



THE TOWN OF KENNETH CITY, FLORIDA
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.

**IN CONSIDERATION OF OTHERS PLEASE CONSIDER WEARING A FACE MASK WHEN
ATTENDING TOWN COUNCIL MEETINGS.**

6:30 P.M.

June 9, 2021

Community Hall

- A. Call to Order
- B. Invocation and Pledge of Allegiance
- C. Roll Call
- D. Swearing In – Kenneth City Police Department**
 - a. Officer Joshua Jackson
 - b. Officer Fernando Breda
 - c. Officer John Price
- E. Consent Agenda
 - 1. Meeting Minutes: February 10, 2021
 - 2. Police Department Reports – May, 2021
 - 3. Fire Department Reports – May, 2021
 - 4. Building Department Reports – May 2021
 - 5. Finance Reports – Rev & Exp YTD 5/31/21,
- F. Public Comment – *formerly called Open Forum* (limited to 3 minutes).
Please state your name and address for the record. Public participation is encouraged. If you are addressing the Council, step to the podium and state your name and address for the record.

Public comments can also be submitted by email to the Town Clerk at Town57@kennethcityfl.org, written comments must be received by 4pm on the day of the meeting, and will be read aloud during the meeting. Please limit your comments to 400 words as the comments are limited to three minutes.
- G. Action Agenda
 - 1. Accept FY 2020 Annual Audit
 - 2. Appoint representative and alternate to the Public Risk Management Casualty and Liability Board of Directors – Recommendation Rep. – Steve Spina, Alternate Vice-Mayor Zemaitis
 - 3. Appoint representative and alternate to the Public Risk Management Group Health Board of Directors - Recommendation Rep. – Steve Spina, Alternate Vice-Mayor Zemaitis
 - 4. Approve contract amendment with Imagine that Performance to designate a preferred contractor as the Interim City Manager
- H. Mayor/Council/Attorney/Manager Comments
- I. Adjournment

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

June 9, 2021
Next Meeting: July 14, 2021

POLICE OFFICER OATH OF OFFICE

I, Joshua Jackson, do solemnly swear that I am a citizen of the United States of America, and the State of Florida, that I have been duly appointed to the office of Police Officer on the Kenneth City Police Department. Having accepted said office I agree to faithfully perform the required duties, protect life and property, maintain the peace and dignity of the community, enforce all Federal, State, County, and Municipal Laws that fall within my jurisdiction in a fair and impartial manner. I swear that I do not believe in the overthrow of the Government of the United States of America, or the State of Florida, by force of violence, so help me God.

Signature

Sworn and subscribed before me this ____ day of _____, 20__.

Notary Public

My Commission expires:

Witness

Witness

POLICE OFFICER OATH OF OFFICE

I, Fernando Breda, do solemnly swear that I am a citizen of the United States of America, and the State of Florida, that I have been duly appointed to the office of Police Officer on the Kenneth City Police Department. Having accepted said office I agree to faithfully perform the required duties, protect life and property, maintain the peace and dignity of the community, enforce all Federal, State, County, and Municipal Laws that fall within my jurisdiction in a fair and impartial manner. I swear that I do not believe in the overthrow of the Government of the United States of America, or the State of Florida, by force of violence, so help me God.

Signature

Sworn and subscribed before me this ____ day of _____, 20__.

Notary Public

My Commission expires:

Witness

Witness

POLICE OFFICER OATH OF OFFICE

I, John Price, do solemnly swear that I am a citizen of the United States of America, and the State of Florida, that I have been duly appointed to the office of Police Officer on the Kenneth City Police Department. Having accepted said office I agree to faithfully perform the required duties, protect life and property, maintain the peace and dignity of the community, enforce all Federal, State, County, and Municipal Laws that fall within my jurisdiction in a fair and impartial manner. I swear that I do not believe in the overthrow of the Government of the United States of America, or the State of Florida, by force of violence, so help me God.

Signature

Sworn and subscribed before me this ____ day of _____, 20__.

Notary Public

My Commission expires:

Witness

Witness



THE TOWN OF KENNETH CITY, FLORIDA PUBLIC NOTICE

The Council of the Town of Kenneth City will meet at Crossroads Community Church located 4401 58th St. N, Kenneth City, Florida to discuss the agenda items of Town business listed at the time indicated below.

FACE MASKS REQUIRED FOR ENTRY AND MUST BE WORN AT ALL TIMES IN THE BUILDING.

6:30P.M.

February 10, 2021

Crossroads Community Church

A. Call to Order

B. Invocation and Pledge of Allegiance

1. Pastor Remington Anksorus of Crossroads Community Church

C. Roll Call

Councilmember Noble, Councilmember Zemaitis, Mayor Dudley, Vice-Mayor Howell, Councilmember Hautt, Manager Campbell, Attorney Mora

D. Swearing-in Police Chief Elias Vazquez

1. Chief of Police Elias Vazquez's acceptance speech – [paraphrasing for ease of reading and recording minutes*]

Police Chief Vazquez thanked the City Manager and Council, he stated that he will be dedicated, committed and available at all times.

As Police Chief of The Town of Kenneth City, his goal is to continue building public trust in the police department. He said it is certainly more important today, where public trust of police is at an all-time low. He aims to accomplish this through Transparency, Respect, Engagement and Accountability. His Golden Rule is that everyone gets treated with Dignity & Respect, no matter whether you're a homeless member of our community or the Mayor, no matter who you love and no matter who you worship. Chief Vasquez and the department will abide by Constitutional and Relational policing. He expects all the members of the Kenneth City Police Dept to respect the Constitution...to strengthen the bonds in our community. The Chief asks all office to always, always tell the truth. He will hold each individual accountable at all times, for actions or in-actions. He expects nothing but the best from his officers, because he knows they are extremely dedicated to this profession and the citizens of the Town of Kenneth City. He is honored to be Chief of Police! He looks forward to continuing the great work Chief Kevin Riley has done during his past 5 years. He left the Department in a great place! Chief Vasquez looks forward to working with local, state and federal partners as one team...to make the of Town Kenneth City a safer place. Thank you for taking time out of your day to be here for a very special day in my life. *PLEASE NOTE: Chief Vazquez entire speech on file.

E. Consent Agenda for February

1. Motion: Councilmember Zemaitis
Second: Vice-Mayor Howell
All in Favor

F. Open Forum- (limited to 3 minutes) State your name and address

1. Don Kinney – 6144 46th Ave – Had an issue with campaign sign placement.
2. Barbra Roberts – 6412 44th Ave – Said this election is not about the Town Manager’s job, its about doing our best to do what’s best for the residents of this town. She also commented on campaign sign placement issues.
3. Paul Asche – 6412 44th Ave – Raised issues regarding the campaign, and Town Performance.
4. Chris Vanderkooi – 5896 60th Way – Raised issues with campaign sign code.
5. Jeff Phannes – 6494 61st Lane - Wants to have more workshops when he becomes Mayor.

G. Mayor/Council/Attorney/Manager/Clerk Comments

- a. Councilmember Zemaitis – Inquired about the newsletter. Last newsletter was issued September 18, 2020. Newsletter is a quarterly publication. Councilmember was encouraged to participate in the creation of the Newsletter.
- b. Councilmember Noble – 58th Street from 54th Avenue to 38th Avenue is no longer a Truck Route. Raised concerns about compliance and communication. Stressed need for transparency. Does not agree with dipping into Reserves. Would like a job schedule for issues to be resolved for review during next Council meeting. Requested a workshop not next Council Meeting. Manager Campbell suggested PBA and Union information before setting up a workshop. He is awaiting answers to a factfinding inquiry and then will submit memo with copy to staff.
- c. Manager Campbell – 46th Avenue Trail project is underway, the service road north of 46th Ave is temporarily a one-way road. 44th sewer is a county utility; a county work ticket has been assigned and they will be televising the pipe to see where the repair needs to be made.
- d. Attorney Mora – 2021 legislative session is underway. Mora’s firm will keep the Council updated on any proposed legislation that effects the town. He added that in regards to Councilmember Noble’s comment about possible violations, he is not aware of any public record issues. There is a difference between best practices and unlawful or out of compliance reporting. He can assure the Council there is no statutory liability in regards to public records being unfulfilled or unsatisfied.
- e. Clerk Matson – has completed more credits toward her Clerks Certification.

H. Adjournment

- a. Motion: Howell
- b. Second: Hautt
- c. **ALL IN FAVOR**

Respectfully Submitted:
Eileen Bautista
Administrative Assistant
Rev. June 2, 2021

Kenneth City Police Department Stats

Month/ 2021	Service Summary				Arrests			Traffic			Crime Prevention & Outreach					
	Calls for service	Reports + Supplements	AOA	Alarm	SAO Referrals	APAD Arrests	Arrests	Crash Investigations	Traffic Warnings	Traffic Citations	ORD Citation	ORD Notices	Business & Residential Area Checks	Thief / Watch Programs	Community Contact/Assist Citizen	Directed Patrol
January	81	110	4	11	0	0	18	15	114	29	0	7	3329	400	139	218
February	101	145	10	5	5	0	20	14	102	29	5	4	2720	504	153	306
March	78	132	8	11	3	0	3	8	97	26	0	15	3400	632	327	339
April	93	131	4	5	7	0	7	9	63	14	0	8	2622	522	157	356
May	92	185	5	15	11	0	9	18	65	13	1	19	3176	459	236	297
June																
July																
August																
September																
October																
November																
December																
Yearly Totals	445	703	31	47	26	0	57	64	441	111	6	53	15247	2517	1012	1516

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 Izrallov (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: TrTech CAD, Visinet, ACISS Web, PCSO NET Custom Query, TRACS, and daily reports. Tabulated by EP

Volunteer hours running total for the year are: 192.5 hours. These hours are donated to the Town of Kenneth City by 6 volunteers and 2 Reserve Officers.

KCPD Monthly Stats – Detective S. Gibson

May, 2021

Number of cases started with: 21

Number of cases ended with: 24

New cases assigned for the month

FELONY	8
MISDEMEANOR	
NON-CRIMINAL	

Case dispositions

INACTIVATED	4
CLOSED WITH MISDEMEANOR ARREST	
CLOSED WITH FELONY ARREST	
CLOSED OTHER	
CLOSED SAO REFERRAL	1
CLEARED WITH WAIVER	

Other Activity

SURVEILLANCES	4
PHOTOPACKS	
EVIDENCE STATUS REQUESTS	
INITIAL REPORTS	
SUPPLEMENTS	19
WARRANTS	
TOUCH DNA PROCESSING / BUCCALS	2
SUSPECTS RESULTING FROM TOUCH DNA	
OTHER: CCTV FOOTAGE, CELL TRACKING, D/L	4
SUBPOENAS	5
JAIL RECORDINGS	4
REPORTS REVIEWED	31
CONTACT ATTEMPTS	13
INTERVIEWS	15
TRANSPORTING PROPERTY/EVIDENCE	3
RECOVERED STOLEN PROPERTY	9
BOLOS	1
APADS	

KCPD Community Policing & Code Compliance Overview

May 2021

Sergeant Andy Izrailov, Supervisor

Due to ongoing COVID-19 concerns, no Town community policing events were held.

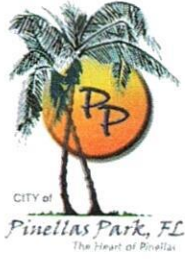
Officer Beltran-Hernandez conducted Operation Medicine Cabinet three times.

Officer Beltran-Hernandez continued to conduct numerous code compliance investigations.

Officer Beltran-Hernandez utilized the Polaris all terrain vehicle and code compliance truck.

Officer Beltran-Hernandez and numerous officers conducted Town business area patrols for ongoing homeless persons complaints.

At this time, all officers are responsible for ordinance violation investigations. Sgt Izrailov will be coordinating Community Policing Events once authorized by the Town post-COVID.



City of
PINELLAS PARK, FLORIDA

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

FIRE DEPARTMENT REPORT
KENNETH CITY COUNCIL MEETING
June 9, 2021

For the month of May 2021, the Fire, EMS and Life Safety activities break down as follows:

RESPONSES IN KENNETH CITY

TYPE OF RESPONSE	MONTH	YEAR TO DATE	
	May	2021	2020
MEDICAL	125	609	332
VEHICLE COLLISION	7	21	14
FIRE RELATED CALLS	9	29	33
TOTAL RESPONSES	141	659	379

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	
	May	2021	2020	May	2021	2020	May	2021	2020
MEDICAL	36	186	99	37	187	207	73	373	306
VEHICLE COLLISION	3	9	10	16	81	62	19	90	72
FIRE RELATED CALLS	8	23	27	31	247	114	39	270	141
TOTAL RESPONSES	47	218	136	84	515	383	131	733	519

LIFE SAFETY MANAGEMENT SERVICES

TYPE OF SERVICE PERFORMED	MONTH	YEAR TO DATE	
	May	2021	2020
INSPECTIONS	1	209	35
FALSE ALARMS	4	15	16
PLANS REVIEW	0	3	5
SMOKE ALARMS INSTALLED	0	0	5
PUBLIC EDUCATION PROGRAMS	2	4	0
PROGRAM ATTENDANCE	48	48	0

Respectfully submitted,

Brett Schlatterer, Fire Chief



TOWN OF KENNETH CITY

A SAFE, FRIENDLY SMALL TOWN

6000 54th Avenue North - Kenneth City, Florida 33709

Phone : (727) 498-8948 | Fax : (727) 498-8841

town57@kennethcityfl.org | www.kennethcityfl.org

TO: TOWN CLERK

From: Gary Strait, Plans Examiner


Subject: Permits & Fees For: **May 2021**

Number of Permits Issued: **51**

Total Fees Collected: **\$ 4528.78**

The Following Permits Were Issued:

Building	25
Electric	5
Mechanical	9
Plumbing	3
Engineering	9
Landscaping	0
Gas	0
Fire	0
Sign	0

 6/1/21

DATE	ADDRESS	APPLICANT	OWNER	PERMIT #	TYPE	DESCRIPTION	ISSUE DA	VALUATION	PLAN RE	TIF	DCA/DBP	F T & E FEE	PERMIT FI	TOTAL
05/03/21	6405 44TH AVE	JM ALUMINUM	HEREMY NIZZIA	12485	BLDG	ALUM STRUCT	05/03/21	\$6,560.00	\$35.00	\$0.00	\$4.00	\$5.00	\$70.00	\$114.00
05/03/21	4011 55TH WAY	JM ALUMINUM	MICHAEL GALLIGAN	12486	BLDG	ALUM STRUCT	05/03/21	\$3,288.00	\$27.50	\$0.00	\$4.00	\$5.00	\$55.00	\$91.50
05/04/21	4494 61ST LN	A-1 FENCE	FANNES	12488	ENG	FENCE REPLACEMENT	05/04/21	\$620.00	\$0.00	\$0.00	\$4.00	\$2.00	\$40.00	\$46.00
05/04/21	6405 44TH AVE	A-1 FENCE	NIZZIT	12489	ENG	FENCE REPLACEMENT	05/04/21	\$1,625.00	\$0.00	\$0.00	\$4.00	\$5.00	\$54.00	\$63.00
05/04/21	4325 58TH WAY #1428	JOE COOL AC	BUNHAM	12487	MECH	MECHANICAL REPLACEMENT	05/04/21	\$5,000.00	\$0.00	\$0.00	\$4.00	\$5.00	\$60.00	\$69.00
05/04/21	6214 44TH AVE	FOREMOST FENCE	FINA	12490	ENG	FENCE REPLACEMENT	05/04/21	\$2,790.00	\$0.00	\$0.00	\$4.00	\$5.00	\$50.00	\$59.00
05/04/21	6459 43RD AVE	EXCEL HOME SOLAR	RYNERSON	12491	BLDG	SOLAR	05/04/21	\$54,000.00	\$155.50	\$0.00	\$11.66	\$10.00	\$271.00	\$448.16
05/04/21	6459 43RD AVE	EXCEL HOME SOLAR	RYNERSON	12491	ELEC	SOLAR	05/04/21	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$40.00	\$40.00
05/04/21	6445 44TH AVE	R3 CONSTRUCTION	BUTZBACH	12492	BLDG	ROOF REPLACEMENT	05/04/21	\$8,400.00	\$0.00	\$0.00	\$4.00	\$5.00	\$80.00	\$89.00
05/06/21	6400 46TH AVE #114	60HZ ELECTRIC LLC	GENTILE	12493	ELEC	PANEL REPLACEMENT	05/06/21	\$800.00	\$0.00	\$0.00	\$4.00	\$2.00	\$40.00	\$46.00
05/06/21	4153 58TH ST #248S	AMAZING AIR LLC	AMAYA	12494	MECH	MECHANICAL REPLACEMENT	05/06/21	\$2,350.00	\$0.00	\$0.00	\$4.00	\$2.00	\$40.00	\$46.00
05/06/21	5569 56TH WAY	HOMEOWNER	VITEL	12495	ENG	FENCE REPLACEMENT	05/06/21	\$200.00	\$0.00	\$0.00	\$4.00	\$2.00	\$40.00	\$46.00
05/07/21	4594 62ND ST	MALPHUS AND SONS	HERNANDEZ	12497	BLDG	ROOF REPLACEMENT	05/07/21	\$7,000.00	\$0.00	\$0.00	\$4.00	\$5.00	\$70.00	\$79.00
05/07/21	4566 62ND ST	PRECISION DOOR	HOLDER	12498	BLDG	GARAGE DOOR REPLACEMENT	05/07/21	\$2,477.00	\$25.00	\$0.00	\$4.00	\$5.00	\$50.00	\$84.00
05/07/21	4300 56TH ST	HOMEOWNER	HAUSS	12499	ENG	PATIO	05/07/21	\$2,000.00	\$0.00	\$0.00	\$4.00	\$5.00	\$45.00	\$54.00
05/05/21	6021 49TH AVE	REECE BUILDERS	BUI	12500	BLDG	WINDOW REPLACEMENT	05/10/21	\$15,800.00	\$57.50	\$0.00	\$4.31	\$10.00	\$115.00	\$186.81
05/11/21	6055 46TH AVE	A OLD TIME ROOFING	MASSINGILL	12501	BLDG	ROOF REPLACEMENT	05/11/21	\$7,200.00	\$0.00	\$0.00	\$4.00	\$5.00	\$75.00	\$84.00
04/26/21	6117 50TH AVE	LOWES HOME CENTERS	PRUM	12502	BLDG	DOOR REPLACEMENT	05/12/21	\$2,290.00	\$25.00	\$0.00	\$4.00	\$5.00	\$50.00	\$84.00
05/11/21	4333 61ST LN	PROFESSIONAL ROOF TEC LI		12503	BLDG	ROOF REPLACEMENT	05/12/21	\$7,200.00	\$0.00	\$0.00	\$4.00	\$5.00	\$75.00	\$84.00
05/11/21	5717 45TH AVE	HOMEOWNER	RHINE	12504	BLDG	ROOF REPLACEMENT	05/12/21	\$4,500.00	\$0.00	\$0.00	\$4.00	\$5.00	\$60.00	\$69.00
05/13/21	4333 61ST LN	SUNRISE ELECTRIC	LI	12505	ELEC	ELEC UPGRADES	05/13/21	\$8,125.00	\$0.00	\$0.00	\$4.00	\$2.00	\$40.00	\$46.00
05/14/21	5319 60TH ST	BAYSIDE HEATING	VAN TWISTERN	12506	MECH	MECHANICAL REPLACEMENT	05/14/21	\$5,684.00	\$0.00	\$0.00	\$4.00	\$2.00	\$40.00	\$46.00
05/14/21	6549 44TH AVE	STORMSTRONG WINDOW	BEAM	12507	BLDG	WINDOW REPLACEMENT	05/14/21	\$1,400.00	\$22.50	\$0.00	\$4.00	\$5.00	\$45.00	\$76.50
05/17/21	4300 56TH ST	SUNSHINE ROOFING	HAUSS	12508	BLDG	ROOF REPLACEMENT	05/17/21	\$10,000.00	\$0.00	\$0.00	\$4.00	\$5.00	\$85.00	\$94.00
05/17/21	5248 61ST WAY	ALLENS PLUMBING	IACOPELLI	12509	PLBG	SEWER REPLACEMENT	05/17/21	\$4,500.00	\$0.00	\$0.00	\$4.00	\$2.00	\$40.00	\$46.00
05/17/21	5873 44TH AVE	VOLTS AND BOLTS	PEREZ	12510	ELEC	RELOCATE METER	05/17/21	\$2,162.00	\$0.00	\$0.00	\$4.00	\$2.00	\$40.00	\$46.00
05/17/21	4777 60TH WAY	COLD ZONE A/C	MURRAY	12511	MECH	MECHANICAL REPLACEMENT	05/17/21	\$5,570.00	\$0.00	\$0.00	\$4.00	\$2.00	\$40.00	\$46.00
05/17/21	6400 46TH AVE #119	ARMORTECH WINDOWS	WILLIAMS	12512	BLDG	WINDOW REPLACEMENT	05/17/21	\$5,250.00	\$32.50	\$0.00	\$4.00	\$5.00	\$65.00	\$106.50
05/18/21	6097 45TH AVE	LOWES HOME CENTERS	FOURNIER	12513	BLDG	DOOR REPLACEMENT	05/18/21	\$1,406.00	\$22.50	\$0.00	\$4.00	\$5.00	\$45.00	\$76.50
05/18/21	4071 55TH WAY #1047	HOME DEPOT	FERGUSON	12514	BLDG	DOOR REPLACEMENT	05/18/21	\$2,040.00	\$25.00	\$0.00	\$4.00	\$5.00	\$50.00	\$84.00
05/18/21	4960 60TH ST	KRON & WEST	CAMBRIA	12515	MECH	MECHANICAL REPLACEMENT	05/18/21	\$5,285.00	\$0.00	\$0.00	\$4.00	\$2.00	\$40.00	\$46.00
05/19/21	5515 45TH AVE	LIPTON WINDOW AND DOC	HAMMON	12516	BLDG	DOOR REPLACEMENT	05/19/21	\$3,300.00	\$27.50	\$0.00	\$4.00	\$5.00	\$55.00	\$91.50
05/19/21	5936 47TH AVE	HOMEOWNER	DROUIN	12517	PLBG	SEWER REPLACEMENT	05/19/21	\$1,000.00	\$0.00	\$0.00	\$4.00	\$2.00	\$40.00	\$46.00
05/19/21	5912 54TH AVE	FASTSIGNS OF CLEAWATE	RITZHEIMER	12518	BLDG	SIGN REPLACEMENT	05/19/21	\$1,000.00	\$0.00	\$0.00	\$4.00	\$2.00	\$40.00	\$46.00
05/19/21	4060 55TH ST #1108	ABC PLUMBING	OWSLEY	12519	MECH	MECHANICAL REPLACEMENT	05/19/21	\$3,600.00	\$0.00	\$0.00	\$4.00	\$2.00	\$40.00	\$46.00
05/20/21	4739 62ND ST	PRECISION DOOR SERVICE	PRICE	12520	BLDG	GARAGE DOOR REPLACEMENT	05/20/21	\$1,163.00	\$22.50	\$0.00	\$4.00	\$5.00	\$45.00	\$76.50
05/20/21	4725 LAKE CHARLES DR	HOMEOWNER	WAGNER	12521	ENG	PAVER PARKING	05/20/21	\$200.00	\$0.00	\$0.00	\$4.00	\$2.00	\$40.00	\$46.00
05/21/21	6258 45TH AVE	HOMEOWNER	GORMAN	12522	BLDG	ROOF REPLACEMENT	05/21/21	\$3,700.00	\$0.00	\$0.00	\$4.00	\$5.00	\$55.00	\$64.00
05/21/21	6012 52ND AVE	UNITED AIR COND	DO	12523	MECH	MECHANICAL REPLACEMENT	05/21/21	\$7,328.00	\$0.00	\$0.00	\$4.00	\$2.00	\$40.00	\$46.00
05/25/21	5975 51ST AVE	FOUR CORNERS BUILDER	HANSEN	12524	BLDG	ADDITION	05/25/21	\$75,000.00	\$257.50	\$0.00	\$19.31	\$10.00	\$395.00	\$681.81
05/25/21	5975 51ST AVE	tbid	HANSEN	12524	ELEC	ADDITION	05/25/21	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$40.00	\$40.00
05/25/21	5975 51ST AVE	tbid	HANSEN	12524	MECH	ADDITION	05/25/21	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$40.00	\$40.00
05/25/21	5975 51ST AVE	tbid	HANSEN	12524	PLBG	ADDITION	05/25/21	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$40.00	\$40.00
05/26/21	5051 60TH ST	AFFORDABLE ALUMINUM	THOMAS	12525	BLDG	SCREEN ROOM	05/26/21	\$10,871.00	\$45.00	\$0.00	\$4.00	\$5.00	\$90.00	\$144.00
05/26/21	6161 50TH AVE	HOMEOWNER	FERNANDEZ	12526	ENG	FENCE REPLACEMENT	05/26/21	\$1,200.00	\$0.00	\$0.00	\$4.00	\$5.00	\$45.00	\$54.00
05/26/21	4631 60TH ST	ARMORED ROOFING	PICKETT	12527	BLDG	ROOF REPLACEMENT	05/26/21	\$11,900.00	\$0.00	\$0.00	\$4.00	\$5.00	\$95.00	\$104.00
05/27/21	4011 55TH WAY #936	WINDOW WORLD OF TB	LLOYD	12528	BLDG	WINDOW REPLACEMENT	05/27/21	\$4,537.00	\$30.00	\$0.00	\$4.00	\$5.00	\$60.00	\$99.00
05/27/21	6400 46TH AVE #214	WINDOW WORLD OF TB	RENNEKER	12529	BLDG	WINDOW REPLACEMENT	05/27/21	\$2,563.00	\$25.00	\$0.00	\$4.00	\$5.00	\$50.00	\$84.00
05/27/21	6014 46TH AVE	HARRINGTON A/C	GILMORE	12530	MECH	MECHANICAL REPLACEMENT	05/27/21	\$6,226.00	\$0.00	\$0.00	\$4.00	\$2.00	\$40.00	\$46.00
05/28/21	5711 53RD AVE	HOMEOWNER	GOLDEMAN	12531	ENG	EXPAND DRIVEWAY	05/28/21	\$2,000.00	\$0.00	\$0.00	\$4.00	\$5.00	\$45.00	\$54.00
05/28/21	6012 52ND AVE	HOMEOWNER	LOUNG	12532	ENG	DRIVEWAY	05/28/21	\$8,000.00	\$0.00	\$0.00	\$4.00	\$5.00	\$75.00	\$84.00
								\$835.50	\$0.00	\$0.00	\$211.28	\$202.00	\$3,280.00	\$4,528.78

REVENUE/EXPENDITURE REPORT

Kenneth City

For the Period: 10/1/2020 to 5/31/2021	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 001 - GENERAL FUND							
Revenues							
Dept: 000.000							
311.000 ADVALOREM TAX	1,047,206.00	1,047,206.00	1,014,036.07	0.00	0.00	33,169.93	96.8
311.200 ADVALOREM TAX (DELINQUENT)	350.00	350.00	219.34	0.00	0.00	130.66	62.7
313.100 ELECTRICITY FRANCHISE	270,000.00	270,000.00	147,153.24	0.00	0.00	122,846.76	54.5
313.400 GAS FRANCHISE	4,700.00	4,700.00	2,792.44	1,351.95	0.00	1,907.56	59.4
313.600 COMMUNICATIONS SERVICE TAX	85,000.00	85,000.00	51,777.07	0.00	0.00	33,222.93	60.9
314.100 ELECTRICITY UTILITY TAX	306,000.00	306,000.00	196,768.95	0.00	0.00	109,231.05	64.3
314.300 WATER UTILITY TAX	78,000.00	78,000.00	71,044.61	1,905.71	0.00	6,955.39	91.1
316.000 BUSINESS TAX RECEIPTS	72,929.00	72,929.00	36,166.10	2,237.82	0.00	36,762.90	49.6
322.000 BUILDING PERMITS	70,000.00	70,000.00	31,411.24	3,568.30	0.00	38,588.76	44.9
322.001 TECH & ENH	1,500.00	1,500.00	1,354.00	161.00	0.00	146.00	90.3
322.002 TRANS IMPACT FEE TRUST FUND	5,000.00	5,000.00	0.00	0.00	0.00	5,000.00	0.0
322.003 DEPT BUS PROFESSIONAL REG	150.00	150.00	858.75	188.08	0.00	-708.75	572.5
329.000 OTHER LICENSE & PERMITS	250.00	250.00	705.00	20.00	0.00	-455.00	282.0
331.203 POLICE DEPT GRANTS	2,000.00	2,000.00	0.00	0.00	0.00	2,000.00	0.0
331.350 STORMWATER GRANT	6,000.00	6,000.00	0.00	0.00	0.00	6,000.00	0.0
331.500 FEMA Fed Reimbursement	7,914.00	7,914.00	0.00	0.00	0.00	7,914.00	0.0
334.390 RECYCLING GRANT	3,750.00	3,750.00	3,677.00	0.00	0.00	73.00	98.1
334.500 FEMA State Reimbursement	1,319.00	1,319.00	0.00	0.00	0.00	1,319.00	0.0
335.120 STATE REVENUE SHARING	121,100.00	121,100.00	99,536.40	0.00	0.00	21,563.60	82.2
335.121 STATE REVENUE SHARING 22.49	41,000.00	41,000.00	23,769.95	0.00	0.00	17,230.05	58.0
335.150 ALCOHOLIC BEVERAGE LICENSE	2,500.00	2,500.00	2,379.03	0.00	0.00	120.97	95.2
335.180 HALF CENT SALES TAX	325,000.00	325,000.00	193,262.25	0.00	0.00	131,737.75	59.5
337.300 Local Govt Grant - Physical En	0.00	0.00	29,334.37	0.00	0.00	-29,334.37	0.0
338.300 GAS TAX COUNTY COMMISSIONERS	60,000.00	60,000.00	41,210.75	0.00	0.00	18,789.25	68.7
341.900 OFF DUTY DETAIL (PD)	5,000.00	5,000.00	5,568.00	0.00	0.00	-568.00	111.4
347.200 PARKS & RECS FEES	0.00	0.00	91.61	0.00	0.00	-91.61	0.0
351.100 COURT& CITATION FINES	5,500.00	5,500.00	5,832.45	0.00	0.00	-332.45	106.0
351.900 RED LIGHT CAMERA'S	0.00	0.00	995.09	0.00	0.00	-995.09	0.0
361.100 INTEREST INCOME	20,000.00	20,000.00	1,259.00	0.00	0.00	18,741.00	6.3
362.000 HALL RENTALS	4,000.00	4,000.00	844.73	394.40	0.00	3,155.27	21.1
369.100 FDOT Traffic Light Maintenance	8,340.00	8,340.00	0.00	0.00	0.00	8,340.00	0.0
369.900 MISCELLANEOUS INCOME	5,000.00	5,000.00	6,153.75	1,771.80	0.00	-1,153.75	123.1
369.910 TRASH COLLECTION	750.00	750.00	310.00	40.00	0.00	440.00	41.3
369.920 PD Donations	1,000.00	1,000.00	3,449.36	-100.00	0.00	-2,449.36	344.9
381.000 INTER-FUND GROUP TRANSFERS IN	0.00	0.00	416.67	0.00	0.00	-416.67	0.0
389.000 BORROWED FROM RESERVE	386,266.00	386,266.00	0.00	0.00	0.00	386,266.00	0.0
Dept: 000.000	2,947,524.00	2,947,524.00	1,972,377.22	11,539.06	0.00	975,146.78	66.9
Revenues	2,947,524.00	2,947,524.00	1,972,377.22	11,539.06	0.00	975,146.78	66.9
Expenditures							
Dept: 000.511 LEGISLATIVE SALARY							
911.000 LEGISLATIVE SALARY	14,400.00	14,400.00	8,400.00	0.00	0.00	6,000.00	58.3
921.000 FICA TAXES	1,150.00	1,150.00	642.60	0.00	0.00	507.40	55.9
LEGISLATIVE SALARY	15,550.00	15,550.00	9,042.60	0.00	0.00	6,507.40	58.2
Dept: 000.512 EXECUTIVE SALARY							
911.001 EXECUTIVE SALARY	6,000.00	6,000.00	3,500.00	0.00	0.00	2,500.00	58.3
921.000 FICA TAXES	515.00	515.00	267.75	0.00	0.00	247.25	52.0
EXECUTIVE SALARY	6,515.00	6,515.00	3,767.75	0.00	0.00	2,747.25	57.8
Dept: 000.513 FINANCIAL & ADMINISTRATIVE							
912.100 TOWN MANAGER	96,100.00	96,100.00	122,000.86	3,696.15	0.00	-25,900.86	127.0
912.101 TOWN CLERK'S SALARY	53,055.00	53,055.00	35,242.18	0.00	0.00	17,812.82	66.4
912.105 SALARY REMIBURSEMENT	0.00	0.00	2,568.75	2,568.75	0.00	-2,568.75	0.0
912.200 ADMINISTRATIVE EMPLOYEES	73,954.00	73,954.00	44,368.08	1,077.60	0.00	29,585.92	60.0
912.300 PT ACCOUNTANT	20,000.00	20,000.00	25,400.00	2,800.00	0.00	-5,400.00	127.0
921.000 FICA TAXES	17,068.00	17,068.00	15,187.15	365.19	0.00	1,880.85	89.0
922.000 EMPLOYEES PENSION FUND	26,773.00	26,773.00	14,927.08	0.00	0.00	11,845.92	55.8
923.000 EMPLOYEES HEALTH INSURANCE	44,173.00	44,173.00	24,644.77	0.00	0.00	19,528.23	55.8

REVENUE/EXPENDITURE REPORT

Kenneth City

For the Period: 10/1/2020 to 5/31/2021	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 001 - GENERAL FUND							
Expenditures							
Dept: 000.513 FINANCIAL & ADMINISTRATIVE							
923.001 EMPLOYEES DISABILITY INSURANCE	2,511.00	2,511.00	1,705.12	0.00	0.00	805.88	67.9
923.050 DEPENDANT HEALTH CARE	10,800.00	10,800.00	6,322.02	0.00	0.00	4,477.98	58.5
932.100 AUDITOR'S FEE	12,500.00	12,500.00	8,000.00	0.00	0.00	4,500.00	64.0
932.200 ENGINEER'S FEE	8,000.00	8,000.00	105.00	0.00	0.00	7,895.00	1.3
949.500 APPLICANT SCREENING	0.00	0.00	143.50	143.50	0.00	-143.50	0.0
FINANCIAL & ADMINISTRATIVE	364,934.00	364,934.00	300,614.51	10,651.19	0.00	64,319.49	82.4
Dept: 000.514 LEGAL COUNSEL							
931.100 ATTORNEY RETAINER	43,500.00	43,500.00	37,374.50	3,625.00	0.00	6,125.50	85.9
931.200 EXTRAORDINARY LEGAL FEES	12,000.00	12,000.00	20,101.00	7,700.00	0.00	-8,101.00	167.5
LEGAL COUNSEL	55,500.00	55,500.00	57,475.50	11,325.00	0.00	-1,975.50	103.6
Dept: 000.515 COMPREHENSIVE PLANNING							
913.000 PLANNING & ZONING CONSULTING	7,000.00	7,000.00	2,428.00	70.00	0.00	4,572.00	34.7
913.001 PLANNING & ZONING UPDATES	1,500.00	1,500.00	0.00	0.00	0.00	1,500.00	0.0
931.400 NPDES	9,000.00	9,000.00	5,704.65	0.00	0.00	3,295.35	63.4
COMPREHENSIVE PLANNING	17,500.00	17,500.00	8,132.65	70.00	0.00	9,367.35	46.5
Dept: 000.519 OTHER GENERAL GOVERNMENT							
924.000 WORKMEN'S COMPENSATION	56,650.00	56,650.00	46,314.00	0.00	0.00	10,336.00	81.8
931.000 STAFF TRAINING	2,500.00	2,500.00	1,714.98	0.00	0.00	785.02	68.6
934.000 CONTRACTURAL SERVICES	6,500.00	6,500.00	6,578.79	3,419.00	0.00	-78.79	101.2
940.000 TRAVEL & MEETING EXPENSE	3,500.00	3,500.00	873.23	58.67	0.00	2,626.77	24.9
941.000 COMMUNICATIONS - TELEPHONE	5,700.00	5,700.00	4,589.13	559.92	0.00	1,110.87	80.5
941.100 COMMUNICATIONS - CELL/LAPTOPS	1,200.00	1,200.00	0.99	0.99	0.00	1,199.01	0.1
942.000 POSTAGE, FREIGHT ETC	300.00	300.00	530.47	110.00	0.00	-230.47	176.8
943.100 ELECTRICITY	7,000.00	7,000.00	5,287.81	395.54	0.00	1,712.19	75.5
943.200 WATER & SEWER	2,000.00	2,000.00	851.40	0.00	0.00	1,148.60	42.6
945.000 INSURANCE (FIRE,CASUALTY,LIAB)	71,000.00	71,000.00	63,090.00	0.00	0.00	7,910.00	88.9
946.000 REPAIRS & MAINT - BLDG	1,500.00	1,500.00	80.00	0.00	0.00	1,420.00	5.3
946.100 REPAIRS VEHICLES	325.00	325.00	0.00	0.00	0.00	325.00	0.0
946.200 REPAIRS & MAINTENANCE - EQUIP	100.00	100.00	0.00	0.00	0.00	100.00	0.0
946.500 COMPUTER MAINTENANCE	12,000.00	12,000.00	5,050.69	277.99	0.00	6,949.31	42.1
946.501 WEBSITE	11,000.00	11,000.00	5,600.00	0.00	0.00	5,400.00	50.9
947.000 PRINTING	2,500.00	2,500.00	2,876.22	0.00	0.00	-376.22	115.0
947.100 OTHER PRINTING	500.00	500.00	364.49	99.99	0.00	135.51	72.9
948.000 ADVERTISING (JOB POSTINGS)	150.00	150.00	1,127.31	0.00	0.00	-977.31	751.5
948.100 PROMOTIONAL ACTIVITIES	0.00	0.00	60.00	0.00	0.00	-60.00	0.0
949.110 ADVERTISING - LEGAL	3,000.00	3,000.00	1,723.60	0.00	0.00	1,276.40	57.5
949.210 ELECTION EXPENSE	6,000.00	6,000.00	6,436.08	0.00	0.00	-436.08	107.3
951.000 OFFICE SUPPLIES	2,500.00	2,500.00	2,532.80	124.70	0.00	-32.80	101.3
952.100 GASOLINE	250.00	250.00	32.56	0.00	0.00	217.44	13.0
952.300 UNIFORMS & GEAR	200.00	200.00	285.55	227.60	0.00	-85.55	142.8
954.000 DUES & SUBSCRIPTIONS	3,500.00	3,500.00	3,572.53	20.00	0.00	-72.53	102.1
964.000 OFFICE & BLDG EQUIP (NEW)	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00	0.0
964.010 BLDG FURNITURE	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00	0.0
999.000 MISCELLANEOUS	1,000.00	1,000.00	1,102.71	0.00	0.00	-102.71	110.3
999.100 OFF DUTY DETAIL (PD)	2,000.00	2,000.00	4,633.00	363.00	0.00	-2,633.00	231.7
OTHER GENERAL GOVERNMENT	204,875.00	204,875.00	165,308.34	5,657.40	0.00	39,566.66	80.7
Dept: 000.521 PUBLIC SAFETY - LAW ENFORCEMEN							
911.003 CHIEF'S SALARY	88,400.00	88,400.00	66,057.32	3,153.85	0.00	22,342.68	74.7
912.000 SALARIES	66.00	66.00	0.00	0.00	0.00	66.00	0.0
912.102 OFFICERS SALARY	438,362.00	438,362.00	281,277.63	18,411.50	0.00	157,084.37	64.2
912.201 CLERK'S SALARY	40,526.00	40,526.00	25,055.25	1,559.20	0.00	15,470.75	61.8
912.301 SEASONAL PART-TIME SALARIES	13,926.00	13,926.00	7,616.46	494.40	0.00	6,309.54	54.7
912.401 LIEUTENANT SALARY	66,271.00	66,271.00	47,033.50	2,984.70	0.00	19,237.50	71.0
912.501 SERGEANTS SALARY	158,137.00	158,137.00	99,593.82	4,129.24	0.00	58,543.18	63.0
914.000 OVERTIME	20,000.00	20,000.00	11,651.08	898.69	0.00	8,348.92	58.3
914.200 COURT TIME PAY	2,000.00	2,000.00	0.00	0.00	0.00	2,000.00	0.0

REVENUE/EXPENDITURE REPORT

Kenneth City

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Fund: 001 - GENERAL FUND							
Expenditures							
Dept: 000.521 PUBLIC SAFETY - LAW ENFORCEMEN							
914.300 HOLIDAY PAY	21,500.00	21,500.00	35,668.52	0.00	0.00	-14,168.52	165.9
914.500 NIGHT DIFFERENTIAL PAY	11,500.00	11,500.00	7,956.22	376.00	0.00	3,543.78	69.2
915.000 SALARY INCENTIVE PAY (AA-BA)	9,500.00	9,500.00	3,390.00	0.00	0.00	6,110.00	35.7
921.000 FICA TAXES	67,315.00	67,315.00	44,625.99	2,445.37	0.00	22,689.01	66.3
922.000 EMPLOYEES PENSION FUND	182,822.00	182,822.00	124,694.66	3,066.10	0.00	58,127.34	68.2
923.000 EMPLOYEES HEALTH INSURANCE	160,006.00	160,006.00	89,964.76	0.00	0.00	70,041.24	56.2
923.001 EMPLOYEES DISABILITY INSURANCE	2,500.00	2,500.00	2,367.00	0.00	0.00	133.00	94.7
923.050 DEPENDANT HEALTH CARE	24,000.00	24,000.00	12,331.18	0.00	0.00	11,668.82	51.4
931.000 STAFF TRAINING	2,000.00	2,000.00	250.00	0.00	0.00	1,750.00	12.5
934.000 CONTRACTURAL SERVICES	41,600.00	41,600.00	37,376.65	0.00	0.00	4,223.35	89.8
940.000 TRAVEL & MEETING EXPENSE	6,000.00	6,000.00	3,868.98	-200.00	0.00	2,131.02	64.5
941.000 COMMUNICATIONS - TELEPHONE	4,500.00	4,500.00	4,064.44	0.00	0.00	435.56	90.3
941.100 COMMUNICATIONS - CELL/LAPTOPS	9,400.00	9,400.00	5,470.54	541.37	0.00	3,929.46	58.2
942.000 POSTAGE, FREIGHT ETC	700.00	700.00	149.85	0.00	0.00	550.15	21.4
943.200 WATER & SEWER	2,000.00	2,000.00	754.48	0.00	0.00	1,245.52	37.7
946.100 REPAIRS VEHICLES	19,100.00	19,100.00	25,762.97	1,080.55	0.00	-6,662.97	134.9
946.200 REPAIRS & MAINTENANCE - EQUIP	1,800.00	1,800.00	946.18	350.00	0.00	853.82	52.6
946.201 REPAIRS & MAINTENANCE - RADAR	900.00	900.00	465.67	0.00	0.00	434.33	51.7
946.300 REPAIRS RADIO	1,600.00	1,600.00	287.25	0.00	0.00	1,312.75	18.0
946.400 VEHICLE EQUIP CERT & CHECKS	700.00	700.00	400.00	0.00	0.00	300.00	57.1
946.500 COMPUTER MAINTENANCE	6,000.00	6,000.00	3,970.94	0.00	0.00	2,029.06	66.2
947.000 PRINTING	2,500.00	2,500.00	1,884.86	193.14	0.00	615.14	75.4
948.001 PUBLIC RELATIONS MATERIAL	1,300.00	1,300.00	1,000.54	0.00	0.00	299.46	77.0
949.500 APPLICANT SCREENING	3,000.00	3,000.00	2,514.00	0.00	0.00	486.00	83.8
949.600 PRISONER EXPENSE	2,000.00	2,000.00	971.00	0.00	0.00	1,029.00	48.6
951.000 OFFICE SUPPLIES	1,450.00	1,450.00	728.95	0.00	0.00	721.05	50.3
952.100 GASOLINE	23,000.00	23,000.00	353.24	0.00	0.00	22,646.76	1.5
952.300 UNIFORMS & GEAR	6,000.00	6,000.00	6,696.85	249.00	0.00	-696.85	111.6
952.411 CAMERA, FILM, EQUIP, ETC	150.00	150.00	25.98	0.00	0.00	124.02	17.3
952.500 AMMUNITION	3,000.00	3,000.00	3,647.32	0.00	0.00	-647.32	121.6
952.600 UNIFORM CLEANING	500.00	500.00	0.00	0.00	0.00	500.00	0.0
952.700 CRIME INVESTIGATION SUPPLIES	1,200.00	1,200.00	498.48	0.00	0.00	701.52	41.5
952.800 PERSONAL PROPERTY REPLACEMENT	100.00	100.00	0.00	0.00	0.00	100.00	0.0
954.000 DUES & SUBSCRIPTIONS	2,400.00	2,400.00	3,020.25	0.00	0.00	-620.25	125.8
964.000 OFFICE & BLDG EQUIP (NEW)	300.00	300.00	239.72	239.72	0.00	60.28	79.9
964.300 OTHER NEW EQUIPMENT	700.00	700.00	1,779.93	1,000.00	0.00	-1,079.93	254.3
980.500 Electricity	7,200.00	7,200.00	3,527.20	751.49	0.00	3,672.80	49.0
999.000 MISCELLANEOUS	3,700.00	3,700.00	3,272.44	12.99	0.00	427.56	88.4
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PUBLIC SAFETY - LAW ENFORCEMEN	1,461,631.00	1,461,631.00	973,212.10	41,737.31	0.00	488,418.90	66.6
Dept: 000.522 PUBLIC SAFETY - FIRE CONTROL							
934.000 CONTRACTURAL SERVICES	266,557.00	266,557.00	145,731.65	24,098.67	0.00	120,825.35	54.7
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PUBLIC SAFETY - FIRE CONTROL	266,557.00	266,557.00	145,731.65	24,098.67	0.00	120,825.35	54.7
Dept: 000.524 PROTECTIVE INSPECTION							
934.000 CONTRACTURAL SERVICES	93,409.00	93,409.00	57,959.75	7,351.00	0.00	35,449.25	62.0
946.500 COMPUTER MAINTENANCE	500.00	500.00	0.00	0.00	0.00	500.00	0.0
947.000 PRINTING	250.00	250.00	0.00	0.00	0.00	250.00	0.0
999.000 MISCELLANEOUS	2,000.00	2,000.00	555.00	0.00	0.00	1,445.00	27.8
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PROTECTIVE INSPECTION	96,159.00	96,159.00	58,514.75	7,351.00	0.00	37,644.25	60.9
Dept: 000.525 EMERGENCY & DISASTER RELIEF							
983.000 DISASTER PREPAREDNESS AIDS	12,500.00	12,500.00	930.69	772.90	0.00	11,569.31	7.4
<hr/>							
EMERGENCY & DISASTER RELIEF	12,500.00	12,500.00	930.69	772.90	0.00	11,569.31	7.4
Dept: 000.534 GARBAGE/SOLID WASTE SERVICE							
900.210 RECYCLING GRANT	3,750.00	3,750.00	0.00	0.00	0.00	3,750.00	0.0
<hr/>							
GARBAGE/SOLID WASTE SERVICE	3,750.00	3,750.00	0.00	0.00	0.00	3,750.00	0.0
Dept: 000.541 TRANSPORTATION-DEPT.PUBLIC WKS							

REVENUE/EXPENDITURE REPORT

Kenneth City

For the Period: 10/1/2020 to 5/31/2021	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 001 - GENERAL FUND							
Expenditures							
Dept: 000.541 TRANSPORTATION-DEPT.PUBLIC WKS							
912.104 DPW FOREMAN	53,575.00	53,575.00	35,022.37	2,060.80	0.00	18,552.63	65.4
912.202 DPW SALARIES	85,490.00	85,490.00	51,277.88	2,199.20	0.00	34,212.12	60.0
914.000 OVERTIME	5,220.00	5,220.00	571.08	0.00	0.00	4,648.92	10.9
921.000 FICA TAXES	11,038.00	11,038.00	6,629.39	322.38	0.00	4,408.61	60.1
922.000 EMPLOYEES PENSION FUND	14,868.00	14,868.00	9,257.46	0.00	0.00	5,610.54	62.3
923.000 EMPLOYEES HEALTH INSURANCE	34,000.00	34,000.00	16,277.68	0.00	0.00	17,722.32	47.9
923.001 EMPLOYEES DISABILITY INSURANCE	2,500.00	2,500.00	948.20	0.00	0.00	1,551.80	37.9
923.050 DEPENDANT HEALTH CARE	5,400.00	5,400.00	0.00	0.00	0.00	5,400.00	0.0
931.000 STAFF TRAINING	1,000.00	1,000.00	349.27	0.00	0.00	650.73	34.9
934.100 STREET SWEEPING	3,800.00	3,800.00	1,437.76	0.00	0.00	2,362.24	37.8
934.200 GROUNDS/LAKE MAINTENANCE	11,000.00	11,000.00	5,534.97	41.76	0.00	5,465.03	50.3
940.000 TRAVEL & MEETING EXPENSE	500.00	500.00	80.40	0.00	0.00	419.60	16.1
941.100 COMMUNICATIONS - CELL/LAPTOPS	1,500.00	1,500.00	1,000.91	0.00	0.00	499.09	66.7
943.000 Gas Utility	700.00	700.00	734.37	217.42	0.00	-34.37	104.9
943.100 ELECTRICITY	11,400.00	11,400.00	3,154.28	157.24	0.00	8,245.72	27.7
943.110 STREET LIGHTING	50,200.00	50,200.00	27,874.09	0.00	0.00	22,325.91	55.5
943.200 WATER & SEWER	3,000.00	3,000.00	2,925.06	0.00	0.00	74.94	97.5
943.210 TRAFFIC LIGHTS & MAINTENANCE	20,400.00	20,400.00	19,184.11	5,583.05	0.00	1,215.89	94.0
946.000 REPAIRS & MAINT - BLDG	7,500.00	7,500.00	3,798.85	386.18	0.00	3,701.15	50.7
946.100 REPAIRS VEHICLES	3,500.00	3,500.00	2,656.41	0.00	0.00	843.59	75.9
946.200 REPAIRS & MAINTENANCE - EQUIP	7,000.00	7,000.00	4,050.13	411.94	0.00	2,949.87	57.9
946.320 Parks Maintenance	5,750.00	5,750.00	923.85	0.00	0.00	4,826.15	16.1
946.500 COMPUTER MAINTENANCE	500.00	500.00	15.00	0.00	0.00	485.00	3.0
947.000 PRINTING	250.00	250.00	0.00	0.00	0.00	250.00	0.0
952.100 GASOLINE	3,500.00	3,500.00	204.02	0.00	0.00	3,295.98	5.8
952.300 UNIFORMS & GEAR	1,500.00	1,500.00	604.57	0.00	0.00	895.43	40.3
952.400 SMALL TOOLS	2,000.00	2,000.00	183.44	0.00	0.00	1,816.56	9.2
952.410 CLEANING SUPPLIES	1,500.00	1,500.00	866.26	192.74	0.00	633.74	57.8
952.510 CHEMICALS	1,000.00	1,000.00	556.07	65.35	0.00	443.93	55.6
953.000 ROAD MAT & SUPP MAINT & REPAIR	1,500.00	1,500.00	896.00	0.00	0.00	604.00	59.7
954.000 DUES & SUBSCRIPTIONS	250.00	250.00	438.00	0.00	0.00	-188.00	175.2
964.200 NEW MACHINERY (OTHER)	1,500.00	1,500.00	463.99	0.00	0.00	1,036.01	30.9
964.300 OTHER NEW EQUIPMENT	3,500.00	3,500.00	1,158.33	0.00	0.00	2,341.67	33.1
999.000 MISCELLANEOUS	3,500.00	3,500.00	1,273.68	64.43	0.00	2,226.32	36.4
TRANSPORTATION-DEPT.PUBLIC WKS	359,841.00	359,841.00	200,347.88	11,702.49	0.00	159,493.12	55.7
Dept: 000.569 OTHER HUMAN SERVICES							
982.300 OTHER AGENCY SUPPORT	4,000.00	4,000.00	100.00	0.00	0.00	3,900.00	2.5
982.400 STATION 16 TOYS FOR TOTS	400.00	400.00	0.00	0.00	0.00	400.00	0.0
OTHER HUMAN SERVICES	4,400.00	4,400.00	100.00	0.00	0.00	4,300.00	2.3
Dept: 000.571 CULTURE/RECREATION -LIBRARIES							
901.000 LIBRARY FEES	5,500.00	5,500.00	2,700.00	400.00	0.00	2,800.00	49.1
CULTURE/RECREATION -LIBRARIES	5,500.00	5,500.00	2,700.00	400.00	0.00	2,800.00	49.1
Dept: 000.574 SPECIAL EVENTS							
900.200 SPECIAL EVENTS	5,000.00	5,000.00	260.66	0.00	0.00	4,739.34	5.2
900.400 HOLIDAY DECORATIONS	4,000.00	4,000.00	3,177.00	0.00	0.00	823.00	79.4
900.500 VOLUNTEER APPRECIATION	500.00	500.00	0.00	0.00	0.00	500.00	0.0
900.800 OTHER	1,500.00	1,500.00	0.00	0.00	0.00	1,500.00	0.0
SPECIAL EVENTS	11,000.00	11,000.00	3,437.66	0.00	0.00	7,562.34	31.3
Dept: 000.589 UNALLOCATED FUNDS							
999.999 Interfund transfer Out	4,389.00	4,389.00	0.00	0.00	0.00	4,389.00	0.0
UNALLOCATED FUNDS	4,389.00	4,389.00	0.00	0.00	0.00	4,389.00	0.0
Expenditures	2,890,601.00	2,890,601.00	1,929,316.08	113,765.96	0.00	961,284.92	66.7

REVENUE/EXPENDITURE REPORT

Kenneth City

For the Period: 10/1/2020 to 5/31/2021	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Net Effect for GENERAL FUND	56,923.00	56,923.00	43,061.14	-102,226.90	0.00	13,861.86	75.6
Change in Fund Balance:			43,061.14				

REVENUE/EXPENDITURE REPORT

Kenneth City

For the Period: 10/1/2020 to 5/31/2021	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 100 - RED LIGHT CAMERA FUND							
Revenues							
Dept: 000.000							
351.900 RED LIGHT CAMERA'S	0.00	0.00	2,443.00	0.00	0.00	-2,443.00	0.0
Dept: 000.000	0.00	0.00	2,443.00	0.00	0.00	-2,443.00	0.0
Revenues	0.00	0.00	2,443.00	0.00	0.00	-2,443.00	0.0
Expenditures							
Dept: 000.000							
949.204 REVITALIZATION	205,000.00	205,000.00	3,511.75	0.00	0.00	201,488.25	1.7
Dept: 000.000	205,000.00	205,000.00	3,511.75	0.00	0.00	201,488.25	1.7
Expenditures	205,000.00	205,000.00	3,511.75	0.00	0.00	201,488.25	1.7
Net Effect for RED LIGHT CAMERA FUND	-205,000.00	-205,000.00	-1,068.75	0.00	0.00	-203,931.25	0.5
Change in Fund Balance:			-1,068.75				

REVENUE/EXPENDITURE REPORT

Kenneth City

For the Period: 10/1/2020 to 5/31/2021	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 300 - CAPITAL PROJECTS FUND							
Revenues							
Dept: 000.000							
312.600 INFRASTRUCTURE TAX	538,359.00	538,359.00	364,585.02	0.00	0.00	173,773.98	67.7
331.350 STORMWATER GRANT	62,500.00	62,500.00	0.00	0.00	0.00	62,500.00	0.0
338.000 FROM OTHER LOCAL UNIT	838,619.00	838,619.00	0.00	0.00	0.00	838,619.00	0.0
381.000 INTER-FUND GROUP TRANSFERS IN	0.00	0.00	-416.67	0.00	0.00	416.67	0.0
Dept: 000.000	1,439,478.00	1,439,478.00	364,168.35	0.00	0.00	1,075,309.65	25.3
Revenues	1,439,478.00	1,439,478.00	364,168.35	0.00	0.00	1,075,309.65	25.3
Expenditures							
Dept: 000.519 OTHER GENERAL GOVERNMENT							
962.010 BLDG ADD & EXPANSION(INFRAS	22,500.00	22,500.00	31,934.70	3,785.00	0.00	-9,434.70	141.9
OTHER GENERAL GOVERNMENT	22,500.00	22,500.00	31,934.70	3,785.00	0.00	-9,434.70	141.9
Dept: 000.521 PUBLIC SAFETY - LAW ENFORCEMEN							
964.000 OFFICE & BLDG EQUIP (NEW)	45,000.00	45,000.00	42,254.57	0.00	0.00	2,745.43	93.9
964.300 OTHER NEW EQUIPMENT	0.00	0.00	2,788.76	0.00	0.00	-2,788.76	0.0
PUBLIC SAFETY - LAW ENFORCEMEN	45,000.00	45,000.00	45,043.33	0.00	0.00	-43.33	100.1
Dept: 000.541 TRANSPORTATION-DEPT.PUBLIC WKS							
963.310 STREETS-INFRASTRUCTURE	135,000.00	135,000.00	8,557.51	0.00	0.00	126,442.49	6.3
963.410 DRAINS - INFRASTRUCTURE	304,500.00	304,500.00	43,742.21	2,280.00	0.00	260,757.79	14.4
964.300 OTHER NEW EQUIPMENT	85,000.00	85,000.00	1,965.04	0.00	0.00	83,034.96	2.3
TRANSPORTATION-DEPT.PUBLIC WKS	524,500.00	524,500.00	54,264.76	2,280.00	0.00	470,235.24	10.3
Dept: 000.572 PARKS/ RECREATION/BUILDINGS							
962.010 BLDG ADD & EXPANSION(INFRAS	22,500.00	22,500.00	15,380.00	0.00	0.00	7,120.00	68.4
963.000 INFRASTRUCTURE- P&R	1,540,000.00	1,540,000.00	322,182.44	1,138.75	0.00	1,217,817.56	20.9
PARKS/ RECREATION/BUILDINGS	1,562,500.00	1,562,500.00	337,562.44	1,138.75	0.00	1,224,937.56	21.6
Expenditures	2,154,500.00	2,154,500.00	468,805.23	7,203.75	0.00	1,685,694.77	21.8
Net Effect for CAPITAL PROJECTS FUND	-715,022.00	-715,022.00	-104,636.88	-7,203.75	0.00	-610,385.12	14.6
Change in Fund Balance:			-104,636.88				
Grand Total Net Effect:	-863,099.00	-863,099.00	-62,644.49	-109,430.65	0.00	-800,454.51	

TOWN OF KENNETH CITY, FLORIDA
BASIC FINANCIAL STATEMENTS, SUPPLEMENTARY
INFORMATION AND REGULATORY REPORTS
Year Ended September 30, 2020

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Crawford & Jones, CPA's

—◊—
CERTIFIED PUBLIC ACCOUNTANTS

TOWN OF KENNETH CITY, FLORIDA

Year Ended September 30, 2020

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Crawford & Jones, CPA's

CERTIFIED PUBLIC ACCOUNTANTS

Paul J. Crawford, CPA
Richard J. Jones, Jr., CPA

Members:
American Institute of CPAs
Florida Institute of CPAs

INDEPENDENT AUDITOR'S REPORT

June XX, 2021

Honorable Mayor and Town Council
Town of Kenneth City, Florida

We have audited the accompanying financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the Town of Kenneth City, Florida, (Town) as of and for the year ended September 30, 2020, and the related notes to the financial statements, which collectively comprise the Town's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

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Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the Town's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Town's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, each major fund, and the aggregate remaining fund information of the Town of Kenneth City, Florida, as of September 30, 2020, and the respective changes in financial position and, where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Required Supplementary information

Accounting principles generally accepted in the United States of America require that the Management's Discussion and Analysis (page 2-6), Budgetary Comparison Information (page 34-37), and Pension Plan and OPEB Disclosure Schedules (pages 38-40) be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide assurance.

Crawford and Jones, CPA's

MANAGEMENT'S DISCUSSION AND ANALYSIS

The Town of Kenneth City, Florida's discussion and analysis is designed to (a) assist the reader in focusing on the financial issues, (b) provide an overview of the Town's financial activity, (c) identify changes in the Town's financial position, (d) identify any material deviations from the financial plan (the approved budget), and (e) identify individual fund issues or concerns for the fiscal year ended September 30, 2020.

FINANCIAL HIGHLIGHTS

*At the close of fiscal year 2020, the Town's assets exceeded its liabilities, resulting in net position of \$7,237,036. Of this amount, the unrestricted net position totals to \$260,673 that can be used to meet the Town's ongoing obligations.

*At September 30, 2020, the Town's governmental activities fund balance sheet reported an ending fund balance of \$3,475,742, a decrease of \$148,447 in comparison with the prior year.

*There are no business-type activities for the Town.

*At September 30, 2020, unassigned fund balance for the General Fund was \$1,118,832.

*Governmental fund revenue increased by \$71,547 or 2.32 percent over the prior fiscal year.

OVERVIEW OF THE FINANCIAL STATEMENTS

This discussion and analysis is intended to serve as an introduction to the Town's basic financial statements. The Town's basic financial statements comprise three components:

- 1) government-wide financial statements
- 2) fund financial statements
- 3) notes to financial statements

This report also contains required supplementary information in addition to the basic financial statements themselves.

Government-wide financial statements- The government-wide financial statements, which consist of the following two statements, are designed to provide readers with a broad overview of the Town's finances, in a manner similar to a private-sector business.

The Statement of Net Position presents information on all of the Town's assets and deferred outflow of resources and liabilities and deferred inflow of resources, with the difference between the two reported as net position. Over time, increases or decreases in net assets may serve as a useful indicator of whether the financial position of the Town is improving or deteriorating.

The Statement of Activities presents information showing how the government's net position changed during the fiscal year 2020. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of related cash flows. Thus, revenues and expenses are reported in this statement for some items that will only result in cash flows in future fiscal periods (e.g., uncollected taxes and earned but unused vacation leave).

Both of the government-wide financial statements distinguish functions of the Town that are principally supported by taxes and intergovernmental revenues (governmental activities) from other functions that are intended to recover all or a significant portion of their costs through user fees and charges. The governmental activities of the Town include general government, public safety, highway and streets, sanitation, cultural and recreation.

The government-wide financial statements include only the Town. There were no component units identified.

The government-wide financial statements can be found on pages 7 and 8 of the Town's financial statements.

Fund financial statements

The accounts of the Town are organized on the basis of funds, each of which is considered a separate accounting entity. The operations of each fund are accounted for with a separate set of self-balancing accounts that comprise its assets, liabilities, fund equity, revenues, and expenditures, as appropriated. Government resources are allocated to and accounted for in individual funds based upon the purpose for which they are spent and the means by which spending activities are controlled.

The Town's funds are presented in separate fund financial statements. These funds are presented on a governmental fund financial statement.

Governmental funds

Governmental fund financial statements are prepared on the modified accrual basis using current financial resources measurement focus. Under modified accrual basis, revenues are recognized when they become measurable and available as net current assets. The governmental fund statements provide a detailed short-term view of the Town's general government operations and the information helps to determine whether there are more or fewer financial resources that can be spent in the near future to finance the Town's program.

The Town adopts an annual budget for all funds and a budgetary comparison statement has been provided for these funds to demonstrate budgetary compliance.

Notes to financial statements

The notes provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements. The notes to the financial statements can be found on pages 13-32 of the statements.

Other information

In addition to the basic financial statements and accompanying notes, this report also presents certain required supplementary information. This includes the governmental funds original and final budget in comparison to actual expenses and the GASB statements no. 68 and 75 disclosure.

Infrastructure assets

The Town has elected under GASB Statement 34 not to retroactively report infrastructure assets. Historically, a government's largest group of assets (infrastructure-roads, bridges, sidewalk curbs, underground pipes unless associated with a utility, etc.) have not been reported or depreciated in the Town's financial statements. The statement requires that these assets be valued and recorded within the governmental columns of the government-wide statements.

GOVERNMENT-WIDE FINANCIAL ANALYSIS

Statement of Net Position

As noted earlier, net position may serve over time as a useful indicator of a government's financial position. In the case of the Town, assets exceeded liabilities by \$6,563,323 at the close of fiscal year ended September 30, 2020. The following table reflects the condensed Statement of Net Position:

	<u>2020</u>	<u>2019</u>
Current and Other Assets	\$3,675,365	\$3,866,350
Capital Assets (Net of Allowance)	<u>5,538,995</u>	<u>5,276,349</u>
Total Assets	9,214,360	9,142,699
Deferred Outflow of Resources	<u>737,883</u>	<u>611,150</u>
Total Assets and Deferred Outflow of Resources	<u>\$9,952,243</u>	<u>\$9,753,849</u>
Current Liabilities	\$ 204,623	\$ 247,161
Noncurrent Liabilities	258,495	205,920
Net Pension Liability	<u>2,187,919</u>	<u>1,722,804</u>
Total Liabilities	2,651,037	2,175,885
Deferred Inflow of Resources	64,170	166,078
Net Position	<u>7,237,036</u>	<u>7,411,886</u>
Total Liabilities, Deferred Inflow of Resources and Net Position	<u>\$9,952,243</u>	<u>\$9,753,849</u>

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For more detailed information, see Statement of Net Position on page 7 of The Town's financial statements.

The largest portion of the Town's net position (47.96 percent) reflects its investment in current and other assets net of related debt.

A portion of the Town's net position (76.54 percent) reflects its investment in capital assets (e.g., land, building and equipment). The Town uses these capital assets to provide services to citizens; consequently, these assets are not available for future spending. Although the Town's investment in its capital assets is reported net of related debt, it should be noted that the resources needed to repay this debt must be provided from other sources, since the capital assets themselves cannot be used to liquidate these liabilities.

Statement of Activities

The following schedule summarizes the revenues and expenses for the current and prior fiscal year.

	<u>2020</u>	<u>2019</u>
Revenues		
Program Revenues:		
Charges for Services	\$ 12,854	\$ 9,967
General Revenues:		
Taxes	3,108,116	2,991,702
Investment Earnings (Net)	10,654	10,893
Grants	6,292	61,693
Miscellaneous	<u>23,843</u>	<u>15,957</u>
Total Revenues	<u>3,161,759</u>	<u>3,090,212</u>
Expenses		
General Government	814,505	798,162
Public Safety	2,134,037	1,950,462
Highways and Streets	371,204	340,926
Parks and Recreation	8,823	491
Other	<u>8,040</u>	<u>25,014</u>
Total Expenses	<u>3,336,609</u>	<u>3,115,055</u>
(Decrease)/Increase in Net Position	(174,850)	(24,843)
Net Position – Beginning	<u>7,411,886</u>	<u>7,436,729</u>
Net Position – Ending	<u>\$7,237,036</u>	<u>\$7,411,886</u>

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Governmental Funds

The focus of the Town's governmental funds is to provide a detailed short-term view of the Town's general government operations. The information helps to determine whether there are more or fewer financial resources that can be spent in the near future to finance the Town's program. In particular, unrestricted fund balance may serve as a useful measure of a government's net resources available for spending at the end of the fiscal year.

As of the end of fiscal year 2020, the Town's governmental funds reported ending fund balances totaling \$3,475,742, a decrease of \$148,447 in comparison with the prior year. There was an increase in revenue of 2.32 percent compared to the previous year. Expenditures increased by 7.11 percent.

Unassigned fund balance is \$1,118,832 and is available for spending at the Town's discretion.

The remainder of the fund balance is not available for spending and has been committed to police department use, city revitalization (red light camera fund), and restricted for capital improvements.

GENERAL FUND BUDGETARY HIGHLIGHTS

There were no amendments to the original budget for the current fiscal year.

CAPITAL ASSET AND DEBT ADMINISTRATION

Capital Assets

The Town's investment in capital assets as of September 30, 2020 totaled \$5,538,995 net of accumulated depreciation and related debt. This investment in capital assets includes land, building improvements other than building, capital leases, and equipment. The total expenditures for capital assets for the current fiscal year were \$501,564.

Major increases in capital assets during the current fiscal year included the following:

- Purchase of equipment for \$141,836
- Purchase of building improvements and infrastructure for \$359,728

Town of Kenneth City, Florida
Schedule of Capital Assets (Net of Depreciation)
As of September 30, 2020 and 2019

	<u>2020</u>	<u>2019</u>
Land	\$ 250,000	\$ 250,000
Buildings & Infrastructure	4,968,940	4,771,064
Equipment	<u>320,055</u>	<u>255,285</u>
Totals	<u>\$5,538,995</u>	<u>\$5,276,349</u>

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Additional information on the Town's capital assets can be found on page 24-25 of the Town's financial statements.

Long-term Debt

At the end of fiscal year 2020, the Town reported \$150,500 in Accrued Compensated Absences, Due to Other Governments of \$7,083, Net Pension Liability of \$2,187,919 and Other Post-Employment Benefits Liability of \$105,912 as its long-term debt.

ECONOMIC FACTORS AND NEXT YEAR'S BUDGETS AND RATES

During the current fiscal year, property taxable values increased compared to the prior year.

An estimated increase in salaries and wages is expected based on the annual consumer price index for the southern region.

REQUEST FOR INFORMATION

This financial report is designed to present users with a general overview of the Town's finances. Questions concerning any of the information provided in this report or requests for additional financial information should be addressed to the Town's Finance Officer at 6000 54th Avenue North, Kenneth City, Florida 33709.

TOWN OF KENNETH CITY, FLORIDA
STATEMENT OF NET POSITION
SEPTEMBER 30, 2020

Assets:

Current Assets:	
Cash and Cash Equivalents	\$ 3,013,635
Investments	509,223
Receivables	152,110
Inventory of Gasoline	397
Total Current Assets	<u>3,675,365</u>

Noncurrent Assets:

Capital Assets:	
Non-Depreciable	250,000
Depreciable, Net of Depreciation	5,288,995
Total Capital Assets-Net	<u>5,538,995</u>
Total Noncurrent Assets	<u>5,538,995</u>

Total Assets 9,214,360

Deferred Outflow of Resources:

Related to Pensions and OPEB	<u>737,883</u>
Total Assets & Deferred Outflow of Resources	<u>\$ 9,952,243</u>

Liabilities:

Current Liabilities:	
Accounts Payable	\$ 115,431
Accrued Payroll	57,703
Other Liabilities	26,489
Current Portion of Due To Other Governments	5,000
Total Current Liabilities	<u>204,623</u>

Long-Term Liabilities:

Accrued Compensated Absences	150,500
Noncurrent Portion of Due To Other Governments	2,083
Net Pension Liability	2,187,919
Net OPEB Liability	105,912
Total Long-Term Liabilities	<u>2,446,414</u>

Total Liabilities 2,651,037

Deferred Inflow of Resources:

Related to Pensions and OPEB	<u>64,170</u>
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Net Position:

Investment in Capital Assets (Net of Depreciation and Related Debt)	5,538,995
Restricted	1,958,714
Unrestricted	<u>(260,673)</u>

Total Net Position 7,237,036

Total Liabilities, Deferred Inflows of Resources and Net Position \$ 9,952,243

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The notes to the financial statements are an integral part of this statement.

TOWN OF KENNETH CITY, FLORIDA
STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED SEPTEMBER 30, 2020

Functions/Programs	Expenses	Program Revenues				Totals	Net (Expense)
		Charges for	Operating	Capital	Revenue and		
			Services	Grants and			Grants and
						Governmental Activities	
						Total	
Governmental Activities:							
General Government	\$ 814,505	\$ 6,822	\$ 3,707	\$ -	\$ 10,529	\$ (803,976)	
Public Safety	2,134,037	6,032	2,585	-	8,617	(2,125,420)	
Highway & Streets	371,204	-	-	-	-	(371,204)	
Parks & Recreation	8,823	-	-	-	-	(8,823)	
Other	8,040	-	-	-	-	(8,040)	
Total	\$ 3,336,609	\$ 12,854	\$ 6,292	\$ -	\$ 19,146	(3,317,463)	

General Revenues:

Taxes:

Property Taxes	987,651
Intergovernmental	442,435
Infrastructure Tax	521,049
Sales Tax	318,638
Franchise tax	468,505
Utility Tax	369,838
Total Taxes	3,108,116

Interest Income	10,654
Miscellaneous	23,843

Total General Revenues 3,142,613

Change in Net Position (174,850)

Net Position-Beginning of Year 7,411,886

Net Position-End of Year \$ 7,237,036

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The notes to the financial statements are an integral part of this statement.

TOWN OF KENNETH CITY, FLORIDA
BALANCE SHEET - GOVERNMENTAL FUNDS
SEPTEMBER 30, 2020

	<u>General Fund</u>	<u>Capital Projects Fund</u>	<u>Red Light Camera Fund</u>	<u>Total Governmental Funds</u>
<u>Assets:</u>				
Cash and Cash Equivalents	\$ 689,968	\$ 1,927,215	\$ 396,452	\$ 3,013,635
Investments	509,223	-	-	509,223
Receivables	75,483	76,627	-	152,110
Inventory of Gasoline	397	-	-	397
Total Assets	<u>\$ 1,275,071</u>	<u>\$ 2,003,842</u>	<u>\$ 396,452</u>	<u>\$ 3,675,365</u>

Liabilities and Fund Balances:

Liabilities:

Accounts Payable	\$ 70,303	\$ 45,128	\$ -	\$ 115,431
Accrued Payroll	57,703	-	-	57,703
Other Liabilities	26,489	-	-	26,489
Total Liabilities	<u>154,495</u>	<u>45,128</u>	<u>-</u>	<u>199,623</u>

Fund Balances:

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Nonspendable:				
Inventory	397	-	-	397
Restricted	-	1,958,714	-	1,958,714
Committed:				-
City Revitalization	-	-	396,452	396,452
Police Training	1,347	-	-	1,347
Unassigned	1,118,832	-	-	1,118,832
Total Fund Balances	<u>1,120,576</u>	<u>1,958,714</u>	<u>396,452</u>	<u>3,475,742</u>
Total Liabilities and Fund Balances	<u>\$ 1,275,071</u>	<u>\$ 2,003,842</u>	<u>\$ 396,452</u>	<u>\$ 3,675,365</u>

The notes to the financial statements are an integral part of this statement.

TOWN OF KENNETH CITY, FLORIDA
RECONCILIATION OF THE BALANCE SHEET- GOVERNMENTAL FUNDS
TO THE STATEMENT OF NET POSITION
SEPTEMBER 30, 2020

Total Fund Balances - Total Governmental Funds	\$ <u>3,475,742</u>
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Amounts reported for governmental activities in the statement of net assets were different because:

Capital assets used in governmental activities were not current financial resources. Therefore, they were not reported in the Governmental Funds Balance Sheet. The capital assets were adjusted as follows:

Non-depreciable capital assets	250,000
Depreciable capital assets, net	<u>5,288,995</u>
 Total capital assets	 <u>5,538,995</u>

Long-term liabilities were not due and payable in the current period. Therefore, they were not reported in the Governmental Funds Balance Sheet. The long-term liabilities were adjusted as follows:

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Net other post employment benefits liability	(105,912)
Due to other governments	(7,083)
Accrued compensated absences	<u>(150,500)</u>
 Total long-term liabilities	 <u>(263,495)</u>

Adjustments necessary for the implementation of GASB Statements 68 and 71 are not reported in the Governmental Fund Statements. The amounts related to those adjustments are:

Deferred Outflow of Resources	737,883
Net Pension Liability	(2,187,919)
Deferred Inflow of Resources	<u>(64,170)</u>
 Total adjustments	 <u>(1,514,206)</u>

Net Position of Governmental Activities	\$ <u><u>7,237,036</u></u>
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The notes to the financial statements are an integral part of this statement.

TOWN OF KENNETH CITY, FLORIDA
STATEMENT OF REVENUES, EXPENDITURES
AND CHANGES IN FUND BALANCE - GOVERNMENTAL FUNDS
FOR THE YEAR ENDED SEPTEMBER 30, 2020

	General Fund	Capital Projects Fund	Red Light Camera Fund	Total Governmental Funds
Revenues:				
Taxes	\$ 1,357,489	\$ -	\$ -	\$ 1,357,489
Intergovernmental Revenue	606,946	521,049	-	1,127,995
Franchise Fees	468,505	-	-	468,505
Fines and Forfeitures	6,822	-	6,032	12,854
Licenses and Permits	154,127	-	-	154,127
Grant	6,292	-	-	6,292
Interest Income	10,654	-	-	10,654
Miscellaneous Revenues	23,843	-	-	23,843
Total Revenues	2,634,678	521,049	6,032	3,161,759
Expenditures:				
Current:				
General Government	635,387	7,568	2,392	645,347
Public Safety	1,796,719	2,103	-	1,798,822
Highways and Streets	332,768	14,842	-	347,610
Parks and Recreation	6,612	2,211	-	8,823
Miscellaneous	8,040	-	-	8,040
Capital Outlay:				
General Government	-	447,791	-	447,791
Public Safety	-	53,773	-	53,773
Total Expenditures	2,779,526	528,288	2,392	3,310,206
Revenues Over/(Under) Expenditures	(144,848)	(7,239)	3,640	(148,447)
Fund Balance - Beginning of Year	1,267,762	1,963,615	392,812	3,624,189
Tranfers - in/<out>	(2,338)	2,338	-	-
Fund Balance - End of Year	\$ 1,120,576	\$ 1,958,714	\$ 396,452	\$ 3,475,742

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The notes to the financial statements are an integral part of this statement.

TOWN OF KENNETH CITY, FLORIDA
RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND
BALANCE - GOVERNMENTAL FUNDS TO THE STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED SEPTEMBER 30, 2020

Net Change in Fund Balance - Total Governmental Funds	\$ (148,447)
Amount reported for governmental activities in the Statement of Activities and Changes in Net Assets were different because:	
Pension expense was adjusted per GASB Statements 68 and 71	(253,370)
Governmental funds reported capital outlay as expenditures. However, in the Government-Wide Statement of Activities and Changes in Net Assets, the cost of those assets was allocated over their estimated useful lives as depreciation expense. This was the amount of capital assets recorded as expenditures in the current period.	501,564
Long-term liabilities are not due and payable in the current period. Therefore, they are not reported in the Governmental Funds Balance Sheet. Payments on the obligation "Due to Other Governments" are included in General Government Expenditures in the Capital Projects Fund. (see note 8 of the financial statements).	5,000
Depreciation expense on capital assets was reported in the Government-Wide Statement of Activities and Changes in Net Assets, but it did not require the use of current financial resources. Therefore, depreciation expense was not reported as expenditures in governmental funds.	(238,918)
Long-term compensated absences were reported in the Government-Wide Statement of Activities and Changes in Net Assets, but they did not require the use of current financial resources. Therefore, the change in long-term compensated absences were not reported as expenditures in governmental funds.	(14,000)
Other post employment benefits were reported in the Government-Wide Statement of Activities and Changes in Net Assets, but they did not require the use of current financial resources. Therefore, the other post employment benefits were not reported as expenditures in governmental funds.	(26,679)
Change in Net Position of Governmental Activities	<u>\$ (174,850)</u>

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The notes to the financial statements are an integral part of this statement.

TOWN OF KENNETH CITY, FLORIDA
NOTES TO FINANCIAL STATEMENTS
SEPTEMBER 30, 2020

1. Summary of Significant Accounting Policies

The Town of Kenneth City, Florida, (Town) maintains its accounting records in accordance with generally accepted accounting principles (GAAP) as applied to government units. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles. The more significant of the Town's accounting policies are described below:

(A) Financial Reporting Entity – The Town of Kenneth City was incorporated on May 9, 1957 under the laws of Florida Section 2, Chapter 57-1462. The Town provides the following services as authorized by its charter: public safety (police and fire), highway and streets, sanitation, health and social services, culture-recreation, public improvements, planning and zoning, general administrative services. The legislative branch of the Town is composed of a five (5) member elected Town Council and Mayor. The Town Council is governed by the Charter and by state and local laws and regulations. The Town Council is responsible for the establishment and adoption of policy. The executing of such policy is the responsibility of the Town Manager. In the November 2013 election, the citizens approved a new Town Charter that provides for a Town Manager. The Manager was hired and began effective March 2014.

Governmental accounting standards require that these financial statements present the Town of Kenneth City (the primary government) and its component units as applicable. Component units generally are legally separate entities for which a primary government is financially accountable. Financial accountability ordinarily involves meeting both of the following criteria: the primary government is accountable for the potential component unit (i.e., the primary government appoints the voting majority of its board) and the primary government is able to impose its will upon the potential component unit, or there is a possibility that the potential component unit may provide specific financial benefits or impose specific financial burdens on the primary government. Based upon the application of these criteria, no component units were identified, and the accompanying financial statements include only information relative to the primary government.

(B) Basis of Accounting and Measurement Focus – Under the modified accrual basis of accounting, revenues are recognized in the accounting period in which they become both measurable and available to finance expenditures of the current period. Accordingly, revenues are recorded when received in cash (unless legally restricted to some future period) or when earned and expected to be collected soon enough after year-end to pay the liabilities of the current period. For this purpose, revenues are considered to be available if they are collected within 60 days after year-end. The primary revenue sources that have been treated as susceptible to accrual by the Town are property tax, sales tax, franchise fees, intergovernmental revenues, other taxes and interest revenue. Fines, forfeitures, licenses and permits are not susceptible to accrual because they are usually not measurable until received in cash.

Unearned revenues arise when potential revenues do not meet both the “measurable” and “available” criteria for recognition in the current period. Unearned revenues also arise when the government receives resources before it has a legal claim to them, as when grant monies are received prior to incurring qualifying expenditures. In subsequent periods when both revenue recognition criteria are met, or when the government has a legal claim to the resources, the deferred revenue is removed from the combined balance sheet and revenue is recognized.

The accounting system of the Town is organized on the basis of funds, each of which is considered a separate accounting entity. The operations of each fund are accounted for with a separate set of self-balancing accounts that comprise its assets, liabilities, fund equity, revenues, and expenditures or expenses, as appropriate. Governmental resources are allocated to and accounted for in individual funds based upon the purposes for which they are to be spent and the means by which spending activities are controlled.

Reconciliation of the Fund Financial Statements to the government-wide financial statements is provided to explain the differences created by the integrated approach of GASB Statement No. 34, “Basic Financial Statements and Management’s Discussion and Analysis for State and Local Governments.”

TOWN OF KENNETH CITY, FLORIDA
NOTES TO FINANCIAL STATEMENTS
SEPTEMBER 30, 2020

1. Summary of Significant Accounting Policies Continued

Government-Wide Financial Statements - The Town's government-wide financial statements include a Statement of Net Position and a Statement of Activities. These statements present summaries of governmental activities for the Town.

These statements are presented on an "economic resources" measurement focus and the accrual basis of accounting. Accordingly, all of the Town's assets and liabilities, including capital assets and long-term liabilities, are included in the accompanying Statement of Net Position. The Statement of Activities presents changes in net position. Under the accrual basis of accounting, revenues are recognized in the period in which they are earned while expenses are recognized in the period in which the liability is incurred.

Certain types of transactions are reported as program revenues for the Town:

- Charges for services
- Operating grants and contributions
- Capital grants and contributions

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Governmental Fund Financial Statements - Governmental fund financial statements include a Balance Sheet and a Statement of Revenues, Expenditures and Changes in Fund Balance for all governmental funds. An accompanying schedule is presented to reconcile and explain the differences in fund balances as presented in these statements to the net assets presented in the government-wide financial statements. The Town has presented all funds in the accompanying financial statements.

All governmental funds are accounted for on a spending or current economic resources measurement focus and the modified accrual basis of accounting. Accordingly, only current assets and current liabilities are included on the fund balance sheet. The Statement of Revenues, Expenditures and Changes in Fund Balances presents increases (revenues and other financing sources) and decreases (expenditures and other financing uses) in net current assets.

The Town reports the following governmental funds:

General Fund – The General Fund is the Town's primary operating fund. It accounts for all economic resources of the general government, except those required to be accounted for in another fund.

Capital Projects Fund – The Capital Projects Fund is used to account for the economic resources to be used for the acquisition or construction of major capital facilities and improvement projects.

Red Light Camera Fund – The Red Light Camera Fund is used to report the revenue generated by the use of cameras as traffic detectors and any expenses associated therewith as defined by Town Council. Net revenues of the fund are to be used for Town revitalization and beautification.

(C) Accumulated Compensated Absences - It is the Town's policy is to permit employees to accumulate a limited amount of earned but unused vacation and sick leave, which will be paid to employees at some future date. Employees separating or retiring from service with the Town are paid a portion of accumulated vacation and sick time, depending on years of service attained.

In the government-wide financial statements, compensated absences are recorded as incurred and the related expenses and liabilities are reported.

In the fund financial statements, compensated absences are recorded as expenditures in the years paid, as it is the Town's policy is to liquidate any unpaid compensated absences at September 30 from future resources, rather than currently available financial resources.

TOWN OF KENNETH CITY, FLORIDA
NOTES TO FINANCIAL STATEMENTS
SEPTEMBER 30, 2020

1. Summary of Significant Accounting Policies Continued

(D) Inventory - Inventory is valued at average cost. The cost of inventory is recorded as an expenditure when consumed rather than when purchased.

(E) Interfund Transactions – Interfund transactions are reflected as either loans, services provided, reimbursements or transfers. Loans are reported as receivables and payables as appropriate and are subject to elimination upon consolidation. Services provided, deemed to be market or near market rates, are treated as revenues and expenditures/expenses. Reimbursements occur when one fund incurs a cost, charges the appropriate benefiting fund and reduces its related cost as a reimbursement. All other interfund transactions are treated as transfers and are netted as part of the reconciliation to the government-wide presentation.

(F) Finance-Related Legal and Contractual Provisions – The Town is not aware of any violation nor has been notified of any violation of finance-related legal and contractual provisions.

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(G) Fund Equity – The Town implemented GASB Statement No. 54, "Fund Balance Reporting and Governmental Fund Type Definition," for the fiscal year ended September 30, 2011. The objective of this statement is to enhance the usefulness of fund balance information by providing clearer fund balance classifications that can be more consistently applied. This statement establishes fund balance classifications that comprise a hierarchy based primarily on the extent to which the government is bound to observe constraints imposed upon the use of the resources reported in the governmental funds. Each classification of fund balance is based on the relative strength of the constraints that control how specific amounts can be spent. The order of spending would follow the same hierarchy; that is, if an amount for a specific purpose is categorized as restricted or committed, then spending for such purpose would come from that classification before any lower classification and could not come from amounts categorized at a higher level.

Nonspendable fund balance represents amounts that cannot be spent because they are either not in spendable form (such as inventories and prepaid amounts) or amounts that are legally or contractually required to remain intact.

Restricted fund balance includes amounts that can be spent only for the specific purposes stipulated by constitution, external resource providers, or through enabling legislation.

Committed fund balance includes amounts that can be used only for the specific purposes determined by formal vote of the Town Council. These amounts cannot be used for any other purpose unless the Town Council removes or changes the specified use by taking the same type of action that created the Committed resource. This classification also includes contractual obligations (encumbrances) to the extent that existing resources have been specifically committed to satisfy those contractual requirements.

Assigned fund balance includes amounts that are intended to be used by the government for specific purposes but do not meet the criteria to be classified as Restricted or Committed because they are supported by management's intent rather than a formal action of the Town Council.

Unassigned fund balance can only be found in the General Fund; it represents the residual amount of fund balance not contained in the other classifications.

The Town reserves the right to selectively spend Unassigned resources first and to defer the use of the other classified funds. If the appropriate opportunities arise, the Town would typically use Restricted fund balances, followed by Committed resources and then Assigned resources.

TOWN OF KENNETH CITY, FLORIDA
NOTES TO FINANCIAL STATEMENTS
SEPTEMBER 30, 2020

1. Summary of Significant Accounting Policies Continued

Net Position

In compliance with GASB Statement No. 63, "Financial Reporting of Deferred Outflows of Resources, Deferred Inflows of Resources and Net Position," the government-wide financial statements utilize a net position presentation. Net position is presented in three components: net investment in capital assets, restricted, and unrestricted.

Net Investment in Capital Assets - This component of net position consists of capital assets, net of accumulated depreciation and reduced by the outstanding balances of any bonds, notes or other borrowings attributable to the acquisition, construction, or improvement of those assets. This component does not include the portion of debt attributable to the unspent proceeds.

Restricted - This component consists of net position that have constraints placed on them either externally by third-parties (creditors, grantors, contributors, or laws or regulations of other governments) or by law through constitutional provision or enabling legislation.

Unrestricted – This component consists of net position that does not meet the definition of "net investment in capital assets" or "restricted". Designations of net position made by Town Management are included in this component because these types of constraints are internal, and management can remove or modify them.

When both restricted and unrestricted resources are available for use, the Town's policy is to use restricted resources first, then unrestricted resources as needed.

The Town of Kenneth City does not have a formally adopted stabilization arrangement or minimum fund balance policy.

(H) Use of Estimates – The preparation of basic financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

(I) Capital Assets – Capital assets, which includes land, buildings, improvements, furniture, equipment and infrastructure assets (e.g., roads, bridges, sidewalks, and similar items), are reported in the government-wide financial statements. Capital assets are recorded at historical cost or estimated historical cost, if actual cost is not available. Donated assets are valued at their fair market value on the date of donation. Town policy has set the capitalization threshold for reporting capital assets at \$1,000.

Depreciation is recorded on a straight-line basis over the useful lives of the assets as follows:

Building and structures	40 years
Equipment	5 – 10 years

In June 1999, the Governmental Accounting Standards Board (GASB) issued Statement No. 34 which requires the inclusion of infrastructure capital assets in local governments' basic financial statements. In accordance with Statement No. 34, the Town has elected not to retroactively report infrastructure in its basic financial statements.

The Town defines infrastructure as the basic physical assets that allow the Town to function. It includes the street system, park and recreation lands and improvements system; storm water conveyance and drainage system, buildings combined with site amenities such as parking and landscaping areas used by the Town in the conduct of its business.

TOWN OF KENNETH CITY, FLORIDA
NOTES TO FINANCIAL STATEMENTS
SEPTEMBER 30, 2020

1. Summary of Significant Accounting Policies Continued

(J) Recently Issued and Implemented Accounting Pronouncements

Government Accounting Standards Board (GASB) Statement No. 63, "Financial reporting of Deferred Outflows of Resources, Deferred Inflows of Resources, and Net Position," amends Statement No. 34. This statement provides guidance for reporting deferred outflows of resources, deferred inflows of resources, and net position by distinguishing them from assets and liabilities. Net position replaces the terminology net assets in the Statement of Net Position. The requirements of Statement No. 63 were effective in fiscal year 2013. Its implementation has introduced the new elements mentioned above to the Statement of Net Position and the Balance Sheet.

Deferred Outflows of Resources is a consumption of net assets by the government that is applicable to future reporting period.

Deferred Inflows of Resources is an acquisition of net assets by the government that is applicable to a future reporting period.

Government Accounting Standards Board (GASB) Statement No. 65, "Items Previously Reported as Assets and Liabilities." This statement establishes accounting and financial reporting standards that reclassify, as deferred outflows of resources or deferred inflows of resources, certain items that were previously reported as assets and liabilities and recognizes, as outflows of resources or inflows of resources, certain items that were previously reported as assets and liabilities. The requirements of Statement No. 65 are effective in fiscal year 2014.

Government Accounting Standards Board (GASB) Statement No. 68, "Accounting and Financial Reporting for Pensions." The primary objective of this Statement is to improve accounting and financial reporting by state and local governments for pensions. The scope of this statement addresses accounting and financial reporting for pensions that are provided to the employees of state and local governmental employers through pension plans that are administered through trusts. The statement establishes standards for measuring and recognizing liabilities, deferred outflows of resources, deferred inflows of resources, and expense/expenditures as well as disclosure requirements and supplementary information.

Government Accounting Standards Board (GASB) Statement No. 71, "Pension Transition for Contributions Made Subsequent to the Measurement Date—an amendment of GASB Statement No. 68," which resolves transition issues in that statement. The statement eliminates a potential source of understatement of restated beginning net position and expense in a government's first year of implementing GASB Statement No. 68.

Government Accounting Standards Board (GASB) Statement No. 75, "Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions" was first implemented for the fiscal year ended September 30, 2018.

2. Pooled Cash, Cash Equivalents and Investments

The Town maintains pooled cash accounts that contain the cash of all funds. The Town's policy requires that all cash deposits and certificates of deposit are first covered by federal depository insurance and, for the amount in excess of such federal depository insurance, by the State of Florida's Security for Public Deposits Act as defined by Florida Statutes Section 280.02. Provisions of the Act require that public deposits may only be made at qualified public depositories. The Act requires each qualified public depository to deposit with the State Treasurer eligible collateral equal to or in excess of the required collateral as determined by the provisions of the Act. In the event of a failure by a qualified public depository, losses in excess of federal depository insurance and proceeds from the sale of the securities pledged by the defaulting depository are assessed against the other qualified public depositories of the same type as the depository in default.

The Town's cash and cash equivalents are considered to be cash on hand, demand deposits and short-term investment with original maturities of three months or less from the date of acquisitions. Investments are reported at fair value.

TOWN OF KENNETH CITY, FLORIDA
NOTES TO FINANCIAL STATEMENTS
SEPTEMBER 30, 2020

2. Pooled Cash, Cash Equivalents and Investments Continued

Cash and Cash Equivalents - Consists of the following:

		Fair Value
Cash on Hand	DRAFT	\$ 400
Cash in Bank – Checking		213,682
Cash in Money Market		<u>2,799,553</u>
		<u>\$ 3,013,635</u>

The Town has \$509,223 invested in the Stable NAV Fund of the Florida Surplus Asset Fund Trust (FL SAFE).

Florida Surplus Asset Fund Trust (FL SAFE) is a local government investment pool (LGIP) trust fund which began operations on February 5, 2008. FL SAFE is organized under Florida Statutes 163-01, et seq. As such a LGIP trust, FL SAFE pools and invests the funds of its Florida local government participants within the investment Policy, established by the FL SAFE Board, and limitations set forth in FL SAFE’s indenture of Trust and Florida Statutes 218-415, et seq.

FL SAFE includes a stable net asset value fund (“Stable NAV Fund” or “SNAV”), a variable net asset fund (“Variable NAV Fund” or “VNAV”) and one more Term Series portfolios (collectively “FL SAFE FUND”).

Investments may be subject to the following types of risk:

- (1) Credit Risk – Credit Risk is the risk that an issuer or other counterparty to an investment will not fulfill its obligations. Investment decisions are generally determined by the Town Manager and are performed in accordance with investment policies adopted by the Town Council complying with applicable Florida Statutes and the Town Charter.
- (2) Interest Rate Risk - Interest Rate Risk is the risk that changes in interest rates will adversely affect the fair value of an investment. Investments held for longer periods are subject to increased risk of adverse interest rate changes.
- (3) Concentration of Credit Risk - Concentration of Credit Risk is the risk of loss attributed to the magnitude of the Town’s investment in a single issuer.
- (4) Custodial Credit Risk – For investments, Custodial Credit Risk is the risk that, in the event of the failure of the counterparty, the Town will not be able to recover the value of its investments or collateral securities in the possession of an outside party.

The Town believes that the investment policies have been applied in such a way as to minimize the risks described above.

Investment Policy - The Town’s investment policy is to maintain funds in investments which yield the highest possible efficiency and return within the limitations established by Florida Statutes, Chapter 218.415. Provisions of those statutes authorize the Town to invest in:

- (1) Florida State Board of Administration Local Government Pooled Investment Fund.
- (2) Bonds, notes or other obligations of the United States or for which the credit of the United States is pledged for the payment thereof.
- (3) Interest-bearing time deposits, savings accounts or collective investment funds in banks or savings and loan associations organized under the laws of the United States.

TOWN OF KENNETH CITY, FLORIDA
NOTES TO FINANCIAL STATEMENTS
SEPTEMBER 30, 2020

2. Pooled Cash, Cash Equivalents and Investments Continued

- (4) Obligations of the federal farm credit banks and Federal Home Loan Mortgage Corporation.
- (5) Obligations of the Federal National Mortgage Association and the Government National Mortgage Association.

3. Receivables

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Accounts receivable as of September 30, 2020 consist of receivables in the General Fund and Capital Projects Fund in the amounts of \$75,483 and \$76,627, respectively. These accounts receivable are stated at net realizable value. The Town considers the receivables fully collectible and has not provided an allowance for uncollectable accounts.

4. Advance Revenue Collections

Funds collected in advance for business tax receipts that are effective during the subsequent year are recorded as revenue in the year for which the related licenses are valid. At September 30, 2020, there was \$21,380 in advance revenue collections relating to licenses that became effective on October 1, 2020. This amount is included in "Other Liabilities" in the accompanying financial statements.

5. Property Taxes

Under Florida law, the assessment of all properties and the collection of all county, municipal and school board property taxes are consolidated in the offices of the County Property Appraiser and County Tax Collector.

The tax levy of the Town is established by the Town Council prior to October 1 of each year and the Pinellas County Property Appraiser incorporates the Town's millage into the total tax levy, which includes the tax requirements of the county, municipalities, independent districts, and the Pinellas County School Board. The millage rate assessed by the Town was 5.4374 during the fiscal year ending September 30, 2020.

All property is reassessed according to its fair market value January 1 of each year. Each assessment roll is submitted to the Executive Director of the State Department of Revenue for review to determine if the rolls meet all of the appropriate requirements of applicable Florida Statutes.

All taxes are due and payable on November 1 of each year or as soon thereafter as the assessment roll is certified and delivered to the Tax Collector. All unpaid taxes become delinquent on April 1 following the year in which they are assessed. Discounts are allowed for early payment at the rate of 4% in the month of November, 3% in the month of December, 2% in the month of January and 1% in the month of February. The taxes paid in March are without discount.

Delinquent taxes on real property bear interest at 18% per year. On or prior to June 1 following the tax year, certificates are sold for all delinquent taxes on real property. After sale, tax certificates bear interest at 18% per year or at any lower rate bid by the buyer. Application for a tax deed on any unredeemed tax certificates may be made by the certificate holder after a period of two years.

Delinquent taxes on personal property bear interest at 18% per year until the tax is satisfied either by seizure and sale of the property or by the five-year statute of limitations.

Because of the Pinellas County Tax Collector's office efficient system for selling tax certificates and remitting the proceeds to the Town, any delinquent or uncollected property taxes at year end are immaterial. The Town's tax calendar is as follows:

Valuation Date:	January 1
Levy Date:	November 1
Due Date:	March 31, succeeding year
Lien Date:	April 1, succeeding year

TOWN OF KENNETH CITY, FLORIDA
NOTES TO FINANCIAL STATEMENTS
SEPTEMBER 30, 2020

6. Postemployment Healthcare Plan

GASB Statement No. 75, "Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions" (OPEB) provides for the determination and disclosure of the Total OPEB Liability and the annual cost of providing other postemployment benefits. The Town provides other postemployment benefits in the form of Retiree Health Care Plan in the form of an implicit rate subsidy.

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Plan Description. The Town provides a single-employer, defined benefits postemployment health care plan, (the Plan), whereby retired employees are able to purchase health care benefits through the Town's health care provider. The Plan is administered by the health care provider. The Plan is currently unfunded. There is no separate trust through which benefits for retirees are funded. No assets are currently accumulated or earmarked for the Plan. All approved benefits are paid from general assets when due. The Town does not issue stand-alone financial statements for the Plan.

To be eligible to participate in the plan employees must have participated in the Town's group health and/or dental plan while employed.

Contributions. The retired employees (including their eligible dependents) that are eligible to participate in the Plan may enroll in the plan offered by the Town through the Public Risk Management of Florida. Retiree Plan participants are required to pay 100% of their respective health care insurance premiums. The Town does not contribute toward this payment. The Town's overall cost of providing health care benefits is increased as a result of an implicit insurance rate subsidy resulting from retired employees being permitted to pay lower than age-adjusted premiums through the use of blended premium for both retirees and active employees.

Funding Policy. While the Town does not contribute directly towards the cost of retiree premiums via an explicit subsidy, the ability of the retirees to obtain health insurance coverage at a group rate which includes active employees, constitutes a significant economic benefit to retirees, or an implicit subsidy. This implicit subsidy is considered to be another post-employment benefit (OPEB) obligation of the Town. The annual required contribution to fund the incremental cost of the healthcare plan is based on a pay-as-you-go funding approach.

INFORMATION USED TO DETERMINE THE NET OPEB LIABILITY

Employer's reporting date	September 30, 2020
Measurement date	September 30, 2020
Actuarial valuation date	October 1, 2019

Actuarial assumptions:

Discount rate. 2.14% per annum; this rate was used to discount all future benefit payments and is based on the return on the S&P Municipal Bond 20-year High Grade Index as of the measurement date.

Salary increases. 3.00% per annum

Cost of living increases. Retiree contributions, health insurance premiums and the implied subsidy have been assumed to increase in accordance with the healthcare cost trend rates.

Healthcare Cost Trend Rates. Increases in healthcare costs are assumed to be 7.00% for the 2019-2020 fiscal year graded down by 0.50% per year to 5.00% for the 2023-2024 and later fiscal years

Age related morbidity. Healthcare costs are assumed to increase at the rate of 3.50% for each year of age.

Implied subsidy. Because the insurance carrier charges the same monthly rate for health insurance regardless of age, an implied monthly subsidy of \$975.00 for the retiree and \$1,100.00 for the retiree's spouse has been assumed at age 62 for the 2019-2020 fiscal year; at other ages, the implied subsidy was developed

TOWN OF KENNETH CITY, FLORIDA
NOTES TO FINANCIAL STATEMENTS
SEPTEMBER 30, 2020

6. Postemployment Healthcare Plan Continued

based on the age-related morbidity assumption and, for other fiscal years, the implied subsidy was increased in accordance with the healthcare cost trend rates; the implied subsidy is assumed to disappear at age 65.

Mortality basis. Sex-distinct rates set forth in the PUB-2010 Mortality Table (without income adjustments) for general employees, with full generational improvements in mortality using Scale MP-2018.

Retirement. Retirement is assumed to occur at age 62 with 10 years of service or at age 65 otherwise.

Other decrements. Assumed employment termination is based on the Scale 155 table; assumed disability is based on the Wyatt 1985 Disability Study (Class 1).

Coverage election. 25% of eligible employees are assumed to elect medical coverage until age 65 upon retirement or disability; spousal coverage is assumed in accordance with the individual's current election; retirees are assumed not to have any dependent children.

COBRA. Future healthcare coverage provided solely pursuant to COBRA was not included in the OPEB valuation; because the COBRA premium is determined periodically based on plan experience, the COBRA premium to be paid by the participant is assumed to fully cover the cost of providing healthcare coverage during the relevant period.

Changes. Since the prior measurement date, the discount rate was decreased from 3.58% per annum to 2.14% per annum; the implied monthly subsidy for the 2019-2020 fiscal year at age 62 was increased from \$754.65 for the retiree and \$783.68 for the retiree's spouse to \$975.00 for the retiree and \$1,100.00 for the retiree's spouse; and the mortality basis was changed from the RP-2000 Combined and Blue Collar Mortality Tables with generational improvements using Scale BB to the PUB-2010 Mortality Table with generational improvements using Scale MP-2018.

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OPEB PLAN DESCRIPTION:

<u>Plan sponsor and administrator.</u>	Kenneth City, Florida
<u>Plan type.</u>	Single-employer OPEB plan (unfunded)
<u>Number of covered individuals.</u>	17 (no inactive employee or beneficiary currently receiving benefits; no inactive employees entitled to but not yet receiving benefits: 17 active employees)
<u>Contribution requirements.</u>	Retirees must contribute 100% of the applicable health insurance premium charged by the carrier; there are no minimum required employer contributions.
Description of benefit terms:	
<u>Employees covered.</u>	Regular full-time employees of Kenneth City.
<u>Types of benefits offered.</u>	Post-retirement health insurance benefits.
<u>Medical coverage.</u>	Post-retirement coverage is provided to eligible individuals under the same plan that covers active employees.
<u>Legal authority.</u>	Under Florida State law, the Town is required to offer retirees health insurance on the same basis as employees provided that the retiree pays the full premium for the relevant coverage.
<u>Changes.</u>	The benefit terms did not change from the prior measurement date.

TOWN OF KENNETH CITY, FLORIDA
NOTES TO FINANCIAL STATEMENTS
SEPTEMBER 30, 2020

6. Postemployment Healthcare Plan Continued

NET OPEB LIABILITY AS OF SEPTEMBER 30, 2020

Total OPEB liability	\$ 105,912
Less fiduciary net position	-
Net OPEB liability	<u>\$ 105,912</u>

OPEB EXPENSE FOR THE 2019 - 2020 FISCAL YEAR

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Service Cost	\$ 24,089
Other recognized changes in net pension liability	
Expected interest growth	1,849
Investment gain / loss	-
Demographic gain / loss	(1,576)
Employee contributions	-
Benefit payments & refunds	(48)
Administrative expense	-
Changes in benefit terms	-
Assumption changes	<u>2,726</u>

OPEB expense \$ 27,040

BALANCE EQUATION

Net OPEB liability as of September 30, 2019	\$ 62,337
Plus OPEB expense for the 2019 – 2020 fiscal year	27,040
Minus employer contribution for the 2019 – 2020 fiscal year	-
Plus change in balance of deferred outflows of resources	39,802
Minus change in balance of deferred inflows of resources	<u>(23,267)</u>
Net OPEB liability as of September 30, 2020	<u>\$ 105,912</u>

CHANGES IN THE NET OPEB LIABILITY

Balance as of September 30, 2019	\$ 62,337
Changes due to:	
Service cost	24,089
Expected interest growth	1,849
Demographic experience	(24,843)
Benefit payments & refunds	(48)
Assumption changes	<u>42,528</u>
Balance as of September 30, 2020	<u>\$ 105,912</u>

TOWN OF KENNETH CITY, FLORIDA
NOTES TO FINANCIAL STATEMENTS
SEPTEMBER 30, 2020

6. Postemployment Healthcare Plan Continued

DEFERRED INFLOW AND OUTFLOW OF RESOURCES

	<u>Deferred Outflows of Resources</u>	<u>Deferred Inflows Of Resources</u>
Balance as of September 30, 2019	\$ 361	\$ -
Changes due to:		
Amortization payments	(2,726)	(1,576)
Investment gain / loss	-	-
Demographic gain / loss	-	24,843
Assumption changes	<u>42,528</u>	<u>-</u>
Total change	<u>39,802</u>	<u>23,267</u>
Balance as of September 30, 2020	<u>\$ 40,163</u>	<u>\$ 23,267</u>

COMPARISON OF NET OPEB LIABILITY USING ALTERNATIVE DISCOUNT RATES

	<u>Discount rate minus 1%</u>	<u>Discount rate: 2.14%</u>	<u>Discount rate plus 1%</u>
Total OPEB liability	\$122,416	\$105,912	\$92,026

COMPARISON OF NET OPEB LIABILITY USING ALTERNATIVE HEALTHCARE COST TRENDS

	<u>Trend rate minus 1%</u>	<u>7% graded down to 5%</u>	<u>Trend rate plus 1%</u>
Net OPEB liability	\$86,480	\$105,912	\$130,739

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TOWN OF KENNETH CITY, FLORIDA
NOTES TO FINANCIAL STATEMENTS
SEPTEMBER 30, 2020

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7. Capital Assets

Capital assets for the year ended September 30, 2020 consisted of the following:

	<u>Balance</u> <u>09/30/19</u>	<u>Additions/</u> <u>Transfers in</u>	<u>Disposals/</u> <u>Transfers out</u>	<u>Balance</u> <u>09/30/20</u>
<u>Non Depreciable Assets:</u>				
Land	\$ 250,000	\$ -	\$ -	\$ 250,000
Total Non Depreciable Assets	<u>250,000</u>	<u>-</u>	<u>-</u>	<u>250,000</u>
<u>Depreciable Assets:</u>				
<u>Buildings & Infrastructure</u>				
Infrastructure	4,433,792	71,326	-	4,505,118
58th Street Building & Improvement	445,269	-	-	445,269
Community Center	120,432	-	-	120,432
Garage	51,224	-	-	51,224
Fire Station	132,583	-	-	132,583
54th Avenue Town Hall	428,268	137,458	-	565,726
Building Improvements	348,190	-	-	348,190
Public Works Building	<u>334,408</u>	<u>150,944</u>	<u>-</u>	<u>485,352</u>
Total Buildings & Infrastructure	<u>6,294,166</u>	<u>359,728</u>	<u>-</u>	<u>6,653,894</u>
<u>Equipment</u>				
General	143,961	47,283	-	191,244
Police Dept.	928,771	53,773	-	982,544
Public Works	356,553	5,389	-	361,942
Other	<u>248,822</u>	<u>35,391</u>	<u>-</u>	<u>284,213</u>
Total Equipment	<u>1,678,107</u>	<u>141,836</u>	<u>-</u>	<u>1,819,943</u>
Total Depreciable Assets	7,972,273	501,564	-	8,473,837
Accumulated Depreciation	<u>2,945,924</u>	<u>238,918</u>	<u>-</u>	<u>3,184,842</u>
Total Depreciable Assets Net	<u>5,026,349</u>	<u>262,646</u>	<u>-</u>	<u>5,288,995</u>
Total Capital Assets Net	<u>\$5,276,349</u>	<u>\$ 262,646</u>	<u>\$ -</u>	<u>\$5,538,995</u>

TOWN OF KENNETH CITY, FLORIDA
NOTES TO FINANCIAL STATEMENTS
SEPTEMBER 30, 2020

7. Capital Assets Continued

Details of accumulated depreciation activity for year ending September 30, 2019 are as follows:

	Balance <u>2018</u>	Additions/ <u>Transfers In</u>	Disposals/ <u>Transfers Out</u>	Balance <u>2019</u>
Buildings and Improvements	\$ 705,767	\$ 41,291	\$ -	\$ 747,058
Infrastructure	665,526	110,456	-	775,982
Equipment	<u>1,345,366</u>	<u>77,518</u>	<u>-</u>	<u>1,422,884</u>
	<u>\$2,716,659</u>	<u>\$229,265</u>	<u>\$ -</u>	<u>\$2,945,924</u>

Depreciation was charged to governmental activities as follows:

General Government	\$ 157,397
Public Safety	48,579
Highways & Streets	<u>23,289</u>
	<u>\$ 229,265</u>

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8. Risk Management

The Town is exposed to various risks of loss related to torts, theft of, damage to, and distribution of assets, errors and omissions, injuries to employees, and natural disasters. In an effort to reduce the rising costs of commercial insurance, the Town purchases its insurance coverage from Public Risk Management of Florida (PRMF).

The PRMF is a public entity risk pool currently operating as a common risk management and insurance program for local municipalities. The Town pays an annual premium to the PRMF for property, liability, workers' compensation and all other risks of loss including building and contents, employee and police bonds, mobile property, flood and employee accident insurance. The PRMF, through its various Trusts, establishes premium rates based on members' experience and provides insurance coverage for 32 Florida municipalities. Each Trust carries its own reinsurance coverage which operates through an internal process of recovery for large claims on behalf of each individual Trust. Settled claims resulting from these risks have not exceeded commercial insurance coverage in any of the past three fiscal years.

The Town continues to carry commercial insurance for employee health and accident insurance. Effective November 1, 1999, the Town established a Cafeteria Plan, within the meaning of Section 125 of the Internal Revenue Code of 1954, to provide employees of the Town with a choice of receiving certain tax-free welfare benefits.

In the opinion of the Town's management and legal counsel, legal claims and litigation are not anticipated to have a material impact on the financial position of the Town.

9. Commitments

Fire Protection Services

In February 2010, the Town entered into a contract with the City of Pinellas Park, Florida to receive fire protection services commencing February 26, 2010 and continuing for a period of 10 years. Pinellas Park was compensated \$212,289 the first year with the rate rising each year to \$239,562 in the fifth year. Subsequent years will be negotiated. The amount paid for the year ended September 30, 2020 was \$280,675.

Pursuant to the agreement, during the year ended September 30, 2011, Pinellas Park refurbished the Town's existing fire station at a cost of \$60,000. The Town agreed to repay Pinellas Park at the rate of \$5,000 per year. The Statement of Net Position includes a \$60,000 capital asset and a liability, "Due to Other Governments" of \$7,083, for the unpaid portion of the obligation.

TOWN OF KENNETH CITY, FLORIDA
NOTES TO FINANCIAL STATEMENTS
SEPTEMBER 30, 2020

9. Commitments Continued

Building Department Services

The Town has contracted with the City of Pinellas Park to provide building department services. The expenditure for these services for the year ended September 30, 2020 was \$84,556.

Maintenance of Traffic Control Signals and Devices

The Town has contracted with the City of St. Petersburg to provide maintenance of traffic control signals and devices. The expenditure for this service for the year ended September 30, 2020 was \$29,881.

Law Enforcement Services

The Town has contracted with the Pinellas County Sheriff's Department to provide crime scene services, latent print services, property and evidence processing and storage and computer-aided dispatch. The expenditure for these services for the year ended September 30, 2020 was \$38,568.

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10. Compensated Absences

Accrued compensated absences are as follows:

Balance at September 30, 2019	\$ 136,500
Net Change	<u>14,000</u>
Balance at September 30, 2020	<u>\$ 150,500</u>

Changes in compensated absences are reported as expenses in the Government-wide Statement of Activities.

11. Red Light Camera Fund

On September 12, 2012, the Town Council established a fund titled "Red Light Camera Fund". The fund consists of all funds generated from the utilization of cameras as traffic infraction detectors and any expenses associated therewith as defined by Town Council. From October 1, 2010 forward, the funds so generated shall be committed to the fund for the purposes and projects of the revitalization of commercial corridors and to enhancing and beautifying residential areas. The fund began operating as such on October 1, 2012. The American Traffic Solutions contract and red-light camera infractions stopped as of September 30, 2015 although residual revenues were collected in 2020 in the amount of \$6,032.

12. Restricted Fund Balances

A portion of the Fund Balances and Net Position in these financial statements is restricted for the acquisition or construction of capital facilities and improvements. These restrictions consist of \$1,958,714 in the Capital Projects Fund.

13. Employee Retirement Systems

Defined Contribution Plan – Non-Union

The Town provides pension benefits for all full-time, non-union employees through a defined contribution non-contributory single employer plan administered by Transamerica Insurance Company. In a defined contribution plan, benefits depend solely on amounts contributed to the plan plus investment earnings. Employees are eligible to participate if they have attained age 20.5 and six months of service as of the beginning of the plan year, April 25.

The Town contributes an amount equal to 12% of the employee's base salary each month. The Town's contributions for each employee (and interest allocated to the employee's account) begin vesting with 20% at three years increase 20% for each year thereafter and are fully vested after seven years of continuous service.

TOWN OF KENNETH CITY, FLORIDA
NOTES TO FINANCIAL STATEMENTS
SEPTEMBER 30, 2020

13. Employee Retirement Systems Continued

Town contributions for, and interests forfeited by, employees who leave employment before three years of service are used to reduce the Town's current-period contribution requirement.

For the year ended September 30, 2020, contributions required and paid were \$24,079.

Defined Contribution Plan – Other

The Town also provides pension benefits for its full-time salaried, management employees through a money purchase plan administered by ICMA Retirement Corporation. In a defined contribution plan, benefits depend solely on amounts contributed to the plan plus investment earnings. Employees are eligible to participate if they are employed as of the beginning of the plan year, March 1.

The Town contributes an amount equal to 12% to 18% of the employee's base salary each month. The Town's contributions for each employee (and interest allocated to the employee's account) begin vesting immediately.

For the year ended September 30, 2020, contributions required and paid were \$31,311.

Florida Retirement System

Defined Benefit Plans

The Town participates in two defined benefit pension plans that are administered by the State of Florida, Department of Management Services, Division of Retirement. The plans provide retirement, disability or death benefits to retirees or their designated beneficiaries. Chapter 121, Florida Statutes, establishes the authority for benefit provisions. Changes to the law can only occur through an act of the Florida Legislature. The State of Florida issues a publicly available financial report that includes financial statements and required supplementary information for the plans. That report is available from the Florida Department of Management Services' website (www.dms.myflorida.com).

The Florida Retirement System (FRS) Pension Plan is a cost-sharing, multiple-employer defined benefit pension plan with a Deferred Retirement Option Program (DROP) available for eligible employees. The FRS was established and is administered in accordance with Chapter 121, Florida Statutes. Retirees receive a lifetime pension benefit with joint and survivor payment options. FRS membership is compulsory for employees filling regularly established positions in a state agency, county agency, state university, state college, or district school board, unless restricted from FRS membership under Sections 121.053 or 121.122, Florida Statutes, or allowed to participate in a defined contribution plan in lieu of FRS membership. Participation by cities, municipalities, special districts, charter schools and metropolitan planning organizations is optional.

The Retiree Health Insurance Subsidy (HIS) Program is a cost-sharing, multiple-employer defined benefit pension plan established and administered in accordance with Section 112.363, Florida Statutes. The benefit is a monthly payment to assist retirees of the state-administered retirement systems in paying their health insurance costs. To be eligible to receive a HIS benefit, a retiree under a state administered retirement system must provide proof of eligible health insurance coverage, which can include Medicare.

Benefits Provided

Benefits under the FRS Pension Plan are computed on the basis of age and/or years of service, average final compensation, and service credit. Credit for each year of service is expressed as a percentage of the average final compensation. For members initially enrolled before July 1, 2011, the average final compensation is the average of the five highest fiscal years' earnings; for members initially enrolled on or after July 1, 2011, the average final compensation is the average of the eight highest fiscal years' earnings. The total percentage value of the benefit received is determined by calculating the total value of all service, which is based on the retirement plan and/or class to which the member belonged when the service credit was earned.

TOWN OF KENNETH CITY, FLORIDA
NOTES TO FINANCIAL STATEMENTS
SEPTEMBER 30, 2020

13. Employee Retirement Systems Continued

Eligible retirees and beneficiaries receive a monthly HIS payment equal to the number of years of service credited at retirement multiplied by \$5. The minimum payment is \$30 and the maximum payment is \$150 per month, pursuant to Section 112.363, Florida Statutes.

Contributions

The contribution requirements of plan members and the employer are established and may be amended by the Florida Legislature. Employees are required to contribute 3.00% of their salary to the FRS. The employer's contribution rates as of September 30, 2020, were as follows:

	FRS	HIS
Regular Class	8.34%	1.66%
Special Risk Class	22.79%	1.66%
Senior Management Service Class	25.63%	1.66%
Elected Officials	47.52%	1.66%
DROP from FRS	15.32%	1.66%

The employer's contributions for the year ended September 30, 2020, were \$150,036 the FRS and \$10,891 to the HIS.

Pension Liabilities and Pension Expense

In its financial statements for the year ended September 30, 2020, the Town reported a liability for its proportionate share of the net pension liability of the FRS Pension Plan and its proportionate share of the net pension liability of the HIS Program. The net pension liabilities were measured as of June 30, 2020. The Town's proportions of the net pension liabilities were based on its share of contributions to the pension plans relative to the contributions of all participating entities, actuarially determined.

	FRS	HIS
Net Pension Liability	\$ 1,957,156	\$ 230,763
Proportion at:		
Current Measurement Date	0.0045%	0.0019%
Prior Measurement Date	0.0044%	0.0019%
Pension Expense (Benefit)	\$ 398,339	\$ 16,749

TOWN OF KENNETH CITY, FLORIDA
NOTES TO FINANCIAL STATEMENTS
SEPTEMBER 30, 2020

13. Employee Retirement Systems Continued

Deferred Outflows/Inflows of Resources Related to Pensions

At September 30, 2020, the Town reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	FRS		HIS	
	Deferred Outflows of Resources	Deferred Inflows of Resources	Deferred Outflows of Resources	Deferred Inflows of Resources
Difference between expected and actual experience	\$ 74,904	\$ -	\$ 9,440	\$ (178)
Changes in assumptions	354,307	-	24,814	(13,418)
Net difference between projected and actual earnings on pension plan investments	116,531	-	184	-
Changes in proportion and differences between employer contributions and proportionate share of contributions	63,590	(14,549)	16,826	(12,758)
Employer contributions subsequent to measurement date	34,501	-	2,623	-
Total	\$ 643,833	\$ (14,549)	\$ 53,887	\$ (26,354)

Deferred outflows of resources related to employer contributions paid subsequent to the measurement date and prior to the employer's fiscal year end will be recognized as a reduction of the net pension liability in the reporting period ending September 30, 2021. Other pension-related amounts reported as deferred outflows of resources and deferred inflows of resources will be recognized in pension expense as follows:

Year ending September 30,	FRS	HIS
2021	\$ 123,257	\$ 4,301
2022	189,801	4,488
2023	161,229	4,009
2024	94,522	5,059
2025	25,974	3,842
Thereafter	-	3,211
Total	\$ 594,783	\$ 24,910

TOWN OF KENNETH CITY, FLORIDA
NOTES TO FINANCIAL STATEMENTS
SEPTEMBER 30, 2020

13. Employee Retirement Systems Continued

Actuarial Assumptions

The total pension liability for each of the defined benefit plans, measured as of June 30, 2020. The total pension liability for both the FRS Pension Plan and the HIS Program was determined by actuarial valuations dated July 1, 2020. The individual entry age actuarial cost method was used for each plan, along with the following significant actuarial assumptions:

	FRS	HIS
Inflation	2.40%	2.40%
Salary increases	3.25%	3.25%
Investment rate of return	6.80%	N/A
Discount rate	6.80%	2.21%

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Mortality assumptions for both plans were based on PUB-2010 base tables projected generationally with Scale MP-2018.

For both plans, the actuarial assumptions were based on the results of an actuarial experience study for the period July 1, 2013, through June 30, 2018.

The following changes in key actuarial assumptions occurred in 2020:

FRS:

- The long-term expected rate of return and the discount rate used to determine the total pension liability decreased from 6.90% to 6.80%.
- The assumed rate of inflation was decreased from 2.60% to 2.40%.

HIS:

- The municipal bond index rate and the discount rate used to determine the total pension liability increased from 3.50% to 2.21%.
- The assumed rate of inflation was decreased from 2.60% to 2.40%.
- Mortality assumptions for the HIS Program were changed from the Generational RP-2000 with Projection Scale BB to the PUB-2010 base tables projected generationally with Scale MP-2018.

The long-term expected investment rate of return was not based on historical returns, but instead was based on a forward-looking capital market economic model developed during 2020 by an outside investment consultant to the Florida State Board of Administration. Each asset class assumption is based on a consistent set of underlying assumptions and includes an adjustment for the inflation assumption of 2.40%. For the FRS Pension Plan, the table below summarizes the consulting actuary's assumptions based on the long-term target asset allocation.

Asset Class	Target Allocation	Annual Arithmetic Return	Compound Annual (Geometric) Return
Cash	1.0%	2.2%	2.2%
Fixed Income	19.0%	3.0%	2.9%
Global Equity	54.2%	8.0%	6.7%
Real Estate	10.3%	6.4%	5.8%
Private Equity	11.1%	10.8%	8.1%
Strategic Investments	4.4%	5.5%	5.3%
	100%		

TOWN OF KENNETH CITY, FLORIDA
NOTES TO FINANCIAL STATEMENTS
SEPTEMBER 30, 2020

13. Employee Retirement Systems Continued

Discount Rate

The discount rate used to measure the total pension liability for the FRS Pension Plan was 6.80%. The 6.80% reported investment return assumption differs from the 7.00% investment return assumption chosen by the 2020 FRS Actuarial Assumption Conference for funding policy purposes, as allowable under governmental accounting and reporting standards. FRS' fiduciary net position was projected to be available to make all projected future benefit payments of current active and inactive employees. Therefore, the discount rate for calculating the total pension liability is equal to the long-term expected rate of return.

Because the HIS Program is essentially funded on a pay-as-you-go basis and the depletion date is considered to be immediate, a municipal bond rate of 2.21% was used to determine the total pension liability for the program. The Bond Buyer General Obligation Bond 20-Bond Municipal Bond Index was used as the applicable municipal bond index.

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Sensitivity Analysis

The following tables demonstrate the sensitivity of the net pension liability to changes in the discount rate. The sensitivity analysis shows the impact to the employer's proportionate share of the net pension liability if the discount rate was 1.00% higher or 1.00% lower than the current discount rate.

	FRS			HIS		
	1% Decrease	Current Discount Rate	1% Increase	1% Decrease	Current Discount Rate	1% Increase
	5.80%	6.80%	7.80%	1.21%	2.21%	3.21%
Employer's proportional share of the net pension liability	\$3,125,249	\$1,957,156	\$981,559	\$266,752	\$230,763	\$201,306

Pension Plans' Fiduciary Net Position

Detailed information about the pension plans' fiduciary net position is available in the State's separately issued financial reports.

TOWN OF KENNETH CITY, FLORIDA
NOTES TO FINANCIAL STATEMENTS
SEPTEMBER 30, 2020

14. Subsequent Events

The Town has evaluated whether any events have occurred subsequent to September 30, 2020, and before the issuance of the financial statements that would have an impact on the Town's financial condition as of September 30, 2020, or would influence the conclusions reached by a reader of the financial statements regarding the Town's overall financial condition. Management has evaluated such events through June XX, 2021 which is the date the financial statements were available to be issued.

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REQUIRED SUPPLEMENTARY INFORMATION

TOWN OF KENNETH CITY, FLORIDA
BUDGETARY INFORMATION
FOR THE YEAR ENDED SEPTEMBER 30, 2020

Fiscal Year

The fiscal year of the Town shall begin on the first day of October and end on the last day of September.

Submission of Budget and Budget Message

On or before the first day of August of each year, the Town Manager shall submit to the Town Council a budget for the ensuing fiscal year and an accompanying message.

Budget Message

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The Town Manager's message shall explain the budget both in fiscal terms and in terms of the work programs. It shall outline the proposed financial policies of the Town for the ensuing fiscal year, describe the important features of the budget, indicate any major changes from the current year in financial policies, expenditures, and revenues together with the reasons for such changes, summarize the Town's debt position and include such other material as the Town Manager deems desirable.

Budget

The budget shall provide a complete financial plan of all Town funds and activities for the ensuing fiscal year and except as required by law or Charter, shall be in such form as the Town Manager deems desirable or the Town Council may require. In organizing the budget, the Town Manager shall utilize the most feasible combination of expenditure classification by fund, organization unit, program, purpose or activity, and object. It shall begin with a clear general summary of its contents; shall show in detail all estimated income, indicating the proposed property tax levy, and all proposed expenditures, including debt service, for the ensuing fiscal year; and shall be so arranged as to show comparative figures for actual and estimated income and expenditures of the current fiscal year and actual income and expenditures of the preceding fiscal year. It shall indicate in separate section:

- (1) Proposed expenditures for current operations during the ensuing fiscal year, detailed by offices, departments and agencies in terms of their respective work programs, and the method of financing such expenditures;
- (2) Proposed capital expenditures during the ensuing fiscal year, detailed by offices, departments and agencies, when practicable, and proposed method of financing each such capital expenditure;
- (3) Anticipated net surplus or deficit for the ensuing fiscal year of each utility owned or operated by the Town and the proposed methods of its disposition; subsidiary budgets for each such utility giving detailed income and expenditure information shall be attached as appendices to the budget.

The total of proposed expenditures shall not exceed the total of estimated income.

Budget Adoption

The Town Council shall, by ordinance or resolution, each year adopt the budget on or before the thirtieth day of September. The ordinance or resolution adopting the annual budget shall constitute estimated revenues from various sources and appropriations specified therein for expenditures from the funds indicated. If, during the fiscal year, revenues in excess of those estimated in the budget are available for appropriation, the Town Council by ordinance or resolution may make supplemental appropriations for the year up to the amount of excess.

1. BUDGETARY INFORMATION, Continued

The following are the budget comparison schedules for General Fund and special revenue funds.

Budget Comparison Schedule, General Fund
For the Year Ended September 30, 2020

DRAFT

	Original/Final Budget	Actual	Budget Variance - Favorable (Unfavorable)
Fund Balance - Beginning of Year	\$ 1,267,762	\$ 1,267,762	\$ -
Resources (Inflows):			
Taxes	1,340,153	1,357,489	17,336
Intergovernmental	618,500	606,946	(11,554)
Franchise Fees	399,700	468,505	68,805
Fines and Forfeitures	5,500	6,822	1,322
Licenses and Permits	158,100	154,127	(3,973)
Interest Income	23,000	10,654	(12,346)
Miscellaneous Revenue	25,850	23,843	(2,007)
Grants	5,900	6,292	392
Amount Available for Appropriations	<u>2,576,703</u>	<u>2,634,678</u>	<u>57,975</u>
Charges to Appropriations (Outflows):			
Current:			
General Government	627,368	635,387	(8,019)
Public Safety	1,832,696	1,796,719	35,977
Highways and Streets	338,697	332,768	5,929
Parks, Recreation and Human Svc	11,000	6,612	4,388
Miscellaneous	13,800	8,040	5,760
Total Charges to Appropriations	<u>2,823,561</u>	<u>2,779,526</u>	<u>44,035</u>
Resources Over (Under) Charges To Appropriations	<u>(246,858)</u>	<u>(144,848)</u>	<u>102,010</u>
Other Financing Sources/Uses			
Appropriated Fund Balance	246,858	-	(246,858)
Transer Out	-	(2,338)	(2,338)
Total Other Financing Sources	<u>246,858</u>	<u>(2,338)</u>	<u>(249,196)</u>
Change in Fund Balance	<u>-</u>	<u>(147,186)</u>	<u>(147,186)</u>
Fund Balance - End of Year	<u>\$ 1,267,762</u>	<u>\$ 1,120,576</u>	<u>\$ (147,186)</u>

1. BUDGETARY INFORMATION, Continued

Budget Comparison Schedule, Capital Projects Fund
For the Year Ended September 30, 2020

DRAFT

	Original/Final Budget	Actual	Budget Variance - Favorable (Unfavorable)
Fund Balance - Beginning of Year	<u>\$ 1,963,615</u>	<u>\$ 1,963,615</u>	<u>\$ -</u>
Resources (Inflows):			
Intergovernmental	<u>634,859</u>	<u>521,049</u>	<u>(113,810)</u>
Amount Available for Appropriations	<u>634,859</u>	<u>521,049</u>	<u>(113,810)</u>
Charges to Appropriations (Outflows):			
Capital Outlay	1,766,750	501,564	1,265,186
Other	<u>-</u>	<u>26,724</u>	<u>(26,724)</u>
Total Charges to Appropriations	<u>1,766,750</u>	<u>528,288</u>	<u>1,238,462</u>
Resources Over (Under) Charges To Appropriations	<u>(1,131,891)</u>	<u>(7,239)</u>	<u>1,124,652</u>
Other Financing Source:			
Appropriated Fund Balance	1,131,891	-	(1,131,891)
Transfer In	<u>-</u>	<u>2,338</u>	<u>2,338</u>
Total Other Financing Sources	<u>1,131,891</u>	<u>2,338</u>	<u>(1,129,553)</u>
Change in Fund Balance	<u>-</u>	<u>(4,901)</u>	<u>(4,901)</u>
Fund Balance - End of Year	<u><u>\$ 1,963,615</u></u>	<u><u>\$ 1,958,714</u></u>	<u><u>\$ (4,901)</u></u>

1. BUDGETARY INFORMATION, Continued

Budget Comparison Schedule, Red Light Camera Fund
For the Year Ended September 30, 2020

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	Original/Final Budget	Actual	Budget Variance - Favorable (Unfavorable)
Fund Balance - Beginning of Year	<u>\$ 392,812</u>	<u>\$ 392,812</u>	<u>\$ -</u>
Resources (Inflows):			
Fines & Forfeiture	<u>-</u>	<u>6,032</u>	<u>6,032</u>
Amount Available for Appropriations	<u>-</u>	<u>6,032</u>	<u>6,032</u>
Charges to Appropriations (Outflows):			
Revitalization - Other	<u>124,500</u>	<u>2,392</u>	<u>122,108</u>
Total Charges to Appropriations	<u>124,500</u>	<u>2,392</u>	<u>122,108</u>
Resources Over (Under) Charges To Appropriations	<u>(124,500)</u>	<u>3,640</u>	<u>128,140</u>
Other Financing Source:			
Appropriated Fund Balance	<u>124,500</u>	<u>-</u>	<u>(124,500)</u>
Total Other Financing Sources	<u>124,500</u>	<u>-</u>	<u>(124,500)</u>
Change in Fund Balance	<u>-</u>	<u>3,640</u>	<u>3,640</u>
Fund Balance - End of Year	<u><u>\$ 392,812</u></u>	<u><u>\$ 396,452</u></u>	<u><u>\$ 3,640</u></u>

Town of Kenneth City, Florida
Schedule of Proportionate Share of Net Pension Liability
Florida Retirement system (FRS)
Last Six Fiscal Years

	<u>2020</u>	<u>2019</u>	<u>2018</u>	<u>2017</u>
Town's proportion of the net pension liability (asset)	0.004515666%	0.004439673%	0.004434622%	0.004142114%
Town's proportionate share of the net pension liability (asset)	\$ 1,957,156	\$ 1,514,174	\$ 1,335,731	\$ 1,225,209
Town's covered employee payroll	\$ 685,137	\$ 644,556	\$ 622,095	\$ 563,198
Town's proportionate share of the net pension liability (asset) as a percentage of its covered-employee payroll	285.66%	234.92%	214.72%	217.55%
Plan fiduciary net position as a percentage of the total	78.85%	82.61%	84.26%	83.89%

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Town of Kenneth City, Florida
Schedule of Proportionate Share of Net Pension Liability
Health Insurance Subsidy (HIS)
Last Six Fiscal Years

	<u>2020</u>	<u>2019</u>	<u>2018</u>	<u>2017</u>
Town's proportion of the net pension liability (asset)	0.00188998%	0.00186460%	0.001919415%	0.001740391%
Town's proportionate share of the net pension	\$ 230,763	\$ 208,630	\$ 203,153	\$ 186,091
Town's covered employee payroll	\$ 685,137	\$ 644,556	\$ 622,095	\$ 563,198
Town's proportionate share of the net pension liability (asset) as a percentage of its covered-employee payroll	33.68%	32.37%	32.66%	33.06%
Plan fiduciary net position as a percentage of the total	3.00%	2.63%	2.15%	1.64%

*The amounts presented for each Plan measurement year were determined as of June 30

Note 1: GASB required information for 10 years. However, until a full 10-year trend is compiled, the Town is presenting information for only those years for which information is available.

Note 2: The Plan's fiduciary net position as a percentage of the total pension liability is published in Note 4 of the Plan's Comprehensive Annual Financial Report.

Note 3: The Plan's long-term expected rate of return and the discount used to determine the total pension liability for (FRS) decreased from 7.00% to 6.90%.

Note 4: The municipal rate used to determine the total pension liability for (HIS) decreased from 3.87% to 3.50%

2016

2015

0.003957687%

0.004116019%

\$ 999,319

\$ 531,639

\$ 559,020

\$ 190,133

178.77%

98.23%

84.88%

92.00%

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2016

2015

0.001650964%

0.001869515%

\$ 192,413

190,661

\$ 559,020

\$ 541,241

34.42%

35.23%

0.97%

0.50%

**Town of Kenneth City, Florida
Schedule of Contributions
Florida Retirement System (FRS)
Last Six Fiscal Years**

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	<u>2020</u>	<u>2019</u>	<u>2018</u>	<u>2017</u>
Contractual required contribution	\$ 150,036	\$ 136,330	\$ 133,205	\$ 106,031
Contributions in relation to the contractually required contribution	<u>150,036</u>	<u>136,330</u>	<u>133,205</u>	<u>106,031</u>
Contribution deficiency (excess)	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Town's covered employee payroll	<u>\$ 685,137</u>	<u>\$ 644,556</u>	<u>\$ 622,095</u>	<u>\$ 563,198</u>
Contributions as a percentage of covered- Employee payroll	21.90%	21.15%	21.42%	18.83%

**Town of Kenneth City, Florida
Schedule of Contributions
Health Insurance Subsidy (HIS)
Last Six Fiscal Years**

	<u>2020</u>	<u>2019</u>	<u>2018</u>	<u>2017</u>
Contractual required contribution	\$ 10,891	\$ 10,354	\$ 10,171	\$ 8,350
Contributions in relation to the contractually required contribution	<u>10,891</u>	<u>10,354</u>	<u>10,171</u>	<u>8,350</u>
Contribution deficiency (excess)	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Town's covered employee payroll	<u>\$ 685,137</u>	<u>\$ 644,556</u>	<u>\$ 622,095</u>	<u>\$ 563,198</u>
Contributions as a percentage of covered- Employee payroll	1.59%	1.61%	1.64%	1.49%

*The amounts presented for each Plan measurement year were determined as of June 30.

Note 1: GASB required information for 10 years. However, until a full 10-year trend is compiled, the Town is presenting information for only those years for which information is available.

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<u>2016</u>	<u>2015</u>
\$ 104,219	\$ 92,464
<u>104,219</u>	<u>92,464</u>
<u>\$ -</u>	<u>\$ -</u>
<u>\$ 559,020</u>	<u>\$ 541,241</u>
18.65%	17.09%

<u>2016</u>	<u>2015</u>
\$ 9,045	\$ 7,210
<u>9,045</u>	<u>7,210</u>
<u>\$ -</u>	<u>\$ -</u>
<u>\$ 559,020</u>	<u>\$ 541,241</u>
1.62%	1.34%

**TOWN OF KENNETH CITY, FLORIDA
RETIREE HEALTH CARE PLAN
SCHEDULE OF CHANGES IN TOTAL OPEB LIABILITY
LAST THREE FISCAL YEARS**

DRAFT

	2020	2019	2018
Changes in the Total OPEB Liability			
Balance as of Beginning of year	\$ 62,337	\$ 51,884	\$ 42,158
Changes due to:			
Service cost	24,089	8,027	7,943
Interest	1,849	2,143	1,823
Demographic Experience	(24,843)		
Benefit payment & refunds	(48)	(106)	(40)
Assumption changes	42,528	389	-
Balance as of End of year	\$ 105,912	\$ 62,337	\$ 51,884
Covered Employee Payroll	\$ 821,184	\$ 740,380	\$ 740,380
Total OPEB liability as a percentage of covered employee payroll	12.90%	8.42%	7.01%

Notes to Schedule:

Changes in assumptions: Changes in assumptions and other inputs reflect the effects of changes in the discount rate each period. The following are the discount rates used in each period

Fiscal year 2020	2.14%
Fiscal year 2019	3.58%
Fiscal year 2018	3.64%

There were not benefit changes during the year

NOTE: GASB 75 requires 10 years of information. Information is only available for three years. Additional years will be added as the information becomes available

Crawford & Jones, CPA's

CERTIFIED PUBLIC ACCOUNTANTS

Paul J. Crawford, CPA
Richard J. Jones, Jr., CPA

Members:
American Institute of CPAs
Florida Institute of CPAs

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INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS

June XX, 2021

Honorable Mayor and Town Council
Town of Kenneth City, Florida

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the Town of Kenneth City, Florida (the Town) as of and for the year ended September 30, 2020, and the related notes to the financial statements, which collectively comprise the Town's basic financial statements and have issued our report thereon dated June XX, 2021.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements we considered the Town's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Town's internal control. Accordingly, we do not express an opinion on the effectiveness of the Town's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A material weakness is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A significant deficiency is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of the internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Town's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of This Report

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The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Crawford & Jones, CPA's

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INDEPENDENT AUDITOR'S MANAGEMENT LETTER

June XX, 2021

DRAFT

Honorable Mayor and Town Council
Town of Kenneth City, Florida

Report of the Financial Statements

We have audited the financial statements of the Town of Kenneth City, Florida as of and for the fiscal year ended September 30, 2020, and have issued our report thereon dated June XX, 2021.

Auditor's Responsibility

We conducted our audit in accordance with auditing standards generally accepted in the United States of America; and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States; and Chapter 10.550, Rules of the Florida Auditor General.

Other Reports and Schedule

We have issued our Independent Auditor's Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of the Financial Statements Performed in Accordance with *Government Auditing Standards*.

Prior Audit Findings

Section 10.554(1)(i)1., Rules of the Auditor General, requires that we determine whether or not corrective actions have been taken to address significant findings and recommendations made in the preceding annual financial audit report. There were no findings and recommendations made in the preceding annual financial audit report.

Official Title and Legal Authority

Section 10.554(1)(i)4., Rules of the Auditor General, requires that the name or official title and legal authority for the primary government and each component unit of the reporting entity be disclosed in this management letter, unless disclosed in the notes to the financial statements. This information has been included in the notes to the basic financial statements.

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Financial Conditions

Section 10.554(1)(i)5.a. and 10.556(7), Rules of the Auditor General, requires us to apply appropriate procedures and communicate the results of determination as to whether or not the Town has met one or more of the conditions described in Section 218.503(1), Florida Statutes, and to identify the specific condition met. In connection with our audit, we determined that the Town did not meet any of the conditions described by Section 218.503(1), Florida Statutes.

Pursuant to Section 10.554(1)(i)5.b. and 10.556(8), Rules of the Auditor General, we applied financial condition assessment procedures. It is management's responsibility to monitor the entity's financial condition, and our financial condition assessment was based in part on representations made by management and the review of financial information provided by same.

Section 10.554(1)(i)2., Rules of the Auditor General, requires that we address in the management letter recommendations to improve financial management. In connection with our audit, we did not have any such recommendations.

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Other Matters

Section 10.554(1)(i)3., Rules of the Auditor General requires that we address noncompliance with provisions of contract or grant agreements, or abuse, that have occurred, or are likely to have occurred, that have an effect on the financial statements that is less than material which warrants the attention of those charged with governance. In connection with our audit, we did not have any such findings.

Purpose of this Letter

Our management letter is intended solely for the information and use of the Legislative Auditing Committee, members of the Florida Senate and the Florida House of Representatives, the Florida Auditor General, Federal and other granting agencies, the Council Members and management, and is not intended to be and should not be used by anyone other than these specified parties.

Crawford and Jones CPA's

Crawford & Jones, CPA's

CERTIFIED PUBLIC ACCOUNTANTS

*Paul J. Crawford, CPA
Richard J. Jones, Jr., CPA*

*Members:
American Institute of CPAs
Florida Institute of CPAs*

INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE WITH SECTION 218.415 FLORIDA STATUTES

June XX, 2021

DRAFT

Honorable Mayor and Town Council
Town of Kenneth City, Florida

We have examined the Town of Kenneth City, Florida's compliance with Section 218.415, Florida Statutes, regarding the investment of public funds during the year ended September 30, 2020. Management is responsible for the Town's compliance with those requirements. Our responsibility is to express an opinion on the Town's compliance based on our examination.

Our examination was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants and accordingly, included examining, on a test basis, evidence about the Town's compliance with those requirements and performing such other procedures as we consider necessary in the circumstances. We believe that our examination provides a reasonable basis for our opinion. Our examination does not provide a legal determination on the Town's compliance with specified requirements.

In our opinion, the Town complied in all material respects, with the aforementioned requirements for the year ended September 30, 2020.

This report is intended solely for the information and use of the Town and the Auditor General, State of Florida, and is not intended to be, and should not be, used by anyone other than these specified parties.

Crawford & Jones, CPA's

Public Risk Management of Florida
Board of Directors

Board Responsibilities.

The Board of Directors shall have the responsibility for:

- (1) hiring of Pool officers, agents/brokers, and independent contractors
- (2) setting of compensation for Executive Director, agents/brokers and all persons, firms and corporations employed by the Pool
- (3) approval of amendments to the Intergovernmental Agreement
- (4) approval of the expulsion of Members, except that the approval may be delegated to the Executive Board under Article 4 above, or by such procedures as are contained in the motion making delegation
- (5) approval and amendment of the annual budget of the Pool
- (6) approval of the operational procedures developed by the Executive Director
- (7) approval of educational and other programs relating to risk reduction
- (8) approval of reasonable and necessary loss reduction and prevention procedures which shall be followed by all Members
- (9) termination of the Pool in accordance with this Intergovernmental Agreement

Excerpt from Article 6.3 of Public Risk Management's (PRM) P&C Intergovernmental Agreement Contract and By-Laws as amended and restated through April 27, 2018

From: [Randy Mora](#)
To: [Robert Howell](#); [Megan Zemaitis](#); [Bonnie Noble](#); [Barbara Roberts](#); [Kyle Cummings](#)
Cc: [Lynne Ladner](#); [Steve Spina](#); jmart@usf.edu; [Town Hall/Town Clerk](#)
Subject: KC | Imagine That Proposed Amendment (Interim Manage & Clerk Services)
Date: Friday, June 4, 2021 12:24:26 PM
Attachments: [image001.png](#)
[2021-06-04 Proposed Interim Imagine That Contract.pdf](#)
[Imagine That Performance Package for Kenneth City.pdf](#)
Importance: High

Councilmembers,

Attached here is the proposed agreement for Imagine That to provide its personnel to serve as Interim Town Manager (Dr. Steve Spina) and Interim Town Clerk (Dr. Jocilyn Martinez). This would be effective through August 11 or whenever a replacement is hired, whichever comes sooner. For your ease of reference, I have attached the original Agreement package, including Dr. Spina (see page 8) and Dr. Martinez's (see page 9) CVs.

I will be contacting each of you individually on Monday or Tuesday to discuss the details of this arrangement and address any questions, comments, or concerns you may have concerning its contents. As always, I am available to you at 239-357-4377.

To that same end, Dr. Spina and Dr. Martinez are copied here. Each of you are individually encouraged to contact them directly if you desire to get better acquainted or pose directed questions that may inform the dialogue on Wednesday, next week.

These materials will also be part of the Agenda packet for Wednesday's meeting.

Respectfully,

Randy D. Mora, Esq., B.C.S.



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Wiring Instruction Notice. **FURTHER, WE DO NOT ACCEPT OR REQUEST CHANGES TO WIRING INSTRUCTIONS VIA EMAIL OR FACSIMILE, PLEASE CALL TO VERIFY. IF YOU RECEIVE AN EMAIL CONTAINING WIRE TRANSFER**

INSTRUCTIONS, CALL OUR OFFICE IMMEDIATELY TO VERIFY THE INFORMATION PRIOR TO SENDING FUNDS.

**FIRST AMENDMENT TO
PROFESSIONAL SERVICES AGREEMENT**

This Amendment (the “Amendment”) to the Professional Services Agreement (the “Agreement”) is made and entered into this 9th day of June 2021, by and between the TOWN OF KENNETH CITY, a Florida municipal corporation organized pursuant to the laws of the State of Florida (the “TOWN”), and IMAGINE THAT PERFORMANCE, LLC, of 18133 Portside Street, Tampa, Florida 33647 (the “COMPANY”), to expand the scope of services in the manner set forth herein:

WHEREAS, TOWN retained the COMPANY in May 2021 to provide professional management and other specialized executive services to the TOWN while TOWN works to fill the Town Manager and Town Clerk positions, vacated in April 2021; and

WHEREAS, pursuant to the terms of an established contract with the TOWN, the current Interim Town Manager has provided 30 days’ notice to the Town Council that she will be vacating the position of Interim Town Manager on June 11, 2021; and

WHEREAS, TOWN requires an official be designated as Town Manager to perform executive level functions and fulfill the duties and responsibilities set forth in its Charter and Code of Ordinances; and

WHEREAS, one of the individuals contracted to perform services for COMPANY, Dr. Steve Spina (“SPINA”), possesses two decades of experience as a City Manager for a jurisdiction in Pasco County, Florida, with a population nearly three times the size of the TOWN; and

WHEREAS, Dr. Spina’s education, experience as a municipal manager, and member of FCCMA and ICMA has provided him with unique knowledge and experience concerning the management of a local jurisdiction in the Tampa Bay area; and

WHEREAS, another of the individuals contracted to perform services for COMPANY, Dr. Jocilyn Martinez (“MARTINEZ”), has a decade of experience as a municipal administrative analyst, assistant city manager, and higher level educational instruction, which has provided her with unique knowledge and experience concerning the administration of a local jurisdiction in Florida, including public records, sunshine law, and ethics mandates; and

WHEREAS, time is of the essence to ensure that these essential executive level functions are diligently discharged to ensure the continued preservation of the public’s health, safety, and wellness facilitated by TOWN’s stable operation; and

WHEREAS, Section 3.01 of the TOWN Charter provides the Town Council shall appoint the Town Manager, who will serve at the pleasure of the TOWN Council.

NOW, THEREFORE, in consideration of the mutual covenants, promises, and representations contained herein, the Parties hereto agree to amend the Agreement to expand the scope as follows:

1. SCOPE OF SERVICES: The Scope of Services originally set forth in the Agreement is hereby enhanced. COMPANY, through its identified staff, agrees to provide the following services:

A. Preferred Contractors.

- i. Owing to his unique skills, training, education, experience and credentials, COMPANY agrees to make SPINA available to TOWN to serve as the Interim Town Manager; and
- ii. Owing to her unique skills, training, education, experience and credentials, COMPANY agrees to make MARTINEZ available to TOWN to serve as the Interim Town Clerk.

B. Powers and Duties.

- i. In his capacity as Interim Town Manager, SPINA shall possess all the powers, authority, duties, and responsibilities afforded the Town Manager as set forth in Article III of the TOWN's Charter; and
- ii. In her capacity as Interim Town Clerk, MARTINEZ shall possess all the powers, authority, duties, and responsibilities afforded the Town Clerk as set forth in Section 4.02 of the TOWN's Charter.

C. Single Service Contractor. During SPINA and MARTINEZ'S tenure as Interim Town Manager and Interim Town Clerk, respectively, COMPANY shall not separately invoice or charge TOWN for SPINA or MARTINEZ'S time performing consulting services separate or distinct from their respective service to TOWN as its Interim Manager and Clerk.

D. Transition. COMPANY further agrees to facilitate the transition of the office of the Town Manager and Town Clerk to whomever is appointed by the TOWN Council to serve as the Town Manager immediately following the independent conclusion of SPINA and MARTINEZ'S tenures.

2. FINANCIAL MATTERS:

A. COMPENSATION.

- i. TOWN shall directly compensate COMPANY for SPINA'S service to TOWN pursuant to this Amendment to the Agreement. TOWN shall pay COMPANY in the amount of \$3,500.00/week for each week of SPINA's service as the Town's Interim Manager.
- ii. TOWN shall directly compensation COMPANY for MARTINEZ'S service to TOWN pursuant to this Amendment to the Agreement. TOWN shall pay COMPANY in the amount of \$937.50/week for each week of MARTINEZ'S service as the Town's Interim Clerk.

B. MISCELLANEOUS COMPENSATION.

- i. TOWN shall solely be responsible to remit compensation to COMPANY for SPINA and MARTINEZ'S services rendered as its Interim Town Manager and Interim Town Clerk. TOWN is under no obligation to provide SPINA or MARTINEZ with any direct payment, insurance, stipend, subsidy, tax withholdings, or benefits.
- ii. Nothing in this Amendment shall be construed to prevent COMPANY from invoicing TOWN for costs, expenses or charges directly related to COMPANY'S fulfillment of the scope of services contemplated by this Amendment, including mileage at the prevailing federal reimbursement rate, tolls, and other charges directly relating to services rendered to TOWN.

C. INVOICES. Any invoices by COMPANY to TOWN during SPINA or MARTINEZ'S service as Interim Manager and Clerk shall be reviewed by the Mayor and an authorized representative of Andrew Tess CPA, LLC before payment is remitted. Invoices from COMPANY to TOWN for services rendered shall separately itemize costs and charges associated with SPINA's service as Interim Manager and MARTINEZ'S as Town Clerk.

3. TERM AND RENEWAL OF AGREEMENT

A. TERM.

- i. **Agreement.** This Amendment shall have binding legal effect immediately upon its execution by TOWN and an authorized agent of the COMPANY.
- ii. **Interim Manager Services.**
 - 1. Notwithstanding the date of execution, SPINA shall begin service to the TOWN as its Interim Town Manager effective immediately upon the termination of Lynne Ladner's tenure as Interim Town Manager.
 - 2. In SPINA'S temporary absence TOWN consents to SPINA'S designation of ROBERT DUNCAN ("DUNCAN"), principal for COMPANY, as Acting Town Manager, consistent with Section 3.02 of the Town Charter. DUNCAN is further authorized to serve as a direct assistant to SPINA, in SPINA's role as Interim Town Manager.
 - 3. Absent a jointly agreed-upon extension, SPINA shall continue in the capacity of Interim TOWN Manager through August 11, 2021, or until the TOWN Council enters into an agreement for another individual to serve as its TOWN Manager, whichever should occur first.

iii. Interim Clerk Services

1. MARTINEZ shall assume the role of Interim Town Clerk, appointed by the Town Council pursuant to this Agreement, immediately upon the full execution of this Agreement.
2. Absent a jointly agreed-upon extension, MARTINEZ shall continue in the capacity of Interim Town Clerk through August 11, 2021, or until the Town Council enters into an agreement for another individual to serve as its Town Clerk, whichever should occur first.

B. ON-SITE PRESENCE. COMPANY commits that during the effective term of this Amendment, SPINA shall be on-site in Town Hall a minimum of three (3) business days a week, for no fewer than twenty (20) hours of a business week. Nothing in this provision shall be construed to prevent COMPANY or its personnel from serving the Town through remote technology services, beyond the mandated on-site presence provision. This Amendment contemplates SPINA providing forty (40) hours of service a week during the effective term of this Amendment. This Amendment contemplates MARTINEZ providing twelve and one half (12.5) hours of service a week during the effective term of this Amendment, with performance on-site as necessary within that allocation.

C. NON-ASSIGNABILITY. COMPANY understands that the nature of the services to be provided under this Agreement are highly specialized and TOWN will rely heavily on the specific institutional knowledge and experience of the staff to be assigned to perform the services. Therefore, COMPANY may not assign, transfer, subcontract, or encumber this Agreement or any right or interest in this Agreement without the express prior written consent of TOWN. In the event experienced staff referred to herein no longer work for COMPANY or COMPANY ceases to assign such staff to perform the services required in this Agreement, COMPANY shall promptly work with TOWN to identify a replacement acceptable to the TOWN. Should that process not be successful, the TOWN may either terminate the Agreement immediately or remove the affected services from this Agreement and obtain same from some other source.

D. RENEWAL. The Parties to this Amendment may jointly elect to extend the term of this Agreement in fourteen (14) day increments. TOWN's decision to renew shall require a simple majority vote of the Town Council. Renewal shall be memorialized in a written instrument signed by an authorized representative of each party.

E. TERMINATION. This Agreement may be terminated by either Party for any or no reason by providing the other at least fourteen (14) days written notice of intent to terminate. Written notice by COMPANY to TOWN shall be directed to the Town's Mayor and Attorney.

4. GENERAL CONDITIONS:

- A. MAINTENANCE OF RECORDS.** All records created under this Agreement shall be the property of TOWN, and TOWN shall be responsible for custody and retention of such records. TOWN shall allow COMPANY access to business records for the purpose of COMPANY and its staff fulfilling the obligations of this Amendment.
- B. RELATIONSHIP.** The relationship of the COMPANY to TOWN shall be that of an independent contracting entity. Nothing herein contained shall be construed as vesting or delegating to COMPANY or its officers, employees, agents, or subcontractors, any rights, interest or status as an employee of TOWN. TOWN shall not be liable to any person, firm or corporation that is employed by, contracts with, or provides goods or services to the COMPANY in connection with the performance of this Agreement or for debts or claims accruing to such parties. COMPANY shall promptly pay, discharge or promptly take such action as may be necessary and reasonable to settle such debts or claims.
- C. LIMITATION OF USE OF TOWN STAFF AND ASSETS.** COMPANY'S staff assigned to provide the services under this Amendment shall not be permitted to utilize any TOWN personnel, equipment, electronic systems or other TOWN subcontractors to perform any work or project of any kind other than to assist in the performance of the scope of services outlined by this Amendment. Failure to strictly adhere to this provision shall be grounds for immediate removal of the offending staff or, if staff is not removed, termination of the Agreement.
- D. AMENDMENTS.** This Amendment may be modified, amended or extended only by written amendment executed by authorized representatives of both Parties.
- E. HEADINGS.** All articles and descriptive headings of paragraphs in this Agreement are inserted for convenience only and shall not affect the construction or interpretation hereof.
- F. SEVERABILITY.** In the event that any term of this Agreement is adjudged by a court of competent jurisdiction to be invalid, such adjudication shall not affect or nullify the remaining terms thereof, nor shall it result in the failure of the Agreement unless the court finds that the remainder of the Agreement cannot be enforced absent the stricken term.
- G. EXECUTION OF AMENDMENT.** This Amendment may be executed in counterparts, each of which shall be deemed to be an original, but all of which together will constitute one and the same instrument. Photocopies, fax copies, and electronic copies of signatures shall be deemed as legally binding as original signatures.
- H. AUTHORITY TO EXECUTE.** Each Party hereto covenants to the other Party that it has lawful authority to enter into this Agreement and that the Party's representative executing same is authorized to do so on behalf of the Party.

The Parties hereto have caused this Agreement to be duly executed by their authorized representatives this ____ day of June 2021.

TOWN OF KENNETH CITY

IMAGINE THAT PERFORMANCE, LLC

By: _____
Lynne Ladner, Interim TOWN Manager &
Authorized Purchasing Official

By: _____

By: _____
Mayor Robert Howell
Established Contracting Officer of TOWN

GENERAL AGREEMENT FOR SERVICES

This Agreement for Services is made effective as of May 12, 2021, by and between Town of Kenneth City (the "Customer"), and Imagine That Performance, LLC of 18133 Portside Street, Tampa, Florida 33647 (the "Company").

1. DESCRIPTION OF SERVICES. Beginning on May 13, 2021, Imagine That Performance, LLC will provide to Customer hourly rate services (collectively, the "Services") as described in EXHIBIT A: "Assistant to the Town Manager"

2. PAYMENT. Payment shall be made to Company bi-weekly for hourly services rendered. Regular invoices will be submitted according to rate schedule included in EXHIBIT A: "Assistant to the Town Manager"

In addition to any other right or remedy provided by law, if Customer fails to pay for the Services when due, Imagine That Performance, LLC has the option to treat such failure to pay as a material breach of this Agreement, and may cancel this Agreement and/or seek legal remedies.

3. TERM. This Agreement is effective until August 11th but can be ended by either Customer or Company at any time, pursuant to the terms of Section 7, Term and Termination.

4. WORK PRODUCT OWNERSHIP. Any copyrightable works, ideas, discoveries, inventions, patents, products, or other information (collectively the "Work Product") developed in whole or in part by Company in connection with the Services will be the exclusive property of Customer. Upon request, Company will execute, within a reasonable period of time, all documents necessary to confirm or perfect the exclusive ownership of Customer to the Work Product.

Upon termination of this Agreement, Company will return to Customer all records, notes, documentation and other items that were used, created, or controlled by Company during the term of this Agreement.

5. INDEMNIFICATION. Company agrees to indemnify and hold Customer harmless from all claims, losses, expenses, fees including attorney fees, costs, and judgments that may be asserted against Customer that result from the acts or omissions of Company and/or Company's employees, agents, or representatives.

6. DEFAULT. The occurrence of any of the following shall constitute a material default under this Agreement:

- a. The failure to make a required payment when due.
- b. The insolvency or bankruptcy of either party.
- c. The subjection of any of either party's property to any levy, seizure, general assignment for the benefit of creditors, application or sale for or by any creditor or government agency.

d. The failure to make available or deliver the Services in the time and manner provided for in this Agreement.

7. TERM AND TERMINATION. This Agreement is effective until August 11th. Either party may end this Agreement for any reason by sending an email or letter to the other party, informing the recipient that the sender is ending the Agreement and that the Agreement will end in 7 days. The Agreement officially ends once that time has passed. The Company must immediately stop working as soon as it receives this notice, unless the notice says otherwise. The Customer will pay for the work done up until when the Agreement ends and will reimburse the Company for any agreed-upon, non-cancellable expenses. The following sections don't end even after the Agreement ends: 4 (WORK PRODUCT OWNERSHIP) and 5 (INDEMNIFICATION).

8. REMEDIES. In addition to any and all other rights a party may have available according to law, if a party defaults by failing to substantially perform any provision, term or condition of this Agreement (including without limitation the failure to make a monetary payment when due), the other party may terminate the Agreement by providing written notice to the defaulting party. This notice shall describe with sufficient detail the nature of the default. The party receiving such notice shall have 15 days from the effective date of such notice to cure the default(s). Unless waived in writing by a party providing notice, the failure to cure the default(s) within such time period shall result in the automatic termination of this Agreement.

9. FORCE MAJEURE. If performance of this Agreement or any obligation under this Agreement is prevented, restricted, or interfered with by causes beyond either party's reasonable control ("Force Majeure"), and if the party unable to carry out its obligations gives the other party prompt written notice of such event, then the obligations of the party invoking this provision shall be suspended to the extent necessary by such event. The term Force Majeure shall include, without limitation, acts of God, fire, explosion, vandalism, storm or other similar occurrence, orders or acts of military or civil authority, or by national emergencies, insurrections, riots, or wars, or strikes, lock-outs, work stoppages or other labor disputes, or supplier failures. The excused party shall use reasonable efforts under the circumstances to avoid or remove such causes of non-performance and shall proceed to perform with reasonable dispatch whenever such causes are removed or ceased. An act or omission shall be deemed within the reasonable control of a party if committed, omitted, or caused by such party, or its employees, officers, agents, or affiliates.

10. ENTIRE AGREEMENT. This Agreement contains the entire agreement of the parties, and there are no other promises or conditions in any other agreement whether oral or written concerning the subject matter of this Agreement. This Agreement supersedes any prior written or oral agreements between the parties.

11. SEVERABILITY. If any provision of this Agreement will be held to be invalid or unenforceable for any reason, the remaining provisions will continue to be valid and enforceable. If a court finds that any provision of this Agreement is invalid or unenforceable, but that by

limiting such provision it would become valid and enforceable, then such provision will be deemed to be written, construed, and enforced as so limited.

12. AMENDMENT. This Agreement may be modified or amended in writing by mutual agreement between the parties, if the writing is signed by the party obligated under the amendment.

13. GOVERNING LAW. This Agreement shall be construed in accordance with the laws of the State of Florida.

14. NOTICE. Any notice or communication required or permitted under this Agreement shall be sufficiently given if delivered in person or by certified mail, return receipt requested, to the address set forth in the opening paragraph or to such other address as one party may have furnished to the other in writing.

15. WAIVER OF CONTRACTUAL RIGHT. The failure of either party to enforce any provision of this Agreement shall not be construed as a waiver or limitation of that party's right to subsequently enforce and compel strict compliance with every provision of this Agreement.

16. CONSTRUCTION AND INTERPRETATION. The rule requiring construction or interpretation against the drafter is waived. The document shall be deemed as if it were drafted by both parties in a mutual effort.

17. ASSIGNMENT. Neither party may assign or transfer this Agreement without the prior written consent of the non-assigning party, which approval shall not be unreasonably withheld.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by their duly authorized representatives as of the date first above written.

Customer:
Town of Kenneth City

By: _____ Date: _____
Lynne Ladner
Interim Town Manager

Company:
Imagine That Performance, LLC

By: _____ Date: _____
Robert Duncan
Managing Director



Exhibit A: Assistant to the Town Manager

Position overview

The purpose of the position(s) will be to assist the Town Manager with a variety of administrative functions and special projects. The assigned resource(s) will function with the authority of the Town Manager to complete assigned tasks and provide professional, analytical, and technical support. The position(s) may serve as member(s) of the Executive Management Team to provide a variety of specialized management analysis for decision-making and strategic direction.

Main duties and responsibilities

(The following is a partial description and is not restrictive as to duties required.)

- As assigned, provide professional management advice/assistance to operating departments including organizational structure, capabilities assessment, staffing, employee handbook and service delivery
- Negotiate and administer agreements and contracts as assigned, including PBA Negotiations and coordinate work with vendors, consultants and other outside interest groups
- Manage and complete City Clerk and record keeping Responsibilities
 - Meeting Agenda
 - Meeting Minutes
 - Document Management
 - Public Information Requests
 - Any other traditional City Clerk functions
- Manage assigned special projects within Manager's office
- Monitor performance; recommend and implement modifications to systems and procedures.
- Establish and/or measure Key Performance Indicators.
- Provide administrative and technical assistance to the Town Manager.
- Prepare various correspondence for the management, staff and the elected body including agenda items for public meetings.
- Planning and recommending organizational policies.
- Synthesize information from numerous sources and make presentations as needed.
- Prepare and present reports as directed.
- Promote innovation, critical thinking and creativity in developing solutions.
- Oversee the development of department budgets.
- Develops and maintains resource projections for short and long-term needs.
- Provide training in proper work methods and procedures
- Keep the Town Manager informed about current or emerging problems and project status.
- Confer with the business community, citizens, and/or other interested parties to discuss needs and related problems or issues.



- Prepare and present staff reports and other necessary information.
- Collaborate with Department Heads to coordinate, manage and implement a wide variety of special projects and programs.
- Assist in labor relation activities, as directed.
- Assist with the management of grant programs and correspond with internal and external representatives as needed.
- Supervise and participate in preparation of speeches, correspondence, and news release drafts for the CAO.
- Oversee and facilitate communication and projects in the absence of the CAO.
- Undertake studies to determine the financial and operational feasibility and desirability of municipal services and programs.
- Conduct fiscal analyses and make recommendations related to local government revenue and taxation issues, and public funding instruments.
- Maximize employee resources through focus on strategic planning, financial resource allocation and management policies and procedures.
- Provide management oversight for Departmental functions as directed
- Provide direct oversight of programs and operations of assigned departments including developing and coordinating of Operating and Capital budgets and administering expenditures for major programs and projects.
- Responsible for effective employee relations, diversity and staff development.
- Oversee and perform employee evaluations; administer human resource policies and procedures and determines appropriate personnel actions.
- Perform other related duties as assigned.

(The above examples of duties are intended only as illustrations of the various types of work to be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

Work as a Team

Provide Motivational Support

- Identify and promptly tackle morale problems.
- Give trainings and workshops that energize groups.

Empower Others

- Have the ability to let others make decisions and take charge.
- Encourage groups to resolve problems on their own.

Develop Others

- Provide effective coaching.
- Recognize and reinforce people's developmental efforts and improvements.



Skills and qualification

- Thorough knowledge of Federal, State and Local Government Laws and Regulations.
- In-depth knowledge of local government policies and procedures.
- Ability to meet deadlines and work independently with minimal supervision.
- Demonstrated proficiency in necessary software including PowerPoint Excel, and Word.
- Excellent oral and written communication skills.
- Ability to manage multiple projects.
- Exceptional teamwork.
- Ability to conduct research & prepare complex reports.
- Good presentation skills.
- Outstanding ability to perform arithmetic, algebraic, and statistical applications.
- Respond to information requests in a professional, effective, and timely manner while using tact and good judgment regarding the information provided.

Billing Rates

- \$75/hour – Senior Consultant (Discount from normal \$125/hour billing rate until August 11th, 2021)

ROB DUNCAN

Managing Director – Imagine That Performance, LLC

In his current role, Mr. Duncan is providing local government consulting services, specializing in Continuous Improvement methodologies to reduce waste, improve efficiency and eliminate problems. Leveraging rapid adoption of virtual conferencing technology, he has also established Virtual City Manager and County Administrator Think Tanks. The professionally facilitated format is an avenue to dig deeper into real time challenges facing top local government administrators to tap into the group mind and gain valuable insights.

After establishing himself as an empathetic leader and strategic problem solver in the private sector for two decades, Mr. Duncan began serving Florida Municipalities in 2013 as an Account Executive for ABM. In this role, he assisted local governments with mounting fiscal and infrastructure challenges as cost of services continued to rise faster than their ability to raise revenue. The consultative approach required budget and expense analysis, coordination of assessments, root cause analysis of inefficiency along with development and implementation of both technical and funding solutions. Success stories have been presented at the FCCMA Annual Conference and have been captured in various published articles.

Prior to joining ABM, Mr. Duncan was General Manager and Executive Vice President of Wholesale Energy, with full P&L and management responsibility for the small business of nearly 50 employees. He was hired to be a change agent and implemented necessary changes to re-position business for growth, including building high performance teams, formal business process creation/implementation, institution of hiring best practices and adoption of necessary technology. His direct reports included the department heads of Finance, Operations/Project Management, Engineering and Sales/Marketing.

Mr. Duncan began his engineering career at Applied Materials. His initial role as a customer service engineer was the foundation for a career dedicated to customer service and continuous improvement programs. In a very fast paced and highly technical environment, he demonstrated problem solving skills while serving clients such as Intel, IBM and Samsung, traveling throughout the US and internationally to address critical customer challenges. He was awarded multiple patents for designing solutions to complex challenges. He managed the product development process for new product releases and the subsequent continuous improvement program. He ensured completion of more than 50 projects to improve safety, quality and reduce costs, while authoring the process utilized in ISO 9001 certification.



Education

Bachelor of Science

Electrical Engineering

Fairleigh Dickinson University

Teaneck, New Jersey | 1993

Graduate Courses in Business

Administration

Marist College

Poughkeepsie, NY | 1996 – 1997

Santa Clara University

Santa Clara, CA | 1999 – 2000

Professional Training

Certified Peer Group Facilitator

Certified Executive Coach

Jacksonville Beach, FL | 2013

Awards and Affiliations

Awarded 4 Patents for Applied
Materials

FCCMA | 2014 – Present



Steve Spina, PhD.

Senior Consultant

Steve retired in 2019 from the City of Zephyrhills, where he served as city manager for 20 years and in the planning department prior to his tenure as city manager.

As City Manager, Steve managed a \$56 million budget, including three enterprise funds, and supervise 170 employees. The full service municipal government included public safety, public works and utilities, sanitation, municipal airport and library/museum.

As the Director of Development Steve assisted in authoring city's comprehensive plan and land development code; coordinated all planning, growth management and zoning issues. He also initiated grant writing programs for the city and oversaw restoration of historic railroad depot and other community historical structures and developed Main Street program for downtown district.

Steve has been negotiating collective bargaining contracts with municipal agencies (police and fire) for the past 20 years. In addition, he has participated in job disputes, arbitration and other related employee issues between the city and its bargaining unit members.

Steve has authored several journal articles on racial injustice issues and naming of streets after Dr. Martin Luther King Jr. and is the executive producer of a documentary film, "Zephyrhills, America: Stories Seldom Told," an oral history of the African American community in Zephyrhills.

Steven currently serves as an instructor at the University of South Florida, in the School of Public Affairs (SPA), Master of Public Administration (MPA) program. He has taught as an adjunct and visiting instructor previously at USF, in both the MPA program and Criminal Justice program. Among the courses he has taught are Ethics and Public Service, Labor Relations, Research Methods, Policy Analysis, Strategic Planning, Introduction to Public Administration, among others. He has taught Public Sector Labor Relations (PAD 6427), a graduate seminar on the subject of collective bargaining contracts, several times.

He received his undergraduate degree in Mass Communications from USF and an MPA, also from USF. He has both a master's degree and doctorate in Political Science from the University of Florida, with a dissertation: "Walk the High Road: Camouflaging Racism and the Florida Experience Along Dr. Martin Luther King Jr. Boulevard"

He is a member of the Florida City/ County Manager's Association (FCCMA), serves as a Board Member for the Suncoast Chapter of American Society of Public Administrators (ASPA), and the International City/County Management Association (ICMA).

Steve is also a member of Pi Alpha Alpha, a Public Administration Honorary Society.



Education

Doctorate

Political Science

University of Florida

Gainesville, Florida | 2011

Master of Arts in Political Science

University of Florida

Gainesville, Florida | 2006

Master of Public Administration

University of South Florida

Tampa, Florida | 1998

Bachelor of Arts

Mass Communications

University of South Florida

Tampa, Florida | 1975

Affiliations

International City/County
Management Association (ICMA)

American Society for Public
Administration (ASPA)

Florida City County Management
Association (FCCMA)



JOCILYN MARTINEZ, PhD.

Senior Consultant

Jocilyn Martinez, PhD is a dedicated public service professional that has worked in the public sector for over 10 years. She has worked in various local government settings in the Tampa Bay area. Most recently, she worked in the City of Port Richey, a municipality located in Pasco County, Florida as Assistant City Manager. In that role, she worked at the direction of the City Manager serving as a direct link between the City Manager and all other members of the City staff by planning, supervising, leading, and directing departmental operations and activities such as budgeting, purchasing, planning, contract administration, process improvements, and redevelopment initiatives.

As Assistant City Manager, Dr. Martinez managed all purchasing and contract administration functions through all phases of City funded projects (i.e. contract award, development, and administration). She guided the City through the development of a formalized purchasing policy and a transition to an e-procurement platform for public bidding. She obtained over \$1 million dollars in federal and state grant funding for various projects within the community.

Dr. Martinez Supervised Finance/HR, Building, IT, Public Works/Utility, and Public Safety Departments. She also managed special projects, budget review and procurement for all City departments and functions.

Dr. Martinez has a Master's degree in Public Administration from the University of South Florida and a Doctorate in Public Administration from Florida Atlantic University. She has over 15 years of teaching as an Adjunct Instructor. She has taught undergraduate and graduate courses in Public Administration at Florida Atlantic University, Barry University, and the University of South Florida. She has developed and taught graduate courses in Public Law and Administration and Public/Private Enterprise. She has also developed and taught undergraduate courses in Policy Analysis, Implementation and Program Evaluation, Public Sector Performance Management, Public Policy Changing Environment of Society, Business, and Government, Communication Skills for Public Managers and Research Methods for Public Management.

She is a member of the Florida City/County Management Association. She is an active Guardian ad Litem volunteer in Hillsborough County.



Education

Doctorate

Public Administration

Florida Atlantic University
Boca Raton, Florida | 2010

Graduate Certificate in Nonprofit Management

University of South Florida
Tampa, Florida | 2004

Master of Public Administration

Public Administration

University of South Florida
Tampa, Florida | 2004

Bachelor of Arts

Political Science and Spanish

University of South Florida
Tampa, Florida | 2001

Adjunct Instructor

FAU | 2005 – 2010

Barry | 2010 – 2018

USF | 2010 – Present



State of Florida

Department of State

I certify from the records of this office that IMAGINE THAT PERFORMANCE, LLC is a limited liability company organized under the laws of the State of Florida, filed on June 25, 2020, effective July 1, 2020.

The document number of this limited liability company is L20000178704.

I further certify that said limited liability company has paid all fees due this office through December 31, 2021, that its most recent annual report was filed on April 6, 2021, and that its status is active.

*Given under my hand and the
Great Seal of the State of Florida
at Tallahassee, the Capital, this
the Sixth day of April, 2021*



Laundrea
Secretary of State

Tracking Number: 1369303941CC

To authenticate this certificate, visit the following site, enter this number, and then follow the instructions displayed.

<https://services.sunbiz.org/Filings/CertificateOfStatus/CertificateAuthentication>

Date of this notice: 06-26-2020

Employer Identification Number:
85-1624930

Form: SS-4

Number of this notice: CP 575 G

IMAGINE THAT PERFORMANCE LLC
ROBERT DUNCAN SOLE MBR
18133 PORTSIDE ST
TAMPA, FL 33647

For assistance you may call us at:
1-800-829-4933

IF YOU WRITE, ATTACH THE
STUB AT THE END OF THIS NOTICE.

WE ASSIGNED YOU AN EMPLOYER IDENTIFICATION NUMBER

Thank you for applying for an Employer Identification Number (EIN). We assigned you EIN 85-1624930. This EIN will identify you, your business accounts, tax returns, and documents, even if you have no employees. Please keep this notice in your permanent records.

When filing tax documents, payments, and related correspondence, it is very important that you use your EIN and complete name and address exactly as shown above. Any variation may cause a delay in processing, result in incorrect information in your account, or even cause you to be assigned more than one EIN. If the information is not correct as shown above, please make the correction using the attached tear off stub and return it to us.

A limited liability company (LLC) may file Form 8832, *Entity Classification Election*, and elect to be classified as an association taxable as a corporation. If the LLC is eligible to be treated as a corporation that meets certain tests and it will be electing S corporation status, it must timely file Form 2553, *Election by a Small Business Corporation*. The LLC will be treated as a corporation as of the effective date of the S corporation election and does not need to file Form 8832.

To obtain tax forms and publications, including those referenced in this notice, visit our Web site at www.irs.gov. If you do not have access to the Internet, call 1-800-829-3676 (TTY/TDD 1-800-829-4059) or visit your local IRS office.

IMPORTANT REMINDERS:

- * Keep a copy of this notice in your permanent records. **This notice is issued only one time and the IRS will not be able to generate a duplicate copy for you.** You may give a copy of this document to anyone asking for proof of your EIN.
- * Use this EIN and your name exactly as they appear at the top of this notice on all your federal tax forms.
- * Refer to this EIN on your tax-related correspondence and documents.

If you have questions about your EIN, you can call us at the phone number or write to us at the address shown at the top of this notice. If you write, please tear off the stub at the bottom of this notice and send it along with your letter. If you do not need to write us, do not complete and return the stub.

Your name control associated with this EIN is IMAG. You will need to provide this information, along with your EIN, if you file your returns electronically.

Thank you for your cooperation.

Request for Taxpayer Identification Number and Certification

**Give Form to the
requester. Do not
send to the IRS.**

▶ Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type.
See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. Robert Duncan	
2 Business name/disregarded entity name, if different from above Imagine That Performance, LLC	
3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes. <input checked="" type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____ Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner. <input type="checkbox"/> Other (see instructions) ▶ _____	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <small>(Applies to accounts maintained outside the U.S.)</small>
5 Address (number, street, and apt. or suite no.) See instructions. 18133 Portside Street	Requester's name and address (optional)
6 City, state, and ZIP code Tampa, FL 33647	
7 List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number	
[] [] [] - [] [] - [] [] [] []	
or	
Employer identification number	
8 5 - 1 6 2 4 9 3 0	

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person ▶	Date ▶ 6/26/2020
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.

OATH OF OFFICE

I, Steve Spina do solemnly swear (or affirm) that I will support, protect and defend the Constitution and government of the United States and the State of Florida and the Charter and code of ordinances of the Town of Kenneth City against all enemies, domestic or foreign, and that I will faithfully perform all the duties of the office of Town Manager, upon which I am about to enter, so help me God.

Signature

Sworn and subscribed before me this the 12th day of May, 2021.

City Attorney

WITNESS

OATH OF OFFICE

I, Jocilyn Martinez, do solemnly swear (or affirm) that I will support, protect and defend the Constitution and government of the United States and the State of Florida and the Charter and code of ordinances of the Town of Kenneth City against all enemies, domestic or foreign, and that I will faithfully perform all the duties of the office of Town Clerk, upon which I am about to enter, so help me God.

Signature

Sworn and subscribed before me this the 12th day of May, 2021.

City Attorney

WITNESS