



THE TOWN OF KENNETH CITY, FLORIDA
Special Council Meeting
PUBLIC NOTICE

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

6:30	April 27 ,2022	Community Hall
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- A. Call to Order
- B. Invocation and Pledge of Allegiance
- C. Roll Call
- D. Public Comment – formerly called Open Forum (limited to 3 minutes)
Please state your name and address for the record. Public participation is encouraged. If you are addressing the Council, step to the podium and state your name and address for the record.
Public comments can also be submitted by email to the Town Clerk at Town57@kennethcityfl.org, written comments must be received by 4pm on the day of the meeting and will be read aloud during the meeting. Please limit your comments to 400 words as the comments are limited to three minutes.
- E. Action Agenda
 - 1. Waste Pro: Solid Waste and Recyclables Collection
Exhibit 1: Contract
- F. Manager/Officer Comments
- G. Mayor/Council Comments
- H. 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



TO: Mayor and Council
FROM: Pete Cavalli, Town Manager
DATE: April 27, 2022
RE: Solid Waste Agreement – Approval to Enter into Agreement with Waste Pro

Summary

The Town implemented a Request for Proposal process to select a contractor to provide Solid Waste and Recyclable Collection (RFP 2022-001).

At the April 13, 2022, Town Council made the official selection of Waste Pro of Florida, Inc. and authorized the Town Manager to negotiate a final agreement to be brought back for final approval.

This item on the agenda requests approval of the final contract and authorization for the Town Manager to execute this agreement.

Discussion

Town Staff have been actively working with Waste Pro staff to meet short deadlines in this transition.

The Contractor is granted an exclusive franchise to provide residential collection service and commercial collection service in the Town commencing on May 2, 2022 (Monday).

This material to be collected includes: (a) Garbage, Rubbish, Yard Waste, Bulky Waste, and Single Stream Recyclable Materials that are generated on Residential Property and collected at Curbside; (b) Garbage, Rubbish, Bulky Waste, and Single Stream Recyclable Materials that are generated on Residential Property (i.e., Multi-Family Dwellings) where Garbage and Rubbish are collected in Mechanical Containers; (c) Garbage, Rubbish, and Bulky Waste generated on Commercial Property; and (d) Construction and Demolition Waste generated on Residential Property or Commercial Property.

The contract is scheduled to expire on September 30, 2027 and the Agreement includes a 5-year extension clause.

Items Highlighted

Residential – Single Family and Multi-Family Dwellings

- Garbage and rubbish shall be collected at curbside two times each week (Monday and Thursday)
- Bulky Waste and Yard Waste Shall be collected at Curbside along with other garbage and rubbish two times each week. (Monday and Thursday)
- Single stream recyclable material s shall be collected at Curbside once each week. (Wednesday)
- The Contractor shall provide side yard service to a disable customer if A) the customer is entitled to receive residential curbside collection service b) the customer has requested and the Contractor have approved side yard service. This does not include bulky or yard waste. There is no cost for this side yard service, provided that the Contractor receives suitable documentation from a physician or similarly qualified healthcare provider confirming that the Customer is physically unable to use the regular

Residential Collection Service that is provided at curbside, and written attestation from the Customer that there are no able-bodied persons residing with the Customer.

- Multi-family dwellings with dumpsters are handled much as are commercial dumpsters and will be provided with a service level agreed to by the customer and contractor.

Commercial Collection Services

- The Contractor will provide the level of service agreed to by the customer and contractor.

General Elements

- Billing and customer service is provided by the Contractor
- Reporting will be assisted by the Contractor
- Residential service will not begin before 7:00 am.
- Service will not be provided on holidays approved by the Pinellas County Solid Waste Technical Management Committee and approved by the Board of County Commissioners or on Sundays.
- Solid Waste is to be processed at the Pinellas County Waste-to-Energy Facility and Recyclables are to be processed at the Contractor's Materials Reclamation Facility (MRF).
- Vehicles will either be new or nearly new, equipped with GPS and Cameras

Residential Rates

- \$21.86/monthly (paid quarterly)

Commercial Rates

- Depends on size and collection frequency

Town Management have provided you the Request for Proposal Submission and discussion at the April 13, 2022 Council Meeting. The Town Manager was provided with authorization to negotiate the contract with Waste Pro of Florida, Inc.

The Town Manager has negotiated the Agreement and is now seeking authorization to enter into this agreement; service starting May 2, 2022.

Conclusion

The Town Manager respectfully request Town Council Approval to enter into the negotiated contract between the Town and Waste Pro to provide the Collection of Solid Waste and Recyclable Materials.



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

Immediately Following Special Council Meeting April 27, 2022

Community Hall

- A. Call to Order
- B. Invocation and Pledge of Allegiance
- C. Roll Call
- D. Public Comment – formerly called Open Forum (limited to 3 minutes)

Please state your name and address for the record. Public participation is encouraged. If you are addressing the Council, step to the podium and state your name and address for the record.

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- E. Workshop Discussion:
 - 1. Town Accountant
 - CPA Scope of Services
 - Exhibit 1: Current Contract
 - Exhibit 2: Sample Job Descriptions
 - Exhibit 3: Accountant Salary Survey, Pinellas County
 - 2. Town Clerk
 - Scope of Services
 - Exhibit 4: Job Posting and Description
 - Exhibit 5: Town Clerk 6 Month Report and Evaluation
 - 3. Code Enforcement Officer
 - Exhibit 6: Job Description

- F. Manager/Officer Comments
- G. Mayor/Council Comments
- H. 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



Date: 4/01/2022

Town Council
Town of Kenneth City
6000 54th Avenue North
Kenneth City, FL 33709

Dear Town of Kenneth City:

Thank you for the opportunity to assist the Town of Kenneth City (the Town). Below I have summarized the services to be provided to the Town by our firm (the Consultants).

I. SCOPE OF SERVICES

- A. Consultants will post all income and expense transactions into the accounting software.
 - 1. Town staff will be responsible for all invoices being approved and coded to expense accounts prior to processing. Town staff will be responsible for finalizing checks (i.e. signing and mailing) after processing.
 - 2. Town staff will be responsible for preparing the bank deposits and summarizing the cash receipt information to enable Consultants to post into the accounting records.
- B. Consultants will reconcile all bank and investment accounts each month. Monthly financial statements will be provided to management.
- C. Town staff will process all bi-weekly payrolls via operative third party platform (presently CentrallyHR).
 - 1. Consultants will post payroll and pension transactions into the accounting software but will not audit the accuracy of the payroll records.
 - 2. Each department will be responsible for proper oversight and accuracy of that departments' time records.
- D. Consultants will assist Town staff with the preparation and filing of requisite compliance and regulatory reports, to include American Rescue Plan Act (ARPA) and any state or federal grant submissions.
- E. Consultants will maintain audit files and assist with annual audit examination, to include corresponding with the auditor as directed by the Town Manager or his/her designee.

Consultants will not be required to attend workshops or Council meetings. An additional fee would be charged for any other services beyond the scope of agreed upon services. This additional fee will be charged at a rate of \$100.00 per hour.

II. MANAGEMENT RESPONSIBILITIES

Town management has the following responsibilities that are fundamental to our undertaking of this engagement:

- A. The selection of accounting principles generally accepted in the United States of America as the financial reporting framework to be applied in the preparation of the financial statements.
- B. The design, implementation and maintenance of internal controls relevant to the preparation of the financial statements that is free from material misstatements, whether due to fraud or error.
- C. The prevention and detection of fraud. Consultants will inform Town of any material errors, fraud, or other illegal acts Consultants discover.
- D. To ensure that the Town complies with the laws and regulations applicable to its activities.
- E. The accuracy and completeness of the records, documents, explanations, and other information, including significant judgments, Town provides for this engagement.
- F. To provide Consultants with:
 - 1. Access to all information of which Consultants are aware is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, and other matters.
 - 2. Additional information that Consultants may request from Town for the purpose of this engagement.

3. Unrestricted access to persons within the Town of whom Consultants determine to be necessary to make or resolve inquires.
- G. Town is responsible for all management decisions and responsibilities and for designating an individual with the suitable skills, knowledge, and experience to oversee our services. Town is responsible for evaluating the adequacy and results of the services performed and accepting responsibility for such services.

III. OTHER RELEVANT INFORMATION

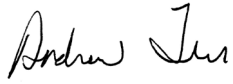
Services will begin as of April 1, 2022, and automatically renew annually with a starting weekly contract amount of \$1,030 for an annual contract amount of \$53,560 with an annual increase allotment of 3%. The fee is based upon anticipated cooperation with Town personnel. If significant additional time is necessary, Consultant will discuss it with Town Management and arrive at a new fee estimate. If additional services are required beyond those described herein, a standard hourly fee of \$100 will be charged. The Consultants may take up to 3 weeks leave during the annual contract term. If on leave, the Consultants agree to coordinate with the Town and any third party, as necessary, to ensure there is no interruption to the services contemplated herein. Consultants' leave shall not reduce or release the Town from remitting the agreed-upon compensation in this agreement. Management will be made aware of any time consultants will not be available. This agreement can be terminated with 60 days written notice by either party.

IV. PUBLIC RECORDS

- A. IF THE CONSULTANT HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONSULTANT'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT 727-498-8948, cabezasa@Kennethcityfl.org, or 6000 54th Ave. N, Kenneth City, FL 33709.**
- B. Owing to this Agreement with a public entity, Consultant agrees to:
1. Keep and maintain public records required by the Town to perform the service.
 2. Upon request from the Town's custodian of public records, provide the Town with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in this chapter or as otherwise provided by law.
 3. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the contract if the contractor does not transfer the records to the Town.
 4. Upon completion of the contract, transfer, at no cost, to the Town all public records in possession of the contractor or keep and maintain public records required by the Town to perform the service. If the contractor transfers all public records to the Town upon completion of the contract, the contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the contractor keeps and maintains public records upon completion of the contract, the contractor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the Town, upon request from the Town's custodian of public records, in a format that is compatible with the information technology systems of the Town.

We appreciate the opportunity to be of service to the Town of Kenneth City and believe this letter adequately summarizes the significant terms of services to be provided. If Town acknowledges and agrees with the terms of services to be provided, please sign in space indicated below and return a copy to me.

Sincerely,



Name Title Date

Andrew Tess, CPA



**The Town of Kenneth City Invites Applications for
the Position of:**

Finance/Accounting Specialist

Salary: \$41,330 to \$61,996 Annually, DOQ

Opening Date: March 21, 2016

Closing Date: Open until filled

General Description of Duties

Performs intermediate paraprofessional work with emphasis in preparing, maintaining and interpretation of a variety of financial reports and accounting records, with routine work in accounts payable and receipt; Performs human resources generalist and duplicative duties in absence of the Town Clerk. Does related work as required. Work is performed under regular to limited supervision by the Town Manager or Town Clerk, and is evaluated through observation, conferences, and the quality and effectiveness of work completed. Reports to Town Manager.

Examples of Essential Job Functions

The duties recorded below are representative of the duties of the class and are not intended to cover all the duties performed by incumbent(s) of any particular position.

Reviews, monitors and processes a variety of fiscal transactions. Reconciles accounts. Maintains records. Receives and accounts for cash transactions. Performs billing. Reviews accounts payable transactions for accurate documentation. Authorizes and processes payments. Performs purchasing functions. Develops and monitors budgets and financial reports. Assists in compiling information pertaining to budgets, accounts, inventories and other financial operations. Enters data onto spreadsheets, ledgers, worksheets and/or other forms. Performs payroll duties, as needed. Responds to inquiries; checks accounting transactions to resolve discrepancies. Prepares and maintains 1099 vendor records and tax filing documents. Performs human resources generalist duties including benefits and risk management, meanwhile maintaining a thorough, working knowledge of state and federal employment laws and public sector human resources practices. May support research administration activities such as monitoring grant funding and expenditures. Performs related responsibilities as required.

Minimum Training & Experience

Bachelor's degree in finance, accounting, business or a related field, and a familiarity of local government finance, accounting or business principles is preferred, or

Two years college with courses in finance, accounting, human resources or public administration, supplemented by two-years related experience. An equivalent combination of education, training, and/or

experience may be considered in lieu of the educational requirements for this position.

Thorough, working knowledge of computers, software and other modern office equipment, including MS Word, Excel, and Publisher is required. Experience in Tyler Technologies – Fund Balance software strongly preferred.

Candidate must be highly motivated and organized, and possess an interest or ability to learn new tasks while being able to interact pleasantly and positively with the general public, vendors, and other employees.

Must possess a valid Florida Driver's License.

Please note: Preference may be given to motivated candidates with 1 to 2 years of municipal finance, accounting, human resources and/or a public administration background with an interest in obtaining a position within a progressive community who, after obtaining 3-5 years of experience, will be poised to advance to a progressively responsible municipal position elsewhere, to ultimately further their overall career objectives.

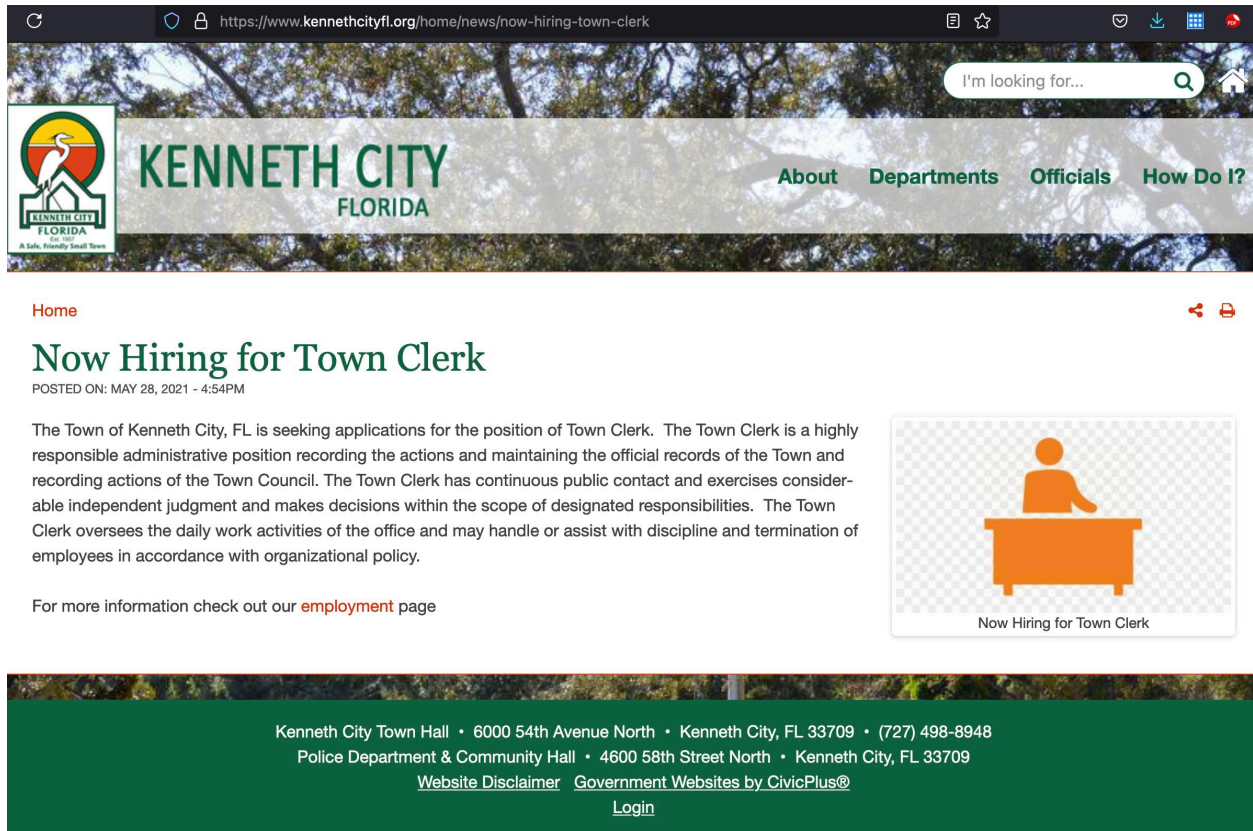
ADA Compliance

This is sedentary work requiring the exertion of up to 25 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects. Work requires fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word, and conveying detailed or important instructions to others accurately, loudly, or quickly. Hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communications and/or to make fine distinctions in sound; visual acuity is required for peripheral vision, preparing and analyzing written or computer data, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities. The worker is not subject to adverse environmental conditions.

The Town of Kenneth City is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the employer will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Survey Salary for CPAs and lower level accountants in Pinellas County Municipal Governments

Town	Position	Hrly Rate	Salary	Notes
Belleair Bluffs	CPA and City Treasure		\$58,350	
City of Gulfport	Finance Director, CPA		\$109,842.72	Has 8 finance people
	Accounting Manager		\$65,145.60	
	Sr. Accountant		\$53,836.64	
Largo	Accountant		\$48,152.00 - \$77,043.20	
	Senior Accountant		\$51,771.20 - \$82,825.60	
Pinellas Park	Accounting Manager		\$57,834.66 - \$88,003.24	
	Accountant		\$49,870.85 - \$75,884.28	
	Accounting Technician		\$37,081.72 - \$56,424.16	
	Accounting Clerk		\$35,295.00 - \$53,705.08	
Seminole	Senior Accountant		\$57,936.52- \$86,904.79	
Treasure Island	Finance Director, CPA	\$45.35	\$94,328	
	Assistant Finance Director	\$37.34	\$77,667	
	Fiscal Analyst	\$26.44	\$55,995	
	Account Specialist	\$20.35	\$42,328	



NEW TEXT RECOMMENDED FOR WEBSITE

The Town Council is seeking a Town Clerk / Assistant to the Town Manager who is an energetic, ethical, and disciplined individual with advanced interpersonal skills and a passion for public service. The ideal candidate will have excellent written communication skills, the ability to compose original material, and possess knowledge of Florida Statutes related to municipal government.

An individual with professional certification or an advanced degree in public administration is strongly desired, but not required for the position.

The Town is offering this position with a willingness to provide competitive compensation commensurate with a candidate's experience and duties, using the Florida League of Cities data for similar size towns, as a reference.

Current Opportunities

The Town of Kenneth City is always seeking job applicants to serve in the following areas:

- **Town Clerk:** The Town of Kenneth City, FL is seeking applications for the position of Town Clerk. The Town Clerk is a highly responsible administrative position recording the actions and maintaining the official records of the Town and recording actions of the Town Council. The Town Clerk has continuous public contact and exercises considerable independent judgment and makes decisions within the scope of designated responsibilities. The Town Clerk oversees the daily work activities of the office and may handle or assist with discipline and termination of employees in accordance with organizational policy.
- The ideal candidate will have knowledge of Florida Statutes related to municipal government, an understanding of the organization, function, and activities of municipal government, and a thorough knowledge of ordinances, policies and procedures of the Town, and five (5) years of related experience in municipal government. Candidates for this position need to have excellent written communication skills, the ability to compose original material, and demonstrated proficiency in Microsoft Word, Outlook, Excel, and PowerPoint. A high school diploma or GED, valid Florida Driver License. [Job Description - Town Clerk](#)

This is an administrative position involving generally sedentary work. Incumbent must be able to sit for extended periods of time. Incumbent must be able to work extended hours to attend evening City Council meetings and additional meetings as required. The incumbent must occasionally lift objects weighing up to 25 pounds.

The Town is offering this position with a willingness to provide competitive compensation commensurate with a candidate's experience and duties, using the Florida League of Cities data for similar size towns, as a reference.

To apply, submit a cover letter, resume by June 16, 2021, at 5 p.m. to Randy@cityattorneys.legal, with the phrase "KC TOWN CLERK APPLICATION," in the subject line. All submittals are public records within the State of Florida. Successful applicants will be interviewed in late June and will be subject to a background check. The Town website is www.kennethcityfl.org



WEBSITE RECOMMENDATION:

Post Job Description in text and include the following on the bottom

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DRAFT

This position is appointed by the Town Council as described in Section 4.02, Charter of the Town of Kenneth City (2013).

GENERAL STATEMENT OF JOB

Performs a wide range of clerical and administrative support functions related to Town administration and the Town Clerk function. Duties require use of discretion and independent judgment in matters of significance to the Town. The Town Clerk is an administrative position responsible for recording the official acts and maintenance of the Town's official records. The Town Clerk has continuous public contact, prepares council meeting minutes, and performs other administrative and clerical duties in support of the general business operations of the Town and its residents.

ESSENTIAL JOB DUTIES

- Give notice of council meetings to its members and the public
- Attend all council meetings and keep a journal of the proceedings which shall be a public record
- Be the custodian of all the records, documents and papers of the town
- Be custodian of the official seal of the town, and authorize to affix the same to such instruments of writing as is necessary
- Attest all documents, contracts and agreements to which the town is a party as required by law
- Administer oaths as necessary
- Arrange for and supervise all town elections
- Prepare the agenda for all council meetings and post such agenda on the approved bulletin boards at least forty-eight (48) hours prior to each of said meetings
- Keep properly indexed books in which shall be recorded, in full, all ordinances and resolutions passed by the council. Ordinances shall be periodically codified. The clerk shall also keep the Town Charter in current form and shall enter all Charter amendments
- Be responsible for the records retention program in accordance with state regulations and to destroy such records as authorized by the Florida Division of Archives History and Records Management
- Be responsible for the supervision of all city clerk department personnel
- Perform such other duties as may be required by the Town Manager and council as well as other duties required by the ordinances of the Town of Kenneth City and the laws of the State of Florida.
- Perform such other duties as are assigned to the town clerk by this Charter or by the Town Manager.
- Coordinates the day-to-day operations of the Town Manager's office and provides
- administrative support to the Town Manager.
- Provides support to Town Manager in the implementation of policies and procedures.
- Provides support to the Town Council, including correspondence, mail, telephone calls, emails, conference registration, and travel arrangements.
- Provides notary services for Town documents.
- Conducts and compiles research for the Town Manager, or elected officials.
- Performs related work as required.

MINIMUM QUALIFICATIONS

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of Florida Statutes related to municipal government.
- Excellent written communication skills and ability to compose original material.
- Thorough knowledge of the Town's ordinances, policies, and procedures
- Knowledge of legal requirements, rules and procedures for Town Council meetings
- Knowledge of the organization, function and activities of municipal government.
- Demonstrated proficiency in Microsoft Word, Outlook, Excel, and Power Point.
- This position requires the candidate to exercise independent judgment and be proactive in the execution of their job functions.

MINIMUM TRAINING AND EXPERIENCE

- High School Diploma or GED
- Five (5) years of related work experience in municipal government (or equivalent education such as a Master's in Public Administration)
- Valid Florida Driver License

PHYSICAL REQUIREMENTS

This is an administrative position involving generally sedentary work. Candidate must be able to sit for extended periods of time. Candidate must be able to work extended hours to attend evening Town Council meetings and additional meetings as required. The Candidate must occasionally lift objects weighing up to 25 pounds.

Functions and Responsibilities of Town Clerk

Form of Government

The Town of Kenneth City is a Council Manager form of government. The council-manager form is the system of local government that combines the strong political leadership of elected officials in the form of a council or other governing body, with the strong managerial experience of an appointed local government manager. You can read more about this form of government here:

<https://icma.org/council-manager-form-government-resources>

Official Documents

Municode is an online municipal code library where you can access the charters, Codes of Ordinances, and Land Development Codes of many jurisdictions. While you may have a printed copy of these documents in Town Hall, many use this online resource. You will want to familiarize yourself with this resource as you will need to communicate with Municode to codify ordinances and make changes to the Town's official documents.

https://library.municode.com/fl/kenneth_city/codes/code_of_ordinances

Human Resources

The Town Clerk will be responsible for many of the Human Resources functions for employees. I believe Heather has been doing most of these functions, so she may be your best resource here. Additionally, the Town is a member of Public Risk Management of Florida (PRM) for its Property and Casualty Insurance and Health Insurance Benefits (Blue Cross is the provider). They are excellent people to work with and I have found them incredibly helpful. It is a little confusing to figure out how it all works at first, but it is worth the time investment as they provide so many services. I believe the Town Manager has already made contact with this organization.

<https://prm-fl.com/>

Budgeting

Like many local governments, Kenneth City has an annual budget process with a fiscal year that runs from October 1 to September 30 of each year. Fund budgeting is the methodology utilized to create the budget. You will want to familiarize yourself with the Town's budget and local government budgeting in general. There are a number of procedures that accompany the budget during its approval process. Luckily, we are just finishing that up now. But, you'll need to get prepared for next year.

Kenneth City's budget is posted online: <https://www.kennethcityfl.org/finance/pages/proposed-budget-2021-2022>

Helpful resources can be found on the following websites:

<https://www.fgfoa.org/>

<https://icma.org/>

Audit

The Town has an audit (Comprehensive Annual Financial Report or CAFR) performed by an independent audit firm every year. The Town Clerk will be responsible for maintaining a record of this document every year. This also needs to be submitted to the State every year.

Document Retention

The Town Clerk is responsible for maintaining all the official records of the Town. Some departments maintain their own records (like the Building and Police Departments). I have been saving many of the documents on the Town's K drive in various folders. You may want to consider adding some type of electronic record management system. This doesn't have to be anything fancy (Laserfiche is what I am most accustomed to), just some way to access and search documents online. From my experience, a record keeping system that combines paper and electronic documents is the safest. There is also a document destruction schedule that you need to keep track of. Not every document needs to be kept forever, some have an expiration date (so to speak). I believe the Government in the Sunshine Manual provides guidance on this. (See next paragraph for link).

Public Records

Responding to public records requests is a primary function of the Town Clerk. These generally come in via email but sometimes the Town gets a fax, also. I see requests coming through my email and the Town57 email account. It is the responsibility of the Clerk to respond to these in a timely manner and distribute them to necessary departments for information as necessary. The Town Attorney is your best resource here. My best advice is to ask him if you aren't sure about something. He is extremely knowledgeable and helpful. I have kept a record of the requests I have responded to in my time with the Town on the K Drive under Public Records/Public Records – 2021.

The Government in the Sunshine Manual is an excellent reference tool that you should get to know intimately: [http://myfloridalegal.com/webfiles.nsf/wf/mnos-b9qq79/\\$file/sunshinemanual.pdf](http://myfloridalegal.com/webfiles.nsf/wf/mnos-b9qq79/$file/sunshinemanual.pdf)

I think you can also get a hard copy if you prefer that format.

Public Meetings

The Town Clerk is primarily responsible for organizing and coordinating official meetings of the Town of Kenneth City. This includes maintaining a calendar, preparing and disseminating agendas, serving as the official Town Clerk at the meetings, and taking minutes to memorialize the official business that takes place at each meeting. Also, you will be maintaining the related documents as official records.

Council Meetings

Council meetings occur regularly on the 2nd Tuesday of every month. There are additional meetings such as Special Meetings, Workshops, Budget Hearings, and meetings of other boards that take place as needed. I record these meetings using the Town's Surface but you may want to explore better options.

There is a Youtube channel with some of the older meetings. But, we haven't been able to locate the login credentials. I have saved all the meetings that I have recorded on the K drive under a folder labeled #Audio-Video Council Meetings/2021 Meetings. At the meeting, you will be expected to take roll and record actions that take place amongst the Council.

Agendas

The Town Clerk will work with the Town Manager to prepare and distribute the official agenda of the Town's meetings. Agendas are usually delivered electronically to Council and staff on the Friday afternoon before the meeting takes place. It is also posted on the Town's website. Hard copies of agendas are provided to Council members at the meeting (or before if they request it). I use Word to create the agenda cover page and Acrobat DC to compile the backup material. The agenda for each meeting follows a similar format each time. I just created a template for myself and work from that for each meeting. The Town doesn't have any specific software for this task, although they do exist. You may want to consider something like this in the future, if funding allows. I have saved all the agenda packets that I have completed on the K drive under 2021 Meetings/Packets.

Minutes

It is the responsibility of the Town Clerk to prepare minutes to record the official business of the Town Council that occurs at public meetings. This primarily occurs in the form of motions, seconds, and votes of the Town Council. The Clerk will need to keep accurate records of these occurrences and record them in the official minutes. Completed minutes must be approved at a Council meeting, kept on file in the Clerk's office, and uploaded to the Town's website for public viewing. There is much variation on how to take minutes and many different formats. Some jurisdictions do word for word transcriptions while others provide summaries. For me, I like action minutes whereby the discussions that take place at a meeting are summarized and then the actual action (or votes) is recorded in detail. You can look at previous minutes from the Town and that of other jurisdictions to get a sense of what makes sense to you and the Town Manager. My personal preference is to create an outline of the minutes before the meeting and try to take copious notes on my laptop at the meeting that way I just go back and summarize/revise my notes. Some prefer to listen to the meeting after it takes place and record the minutes that way. I guess it personal preference here, but I like to kill two birds with one stone and make efficient use of my time.

None of the September minutes have been approved, so there should be 3 sets (9.1.21 Budget Workshop, 9.1.21 Special Meeting, and 9.8.21 Meeting) of minutes that need to be approved in October. They are completed already and can be found on the K Drive under 2021 Meetings/Completed City Council Minutes.

Elections

The Town Clerk is responsible for overseeing municipal elections. Check Municode for the election cycles of elected officials in the Town so you know which seats are open each year. There is a lot to learn here, you will work with the Pinellas County Supervisor of Elections on this:

<https://www.votepinellas.com/>

Business Tax Receipts

Local Business Tax Receipts are the method used by a local government to grant the privilege of engaging in or managing any business, profession, and occupation within its jurisdiction. [Chapter 205 of the Florida Statutes](#) governs the authority of municipal Governing bodies to collect the business taxes in Florida and set provisions for this process. The Town Clerk processes new applications and is responsible for the annual renewal of BTRs.

Professional Association

There are several professional associations that you will want to join:

Join FACC and local Clerks Association

International Institute of Municipal Clerks: <https://www.iimc.com/>

Florida Association of City Clerks: <https://www.floridaclerks.org/>

Pinellas County Municipal Clerks Association: https://www.floridaclerks.org/index.asp?SEC=BAD9C400-196B-466B-89FF-E9449EC38770&Type=B_BASIC

Front Desk at Town Hall

Currently, there is a temporary employee working in a full-time capacity in the Administrative Assistant position that manages the front desk. It will need to be determined who directs the daily work assignments of that position. Also, the creation of a staffing policy for Town Hall may be prudent (just to make sure it is staffed continuously). There have been challenges in the past with staffing at Town Hall, but it may not be an issue now as there are more permanent employees on staff.



**Town of Kenneth City
Short Form Performance Evaluation**

Employee Ana Cabezas
Review Period 09/20/2021-03/2022

Position: Town Clerk
Date 03/07/2022

The purpose of the short form evaluation is to rate your performance, goal setting and accomplishment, and overall satisfaction with your position in the most efficient manner possible. Due to the small, compact nature of our office setting, administrative staff are able to routinely observe performance, and/or provide feedback throughout the year on daily routines, thus eliminating the need for the typical long-form evaluation forms customarily used in larger municipalities. Please do your best in reviewing and responding the following questions, and attach (1) additional sheet, if you feel it is needed.

1. *What goals did you accomplish, above and beyond your normal daily duties since starting in your position?*

**See attached 6 month report*

2. *What goals were you unable to accomplish, and what hindered you from achieving them?*
Although I have started working on organizing the Town's records and files (sorting, scanning and electronic conversion), I've come to realize that it is going to take longer than anticipated due to current multitasking demands. It is worth considering hiring a consultant due to the nature of the inherent state of the town's records. The Town might also consider hiring an archivist to salvage historical documents that were not adequately maintained. The Clerk is currently researching grants for this type of service.

3. *What goals, above and beyond your normal daily duties have you, or will you set for this year?*

1. Complete the FEMA training by July of this year.
2. Attend the CMC summer conference

4. *What resources do you need from the Town to achieve these goals?*

Continued support and resources to accomplish the goals.

Based on YOUR personal satisfaction with your position on our Team (workload, environment,

5. *pay, challenge, etc.), how would you rate your satisfaction, from 1 (poor) to 10 (excellent) 1 2 3*

4 5 6 7 8 9 **10** (circle one).

Ana Cabezas
Employee Signature

[Signature]
Town Manager Signature

3/7/22
Date

3/29/22
Date

March 07, 2022

Dear Manager, Cavalli:

Below is somewhat of a *6-month report* to bring you up to date on what I am working on, have accomplished, or am hoping to accomplish soon. I am including next steps, so you have a clear idea of the direction of my intentions.

Administrative Records Management:

- Coordinated Division of Library services trainings plus one-on-one consultation with Stephanie Boggs.
- Participated in a few public records management classes during Fall 2021 Clerk's Academy.
Next steps: Begin basic, general inventory of our records:
 - a) Identify Records, separate by type of record and identify records that are near or past their retention periods.
 - b) Document any and all dispositions.
 - c) Arrange remaining files, developing a permanent record management system.
- Updated and improved personnel records management -developed a standard operating procedure, increased security of files.
- Becoming proficient in legal ad writing and purchasing (ordinances, elections).
- Respond to all public records request from the public, staff, other government agencies and interested parties.

Electronic Record Conversion and maintenance:

- Indexed Meeting agenda, packets and minutes on K drive. Found material from 1980's and 2001 to present date.
Next step: locate, scan and store meeting minutes that predate 2001 -**Found**
- Admin Assistant scanned all of the ordinances on site from 1957 to present date.
Next step: is to index by year and ordinance title (identify gaps in years or ordinances that may need to be codified)

Human Resources:

- Learned how to manage the Town health insurance benefits as well as pensions and retirement accounts.
- Updated administrative contacts and rosters for all benefits.
- Learned basic command of CBIZ (payroll),
- Developed relationships and contacts with PRM for assistance with all benefits and liability related questions.
- Renewed liability insurance application (PRM) for the Town which included updating an exhaustive Town Property Inventory.
- Assisting Manager Cavalli in updating and revising the Town Personnel Manual.
- Assisted in the recruitment, hiring and training of staff.
- Supervising Administrative Assistant and share supervision of Code Enforcement Officer.

Coordinate staff trainings/continuing education:

- Attended training on new PRM training portal resource and disseminated access to Town employees.
- Coordinated Town-Wide training on record retention with the Department of State
- Coordinated PRM customer service training (2/16/22)
- Coordinated Orientation for new Board Members with Town Attorney, Randy Mora

Elections:

- Coordinated my first pre-election cycle while learning the Town's candidate qualifying system as described in the Town Charter
- Updated candidate packets for the 3/2022 election cycle and successfully processed 3 candidate packets
- Served as the Town qualifying officer for the election, made all arrangements in accordance with Supervisor of Election, coordinate legal advertisements and determine schedule based on stipulations in the Town Charter.

Police Department support:

- Completed level 2 screening so that I can enter the PD without escort
- Successfully updated WEX fleet card management

Notary:

- Completed training and became a Certified Notary Public.

Efforts towards attaining CMC:

- Joined IIMC, FACC and PCMCA. Attended Fall academy and am planning to attend Spring Academy, as well.
- Currently serving as the *Secretary* of Pinellas County Municipal Clerks Association (PCMCA).
- On track to attain CMC designation the summer of 2024

Other:

- Attend all city council meetings and workshops.
- Prepare agenda and packet, record all motions, votes and actions.
- Prepare meeting minutes.
- Coordinate/manage Town Boards (zoning and board of adjustments)
- Maintain custody of the Town Seal.
- Process Business Tax Receipts as they are paid.
- Collaborate/Design/Write distribute the Town Talk, the Kenneth City Town newsletter.
- Provide ongoing support to the Town Manager, City Council and PD
- Translate and/or interpret for Spanish speaking customers/residents
- Completed IS.100 FEMA training, IS700 in process

TOWN OF KENNETH CITY

PERFORMANCE EVALUATION

NAME: *Ana Cabezas*

POSITION: *Town Clerk*

DATE: *3/29/22.*

TYPE OF EVALUATION: () ANNUAL () PROBATIONARY () SPECIAL (X) OTHER *6-month.*

PERIOD COVERED: FROM: TO: CURRENT PAY GRADE: *Salary/Hourly*

INSTRUCTIONS: Carefully evaluate the individual. Rate within the present evaluation period only. Check the most descriptive phrase.

	REMARKS:
<p>Dependability in fulfilling job assignments:</p> <p><input checked="" type="radio"/> 5.) Completely reliable, completes assigned tasks with minimum direction. <input type="radio"/> 4.) Only occasional instructions & checking required. <input type="radio"/> 3.) Requires normal supervision. <input type="radio"/> 2.) Needs direction and frequent checking. <input type="radio"/> 1.) Unreliable.</p>	<p><i>Ana is a self-starter and takes ownership in her position & assigned tasks.</i></p>
<p>Knowledge of present job:</p> <p><input checked="" type="radio"/> 5.) Very well informed on all phases of work. <input checked="" type="radio"/> 4.) Sound working knowledge of most phases of work. <input type="radio"/> 3.) Satisfactory knowledge of job. <input type="radio"/> 2.) Understanding of job limited in some areas. <input type="radio"/> 1.) Definite weakness in knowledge of major areas.</p>	<p><i>Ana is developing her knowledge in municipal governments. She is using every resource available effectively and is developing her knowledge quickly.</i></p>
<p>Attitude toward present job, supervision, other personnel and the department:</p> <p><input checked="" type="radio"/> 5.) Exceptionally enthusiastic and cooperative, demonstrates a positive and helpful attitude. <input type="radio"/> 4.) Definitely interested and cooperates well. <input type="radio"/> 3.) Generally interested and cooperative. <input type="radio"/> 2.) Indifferent and uncooperative at times. <input type="radio"/> 1.) Often disinterested and uncooperative.</p>	<p><i>Ana is very enthusiastic & has a nice & kind way of supervising.</i></p>
<p>Amount of effort individual applies to the job:</p> <p><input checked="" type="radio"/> 5.) Extremely industrious. <input type="radio"/> 4.) Hard worker. <input type="radio"/> 3.) Steady worker. <input type="radio"/> 2.) Occasionally nonproductive. <input type="radio"/> 1.) Frequently nonproductive.</p>	<p><i>Ana is a self-starter - she puts much effort in her job & has volunteered for a number of special events.</i></p>
<p>Quantity and quality of work produced:</p> <p><input checked="" type="radio"/> 5.) Consistently above requirements of job. <input type="radio"/> 4.) Normally above requirements of job. <input type="radio"/> 3.) Normal production requirements of job. <input type="radio"/> 2.) Occasionally below requirements of job. <input type="radio"/> 1.) Frequently below job requirements.</p>	<p><i>Especially understands that the town is being put back together from its previous state. Ana understands the importance of her job and provides excellent work.</i></p>
<p>Judgment:</p> <p><input checked="" type="radio"/> 5.) Consistently makes sound decisions in any situation without supervision. <input type="radio"/> 4.) Generally makes sound decisions in any situation. <input type="radio"/> 3.) Judgment sound under normal circumstances. <input type="radio"/> 2.) Occasionally makes incorrect decisions. <input type="radio"/> 1.) Frequently makes incorrect decisions.</p>	<p><i>Ana works well independently & as a team member. Her judgment is always on point. She exercises judgment in all facets of her job.</i></p>

INSTRUCTIONS: Carefully evaluate the individual. Rate within the present evaluation period only. Check the most descriptive phrase.

<p>Community relations:</p> <ol style="list-style-type: none"> 5.) Creates an excellent impression. 4.) Impresses people favorably. 3.) Generally creates a satisfactory impression. 2.) Sometimes creates an unfavorable impression. 1.) Frequently impresses people unfavorably. 	<p>Ana is truly community-minded and is liked by the residents & Council. She puts everyone in a good mood and represents the town well.</p>
<p>Conduct:</p> <ol style="list-style-type: none"> 5.) Always follows current rules, regulations and directives. 4.) Generally follows rules and regulations. 3.) Conduct meets normal standards. 2.) Occasionally fails to follow rules and regulations. 1.) Regularly violates current rules, regulations and directives. 	<p>Her conduct is beyond reproach. Even in difficult situations.</p>
<p>Human relations:</p> <ol style="list-style-type: none"> 5.) Demonstrates the ability and willingness to interact well with all without prejudice. 4.) Interacts well with others. 3.) Generally able to deal with people on an appropriate level. 2.) Occasionally does not deal well with certain types of people. 1.) Shows strong prejudice toward a particular person or group. 	<p>Again, Ana has a great community-centered focus and relates to all clients well.</p>
<p>Care, maintenance and operation of equipment:</p> <ol style="list-style-type: none"> 5.) Takes exceptional care of equipment and immediately reports damage and breakdowns. 4.) Usually follows proper procedures with all equipment. 3.) Generally takes good care of equipment. 2.) Occasionally does not take care of or operate equipment properly. 1.) Often fails to take proper care of equipment. 	<p>This is a more minor component of her work.</p>
<p>Personal appearance:</p> <ol style="list-style-type: none"> 5.) Is always neat, clean and well groomed in proper attire. 4.) Is usually well groomed. 3.) Meets acceptable standards 2.) Occasionally is not well groomed or in proper attire. 1.) Is often sloppy in appearance or not dressed appropriately. 	<p>Ana dresses very professionally and is always in appropriate attire.</p>
<p>Punctuality and attendance:</p> <ol style="list-style-type: none"> 5.) Is always on time or early for work, assignments, appointments and meetings. Never abuses sick time. 4.) Usually on time and does not abuse sick time. 3.) Only occasionally late or calls in sick and can justify absence. 2.) Sometimes late or calls in sick without acceptable justification. 1.) Often late or sick without an acceptable excuse. 	<p>Ana is always punctual & even volunteers at town events.</p>
<p>Report writing:</p> <ol style="list-style-type: none"> 5.) Consistently written in a concise, objective and grammatically correct manner containing all pertinent facts. 4.) Writes a satisfactory report. 3.) Only occasionally returned for correction. 2.) Are often below standard and are returned. 1.) Writing unacceptable. Requires regular guidance. 	<p>Report writing is well developed and it shows that she has undergone advanced training in report writing & communication in general.</p>

INSTRUCTIONS: Carefully evaluate the individual. Rate within the present evaluation period only. Check the most descriptive phrase.

<p>Safety:</p> <p>5.) Consistently complies with all established guidelines and uses good judgment to prevent injuries. 4.) Definitely makes an effort to follow safety guidelines. 3.) Generally follows safety guidelines. 2.) Occasionally has an accident or fails to follow guidelines. 1.) Displays a definite weakness in following safety guidelines.</p>	<p>Ana is safely conscious, and mentions safety focus msgs to staff regularly</p>
<p>Strives to reach full potential:</p> <p>5.) Consistently preforms well when in charge, is willing to accept assignments with a positive outlook and takes advantage of training opportunities. 4.) Usually makes a strong effort to get ahead. 3.) Progressing at an acceptable level. 2.) Does only what is needed to maintain present level. 1.) Shows a lack of enthusiasm.</p>	<p>I have no doubt that Ana will achieve greatness in local Gov't.</p>

Total score: Divided By 15 = Point Average 4.93.

Rate employees overall performance for this evaluation for this period:

- 5.) Outstanding 4.) Exceeds expectations 3.) Meets expectations 2.) Below expectations 1.) Unsatisfactory

1.) Accomplishments or new abilities demonstrated since last review:

See attached.

2.) Specific areas of improvement needed:

~~Continue development of knowledge related to local Gov't.~~
Continue developing your knowledge related to local Gov't.

3.) Raters' recommendations for professional development:

4.) Pay increase recommended: Yes No

Fema training + CMC - related training

This evaluation is based on my observation of this individual for the period indicated.

It represents my best judgment of this individual's performance.

Evaluator's Signature: [Signature]

Print Name: Cavalli Manager Campbell Date: 3/29/22

Employee's Signature: [Signature]

Print Name: _____ Date: 3/29/22

NOTE: IF EMPLOYEE DISAGREES WITH ANY PART OF THIS EVALUATION, SHE MAY ATTACH APPROPRIATE COMMENTS WITHIN 10 WORKING DAYS.

Town of Kenneth City

Position: Non-Exempt

Code Enforcement

Job Title: Code Enforcement Officer
Department: Building, Permitting, Zoning and Economic Development
Reports to: Town Manager or his designee
Classification: Full time; Non-Exempt
Compensation: \$14 to \$18.65 hourly (DOQ)

Summary:

The Code Enforcement Officer Takes direction primarily from and reports to the Town Manager or designee. The incumbent will spend approximately 40% of their time on Code Enforcement related events. The rest of the incumbent's time will be spent working on a variety of tasks in the field as well as in the office.

These tasks include the distribution of public information, maintaining work orders, assuring high-quality standards, maintaining NPDES-permit related records, creating and distributing environmental/safety-related public education/information, and various tasks as assigned by the Town Manager. The Code Enforcement Officer will support Town Staff throughout the annual business tax processes including the inspection of commercial operations town-wide.

Responsibilities:

Under the direction of the Town Manager and the Town Clerk, the person in this position performs varied administrative office duties of a complex nature. The incumbent is expected to exercise independent judgment, and to make decisions regarding non-routine questions and work methods. The position requires exceptional customer service, including strong interpersonal and written communication aptitudes. Additional capabilities of the incumbent include the ability to type, proficiency in and knowledge of entering and maintaining information into databases, updating files, processing forms, researching information, managing records, scheduling appointments, providing information to callers and/or walk-in citizens and maintaining knowledge of the organization's policy and procedures.

Work is reviewed through observation, review of work products, and results obtained. Tasks include public contact, purchasing, office management, bookkeeping and assisting in the management of public records.

Essential Functions:

- Support the Administrative Assistant in greeting public entering or calling Town Hall, determines nature and purpose and directs to specific department/personnel.

- Provides information in person, by telephone or email to answer routine inquiries and general information. Takes messages when necessary.
- Provides assistance to department supervisors, as needed and works closely with other staff to ensure adequate administrative coverage is maintained.
- Maintains a data base of volunteers, vendors and outside resources for events.
- Coordinates the work activities of employees, volunteers and interns at events.
- Prepares status reports and outcomes of events for Town Manager and Town Council.
- Performs other duties as assigned.
- Stays abreast of issues related to stormwater and emergency management.
- Enforce ordinances, specific state law sections and the international property maintenance code
- Respond to citizen's complaints of code violations.
- Inspects and investigates potential violations of Town codes and other laws which have been reported to determine if a violation has occurred.
- Proactively patrols and surveys locations for code violations during the course of duties.
- Researches land ownership records, permitting records and past or current code violations using computer.
- Prepares a descriptive summary report on conditions and findings regarding each case investigation to document potential violations for case preparation.
- Prepares notices of violation to be sent or served directly upon violators after inspection; communicates with alleged violators regarding findings, the process they will be involved in, and the resolution of the violation.
- Re-inspects violations for compliance, issues citations and notices to appear, and prepares reports as necessary.
- Appears in court or other judicial proceedings to submit evidence and case summaries for the enforcement/prosecution of criminal infractions of codes, ordinances and/or laws.
- Works in compliance with other departments that are engaged in code compliance tasks. (i.e., building inspector, public works, storm water, fire codes, etc.)
- Maintains communications for establishing coordination with other departments/agencies relevant to code enforcement activities.
- Maintains Town work orders and reviews work as requested by the Town Manager.

Knowledge, Skills and Abilities:

- Knowledge of municipal government operations.
- Knowledge of code enforcement operations.
- Knowledge of public works operations.
- Knowledge of event planning methods and principles.
- Skilled in prioritizing, organizing and managing multiple projects simultaneously.
- Skilled in preparing clear and concise reports, including oral, written and audio/visual.
- Excellent communication skills, including writing, proof reading and speaking.
- Ability to effectively use computer applications, MS Office proficiency a must.
- Ability to establish and maintain effective and cooperative working relationships with those contacted in the course of work.
- Ability to work a flexible schedule as applicable to an event.
- Aptitude for an attention to detail and accuracy.
- Ability to work on a variety of unrelated tasks at the same time.

- Ability to work effectively under time constraints to meet deadlines.
- Time management skills and excellent inter-personal skills.

Additional Responsibilities/Requirements:

- Within a 180-day probationary period, must acquire considerable knowledge of the Town's functions, policies/procedures and applicable ordinances.
- May perform work of higher classified positions as assigned.
- Other related duties as assigned by the Town Manager or designee.

Job Environment:

Administrative work is performed under typical office conditions. Special events work may involve working outdoors, and under varying conditions requiring exposure to weather or other non-standard, indoor conditions. The noise level is moderate at times. Employee may be required to attend evening meetings, and/or work during weekends and holidays, as needed. Employee will be eligible for equivalent time off for work outside of his/her typical work schedule.

Physical and Mental Requirements

Ability to speak, hear and comprehend conversation spoken in English.

Ability to see, read, and comprehend writing and computer printouts in English.

Ability to print or write numbers, and words legibly in English.

Ability to lift and carry materials not to exceed 20 lbs.

Ability to stand for periods of time not to exceed 30 minutes at one time.

Ability to stoop, kneel and reach overhead for books or paper.

Ability to control behavior when encountering stressful situations, such as in dealing with the uncooperative public, peers, oral presentations, or when encountering necessary deadlines.

Ability and confidence of making decisions to enable a project to move forward, without waiting on immediate feedback when important deadlines are at risk of being met.

This job description is not intended to be and should not be construed as an all-inclusive list of the responsibilities, skills or working conditions associated with the position. While it is intended to accurately reflect the position activities and requirements, management reserves the right to modify, add or remove duties and assign other duties as necessary. This job description does not constitute a written or implied contract for employment.

The Town of Kenneth City is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the employer will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.