	229	194	185
<i>July</i>	79	111	9	5	4	0	12	11	64	21	N/A	N/A	2079	258	140	139
<i>August</i>	74	109	16	7	3	0	9	11	72	8	0	103	2597	252	144	214
<i>September</i>	83	106	6	12	2	1	10	12	79	18	0	45	3225	345	209	366
<i>October</i>	76	112	12	4	2	0	7	18	74	29	0	75	2893	326	201	364
<i>November</i>	73	104	8	3	3	0	10	5	94	27	0	85	3010	271	188	258
<i>December</i>																
<b>Yearly Totals</b>	<b>828</b>	<b>1231</b>	<b>95</b>	<b>82</b>	<b>29</b>	<b>1</b>	<b>89</b>	<b>128</b>	<b>662</b>	<b>205</b>	<b>0</b>	<b>308</b>	<b>34681</b>	<b>3238</b>	<b>2119</b>	<b>3715</b>

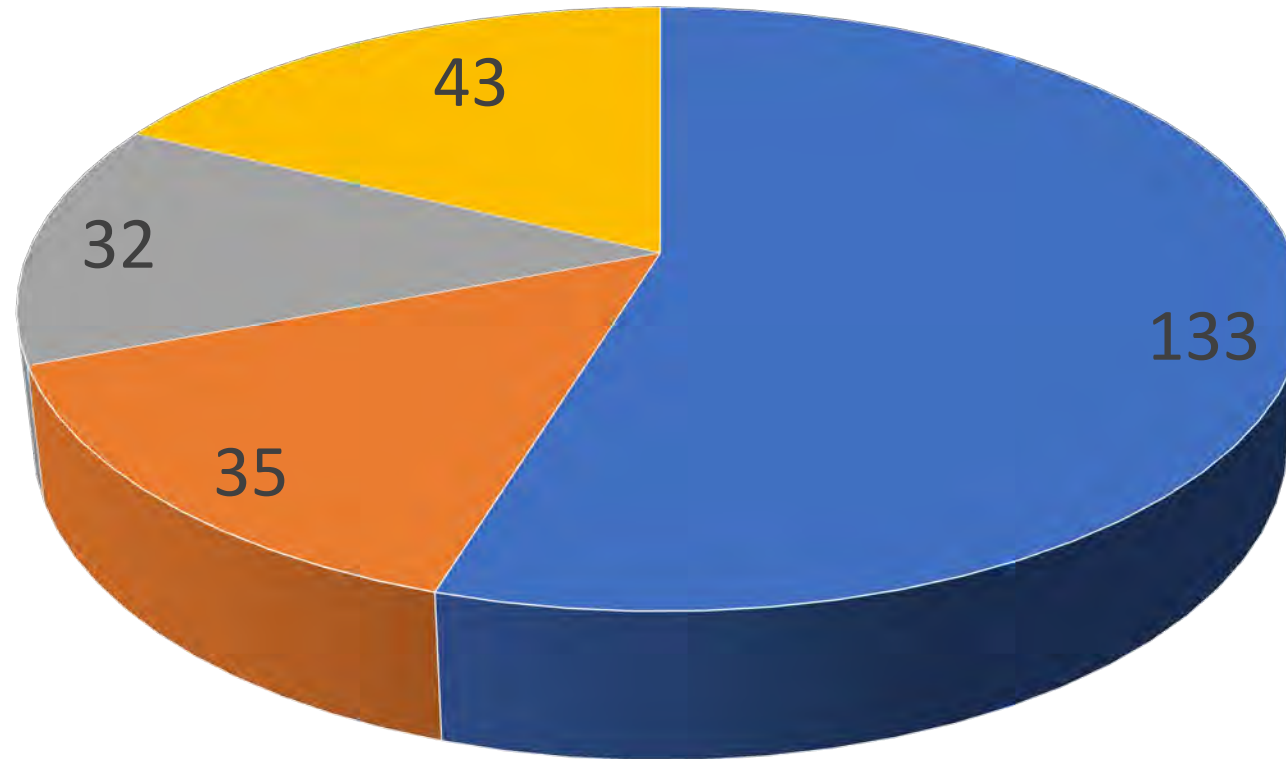
Reports and Supplements include FIR, Incident, and Offense Reports. Stats consist of those who are full time, assigned to light duty, and Reserve. Those who have additional assignments in patrol within the agency are reported in additional documents: Detective Gibson (CIS), Ofc Diaz Leon (Accreditation), 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: TriTech CAD, Visinet, ACISS Web, PCSONET Custom Query , TRACS , and daily reports.  
Tabulated by EP and LB

**Volunteer hours running total for the year is 738 hours. These hours are donated to the Town of Kenneth City by 5 volunteers and 6 Reserve Officers.**

# Code Enforcement

Complaint Type - October & November



■ Tall Grass ■ Vehicle Parking (on grass, etc) ■ Snipe Sign ■ All Others

# KCPD Monthly Stats November 2022

## Detective S. Gibson

Number of cases started with: 19, with 12 more waiting to be assigned

Number of cases ended with: 25, with 6 more waiting to be assigned

### New cases assigned for the month

FELONY	8
MISDEMEANOR	
NON-CRIMINAL	5

### Case dispositions

INACTIVATED	4
CLOSED WITH MISDEMEANOR ARREST	
CLOSED WITH FELONY ARREST	
CLOSED OTHER	3
CLOSED SAO REFERRAL	
CLEARED WITH WAIVER	

### Other Activity

SURVEILLANCES	2
PHOTOPACKS	
EVIDENCE STATUS REQUESTS	
INITIAL REPORTS	1
SUPPLEMENTS	11
WARRANTS	
TOUCH DNA PROCESSING / BUCCALS	5
SUSPECTS RESULTING FROM TOUCH DNA	
OTHER: CCTV FOOTAGE, CELL TRACKING, D/L	2
SUBPOENAS	
JAIL RECORDINGS	
REPORTS REVIEWED	39
CONTACT ATTEMPTS	9
INTERVIEWS	6
TRANSPORTING PROPERTY/EVIDENCE	7
RECOVERED STOLEN PROPERTY	
BOLOS	
APADS	

# KCPD Community Policing overview

November, 2022

## Sergeant Andy Izrailov, Supervisor, COMMUNITY POLICING

### **Feeding the Family**

During the month of November, Officer Emely Reyes and Chief Vieno conducted “Feeding the Family,” a community policing event at the Kenneth City Winn Dixie. During this event, four local families were given a complete dinner (turkey and ham) package, donated by Winn Dixie.

### **Upcoming Community Policing Events**

Annual Tree Lighting Ceremony, held at Carl Schleck Town Park, and our annual Shop with a Cop event. Officers have been patrolling the Town on mountain bikes, and the Polaris patrol vehicle, as time permits. This was well received by many town residents.

### **Operation Medicine Cabinet**

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

### **Code Enforcement**

The police department conducted numerous code compliance investigations, including businesses. Sgt. Andy Izrailov and other department officers continue to investigate town code violations. Officer Kurt Nuffer conducted several city ordinance violations sweeps, resulting in numerous ordinance violation investigations.

### **Patrols**

Officers continued to conduct 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.

### **Traffic Stops**

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 different 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.

### **Third Watch**

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.



**FIRE DEPARTMENT REPORT**  
KENNETH CITY COUNCIL MEETING  
November 16, 2022

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

**RESPONSES IN KENNETH CITY**

TYPE OF RESPONSE	MONTH	YEAR TO DATE	
	October	2022	2021
MEDICAL	144	1269	1286
VEHICLE COLLISION	8	44	45
FIRE RELATED CALLS	6	92	68
<b>TOTAL RESPONSES</b>	<b>158</b>	<b>1405</b>	<b>1399</b>

**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	
	October	2022	2021	October	2022	2021	October	2022	2021
MEDICAL	32	400	425	61	472	392	93	878	817
VEHICLE COLLISION	7	26	23	13	182	171	20	205	194
FIRE RELATED CALLS	5	66	51	28	255	368	33	313	419
<b>TOTAL RESPONSES</b>	<b>44</b>	<b>492</b>	<b>499</b>	<b>102</b>	<b>909</b>	<b>931</b>	<b>146</b>	<b>1,396</b>	<b>1,430</b>

**LIFE SAFETY MANAGEMENT SERVICES**

TYPE OF SERVICE PERFORMED	MONTH	YEAR TO DATE	
	October	2022	2021
INSPECTIONS	0	134	232
FALSE ALARMS	3	48	26
PLANS REVIEW	1	36	7
SMOKE ALARMS INSTALLED	0	27	16
PUBLIC EDUCATION PROGRAMS	0	0	5
PROGRAM ATTENDANCE	0	0	63

Respectfully submitted,



**Brett Schlatterer**

Fire Chief  
727-369-5800  
bschlatterer@pinellas-park.com, www.pinellas-park.com



Fire Department  
 11350 43<sup>rd</sup> Street North  
 Pinellas Park, FL 33762

**FIRE DEPARTMENT REPORT**  
 KENNETH CITY COUNCIL MEETING  
 December 14, 2022

For the month of November 2022, the Fire, EMS and Life Safety activities break down as follow

RESPONSES IN KENNETH CITY			
TYPE OF RESPONSE	MONTH	YEAR TO DATE	
	November	2022	2021
MEDICAL	125	1,538	1,398
VEHICLE COLLISION	3	55	49
FIRE RELATED CALLS	5	103	79
<b>TOTAL RESPONSES</b>	<b>133</b>	<b>1,696</b>	<b>1,526</b>

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	
	November	2022	2021	November	2022	2021	November	2022	2021
MEDICAL	26	458	468	57	590	410	83	1,054	878
VEHICLE COLLISION	2	35	26	18	213	187	20	245	213
FIRE RELATED CALLS	4	75	61	30	313	398	34	380	459
<b>TOTAL RESPONSES</b>	<b>32</b>	<b>568</b>	<b>555</b>	<b>105</b>	<b>1,116</b>	<b>995</b>	<b>137</b>	<b>1,679</b>	<b>1,550</b>

LIFE SAFETY MANAGEMENT SERVICES			
TYPE OF SERVICE PERFORMED	MONTH	YEAR TO DATE	
	November	2022	2021
INSPECTIONS	0	134	234
FALSE ALARMS	2	53	38
PLANS REVIEW	3	40	7
SMOKE ALARMS INSTALLED	0	27	16
PUBLIC EDUCATION PROGRAMS	0	0	5
PROGRAM ATTENDANCE	0	0	63

  
**Brett Schlatterer**

Fire Chief  
 Pinellas Park Fire Department  
 Phone: 727-369-5800  
 Email: [bschlatterer@pinellas-park.com](mailto:bschlatterer@pinellas-park.com)

Agenda Memo

**To:** Kenneth City Town Council

**From:** Town Manager

**Date:** 12/9/22



**Subject:** Second Reading of Ordinance 2022-659 Amending Chapter 74 and 82

**Summary:**

For Council consideration is a Second Reading of Ordinance 2022-659 which amends Chapter 74 and 82 to allow for a Development Special Magistrate

**Proposed Recommendation:**

Motion to approve the Second Reading of Ordinance 2022-659 is recommended.

ORDINANCE NO. 659 - 2022

AN ORDINANCE OF THE TOWN COUNCIL OF KENNETH CITY, FLORIDA, AMENDING CHAPTER 74 "PLANNING" OF THE TOWN'S CODE OF ORDINANCES BY AMENDING ARTICLE III "REZONINGS, VARIANCES, LAND USE PLAN AMENDMENT" SECTIONS 74-101 "NOTICE REQUIREMENT FOR PUBLIC HEARINGS" AND 74.102 "FEES" TO PROVIDE NOTICE REQUIREMENTS AND FEES FOR A DEVELOPMENT SPECIAL MAGISTRATE; AND, AMENDING CHAPTER 82 "ZONING" DIVISION 3 "BOARD OF ADJUSTMENT" SECTIONS 82-72 "POWERS AND DUTIES" AND 82-73 "EXERCISE OF POWERS; REQUIRED VOTE" TO PROVIDE THAT VARIANCE REQUESTS FOR RESIDENTIAL AND GOVERNMENT OWNED PROPERTY SHALL APPEAR BEFORE A DEVELOPMENT SPECIAL MAGISTRATE; PROVIDING FOR SEVERABILITY; PROVIDING FOR INCLUSION IN THE CODE; PROVIDING FOR CONFLICTS; AND PROVIDING FOR AN EFFECTIVE DATE.

**WHEREAS**, the Town of Kenneth City (the "Town") Code of Ordinances (the "Code") provides for a Board of Adjustment to hear variance and special exception requests for all property owners of the Town; and

**WHEREAS**, the Code provides that the Board of Adjustment is comprised of five members appointed by the Town Council and two alternate members and applications for variance requests shall be presented to the Board for a final decision; and

**WHEREAS**, the process to appoint the members and schedule meetings for all of the Board members, the applicant and staff is not as efficient and practical for residential and governmental property owners and creates delays and increased costs to the Town and the applicants; and

**WHEREAS**, a development special magistrate would provide an efficient way to allow the property owners to request a hearing before a neutral decision maker and allow the Town to ensure the Town's Land Development Regulations are applied in a neutral and fair manner; and

**WHEREAS**, the Town Council finds that it is in the best interest of the Town to amend the Code to provide for a development special magistrate shall hear variance requests for residential and government owned property.

41 **NOW, THEREFORE, BE IT ORDAINED BY THE MAYOR AND TOWN**  
 42 **COUNCIL OF KENNETH CITY, FLORIDA, AS FOLLOWS:**<sup>1</sup>

43 **Section 1. Recitals Adopted.** That each of the above stated recitals are  
 44 hereby confirmed, adopted, and incorporated herein and made a part hereof by  
 45 reference.

46 **Section 2. Amendment to the Town Code.** That Chapter 74, "Planning," of  
 47 the Town's Code of Ordinances is hereby amended to read as follows:

48 **CHAPTER 74 – PLANNING**

49 \* \* \*

50 **ARTICLE III REZONINGS, VARIANCES, LAND USE PLAN AMENDMENT**  
 51

52 **Sec. 74-101. Notice requirement for public hearings.**

- 53 (a) When any person, property owner or other entity, makes application before either the  
 54 ~~zoning and planning and zoning~~ and zoning board, the board of adjustment, special magistrate, or the  
 55 council, the application shall come on before such board or council for a public hearing,  
 56 prior to which time 15 days' notice shall be given to all property owners within 150 feet in  
 57 any direction from the property which is the subject of the application.
- 58 (b) The notice required herein shall be by mail to the person or entity who is the owner of  
 59 property within 150 feet as set out and listed on the tax rolls for the county.
- 60 (c) The provisions contained herein shall supplement and be in addition to all other laws of the  
 61 state and other provisions of this Code.

62 **Sec. 74-102. Fees.**

- 63 (a) *Schedule of fees.* Section 78-43 provides for the establishment of fees. No application for  
 64 variance, rezoning, or land use plan amendment shall be accepted unless or until charges  
 65 and fees have been paid in full. The schedule of fee is as follows:

Title		Fee
<i>Board of adjustment or Special Magistrate :</i>		
(1)	Variance:	
	a. Residential	\$ 150.00
	b. Commercial	150.00
	c. Flood damage control	150.00
(2)	Appeals	100.00
(3)	Special exceptions	150.00
<i>Impact fees:</i>		
Countywide transportation impact fee—As applicable under county Ordinance No. 86-43, as amended		
<i>Alcoholic beverage license:</i>		
(1)	Zoning clearance	10.00
(2)	Club distance variance (town council)	150.00

<sup>1</sup> ~~Strikethrough words~~ are deletions to the existing text. Underlined words are additions to the existing text. Changes between first and second reading are indicated with ~~highlighted double strikethrough~~ and double underline.

		Renewal, annual	150.00
(3)		Temporary license (mayor)	
		Appeals (town council)	25.00
<i>Conditional use:</i>			
(1)		Staff only	100.00
(2)		Planning and zoning and/or town council	275.00
(3)		Variance/waivers, per waiver	25.00
(4)		Resubmittal of revised plans prior to approval:	
	a.	Third submission	50.00
	b.	Fourth submission	75.00
	c.	Fifth and each submission thereafter	100.00
(5)		Resubmittal of revised plans after approval	100.00
<i>Conformance letters and administrative determination letters</i>			10.00
<i>Land use plan amendments (LUPA):</i>			
(1)		Twice-a-year amendment process	450.00 + 100.00 (Rezone)
(2)		Noncurrent with above	450.00 + 100.00 (Rezone)
(3)		Advertising	Applicant to pay prorated share of current newspaper advertising charges
<i>Landscaping waiver</i>			150.00
<i>Lot line adjustments</i>			100.00
<i>Recording fee, lot line adjustment to be recorded by the town clerk</i>			Applicant pays fee per current clerk of circuit court charges
<i>Miscellaneous cases</i>			150.00
<i>Nonconforming lot variance</i>			150.00
<i>Nonconforming use/structure expansion</i>			150.00
<i>Planned unit development:</i>			
(1)		Conceptual plan	350.00 + 5.00/acre
(2)		Master plan	500.00 + 5.00/acre
(3)		Minor changes, town council variance/waivers	150.00 + 25.00/waiver
(4)		Construction drawing review	75.00
<i>Plats:</i>			
(1)		Preliminary:	
	a.	Nonresidential	150.00 + 5.00/acre
	b.	Residential, over 15 lots	5.00/lot
(2)		Final	150.00
(3)		Construction drawing review	75.00
(4)		Preliminary macro:	
	a.	Nonresidential	350.00 + 10.00/acre
	b.	Residential, over 15 lots	5.00/lot
(5)		Final macro	350.00
(6)		Time extensions	50.00
	a.	Recording fees, plat recorded by town clerk's office	Applicant pays fee per current clerk of circuit court charges
	b.	Variance (council or town engineer), per variance	25.00
	c.	Waivers (town council,) per waiver	25.00
<i>Rescission of unity of title</i>			150.00



<i>Recording fees, rescission recorded by town clerk's office</i>		Applicant pays fee per current clerk of circuit court charges
<i>Rezoning</i>		250.00
<i>Final site plan review/approval:</i>		
(1)	Staff only	100.00
(2)	Town council	150.00
(3)	Resubmittal of revised plans prior to approval:	
	a. Third submission	50.00
	b. Fourth submission	75.00
	c. Fifth and each submission thereafter	100.00
(4)	Resubmittal of revised plans after approval	New fee
<i>Unity of title, recording by town clerk</i>		Applicant pays recording fee per clerk of circuit court current charges
<i>Vacation:</i>		
(1)	Right-of-way	200.00
(2)	Alley/easement	200.00
<i>Maps:</i>		
(1)	100 scale	2.50
(2)	Zoning	5.00
<i>Postage and handling: Will be charged for any requested mailing of documents.</i>		
<i>Photocopying, per page</i>		0.10

66  
67 Any other item not mentioned above, cost to be determined by the zoning director based on  
68 equivalent or similar type.

69 (b) *Waiver.* Fees can be administratively waived by the zoning director for federal, state and  
70 local government agencies which are funded more than 50 percent by tax dollars. Town  
71 council may waive fees for applications which are determined to provide good cause and  
72 public benefit. A request for waiver by the town council must be submitted in writing, stating  
73 the reasons for such request, to the zoning director.

74 (c) *Payment.* Applications will not be accepted unless accompanied by the appropriate  
75 application fee, or evidence that the town council has waived such fee. Unless otherwise  
76 specifically provided, impact fees must be paid in full prior to issuance of certificates of  
77 occupancy.

78  
79 **Section 3. Amendment to the Town Code.** That Chapter 82, "Zoning," of the  
80 Town's Code of Ordinances is hereby amended to read as follows:

81 **DIVISION 3. BOARD OF ADJUSTMENT**

82 \* \* \*

83 **Sec. 82-72. Powers and duties.**

84 The board of adjustment shall have the following powers and duties as applied to non-  
85 residential and non-publicly owned property, in the event the property is residential or publicly

86 owned, the powers and duties shall be applied to a special magistrate as provided for in Section  
87 2-392 of the Code of Ordinances:

- 88 (1) To hear and decide appeals where it is alleged that there is an error or unnecessary  
89 hardship or practical difficulty in carrying out any order, decision, requirement or  
90 determination made by the ~~building director~~ Town Manager or designee in the  
91 enforcement of this chapter to non-residential property, excluding publicly-owned  
92 property. Any application for variances from the terms of this chapter shall be made by  
93 the owner of record of the property involved or his/her duly authorized representative.
- 94 (2) To interpret the provisions of this chapter in such a way as to carry out the intent and  
95 purpose of the zoning district wherein subject property is located, consistent with  
96 applicable goals, objective, and policies of the town comprehensive plan.
- 97 (3) To authorize, upon appeal in specific cases, variances from the requirements of this  
98 chapter as will not be contrary to the public interest as follows:
- 99 a. To permit the reduction of the width of a side yard by not more than 20 percent of  
100 the required minimum width of such yard;
- 101 b. To permit the reduction in the area of a lot by not more than five percent of the  
102 required minimum area of such lot;
- 103 c. To permit the increase in total building coverage of a lot by not more than ten  
104 percent of the maximum permitted building coverage.
- 105 (4) No variance shall be granted unless it is determined by the board or special  
106 magistrate that a practical difficulty or unnecessary hardship exists in the way of  
107 carrying out the strict letter of this chapter and that the spirit of this chapter shall be  
108 observed, substantial justice done, and that such variance will not be contrary to the  
109 public interest.
- 110 (5) To review and act upon applications for special exception permits, subject to the  
111 following criteria:
- 112 a. Any outstanding charges, fees, interest, fines, or penalties owed to the town by  
113 the applicant or owner of subject property, under any section of this code, must  
114 be paid in full prior to consideration by the board or special magistrate of any  
115 proposed special exception use.
- 116 b. The proposed use must be specifically allowable by special exception in the  
117 applicable zoning district and future land use category.
- 118 c. The proposed use must meet all applicable concurrency requirements, per  
119 chapter 62 of this code, with regard to all public services and facilities for which  
120 level-of-service standards have been adopted in the town comprehensive plan.
- 121 d. The proposed use must conform with all applicable regulations governing the  
122 zoning district in which it is to be located, unless a variance is granted.
- 123 e. The proposed use must be compatible with adjacent development and the  
124 planned character of the surrounding area, and shall not interfere with the  
125 legitimate use of nearby properties.
- 126 f. The proposed use must be separated and screened from adjacent uses by  
127 adequate structural setbacks and landscaped buffers, as required in the land  
128 development regulations.



- 129 g. Adequate off-street parking and loading shall be provided, and ingress and  
130 egress shall be so designed as to minimize interference with traffic on abutting  
131 streets. The proposed use shall not generate excessive vehicular traffic on  
132 residential streets.
- 133 h. If a variance is desired and/or required in conjunction with the proposed special  
134 exception use, then a separate application shall be submitted concurrently with  
135 the special exception application.

136 **Sec. 82-73. Exercise of powers; required vote.**

137 In exercising the above-mentioned powers, such board or special magistrate may, in  
138 conformity with the provisions of this article, reverse or affirm, wholly or partly, or may modify  
139 the order, decision, requirement or determination appealed from and may make such order,  
140 decision, requirement or determination as ought to be made and to that end shall have all the  
141 powers of the ~~director of building~~ Town Manager or designee from whom the appeal is taken.  
142 The concurring vote of three-fourths of the members of the board shall be necessary to reverse  
143 any order, decision, requirement or determination of the ~~director of building~~ Town Manager or  
144 designee or to decide in favor of the applicant upon any matter upon which it is required to pass  
145 under this article or to effect any variation from the specific terms of this article.

146 **Section 4. Conflicting Provision.** Any provisions of the Code of Ordinances of  
147 Kenneth City, Florida, in conflict with the provisions of this Ordinance are hereby  
148 repealed, but only to the extent of such conflict.

149 **Section 5. Severability.** That the provisions of this Ordinance are declared to  
150 be severable and if any section, sentence, clause, or phrase of this Ordinance shall, for  
151 any reason, be held to be invalid or unconstitutional, such decision shall not affect the  
152 validity of the remaining sections, sentences, clauses, and phrases of this Ordinance,  
153 but they shall remain in effect, it being the legislative intent that this Ordinance shall  
154 stand notwithstanding the invalidity of any part.

155 **Section 6. Codification.** That it is the intention of the Town Council and it is  
156 hereby ordained that the provisions of this Ordinance shall become and be made a part  
157 of the Code of Ordinances of Kenneth City that the sections of this Ordinance may be  
158 renumbered or re-lettered to accomplish such intentions, and that the word "Ordinance"  
159 shall be changed to "Section," or other appropriate word.

160  
161 **Section 7. Effective Date.** That this Ordinance shall become effective  
162 immediately upon adoption on second reading.

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164  
165 **PASSED and ENACTED** this 16th day of November, 2022.

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167 First Reading: November 16, 2022

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169 Second Reading: December 14, 2022

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Attest:

\_\_\_\_\_  
Interim Town Clerk

\_\_\_\_\_  
Robert J. Howell  
Mayor

APPROVED AS TO FORM AND LEGAL SUFFICIENCY:

\_\_\_\_\_  
Weiss Serota Helfman Cole + Bierman, P.L.  
Town Attorney

<b>FINAL VOTES AT ADOPTION</b>	
Council Member Bonnie Noble	_____
Council Member Barbara Roberts	_____
Council Member Megan Zemaitis	_____
Vice Mayor Kyle Cummings	_____
Mayor Robert J. Howell	_____

# Agenda Memo



**To:** Kenneth City Town Council

**From:** Keith A. Bodeker, Interim Public Works Supervisor

**Date:** 12/9/2022

**Subject:** Disposal of Assets December 2022

## Summary

Staff has done a preliminary inventory of some of the assets currently in the Public Works Building. At this time, all 20 of the items that have been brought forth for consideration of asset disposal by the Council are deemed unnecessary for one of the following reasons: redundant piece of equipment, functionally obsolete, or too expensive to repair/maintain. It should be noted that disposal of these items will not impact the current or short term day to day operations of the Public Works Department.

**Financial Impact:** There is a potential for the Public Works Department to generate some funds to help offset the cost of future Capital Equipment purchases during this current fiscal year.

**Recommendation:** Staff recommends that Town Council approve the Resolution that allows for these assets to be properly disposed of.

**Proposed Motion(s):** NA

**RESOLUTION NO. 2022-16**

**A RESOLUTION OF THE TOWN COUNCIL OF KENNETH CITY, FLORIDA, DECLARING CERTAIN PROPERTY LISTED UNDER THE ASSETS OF THE TOWN AS SURPLUS TO THE NEEDS OF THE TOWN; DESCRIBING THE MANNER OF DISPOSAL; AND PROVIDING FOR AUTHORIZATION AND FOR AN EFFECTIVE DATE.**

**WHEREAS**, the Town Manager has determined that certain Town property is no longer useful or beneficial to the Town and desires to declare that certain property as surplus to the needs of the Town; and

**WHEREAS**, the Town Council has determined that it is in the best interests of the Town to declare the property listed on Exhibit "A" as surplus property and to dispose of the property through a public auction, sale, trade-in, transfer to another governmental agency or, if no value, discard said property.

**NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF KENNETH CITY, FLORIDA, AS FOLLOWS:**

**Section 1.**      **Recitals Adopted.** The foregoing recitals are incorporated in this Resolution as if fully set forth herein and made a part hereof by reference.

**Section 2.**      **Surplus Property.** The property listed on Exhibit "A" has been declared surplus and is hereby approved for disposal.

**Section 3.**      **Property Disposition.** The Town Manager is authorized to dispose of the property listed on Exhibit "A" through a public auction, sale, trade-in, transfer to another governmental agency or, if no value, discarded.

**Section 4.**      **Authorization.** The Town Manager and Town Clerk are hereby authorized to do all things necessary to implement the purposes of this Resolution.

**Section 5.**      **Effective Date.** This Resolution shall take effect immediately upon adoption.

**PASSED AND ADOPTED** this 14th day of December, 2022.

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ROBERT J. HOWELL  
MAYOR

ATTEST:

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INTERIM TOWN CLERK

APPROVED AS TO FORM:

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WEISS SEROTA HELFMAN COLE + BIERMAN P.L.  
TOWN ATTORNEY

## Attachment "A"

### Town Asset disposal December 2022

1. Grass Hopper 725K riding mower





2. John Deere 5210 Tractor with bucket and fork attachments





3. K&K Systems arrow board trailer with solar panel





4. Omni A-Frame Barricades ( 1 pallet of 66 pieces)



5. Hydraulic vehicle lift (no ID)





6. Small green wagon cart





7. Little Wonder vacuum with hose attachments





8. 2 – Dayton oil fired 110,000 BTU heaters



9. Redmax EBZ 7500 backpack blower





10. Troy Bilt Bronco rototiller





11. Hoffeco PH 980 auger





12. Primo water filter/dispenser





13. Hand truck





14. Cylinder hand cart





15. Ariens 21 push mower





16. Battery test cart





17. John Deere WH36A push mower





18. SSS 1500 XL floor scrubber



19. Space saver drafting table





20. Miscellaneous cabinet



Agenda Memo

**To:** Kenneth City Town Council

**From:** Town Manager

**Date:** 12/9/22



**Subject:** Resolution 2022-17 Building Department Fees and Exhibit A

**Summary:**

For Council consideration is Resolution 2022-17 which contemplates an increase in fees charged by the Building Department. During the annual budget process, Council authorized revenue increases in building permit fees. The Town's current fee structure does not currently cover the costs of the services provided by the Building Department. The fee structure presented in Resolution 2022-17 will adjust fees sufficiently as to cover costs.

**Proposed Recommendation:**

Motion to approve Resolution 2022-17 and Exhibit A is recommended.

**RESOLUTION NO. 2022-17**

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF KENNETH CITY, FLORIDA; DEVELOPING PERMIT FEES AND BUILDING DEPARTMENT ACTIVITIES, IN ACCORDANCE WITH ARTICLE III OF THE TOWN'S CODE OF ORDINANCES; PROVIDING FOR SEVERABILITY; PROVIDING FOR CONFLICTS; AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, the Town Council of the Town of Kenneth City is responsible for the health, safety, and welfare of its citizens and visitors to the Town; and

**WHEREAS**, the Town Council of the Town of Town of Kenneth City is charged with preserving and maintaining the high standards and aesthetic beauty within the Town; and

**WHEREAS**, the imposition and collection of permitting fees, uniformity in scheduling, and itemization and revision of such fees are essential for the public's health, safety, and welfare and to the preservation of high standards within the Town, and

**WHEREAS**, pursuant to Article III of the Town's Code of Ordinances, a fee schedule shall be established from time to time by Administrative Order, which shall be effective upon approval by the Town Council by Resolution.

**NOW, THEREFORE, BE IT RESOLVED** by the Town Council of the Town of Town of Kenneth City that the Permit Fee Schedule attached hereto and incorporated herein is hereby adopted, pursuant to Article III of the Town's Code of Ordinances. Any other fees not listed on the attached fee schedule or specifically established by ordinance shall be subject to the minimum permit fee set forth on the schedule.

**SECTION 1. Recitals Adopted.** The Town Council hereby approves the schedule for Permits and Building Department activities as set forth in Exhibit A attached hereto.

**SECTION 2. Severability.** That a decision by a court of competent jurisdiction declaring invalid any section, paragraph, sentence, clause, phrase, or other part of this Resolution shall not affect the validity of this Resolution as a whole or any parts thereof, other than the part so declared to be invalid.

**SECTION 3. Conflict.** That all Sections or parts of Sections of the Code of Ordinances, all Ordinances or parts of Ordinances, and all Resolutions, or parts of Resolutions, in conflict are hereby repealed to the extent of such conflict.

**SECTION 4. Effective Date.** This Resolution shall become effective immediately upon its adoption.

**PASSED AND ADOPTED** this 14th day of December, 2022

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ROBERT J. HOWELL,  
MAYOR

ATTEST:

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INTERIM TOWN CLERK

APPROVED AS TO FORM:

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WEISS SEROTA HELFMAN COLE + BIERMAN P.L.  
TOWN ATTORNEY

## **Exhibit A**

### **Town of Kenneth City**

The fees for all projects requiring a permit shall be paid at the time of permit issuance in accordance with the following schedule:

#### **Permit Fees**

\$105.00 minimum permit fee for all projects up to \$2,499.00

**Plus (+)**

2% of total project value for anything at or over \$2,500.00

*All initial required inspections are included with the permit fee at no additional cost.*

Temporary use permit \$205.00

Temporary use permit extension \$105.00

#### **Inspection Fees**

Special Inspection Fee \$195.00

Re-Inspection Fee \$195.00

Extra Inspection Fee \$195.00

Revision Fee \$195.00

#### **Plans Review Fees**

\$195.00 up to first (2) two hours and \$100.00 per hour thereafter.

#### **Administrative Fees**

Administrative Fees shall be assessed to permit fees per the following levels.

- Non-floodplain projects: \$195.00
- Floodplain projects: \$255.00

“After the Fact” permit fee:

1. Shall be (5) five times the face value of the permit valuation fees.
2. Any subsequent “After the Fact” permit issued to the Same Contractor, Property Owner and/or Homeowner within the following (12) twelve months shall be (10) ten times the normal fees.

No refunds on permits unless such permit was issued in error on part of the Town. There shall be no refund of fees if work commences or if the permit is 90 days or older.





**Memo to: Mayor, Vice Mayor and Town Council**

***Through* Interim Kenneth City Town Manager Rob Duncan**

**From: Imagine That Performance Senior Consultant Michelle Berger**

**December 14, 2022 Town Council Meeting Agenda**

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## **Resolution 2022-18 Lake Lori Stormwater Improvements**

### **State Appropriations Request for Design Funding**

#### Project Summary

A two-phased project, the purpose of the overall project is to provide flood relief to residential and commercial areas within the project area, and to reduce the level of nutrient loadings in the stormwater runoff being discharged into Joe's Creek, an identified impaired waterbody.

#### Project Goals

- Flood Control Elements: New stormwater conveyance piping, new capacity and retrofitted treatment pond, swales and control structures.
- Waterbodies Impacted: Lake Lori, Joe's Creek BMAP

As identified in the Town of Kenneth City's summary of projects for House Bill 53 Needs Analysis, which identifies strategic resiliency projects for the next twenty years, this project assists in reducing the duration of the inundation to the basin while providing significant water quality improvement. Completion of this project is projected to reduce peak duration of flooding. The project is also designed to reduce the amount of total nitrogen being discharged to Joe's Creek.

Due to the geographic nature of the stormwater projects and basin within the Town and the Joe's Creek BMAP, this project must be completed first for proper continuity of controls. The topographic low areas within the basins are subject to flooding conditions during intense rainfall events, which threaten residential and commercial structures, as well as impede transportation efforts.

#### Project Benefits

The primary benefit is immediate and phased in flood control.

While the proposed piping improvements may only provide improvements immediately upstream at the 58th Street and 46th Avenue intersection during the 5-Year / 24-Hour storm event; the stormwater piping improvements will facilitate the construction of improvements within the Lake Charles and Lake Paul watersheds without negatively impacting Joe's Creek.

There are ancillary benefits as well, which can be added within a proper design, should the Council desire. Connectivity can be enhanced and created via a trailways system which would connect the Town's

community hall facility, Police Department and Ernst Park (the Town's largest park), through the Lake Lori stormwater area, to Joe's Creek Trail. The Council can consider the appropriate enhancements for the public, such as park benches, water fountains and art in public places.

Perhaps not every property owner is an environmentalist, but many can agree that the restoration and enhancement of Lake Lori and the Joe's Creek BMAP brings more marketable value to landowners, greater enjoyment of the unique natural scenery that lakes bring to an area, and safer opportunities for natural recreation. Overall, whether the incentive be one of self-gain or environmental benefit, the Town has heard strong support for efforts that can be taken to enhance capacity and restore Lake Lori.

### Project Costs

The estimated engineer's opinion of construction cost is \$3,041,257.66. Please reference the July 29, 2022 memorandum from Rafal Kadaj, P.E., Advanced Engineering & Design, Inc. (AED), Appendix F for additional information on project cost development.

For purposes of the State Appropriations Request, the recommendation is to request funding for Phase 1, consisting of planning, design and permitting, now estimated at \$300,000.

### Impaired Waterbody

Joe's Creek has been identified by Florida Department of Environmental Protection as an impaired waterbody with the identification reference number of (WBID) 1668A. According to the TMDL webpage, the waterbody is impaired based on the parameter and number of exceedances for the sample size. Ongoing restoration activities have been identified by FDEP as addressing the dissolved oxygen impairment issues. Retrofits and improvements like this one proposed for Lake Lori may be added to the TMDL implementation plan for improvement.

### Extended Project Description from Rafal Kadaj, P.E., Advanced Engineering & Design, Inc.

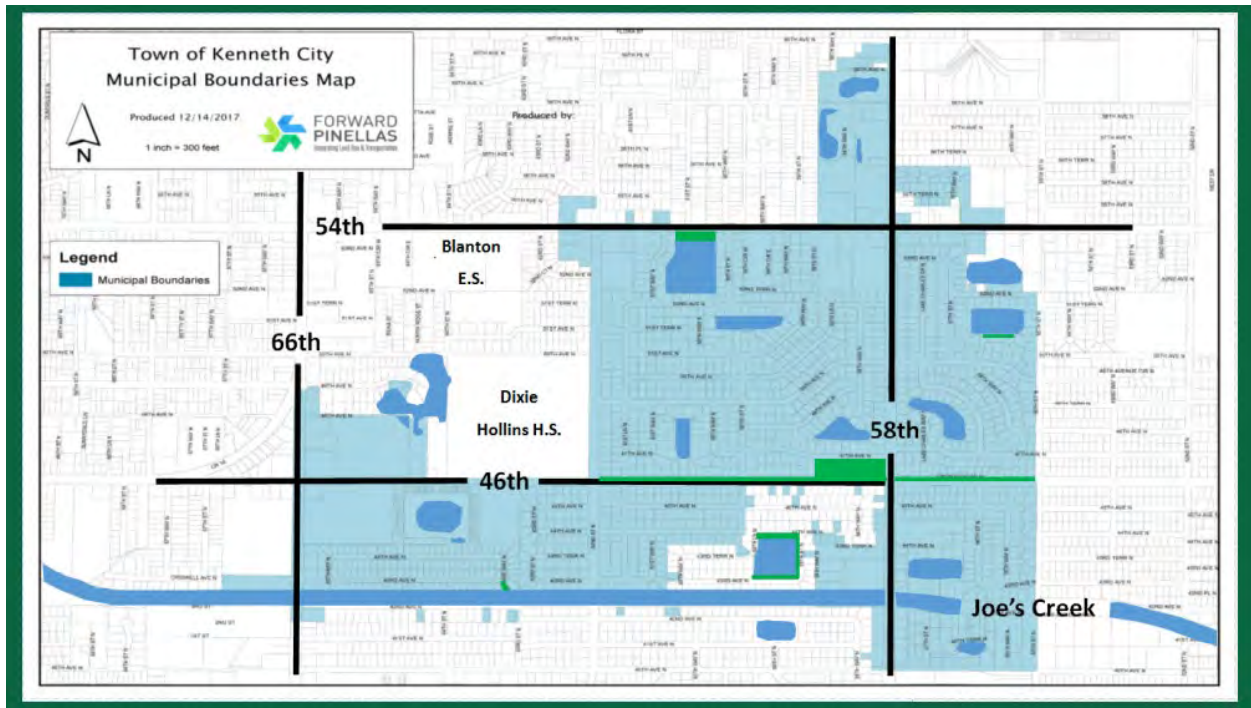
Lake Lori is the only lake within the Town's watershed which discharges directly into Joe's Creek and is completely isolated from the other stormwater systems within the Town. Based on multiple field reconnaissance activities and review of the Digital Elevation Model, Lake Lori may be underutilized as there appears to be additional storage available within the lake without negatively impacting the residential homes adjacent to the lake. Currently, Lake Lori is fed by four (4) outfalls, all collecting runoff directly from the local roads surrounding the lake. The existing outfall pipe on 43rd Avenue North also serves as the discharge point for Lake Lori. Once the lake's water elevation reaches invert elevation of the pipe within the collection structure on the north side of 43rd Avenue, the lake begins to discharge into Joe's Creek.

With the Town's watershed being considered "volume sensitive," being able to utilize Lake Lori for additional storage could facilitate stormwater improvements to upstream subwatersheds without the Town acquiring additional land or coordinating with the County to improve the Joe's Creek channel to provide more volume of storage. The Lake Lori Stormwater Improvement would need to be constructed

prior to the construction of the Lake Charles & Lake Paul Improvement or the 60th Street Stormwater Improvement projects as those projects rely on discharging into Lake Lori to prevent negative impacts to Joe’s Creek. The proposed improvements would entail coordination with Pinellas County to upgrade their stormwater system on 58th Street North between 46th Avenue North and the outfall at Joe’s Creek. The existing 48” piping would need to be replaced with 60” piping along with the construction of a manhole at 44th Avenue North to allow for the Town to install 24” x 38” “siphon pipe” to route flows along 44th Avenue before discharging into Lake Lori. The existing, County-owned, stormwater piping crossing 58th Street on the north and south side of 46th Avenue are proposed to be upgraded to attain the set LOS and prepare for the Lake Charles and Lake Paul Improvements. A baffle box is proposed to be installed along 44th Avenue to provide a water quality treatment element to the project. To control the Lake’s water elevation, a control structure is proposed for the lake’s outfall to 43rd Avenue. The figure below outlines the infrastructure improvements proposed for this project.

### Future Potential Public Education Opportunities

Stormwater newsletters can be created to inform residents and business owners of the progress of stormwater projects within the Town of Kenneth City.





**RESOLUTION NO. 2022-18**

**A RESOLUTION OF THE TOWN COUNCIL OF KENNETH CITY, FLORIDA, REQUESTING APPROPRIATION FROM THE FLORIDA LEGISLATURE TO FUND THE LAKE LORI STORMWATER MANAGEMENT PROJECT, PHASE 1; AUTHORIZING TOWN OFFICIALS TO EXECUTE THE REQUEST PROCESS; PROVIDING FOR TRANSMITTAL; AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, the Town of Kenneth City (the “Town”), recognizes the 2023 State Legislative Appropriations process; and

**WHEREAS**, pursuant to House Bill 53, the Town’s engineering consultant has provided a comprehensive stormwater study identifying the needs for the next twenty years; and

**WHEREAS**, to positively affect the balance of the stormwater plan, the Town has identified Lake Lori as the first necessary stormwater project; and

**WHEREAS**, the estimated cost for design of this portion of the project is approximately ten percent of the overall estimated construction cost; and

**WHEREAS**, the Town Council (the “Council”) finds it necessary to request appropriations from the State Legislator to fund the Lake Lori stormwater management project; and

**WHEREAS**, the Town Council finds that this Resolution to be in the best interests and welfare of the residents of the Town.

**NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF KENNETH CITY, FLORIDA, AS FOLLOWS:**

**Section 1.**      **Recitals Adopted.** The foregoing recitals are incorporated in this Resolution as if fully set forth herein and made a part hereof by reference.

**Section 2.**      **Request For Appropriation.** The Town Council hereby request appropriations from the State Legislature to fund the Lake Lori stormwater management project.

**Section 3.**      **Authorization.** The Town Manager or designee is hereby authorized to take any and all actions reasonably necessary to implement this Resolution.

**Section 4.**      **Transmittal.** The Town Clerk is hereby directed to send a certified copy of this Resolution to State Representatives and State Senators.

**Section 5.**      **Effective Date.** This Resolution shall take effect immediately upon adoption.

**PASSED AND ADOPTED** this 14<sup>th</sup> day of December, 2022.

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ROBERT J. HOWELL  
MAYOR

ATTEST:

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INTERIM TOWN CLERK

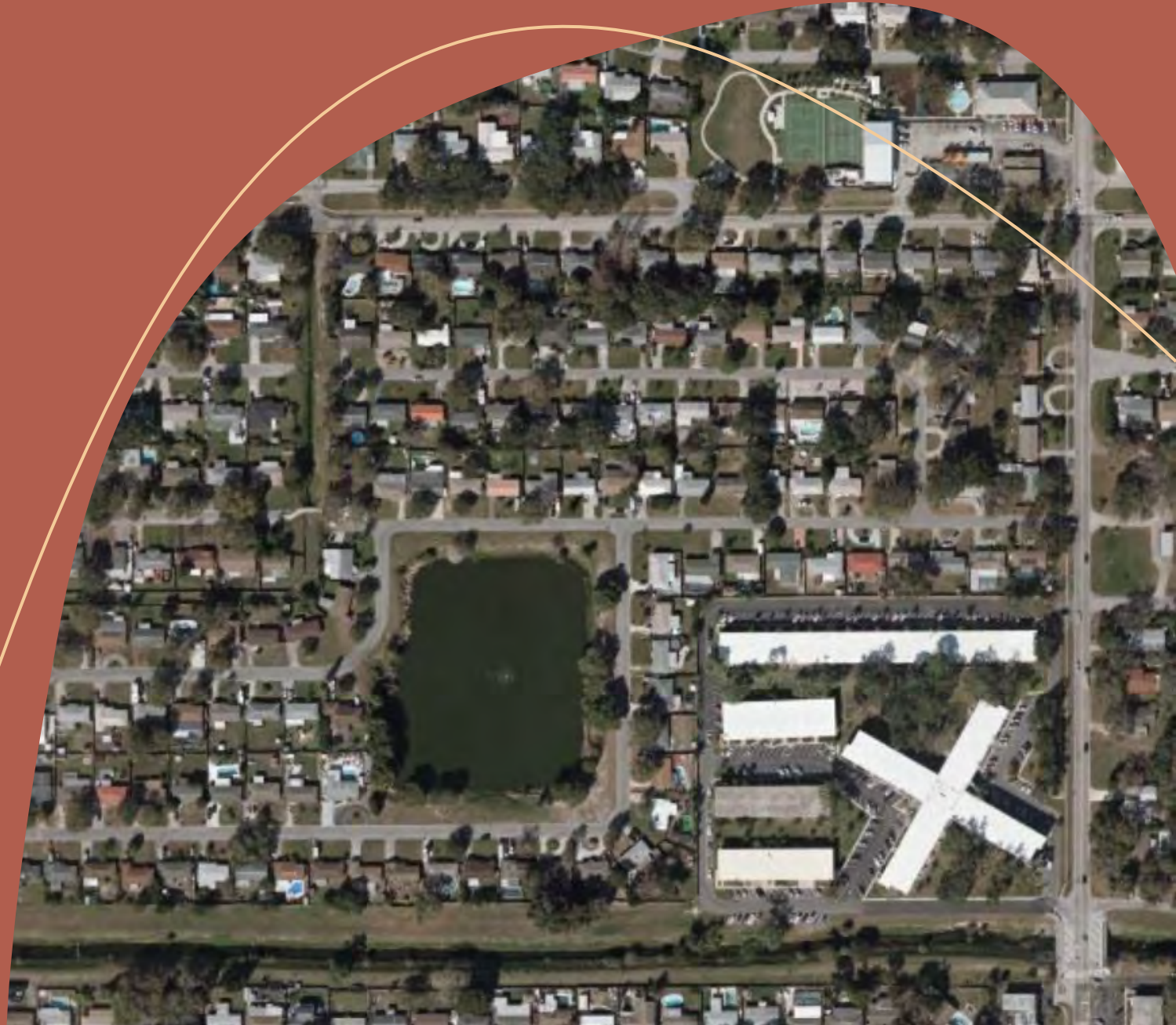
APPROVED AS TO FORM:

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WEISS SEROTA HELFMAN COLE + BIERMAN P.L.  
TOWN ATTORNEY

# Lake Lori Stormwater Management Project

A recommendation to consider a State Appropriations Request for design funding of \$300,000.





# Lake Lori





Community Hall & Ernst Park - **Orange**  
Recently Completed - **Green**  
Proposed Future Projects - **Yellow**





# Project Benefits & Cost Assumptions

- Primary Benefit → Enhancement & Flood Control
- Ancillary Benefit → Beautification & Walkability
- Cost for Construction Estimated at \$3 Million
- Cost for Design Estimated at \$300,000

# Potential Grant Funding to Pursue

- State Water-Quality Assistance Grant (SWAG)  
no \$ match required
- Federal Clean Water Act Section 319(h) Grant  
50% \$ match required but state grant funds can be considered as matching dollars
- RESTORE Act and SWFWMD TMDL programs as additional options

# Example of Other Cities'





# Example of Other Cities'



<https://gocaptec.com>

# Stormwater Control Projects

# Two Motions Recommended

1. Motion to Approve the State Appropriations Request for \$300,000 for Phase 1 (design) of Lake Lori Stormwater Management Project
2. Motion to Direct Staff to Pursue All Future Grant Funding Options for Lake Lori Stormwater Management Project





**TO:** Town Council  
**FROM:** Rob Duncan, Interim Town Manager  
**SUBJECT:** Town Manager's Report  
**DATE:** December 9, 2022

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### **Kickoff and Site Visit – Joe's Creek Greenway Restoration and Trail**

Keith and I attended the kickoff meeting on December 8<sup>th</sup> and Keith participated in the various site visits December 8-9 that impact Kenneth city. This is a long-term project with significant beneficial implications for the Town of Kenneth City. Staff will continue to monitor and engage as necessary trying to ensure maximum benefit to the Town. Staff will also be looking for opportunities to create synergy with other Kenneth City improvement projects to maximize benefit potential and grant opportunities.

### **Preparation for Workshop on January 5, 2023**

Preparation has started for the Town Council Workshop to review a performance and discuss long-term needs and expectations of the Town Manager. I met with one council member so far and would like feedback from others by Friday, December 15.

### **Laserfiche Implementation**

The 2 scanners have been installed on Town computers and integration with Laserfiche was completed on Friday December 8. Staff will begin testing scanning directly to system, beginning with Building Department and HR files. This is a large effort without a defined "end date" at the moment, but staff is making progress turning all of our documents into an electronic and searchable repository.

### **Building Department**

SAFEbuilt started on December 1. Staff and Pinellas Park had an onsite transition meeting December 7. Implementation of Community Core – the online permitting portal – is underway. Updates to the Kenneth City website have started – linking to SAFEbuilt making it easier for contractors moving forward.

### **Accounting Technology Implementation**

The base Aclarian technology has been deployed and staff is utilizing the new system for procurement and payment processing. The implementation plan covers almost 6 months, but we are committed to capturing all Budget year 2023 in the new system. This includes loading the budget into the system and tracking budget versus actuals (a key component to eliminate the utilization of Quickbooks in PD).

There are many modules and forms still to be implemented, including Business Tax Receipts and Community Hall Rental applications, for example, that will greatly reduce staff time. Proper implementation is the key to long term success, so staff is working with Aclarian to ensure best practices during setup and not just rushing through the implementation process.

### **RFPs**

The Engineer of Record RFP has closed and formal bid opening was December 6<sup>th</sup> at 10am. 4 respondents made submittals for this RFP and award recommendations will be brought to Town Council in early 2023.

### **Town Events Management and Community Hall Rental**

Staff met on November 18<sup>th</sup> to discuss handling of Community Halls Rentals and Town Events to address some resident complaints, use of overtime and opportunity to improve value to residents from events and Town Assets. Administration is considering re-allocating resources to create a new part time position that can be focused on these activities. A position description has been drafted and is being reviewed by staff.

### **Staffing Levels**

A few former employees have departed in recent months. One of these was purely for personal reasons, leaving the state to care for a family member. Most, however, have been related to the individual exploring a greater opportunity for their own career. This can be expected in a small town that doesn't have the room for growth that could be available in a different organization. Administration does not believe there is a problem relating to turnover and welcomes a discussion if necessary for transparency purposes.

### **Landscape Maintenance**

Staff is evaluating go forward options for Landscape Maintenance. Proposals from 3<sup>rd</sup> parties are being requested to handle mowing and tree trimming. The Zero Turn mower that was approved at a previous Town Council Meeting has not been purchased as we evaluate the best financial path forward to provide the level of service needed by the town.

### **Kenneth City Website**

Recent updates included the Building Department Page and multiple subpages, including addition of SAFEbuilt staff, update of Election pages to enhance transparency of the process and RFP pages to announce and update on the RFPs, most recently the Engineer of Record.

While the website is not the most pressing issue, as the Town completes technology improvement projects, the website will be a crucial interface to make it easier for contractors (permits), local businesses (BTRs) and vendors (registration/payment) to work with Kenneth City.

A proper strategy and resource investment is needed to improve the Kenneth City website, for now pages will continue to be updated when possible on an "as needed" basis to match operations. A complete audit of the website is needed to take down or update outdated content. There are also inconsistencies with how items have been posted over the years, which impacts user experience.