



THE TOWN OF KENNETH CITY, FLORIDA
Council Meeting
PUBLIC NOTICE

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

6:30pm

July 13, 2022

Community Hall

- A. Call to Order
- B. Invocation and Pledge of Allegiance
- C. Roll Call
- D. 4th of July Event Recap
- E. Consent Agenda
 - 1. June 8, 2002 Council Meeting Minutes
 - 2. Comprehensive Plan Amendment
 - 3. Thank You Letter to Attorney Mora
 - 4. Resolution 2022-03 Town Signatories
 - 5. Revised Budget Calendar
 - 6. Imagine That Performance Project Report Acknowledgment (6.13.22 to 6.26.22)

F. Public Comment (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 townclerk@kennethcityfl.org, written comments must be received by 4pm on the day of the meeting and will be read aloud during the meeting. Please limit your comments to 400 words as the comments are limited to three minutes.

G. Action Agenda

- 1. Attorney RFP/Selection
- 2. Town Hall Security
- 3. Discussion of Accounting Solution Paths
 - a. Short Term
 - b. Long Term
- 4. Preliminary Revenue Discussion
- 5. Tentative Agenda

H. Department Reports

I. Officer Reports (Manager, Clerk, Attorney)

J. Mayor/Council Comment

K. Adjournment

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



THE TOWN OF KENNETH CITY FLORIDA

Council Meeting Minutes

June 8, 2022

A. Call to Order

B. Invocation and Pledge of Allegiance

C. Roll Call

Present were Councilmember Roberts, Councilmember Noble, Vice Mayor Cummings, Councilmember Zemaitis, Mayor Howell, Town Manager Cavalli, Attorney Mora, and Town Clerk Ana Cabezas

D. Consent Agenda

Motion to approve consent agenda was made by Councilmember Noble
Second was made by Vice Mayor Cummings
All in favor
Motion to approve Consent Agenda passed

E. Public Comment

Mayor Howell discussed the public comment procedures and employees who were leaving the employ of the Town of Kenneth City. He thanked the Police Department and Chief Vieno for their service to Kenneth City.

Mayor Howell indicated that he would like to change the order of items on the agenda as follows:

1. Procurement Ordinance No. 2022-657
2. Management Consulting Firms
 - a. Department of Management Services Packet
 - b. Imagine That Performance
 - c. Interim Town Manager Candidate
 - d. Administrative Assistant Resumes
 - e. Accounting and Finance Specialist
 - f. Legal Services Request for Proposal

A motion was made to change the order of items on the agenda as indicated by Mayor Howell

Motion was made by Councilmember Noble

Second was made by Vice Mayor Cummings

All were in favor

Motion to change the order of items on the agenda was passed

Mayor Howell reiterated the procedure for public comment.

Attorney Mora reiterated the procedure for public comment.

Ramona Burrows 6132 51st Avenue

The resident asked if Robert's Rules would be followed during the Town Council meeting.

Attorney Mora responded to the resident's questions regarding procedures for the meeting.

Jeff Pfannes 4494 61st Lane N

Mr. Pfannes thanked the residents for coming to the meeting and expressed concern about the Town of Kenneth City. He felt that tonight would be an important meeting and thanked the residents for their attendance.

Cindy Hite 6514 43rd Avenue N

Ms. Hite spoke about an event she was having in the Town to raise awareness about drug overdose. She spoke about the loss of her son and why this event was important.

Chris Vanderkooi 5196 60th Way N

Mr. Vanderkooi inquired about law enforcement officers moving furniture at a Councilmember's home. He also indicated that he would be pursuing a recall election process as he did not believe some elected officials were fit to run Kenneth City. He was concerned as many employees were leaving the employment of the Town.

Michael Wimmer 6038 44th Avenue

Mr. Wimmer felt that there were issues in the Town and Council. He inquired about an increase in the solid waste bill.

There was dialogue with the Town Manager about the cost of the Town's solid waste service.

He also inquired about code enforcement services.

He said he was concerned about what was happening in Town.

Paul Asche 6412 44th Avenue

Mr. Asche asked everyone in the meeting to please use a microphone so that the dialogue in the meeting could be heard.

Mayor Howell closed public comment.

F. Action Agenda

1. Second Reading of Procurement Ordinance 2022-657

Attorney Mora read Ordinance 2022-657 by title only and explained the purpose of the ordinance.

There was no public comment.

A motion was to approve the second reading of Ordinance 2022-657

A motion was made by Councilmember Noble

A second was offered by Vice Mayor Cummings

All in favor

A motion to approve the second reading of Ordinance 2022-657 was passed

2. Management Consulting Firms

a. Division of Management Services Packet

Town Manager Cavalli discussed the many options available for consulting firm services through the State's Division of Management Services. He discussed specific details related to the options contained in the agenda.

b. Imagine That Performance

Mayor Howell introduced Imagine That Performance (ITP) Consulting Firm. Managing Director Rob Duncan introduced himself and explained the services his firm would provide. ITP gave a presentation of the services that could be provided to the Town. Each ITP team member spoke about the services that would be provided. Team Members that gave presentations included: Lisa Hendrickson, JP Murphy, Michelle Berger, and Jocilyn Martinez.

There was ongoing discussion between Rob Duncan, the Town Council, and staff regarding the contract for services that would be offered by Imagine That

Performance. There was considerable discussion concerning the process utilized to select Imagine That Performance's contract.

Mayor Howell opened up the meeting for public comment on this agenda item.

Jeff Pfannes 4494 61st Lane N

Mr. Pfannes expressed his concern over the process followed by Town Council to hire Imagine That Performance. He indicated that he did not agree with the Town Council's decisions on this issue.

Teresa Zemaitis 5201 57th St N

Ms. Zemaitis expressed her concern over the process followed by Town Council to hire a Town Manager. She questioned Mr. Duncan about his desire to move forward with the contract.

Ellen Dalbo 4726 58th St N

Ms. Dalbo had questions and concerns about Imagine That Performance's contract.

Chris Vanderkooi 5196 60th Way N

Mr. Vanerkooi demanded transparency from Town Council. He had issues with the way some Town Council members were behaving and felt that some members were being disrespectful.

Ramona Burrows 6132 51st Ave N

Ms. Burrows questioned the fairness of the process for selecting Imagine That Performance. She felt that the Town Council should look at other bids for the same services.

Anthony Chan 4255 58th St N.

Mr. Chan advised that there were other options the Town Council could pursue to provide the services offered by Imagine That Performance. He discussed several of the options.

Paul Asche 6412 44th Avenue N

Mr. Asche indicated that he felt that Kenneth City was not getting a good deal with the Imagine That Performance contract. He indicated that Mr. Duncan was only concerned about getting paid. He urged the Council not to select Imagine That Performance.

Mayor Howell closed public comment.

Motion to approve Imagine That Performance contract in substantial form with negotiated provisions was made by Councilmember Noble

Second was made by Vice Mayor Cummings

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

Motion to approve Imagine That Performance contract in substantial form with negotiated provisions was passed

c. **Remaining Agenda Items**

Councilmember Noble made a motion to table the remaining agenda items: Interim Town Manager Candidate, Administrative Assistant Resumes, Accounting and Finance Specialist Resumes, and Legal Services Request for Proposal

Second was made by Vice Mayor Cummings

Councilmember Roberts: No
Councilmember Zemaitis: No
Councilmember Noble: Yes
Vice Mayor Cummings: Yes
Mayor Howell: Yes
Motion to table the remain agenda items was passed

G. Department Reports

Police Department Update
Fire Department Update

H. Officer Reports

Town Manager Update
Attorney Mora Update

I. Adjournment

Meeting was adjourned

Motion to adjourn the meeting and all Town Council Meetings, Workshops, Hearings, and Committee Meetings, are posted in advance on the Town's letterboards as well as the Town's website, newsletters, and Facebook pages.

Ron DeSantis
GOVERNOR



Dane Eagle
SECRETARY

Mr. Pete Cavalli
Town Manger
Town of Kenneth City
6000 54th Avenue, North
Kenneth City, Florida 33709

RE: Kenneth City Evaluation and Appraisal Notification Letter

Dear Mr. Cavalli:

This is to acknowledge receipt of your Evaluation and Appraisal Notification Letter which is due on May 1, 2022, and received by the Department on March 28, 2022.

Please note that your second round proposed comprehensive plan amendments based on your Evaluation and Appraisal should be transmitted to the Department by **March 28, 2023**, within one year of your notification, pursuant to Section 163.3191(2), Florida Statutes. The amendments are subject to the State Coordinated Review Process as outlined in Section 163.3184(4), Florida Statutes.

The Town is currently prohibited from amending its comprehensive plan pursuant to Section 163.3191(4), Florida Statutes, for the failure to submit the proposed amendments related to the Town's evaluation and appraisal letter dated **November 4, 2015**. It is unclear if the Town intends for the proposed evaluation and appraisal based amendments to satisfy both evaluation rounds. The Town should clarify this upon the transmittal of the proposed evaluation and appraisal based comprehensive plan amendments for the Department to properly update the Towns information.

Ms. Barbara Powell of the Department's staff is available to assist and provide technical guidance to your questions concerning the contents of the Evaluation and Appraisal based comprehensive plan amendments and may be reached at (850) 717-8504.

If you have any questions concerning the processing of the Evaluation and Appraisal based amendments, please contact Mr. Ray Eubanks, Plan Processing Administrator, at (850) 717-8483.

Sincerely,

D. Ray Eubanks
Plan Processing Administrator

DRE/me

Florida Department of Economic Opportunity | Caldwell Building | 107 E. Madison Street | Tallahassee, FL 32399
(850) 245.7105 | www.FloridaJobs.org | www.Twitter.com/FLDEO | www.Facebook.com/FLDEO

An equal opportunity employer/program. Auxiliary aids and service are available upon request to individuals with disabilities. All voice telephone numbers on this document may be reached by persons using TTY/TTD equipment via the Florida Relay Service at 711.

TOWN OF KENNETH CITY
A SAFE, FRIENDLY SMALL TOWN



March 24, 2022

Ray Eubanks, Plan Processing Administrator
Florida Department of Economic Opportunity
Bureau of Comprehensive Planning
Caldwell Building – MSC 160
107 East Madison Street Tallahassee, FL 32399-4120

RECEIVED
Bureau of Community Planning and Development

MAR 23 2022

Div. of Community Development
Dept. Economic Opportunity

Re: Town of Kenneth City and Appraisal Notification Letter

Dear Mr. Eubanks:

Pursuant to the requirements of Section 163.3191, Florida Statutes (F.S.), on February 15, 2022, the Kenneth City Town Commission authorized the transmittal of this notification letter as set forth herein.

The Town of Kenneth City Comprehensive Plan, as adopted by Ordinance No. 560 on May 14, 2008, will be reviewed relative to changes in state requirements in Chapter 163, Part II, F.S., since the last update of the comprehensive plan. **Amendments determined by the Town to be necessary or desirable include:**

1. Adopt the Property Rights Element, pursuant to Section 163.31677(6)(i), F.S.;
2. Update the Five-Year Schedule of Capital Improvements to show project funding status and level of funding priority, pursuant to Section 163.3177(3)(a), F.S.;
3. Add policies in Transportation Element addressing improvements and safety considerations for recreational traffic circulation, pursuant to Section 163.3177(6)(b), F.S.;
4. Remove references in Infrastructure Element amending the comprehensive plan within 18 months of the regional water supply plan. Per the criteria in Section 163.3177(6)(c)4., F.S., the Town of Kenneth City is not required to prepare a water supply facilities work plan;
5. Replace references in Intergovernmental Coordination Element from “voluntary” dispute resolution processes to “mandatory” dispute resolution process”;
6. Remove references to special districts and independent special district facility reports in Intergovernmental Coordination Element that are not relevant to the Town’s comprehensive plan;

7. Remove coordination provisions for transportation concurrency and delete references related to the Town's transportation concurrency. The Town intends to repeal its transportation concurrency requirements and instead adopt a mobility fee structure, pursuant to Section 163.3180(5)(i), F.S.;
8. Identification of local needs for transportation, recreation and other infrastructure enhancement, consistent with relevant sections of Florida State Statutes;
9. Delete obsolete data and analysis throughout the plan, and provide updated data as needed to serve as a basis for future land use map amendments pursuant to Section 163.3177(6)(a), F.S.;
10. Update the Future Land Use Element as needed to maintain consistency with *The Countywide Rules*, pursuant to Chapter 2012-245, Laws of Florida; and
11. Update references and terminology as needed to reflect current statutory language.

Thank you for your consideration. Please let me know if anything further is needed to comply with the EAR Notification Letter process, and I will be happy to work with you to resolve any such matter as may be necessary.

Sincerely,



Peter Cavalli
Town Manager

cc: Robert Howell, Mayor
Ana Cabezas, Town Clerk
Randy Mora, Town Attorney



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

July 13, 2022

Dear Attorney Mora,

As Town Attorney, you have served this community with utmost respect and consideration for the needs of the Town Council, staff and the residents of Kenneth City. You have guided the Town through challenging periods of leadership transition with a steadfast commitment to protecting the interests of the community. It did not go unnoticed that you, quite frequently, performed work that extended far beyond the scope of your legal duties.

Kenneth City would like to thank you and your colleagues at Trask Daigneault, LLP for your eight years of service to the Town of Kenneth City.

Sincerely,

Mayor Robert Howell

RESOLUTION NO. 2022-03

A RESOLUTION OF THE TOWN OF KENNETH CITY AUTHORIZING SIGNATURES WHICH ARE TO APPEAR FOR PURCHASES OF CERTIFICATES OF DEPOSITS, TOWN CHECK WRITING, WITHDRAWAL AND TRANSFER OF FUNDS, AND ANY OTHER FINANCIAL TRANSACTIONS ON THE PART OF THE TOWN, INSTRUCTING ANY FINANCIAL INSTITUTION TO ACCEPT ANY CERTIFIED COPY OF THIS AS EVIDENCE OF LEGAL AUTHORITY OVER TOWN ACCOUNTS.

BE IT RESOLVED, by the Town Council of the Town of Kenneth City, that the Town hereby authorizes the individuals and/or officials of the Town listed below to transfer or withdraw funds of the Town held in any negotiable instrument or account, subject to the rules and regulations of the institution holding same.

**Mayor
Interim Town Manager
Senior Consultant
Police Chief**

Robert Howell
Robert Duncan
JP Murphy
Michael Vieno

WHEREAS, until further order of the town, the within named individuals may negotiate same upon check or other instrument when signed by any two of the four authorized individuals shown above and verified by comparison to the sample signatures of each provided, along with this Resolution, to the institution for their records.

WHEREAS, this Resolution shall continue in force until repealed.

PASSED AND ADOPTED in a council meeting this 13th day of July, 2022.

Robert Howell, Mayor

ATTEST:

Jocilyn Martinez, Interim Town Clerk

Town of Kenneth City
6000 54th Avenue N
Kenneth City, FL 33709



BUDGET CALENDAR

Monday, April 18, 2022: Departmental budgets get distributed

Wednesday, May 11, 2022: Planned Budget Workshop (Not Held)

Wednesday, June 1, 2022: Pinellas County Property Appraiser delivers estimate of taxable value to taxing authorities

Monday, June 13, 2002: Imagine That Performance is engaged to provide services to the Town

Friday, July 1, 2022: Pinellas County Property Appraiser delivers Certification of Taxable Value (DR-420) to taxing authorities

Wednesday, July 13, 2022: Revenue Discussions by Imagine That Performance during Town Council Meeting

Thursday, July 21, 2022: Special Meeting to include Budget Discussion and Setting Maximum Millage Rate

July 24 – 30, 2022: Imagine That Performance to hold budget review meetings with individual Council Members

Wednesday, August 3, 2022: Last day for Town Clerk to notify Property Appraiser of proposed millage rate and date, time and place of first public budget hearing (DR-420, DR-420MMP)

Wednesday, August 3, 2022: Budget Workshop and delivery of Draft Budget to Town Council

Monday, August 22, 2022: TRIM notices mailed by Pinellas County

Wednesday, September 14, 2022: First Public Hearing on Proposed Budget, Millage Rate, and Capital Plan at

Sunday, September 25, 2022: Town to advertise intent to adopt a final millage rate and final budget (within 15 days after first public hearing and 2-5 days before second public hearing)

Wednesday, September 28, 2022: Final Public Hearing on Proposed Budget & Millage Rate (adopt final millage rate and budget) - 6:30 PM Community Hall

Friday, September 30, 2022: Budget from Final Public Hearing posted on Town website

Friday, September 30, 2022: Town Clerk to provide final millage rate Resolution to Property Appraiser and Tax Collector (within 3 days of adoption)

Saturday, October 1, 2022: Effective date of Fiscal Year 2022 - 2023 budget

Monday, October 3, 2022: Property Appraiser delivers DR-422, Final Taxable Value Certification, to taxing authorities

Thursday, October 6, 2022: Town Clerk to return completed DR-422 to Pinellas County Property Appraiser and a copy to the State of Florida

Monday, October 10, 2022: Submit completed TRIM Compliance Package to the State of Florida (within 30 days of final public hearing)

Friday, October 14, 2022: Annual budget posted to City website

The Town of Kenneth City

Fiscal Year 2022 – 2023 Tentative
Millage Rate & Budget
Discussions



The Town of Kenneth City

Mission Vision & Values

Mission Statement

As the Town of Kenneth City, we focus every day on enriching the lives of our citizens by creating an exceptional environment and providing exemplary services that enable our community to thrive and prosper.



The Town of Kenneth City

Mission **Vision** & Values

Vision Statement

The Town of Kenneth City is a town that has long been committed to controlling its own destiny as a distinct, sustainable, and sovereign municipality. Our town's sense of community is rooted in citizens who respect each other; in racial and socioeconomic diversity; and in pedestrian orientation. We believe our history and setting guide our future.



Core Values

To achieve our mission and vision, we will uphold the following values:

- Citizens are the heart of the Town of Kenneth City, so town government will treat all people fairly, with courtesy and respect.
- Open communication is essential to an engaged citizenry, so town government will seek and provide accurate, timely information and promote public discussion of important issues.
- The Town of Kenneth City must be a safe place to live, work, and raise a family, so the town will work in partnership with the community to prevent crime and protect lives, property, and the public realm.
- The Town of Kenneth City's historic mix of people in all income levels and ages is fundamental to our community, so town government will encourage opportunities, services, and infrastructure that allow people of all means to live and work here.
- Citizens entrust town government with the stewardship of public funds, so government will provide high quality services at a reasonable cost.
- The Town of Kenneth City's economic health is essential to its remaining a sustainable community, so town government will judiciously encourage and guide the location of new business opportunities.
- Citizens need to move easily throughout the town and county, so government will provide a variety of options, such as sidewalks, bike paths, greenways, connected streets, and transit.
- Citizens must live in a healthy environment, so town government will protect lakes, the Joe's Creek watershed, trees, air quality, and other elements of the town's ecology.
- The physical, social, and intellectual well-being of Kenneth City citizens is fundamental to our community, so town government will provide and encourage enjoyable, safe, and affordable recreational and cultural opportunities.
- The Town of Kenneth City exists in proximity to and is interdependent with other jurisdictions, so we strive for local, regional, state and federal cooperation.



Annual Budget Discussions

Budget Definitions by NLC

- A public budget is a plan of expected incomes and expenditures for the upcoming fiscal year
- A budget is a political instrument that weighs policy priorities against available public resources
- A budget provides the government with a spending limitation
- A budget provides transparency by which the government may be held accountable at the end of each budget cycle or political term

The budget is generally composed of an *operating budget*, which shows expenditures for the current period, and a *capital budget*, which shows the financial plans for long-term capital improvements, facilities, and equipment.



TRUTH IN MILLAGE (TRIM)

TRIM Hearing Information

At the Hearing Guidance per State of Florida

- The general public may speak and ask questions before the governing body adopts any measures.
- The governing body must adopt its tentative or final millage rate before adopting its tentative or final budget.

Adopt millage first; adopt budget second.



TRUTH IN MILLAGE (TRIM)

HEARING REQUIREMENTS

Taxing authorities must hold **two** public hearings to adopt a millage rate and budget.

TRIM hearings should be held:

- Monday – Friday after 5:00 p.m.
 - Any time on Saturday
 - **Never** on Sunday



TRIM Hearing Information

SCHEDULING

- The school board has priority for selecting a hearing date. **Selected September 13th**
- The Board of County Commissioners (BOCC) has second priority for selecting a hearing date. **Selected September 8th & 22nd**
- **No other** taxing authority in the county can hold a hearing on the same date as the school board or BOCC.



TRIM Hearing Information

ADVERTISING

- The tentative TRIM hearing is advertised on the TRIM notice.
- The final hearing must be advertised within **15 days** of adopting the tentative millage and budget.



Recommended TRIM Hearing Dates

Scheduling and Advertising Hearing

- **Tentative Public Hearing (First Reading)**
Wednesday, September 14, 2022
6:30 pm
- **Advertise Results within 15 days after**
Tentative Public Hearing
Sunday, September 25, 2022
- **Final Public Hearing (Second Reading)**
Wednesday, September 28, 2022
6:30 pm (Must be 2-5 days after advertising)



Recommended Action – Motion to Approve

- **Tentative Public Hearing (First Reading)**
Wednesday, September 14, 2022
6:30 pm

- **Final Public Hearing (Second Reading)**
Wednesday, September 28, 2022
6:30 pm



Project Report 1

Prepared for: Town Council

Date: June 30, 2022

Work weeks: June 13-19 & June 20-26



Consultant Hours and Tasks

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

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

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

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

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

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

The worklogs below will serve as a full account of the activities on an hourly basis of the resources assigned to Kenneth City. The “work product” in the form of briefings, updates, Agreements, etc. will be included at the end of this report when possible or could be provided in a different form, including during an upcoming Council Meeting as part of the published agenda packet. (Council Briefing dated 6/21 & a Draft Project Blueprint for the Accounting Solution are included at the end).

During the transition period there were many unforeseen activities and discussions that consultants spent time on that were not part of the established Task Orders. These items and a few others are listed in the Work Log with time spent “no charge” to clearly indicate the activity was performed AND the Town of Kenneth City has not been billed, at any rate, for the activity.

Interim Town Manager

The following represents the tasks performed that are part of the Task Order for Interim Town Manager. The rate for this activity is \$125/hour and the expected work on average is more or less 20 hours/week. The Town will only be billed for actual work time.

The first 2 weeks of activity were during the last two weeks of Town Manager Cavalli. Much of the time spent was to do the groundwork for a smooth transition. The report includes the billable hours as well as the hours that have been provided at no charge.

Date	Consultant	Hours	Task
6/13	Rob Duncan	0	Kickoff Meeting with Team and Departing Town Manager. Set critical priorities for the week, including finalizing and publishing RFP for Legal Services and various options and prospects to reach out to for accounting services. Also coordinated various transition meetings including with departing Town Clerk and Andrew Tess. (Rob Duncan 2 hours no charge)
	JP Murphy	2	
	Lisa Hendrickson	2	
	Michelle Berger	2	
	Jocilyn Martinez	2	
6/13	Rob Duncan	0	(0.5 hours no charge) debrief with JP Murphy regarding onsite activity and priorities/challenges for the week
6/13	JP Murphy	0	(4.0 hours no charge) Staff planning for transitory administrative items not subject directly to task orders.
6/13	JP Murphy	0	(1.5 hours no charge) Contract Revisions for Kenneth City protections - Modified Recitals, Anti-Lobbying, Negotiated Changes
6/15	JP Murphy	2	Staff meeting with Pete and Ken. Discussing Public Works operations and possible capital projects. Tour of various public works facilities, equipment, and town-wide infrastructure.
6/15	Rob Duncan	0	(2 hours no charge) Onsite visit to sign agreement, discussions with Town Manager, Town Clerk, departing Accountant and Imagine That Staff
6/16	JP Murphy	1	Discussed relevant records locations, document management, and transitory items with Town Clerk.
6/16	JP Murphy	2.5	Operational interviews, review local documents and ordinances. Review the building permitting process. General management review.
6/17	Rob Duncan	0	(0.25) Discussion with Andrew Tess regarding potential continuation of services for 3 months
6/17	Rob Duncan	0	(0.5 hours no charge) Meeting with Pete Cavalli regarding transition needs and schedule for week of 6/20
6/17	Rob Duncan	0	(0.5 hours no charge) Discussion with Lisa Hendrickson regarding potential Accounting Services and Software solutions
6/17	Rob Duncan	0	(1 Hour no charge) Discussion with JP Murphy regarding various Town challenges, project statuses, debrief from meetings with Council Members
6/20	Rob Duncan	1	Meeting with Police Chief and Pete Cavalli

6/20	Rob Duncan JP Murphy Lisa Hendrickson Michelle Berger Jocilyn Martinez	2 2 2 2 2	Team Meeting with Team and Departing Town Manager - reviewed weekly reporting template and requirements. Discussed accounting/software action plan and option development - including steps to secure short term services - Lisa. Discussed payroll gameplan for team (Zoom Thursday with Andrew Tess). Legal Services discussion - RFP to be posted by COB 6/20 - Final revisions by JP. Scheduled budget discussion with JP/Michelle. Developed initial agenda for 7/13 Town Council Meeting. Finalized list of immediate items for Town Manager / Interim Town Manager to address - Short Term Accounting Services, Attorney for 7/13 meeting, Workshop/Special Meeting late July, Town Hall Hours and Access/Security.
6/21	Rob Duncan	1.5	Briefing with Town Attorney Mora regarding immediate procurement of Interim Attorney and Interim Accounting Services while procurement of long-term solutions are ongoing. Discussion and request for clarification on staff responsibilities (if any) regarding petition for municipal recall and political events on Town property. Request for clarification on Town Managers ability/limitation of adjusting Town Hall hours of operation.
6/21	Rob Duncan	0.75	One to one meeting with Ken
6/21	Rob Duncan	0	(0.25 hours no charge) Review previous community hall rental applications and process
6/21	Rob Duncan	4	Prepare briefing for Council Members synthesize into one page report
6/21	Rob Duncan	0.25	Schedule one-to-one meetings with Council Members
6/21	Rob Duncan	0	(1 hour no charge) One to one with Council Member Noble
6/22	Rob Duncan JP Murphy	1.25 1.25	Meeting with Ken, Mike and Pete regarding concerns about direct contact from citizens, council members and others to staff including requests for information. Request perhaps a letter from Council informing residents that Kenneth City isn't working on unincorporating or being annexed into another municipality, etc. Also discussed the PD managing budget with QuickBooks and the work hours / costs with this effort since current system doesn't provide value needed.
6/22	Rob Duncan	0	(0.5 hours no charge) One to one with Vice Mayor Cummings
6/22	Rob Duncan	0	(1.0 hours no charge) One to one with Council Member Roberts
6/23	Rob Duncan	0	(1.0 hours no charge) One to one with Council Member Zematis
6/23	Rob Duncan	0	(0.5 hours no charge) One to one with Mayor Howell
6/23	Rob Duncan	2	Budget preparation discussion with Michelle Berger and JP Murphy. Discussed initial findings on property valuations, different types of parcels, except properties, etc. Discussed plan for program based budget discussion including revenues directly related to expenses and understanding how to provide more clarity and transparency in budget.
6/23	Rob Duncan	0	(3 hours no charge) discussions with Pete, Lisa, Ken, JP on various tasks they are working on, are to be completed or items that are documented to be addressed at a later date.
	JP Murphy	0	(3 hours no charge) Management discussions with staff, transition items with Pete. Discussed Revenue forecast and historical decisions.
6/24	Rob Duncan	0.5	Conference call with Town Attorney and Town Clerk regarding response to incoming email from resident pertaining to Recall Petition. Worked as team to draft email response.
6/24	Rob Duncan	1	(Total Time 2 hours - 1 hour no charge) One to one meeting with Police Chief Vieno, tour of Police Department, security measures and introductions to staff present. Discussed Training Systems and

			background on technology being utilized. Briefed on July 4 event and coordination currently being manager. Discussed strategy at previous Town Council Meetings and discussed options to move forward.
6/24	Rob Duncan	0	(0.5 hours no charge) Discuss w/Ken and JP various items related to IT / Security in Town Hall.
6/24	Rob Duncan	1	Meeting with Lisa Hendrickson regarding progress on short term accounting solution and various paths for long term accounting, including internal staff hire, hiring a firm and various technologies that could be implemented. Discussed path forward to present the various paths to Town Council at the 7/13 meeting. Finalized requests to have short term solution to begin on July 1 for a 6 week duration.
6/24	JP Murphy	0	(3.5 hours unbilled) Meet with Pete and Residents. Local history. Final transitory items.
6/24	Rob Duncan	0	(4 hours unbilled) Various discussions with Pete, JP, Jocilyn, Randy regarding town operations and transition. Created and posted signs in Town Hall for temporary hours and collected Keys from Pete.
	Rob Duncan	0	(3.5 hours no charge) Report
Total Billable Hours		38	(35 unbilled hours in this report)

Significant Accomplishment:

Council Briefing attached

Invoice Details:

Billed Time: June 13-19 & June 20-26 – 38 Hours @ \$125/hour = **\$4,750.00**

Additional Notes:

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

Unbilled Time: June 13-19 & June 20-26 – 35 Hours @ \$125/hour = **\$4,375.00**

Accounting and Code Enforcement

The following represents the tasks performed that are part of the Task Order for Accounting and Code Enforcement Solutions. The rate for this activity is \$125/hour and the expected work is to be about 80 hours. The Town will only be billed for actual work time.

These were time sensitive tasks as the outgoing CPA last day was during this time period and there was no proposed options in place on 6/13. By 6/24 a firm was selected after receiving multiple proposals.

Date	Consultant	Hours	Task
06/13	Lisa Hendrickson	0.5	Conference call with JP Murphy, Jessica Adkins and TJ Walsh at Safebuilt re: Community Development and Code Enforcement services. Jessica to forward a few contracts for review/piggyback consideration. Have not received as of June 19, 2022.
06/13	Lisa Hendrickson	0.5	Research viable governmental accounting options. Telephone call with Andrew Laflin at Aclarian re: accounting/finance and software solution options and full-service finance options. Andrew will forward a few contracts for review/piggyback consideration. Received.
06/13	Lisa Hendrickson	0.5	Conducted FLC City Stats research for Peer City Comparison (Belleair, Dundee, Fort Meade, Indian Rocks Beach, Madeira Beach, Mulberry and S. Pasadena). Surface research on FL DMS site for Governmental Accounting and Finance Consultants in Pinellas County.
06/14	Lisa Hendrickson	1.5	Begin position research and conduct Finance Director and Accountant Salary Survey for comparable cities of size, as well as to include local cities in Pinellas County serving as employee competition.
06/16	Lisa Hendrickson	1.5	Concluded Finance Director, Accounting Manager, and Accountant Salary Surveys. Calculated average of mid ranges and included a 30% gross up for taxes/benefits.
06/16	Lisa Hendrickson	0.5	Begin drafting accounting/finance comparison chart in excel with details for team review and input.
06/17	Lisa Hendrickson	3	Office hours at Town Hall (9:30am - 12:30pm). Meetings with Pete re: code enforcement and contract bids; Andy, Pete, JP and Erica re: accounting functions; Jocilyn, Anna, JP, Pete, Andy, Chief Vieno, and Erica re: payroll discussion. Closing meeting with Andy and Jocilyn re: continued accounting functions for an emergency temporary period. Andy will email Rob a quote for ER 90 days service continuation. NOTE: Erica at PD had concerns about not knowing how to reach us and she provided the Town I.T. vendor information and suggested we all obtain a Kenneth City email for use.
06/17	Lisa Hendrickson	2.5	Reviewed PSTA and Starke RFPs as provided by Aclarian. Emailed Andrew for f/up information and a 90 day ER onsite services quote. Continued work on accounting/finance comparison chart.
06/19	Lisa Hendrickson	1	Finalize draft accounting/finance comparison chart for review/discussion in Monday's meeting. More to be added for the coming week.
06/20	Lisa Hendrickson	.25	Email drafted and sent to Janice Davis @ Inframark to obtain ER purchasing quote for accounting/finance services for 90 days. Follow up email drafted and sent to Jessica at Safebuilt regarding next meeting, requested receipt of piggyback contract for services, provided number of permits issued in a month (32-34), as well as number of code enforcement cases per month (10). UPDATE: Received

			Bushnell contract and followed up with the need for a building official 3 days per week.
06/21	Lisa Hendrickson Jocilyn Martinez	1 1	Lisa & Jocilyn: Payroll training via Zoom with Andrew Tess, CPA. Reviewed CBix platform and shadowed payroll processing and submission through system for pay ending 6/19/2022.
06/21	Lisa Hendrickson	3	Follow up sent to Janice re: ER services quote - request is in review. Researched Clifton, Larson & Allen. Drafted and submitted quote through webportal to Gretchen. Researched Black Mountain Software. Drafted and submitted quote through webportal - 20 min phone consult with Todd providing add'l details for quote tomorrow. F/up questions sent to Andrew regarding set up costs, cashiering, and sole source. Continued work on draft accounting/finance solutions chart adding an accountant and manager, and including additional salary survey results from PEPI Salary Survey.
06/21	Lisa Hendrickson	0.25	Work on blueprint. Identified 4 problems.
06/22	Lisa Hendrickson	1	Received and reviewed Black Mountain quote. Updated solutions comparison chart. Drafted update email to Rob for discussions with council.
06/23	Lisa Hendrickson	3.25	Called Gretchen from CLR and Janice at Inframark to f/up on quotes Inframark declined, email rec'd (15 min). Reached out to Robert Half to obtain quote for temporary staffing accounting services l/m. (15 min) phone call with Brian Quinlan from CLR, RFQ email sent. (30 min) Teams meeting with Brian and John Terlouw with CLR to review scope and answer questions. (15 min) phone call with John Crockett from Robert Half, RFQ email sent, and (30 min) conference call with Rachel & Logan from Robert Half to review scope and answer questions. Quote rec'd and reviewed from Robert Half. Updates to Comparison Chart and ROI tab. Rec'd & Reviewed quote/sole source letter from Aclarian and provided response to questions (60 min). Worked on Blueprint (30 min).
06/24	Lisa Hendrickson	1	(35 min) Rec'd and reviewed CLR quote. Updated comparison chart and ROI tab. (25 min) Worked on Blueprint.
06/24	Lisa Hendrickson	0.25	Quick research for Andrew Tess Agreement from 2021. Call to Andrew at Aclarian to request contract. Drafted email to Andrew to confirm a few details. He will send contract to Rob over the weekend.
	Lisa Hendrickson	0.5	Report
Total Billable Hours		23	

Significant Accomplishment:

Secured short-term accounting quotes from Temp agencies AND accounting firms and selected provider at same rate as previous accounting company for 6 weeks (with option to renew).

Invoice Details:

Billed Time: June 13-19 & June 20-26 – 23 Hours @ \$125/hour = **\$2,875.00**

Additional Notes:

Estimate: 80 hours estimated for the project – 57 remaining

Revenue Analysis and Professional Services

The following represents the tasks performed that are part of the Task Order for Revenue Analysis and Professional Services Solution Identification. The rate for this activity is \$125/hour and the expected work is to be about 240 hours. The Town will be billed for actual work time.

Date	Consultant	Hours	Task
6/13	JP Murphy	0.5	Meeting with SafeBuilt to discuss service options
6/13	JP Murphy	2	Client setup-initial meeting with staff. Meet with Pete to discuss transition items, work plan, and discuss outstanding legal issues. Town Clerk transitory items.
6/15	JP Murphy	0	(1.25 hours no charge) Meet with Pete and Council Member Roberts regarding general administrative matters, introductions, and general process matters.
6/15	JP Murphy	4	Task Order: Revenue Analysis. Establish financial system access. Review cash receipting procedures. Review initial year-to-date budget reports. Discuss initial budget requests. Added millage and parcel data to the revenue data model. Review trim process. Interview staff to discuss revenue procedure and opportunities to increase revenue.
6/15	JP Murphy	1	Meet with Council Member Roberts Regarding Attorney RFP, Task Order Items
6/16	JP Murphy	1	Task Order: Professional Services. Revise Draft RFP for Attorney Services. On Site
6/16	JP Murphy	1.5	Configure budget export and establish data connections. Review preliminary budget estimates. (Note: GL export is not natively flat and requires significant manual adjustment)
6/17	JP Murphy	0.5	Payroll process staff meeting. Discussion of pay policies. Discuss dual bookkeeping of PD and Administration.
6/17	JP Murphy	1	Meet with Council Member Zemaitis Regarding Attorney RFP, Task Order Items.
6/17	JP Murphy	0.75	Meet with BCR representative. Setup computers for secure access. Discuss IT security policies, email security, infrastructure and backup procedures.
6/17	JP Murphy	0.5	Flatten Tyler Exports and code Chart of Accounts for budget model
6/20	JP Murphy	0	(2.0 hours no charge) General onsite transitory management/operations discussion. Active Directory User review.
6/20	JP Murphy	4.5	Task Order: Revenue Analysis and Budget Prep. Completed Budget Model and Worksheet Coding. Fund Separation. Roll forward revenue estimates. Estimated Millage calculations. Countywide municipality comparison. Gathered population estimates. Parcel level millage review. Graphics for parcel analysis. Tyler export reconciliation.
6/22	JP Murphy	2	Budget Meeting, Agenda Prep. Presentation Materials and Budget Calendar revision. Maximum Millage Review. Calculate roll back
6/22	JP Murphy	4	Capital Projects Discussion with Pete. Evaluate financial policy currency or existence. Search records for contracts. Server backups, user security evaluation and mail configuration.
6/22	JP Murphy	4	Compile Annual Financial Reports. Diagnose discrepancies. Evaluated prior period reporting. Data & Analysis work. Cross reference comparator fields. Data cleanup. Create visuals. Review Financial Policies.

6/23	JP Murphy	6	Compile & Analyze Prior year AFR Data for forecast. Research prior year inconsistencies. Call with Randy Mora RE: prior year adjustments.
6/23	JP Murphy	2	Data Conversion from EDR; PCPAO, & Forward Pinellas
6/23	JP Murphy	0.75	Coordinate security changes with BCR. Backup instruction. Setup alternate security accounts. Call with TSS for phone system changes and capabilities assessment.
6/23	JP Murphy	1.25	Budget Prep, prior year expenditure analysis and coding
6/24	JP Murphy	1.5	Estimate, input and analyze revenues-Ad-valorem Millage Calculations. Compile countywide data for 21. Review FL EDR Estimating Conference Documentation
6/24	JP Murphy	1.5	Evaluate PO/RQ process; General Ledger reporting. Review invoicing procedures and check process. Review exports and data at rest. Sample accounts for budgetary reporting
6/25	JP Murphy	6	PowerBI Database aggregation and analysis, visuals for populations, property and parcel comparison, Tax & Rate Table revisions.
	JP Murphy	1.75	Report
Total Billable Hours		48	(35 unbilled hours in this report)

Significant Accomplishment:

Revised Legal RFP and ensured posting in time for Council Selection at July 13 Council Meeting.

Invoice Details:

Billed Time: June 13-19 & June 20-26 – 48 Hours @ \$125/hour = **\$6,000**

Additional Notes:

Estimate: 240 hours estimated for the project – 193.75 remaining

Unbilled Time: June 13-19 & June 20-26 – 3.25 Hours @ \$125/hour = **\$406.25**

Annual Budget Preparation and Compliance

The following represents the tasks performed that are part of the Task Order for Annual Budget Preparation and Compliance. The rate for this activity is \$125/hour and the expected work is to be about 300 hours. The Town will be billed for actual work time.

Date	Consultant	Hours	Task
6/21	Michelle Berger	0.5	Review Budget Calendar and advise team of update needs
6/21	Michelle Berger	0.5	Request details of CIP Projects and review
6/22	Michelle Berger	0.5	Review of Pinellas County Postings for KC Taxable Value
6/22	Michelle Berger	1.5	Review of Historical Budget Information (Online) for KC
6/22	Michelle Berger	2	Review of eTRIM and Advertising Requirements through Florida Department of Revenue (DOR)
6/22	Michelle Berger	1	Draft of Form DR-420MM with Various Millage Calculations for Voting Requirements
6/22	Michelle Berger	0.75	Creation of Power Point Template (Draft 1) for TRIM Budget Workshop
6/22	Michelle Berger	0.25	Conference Call with DOR Representative RE: eTRIM, Online Sign-In, & Contact Info Update
6/23	Michelle Berger	2	Conference Call / Meeting with R.Duncan & J.P. Murphy - Review of Budget Analytics & eTRIM Compliance/Execution
6/23	Michelle Berger	0	(1 hour no charge) Various email communications with Pete and others
	Michelle Berger	0.25	Report
Total Billable Hours		9.25	(1 unbilled hour in this report)

Invoice Details:

Billed Time: June 13-19 & June 20-26 – 9.25 Hours @ \$125/hour = **\$1,156.25**

Additional Notes:

Estimate: 300 hours estimated for the project – 290.75 remaining

Unbilled Time: June 13-19 & June 20-26 – 1 Hour @ \$125/hour = **\$125.00**

Interim Town Clerk

The following represents the tasks performed that are part of the Task Order for Interim Town Clerk. The rate for this activity is \$90/hour and the expected work is to be about 10-20 hours per week. The Town will be billed for actual work time.

Date	Consultant	Hours	Task
6/15	Jocilyn Martinez	1	Meeting with Town Clerk Ana Cabezas to discuss transition of duties.
6/17	Jocilyn Martinez	1	Meeting with Andy Tess, Pete Cavalli, Chief Vieno, Erica Powell, and Lisa Hendrickson to discuss payroll.
6/20	Jocilyn Martinez	2	Meeting with Town Manager Cavalli and Imagine That Team to discuss transition of duties.
6/21	Jocilyn Martinez	1	Meeting with Andy Tess, Pete Cavalli, and Lisa Hendrickson for payroll training.
6/22	Jocilyn Martinez	1	Manage Town57 email account, organize emails, and respond to emails and public records requests.
6/23	Jocilyn Martinez	1.5	Manage Town57 email account and respond to emails and public records requests such as lien requests from title companies and municipal recall process.
6/24	Jocilyn Martinez	1.5	Manage Town57 email account and respond to emails and public records requests such as lien requests from title companies and municipal recall process.
6/24	Jocilyn Martinez	0.5	Meeting with Rob Duncan and Randy Mora to discuss public records request regarding municipal recall process.
6/24	Jocilyn Martinez	0.5	Created a Tentative Agenda Template for future Town Council meetings to provide a transparent look ahead to upcoming items.
	Jocilyn Martinez	0.25	Report
Total Billable Hours		10.25	

Invoice Details:

Billed Time: June 13-19 & June 20-26 – 10.25 Hours @ \$90/hour = **\$922.50**

Additional Notes:

Estimate: 10-20 hours / week

Briefings and Documents

COUNCIL BRIEFING

SHORT TERM NEEDS / STATUS

6/21/2022



Mayor and Council members,

Below are the items we would like to discuss with you during at some point tomorrow. Pete or I will be reaching out to schedule an in person or phone conversation for tomorrow or Thursday.

Accounting Services: The agreement with Andrew Tess ended on 6/17/2022. Various paths to address the long term needs of the community are being worked on and will be presented at the next Council Meeting for discussion and direction from Council. Once direction is provided by Council, formal procurement will commence.

The Town has requested short-term proposals (3 months) from multiple providers to serve as a bridge until a formal procurement can be properly completed. [Administration would like to discuss responses received with individual council members for feedback.](#)

Legal Services: The last day with Randy Mora will be 7/8/2022. The RFP for legal services has been posted. Responses will be presented at the Council Meeting on 7/13/2022 (potentially including interviews and/or presentations by submitting firms).

Administration is seeking interim legal services with the limited scope of participating at the 7/13 Council Meeting, negotiation of the Town Attorney Agreement and any urgent legal matters until new agreement with new Town Attorney commences. [Administration would like feedback on strategy from individual council members.](#)

Budget Meetings: The Town must file the DR420 form with the Property Appraiser no later than August 3 – establishing the maximum milage rate. Formal action by Council is required at the July 13 meeting or at a special meeting. Our preference will be to have a Budget Workshop for presentation/discussion prior to a Special Meeting later in July. [Administration would like input from Council Members regarding availability.](#) July 27th is an option that provides adequate time for preparation, other dates are requested to ensure availability of all Council Members.

Michelle will be reaching out to schedule one to one meetings beginning next week to help establish budget priorities and begin introducing formatting changes.

Town Hall Hours: Posted hours on Town Hall is 8:30-4:30. The phone system indicates Town Hall is open Monday, Tuesday, Thursday, and Friday from 8-4:30 and Wednesday from 8 to 1. The building department in Town Hall is open from 8:30-12:30 M-F.

A short-term option is being considered to make Town Hall hours 8:30-12:30 M-F. This will impact hiring options / decision for the administrative assistant – front desk. A part time employee for 20 hours a week would cost about \$1,500 / month less than a full-time employee would. [Administration Requesting feedback from Council regarding implementing as a short-term change.](#)

Staff Reports at Council Meeting: Currently all departments are making oral presentations at monthly Council Meetings. [Administration Requesting feedback from Council regarding changing to quarterly presentations.](#) Written reports can still be provided monthly.

Regards,

Robert Duncan

PROJECT BLUEPRINT					
TITLE	Governmental Accounting/Finance Solution				
START DATE	June 13, 2022	END DATE	In Progress	DURATION	TBD
PROJECT LEADER	Lisa Hendrickson		CHAMPION/SPONSOR	Rob Duncan	
BUSINESS CASE					
<p>There is an immediate need to employ and implement an accounting/finance professional. The Town is currently without an accounting/finance professional to carry out the day-to-day governmental accounting functions, due to non renewal of the contract and resignation of Andrew Tess, CPA. Many Town bills and purchase orders are due and/or past due and payroll must be completed for Town employees every two weeks. The next payroll for pay ending 06/20/2022-07/03/2022 is due to be run no later than 07/04/2022.</p> <p>In addition to the immediate need to employ a finance professional, an update to the current accounting/finance software is required, or new software needs to be purchased in order for the Town to carry out daily accounting and government finance business. The current Tyler software is out-of-date and needs to be updated or replaced in order for Business Tax Receipts (BTRs) to be completed, as well as other accounting/finance duties.</p>					
PROBLEM STATEMENT					
<p>Problem #1</p> <p>The Town's outsourced and onsite Certified Public Accountant (CPA) has tenured his notice and is no longer under contract for service.</p> <p>Problem #2</p> <p>There is no administrative staff in the Town with institutional knowledge of how to carry out the accounting and finance functions, as well as payroll function on behalf of the Town.</p> <p>Problem #3</p> <p>The Town's current GL/AP and BTR software through Tyler is out-of-date and is no longer supported and needs to be updated or replaced with a different solution.</p> <p>Problem #4</p> <p>The current Tyler software is not able to produce BTRs. The BTRs are required to be mailed out to businesses in July. Not sending out BTRs could have a negative impact on the Town's business tax receipt revenue.</p> <p>Problem #5</p> <p>Inefficiencies with manual coding and redundant work processes. For example, if there is a facility rental, staff must review the resident application, collect money, provide a receipt, calendar the event, and enter the transaction in excel. The money is then handed over to finance for which finance enters the transaction in a excel spreadsheet. If a permit comes in, the double transactions are the same as above and there is yet another separate excel entry. In addition to the separate excel sheets, all of this is then entered in the current the Tyler finance system.</p>					

Problem #6
Police Department is running Quick Books in order to manage expenses and collaborate with fiscal budget.

Problem #7
The Town's ACFR is not complete and needs to be submitted to the State by July 1st. UPDATE: The ACFR was completed on June 29th, however the 2021/2022 budget cannot be completed until the past fiscal year finances are closed out. Whereas, the new fiscal year budget is moving forward without complete and audited financials.

PROJECT GOALS

Project Goals	Status Notes	Estimated Completion Date	Completion Date
Secure short term accounting services to maintain daily operations. Bills must be paid as soon as possible.	Secured emergency financial services accounting firm through Aclarian.		06/29/2022
Identify various paths to address current problems. Path A keep current software with inefficiencies or Path B explore alternative solutions.	Paths have been identified and quotes have been received by vendors for various scenarios		06/22/2022
Select the path that best meets Town's needs and timeframe	To be presented at July 13, 2022 Town Council Meeting.	07/13/2022	
Develop and evaluate options based on selected path			

PROJECT SUMMARY

The Project Leader obtained numerous emergency quotes in order to estimate the monthly cost to the Town to obtain accounting/payroll and finance services as soon as possible. The Project Leader and Project Sponsor and reviewed various scenerios to carry out the Town's emergency governmental accounting/finance needs. These scenarios included:

1. Outsource the accounting/finance duties to a professional firm,
 2. Hire an accounting temporary employee through an agency, and
 3. Completed a salary survey to determined the cost of hiring a qualified accounting/finance director as a Town employee.
- The lowest cost solution for emergency services was deemed to be number one above, outsourcing the accounting/finance duties to a professional firm.

The following two tables provide a *summary* of various quotes and scenarios.

The first table satisfies the immediate and emergency situation of providing accounting/finance services to meet the needs of day-to-day government services for the next 60 days.

Emergency Service Accounting/Finance Solution: Three written quotes and one verbal quote was obtained from professional finance outsourcing firms. On behalf of the Town of Kenneth City, *Imagine That Performance* entered into contract with Aclarian as the lowest bidder on June 29, 2022 in order to maintain continuity of day-to-day accounting/finance services.

TABLE 1: Scenerios	ESTIMATED Lowest Monthly Cost Scenerio	ESTIMATED Lowest Annual Cost*
Outsource finance function to professional (<i>Aclarian</i>) using current Town's Tyler Software	\$5,000.00	\$60,000
Hire a full time finance director (<i>CPA</i>) as a Town employee using current Town's Tyler Software	\$11,604	\$139,243
Hire a finance professional through an accounting temporary agency (<i>Robert Half</i>) using current Town's Tyler Software	\$24,787	\$297,444

Invoice Breakdown and Comparison to Budget

The following tables include the costs associated with Administrative staff in 2022 Kenneth City Budget, broken down into 2 week intervals and the invoice/costs for the 2 Weeks in this report. This information is provided for clarity and transparency. It should be noted these costs are not required or expected to be the same.

2022 Town Budget Budget	
Town Manager	\$ 96,500
Town Clerk	\$ 58,500
Administrative Employees	\$ 66,560
FICA Taxes	\$ 16,950
Employee Pension Fund	\$ 26,590
Employee Health Insurance	\$ 44,170
Employee Life and Disability Insurance	\$ 2,530
Dependent Health Insurance	\$ 1,920
Annual Budget	\$ 313,720
Expense Every 2 Weeks	\$ 12,066.15

Two Weeks - Imagine That Performance - June 13-26	
Interim Town Manager	\$ 4,750.00
Accounting and Code Enforcement	\$ 2,875.00
Revenue Analysis and Professional Services	\$ 6,000.00
Annual Budget Preparation and Compliance	\$ 1,156.25
Interim Town Clerk	\$ 922.50
Unbilled Time (39.25 hours)	\$ -
FICA Taxes	\$ -
Employee Pension Fund	\$ -
Employee Health Insurance	\$ -
Employee Life and Disability Insurance	\$ -
Dependent Health Insurance	\$ -
2 Weeks Totals	\$ 15,703.75



INVOICE

Imagine That Performance

18133 Portside Street
Tampa, Florida 33647
United States

imaginethatperformance.com

Bill to
Town of Kenneth City

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

727-498-8948
howellr@kennethcityfl.org

Invoice Number: 1252
Invoice Date: June 30, 2022
Payment Due: July 15, 2022
Amount Due (USD): **\$15,703.75**

Items	Quantity	Price	Amount
Interim Town Manager Detailed tasks provided on Project Report	38	\$125.00	\$4,750.00
Accounting and Code Enforcement Detailed tasks provided on Project Report	23	\$125.00	\$2,875.00
Revenue Analysis and Professional Services Detailed tasks provided on Project Report	48	\$125.00	\$6,000.00
Annual Budget Preparation and Compliance Detailed tasks provided on Project Report	9.25	\$125.00	\$1,156.25
Interim Town Clerk Detailed tasks provided on Project Report	10.25	\$90.00	\$922.50
Unbilled Time Tasks performed and tracked on Project Report as unbilled time	39.25	\$0.00	\$0.00

Total: \$15,703.75

Amount Due (USD): **\$15,703.75**

AGENDA MEMO

To: Kenneth City Town Council

From: Robert Duncan

Date: 6/8/22



Subject: Attorney/RFP Selection

Summary: The Town advertised a Request for Proposals for Legal Services to replace the firm of Trask Daigneault LLP. Trask Daigneault provided legal services for Kenneth City for the past eight years. The Town received one response from the firm Weiss Serota in Tampa. The bid opening was scheduled for Monday, July 11, 2022 at 10:00 pm in Town Hall. The Town Council has three options to consider:

1. Reject the bid received.
2. Hold the received bid for 14 days.
3. Accept the bid and negotiate a contract for legal services.

Recommendation: Staff recommends that Town Council request interview of responsive bidder.

Agenda Memo



To: Kenneth City Town Council
From: Rob Duncan – Interim Town Manager
Date: 7/8/2022

Subject: Town Hall Security

Summary

Several members of Council and town staff have brought concerns regarding building security at Town Hall. In order to properly protect the asset, both inside and outside, four service providers have been engaged to provide an assessment and to propose recommendations. Responses are expected prior to Town Council meeting on July 13th. If acceptable proposals are received that meet the criteria of Procurement Code Sec. 2-405 – Intermediate Purchases (<\$10,000), administration will proceed with a proposal that provides the best value to the Town. If the proposal that provides the best value to the Town exceeds \$10,000, a waiver would be required in order to proceed without a formal solicitation. The cost associated with a formal solicitation will likely exceed any cost savings benefit that may be received by the Town a formal solicitation if the total cost is less than \$15,000.

Financial Impact: This project will be funded with ARPA proceeds not to exceed \$15,000.

Recommendation: General support if <\$10,000 – Waiver to proceed without formal solicitation if best value to Town is >\$10,000 but less than \$15,000

Proposed Motion(s): Motion based on Town Council discussion.

Agenda Memo

To: Kenneth City Town Council

From: Lisa Hendrickson

Date: 07/13/2022



Subject: Governmental Accounting/Finance Staffing

Summary

The Town's outsourced contract for a Certified Public Accountant (CPA) terminated effective June 17th and there were no proposed options in place. After receiving multiple quotes for emergency services, on June 24th a firm was selected.

Effective July 1st Aclarian was contracted under the purchasing authority of the Interim Town Manager to take over the day-to-day accounting and finance needs of the Town for six weeks with an option to renew. A copy of the current contract is included herein.

A longer-term solution to handling the Town's governmental accounting/finance business is required beyond 6 weeks.

Financial Impact:

Governmental accounting and finance professional outsourcing range: \$5,000 - \$10,000 per month.

Recommendation:

(Approve - Deny) The authorization for the Interim Town Manager to negotiate a renewal contract with Aclarian, with extensions as needed, for continued outsourcing of governmental accounting and finance beyond the six week emergency services contract which is due to expire August 12, 2022.

Short Term Accounting Services



Outgoing CPA last day was June 17th



Multiple proposals received by June 24th



Effective July 1st new provider in place



Short Term Agreement for 6 weeks

TOWN OF KENNETH CITY
Finance Outsource - Table of Costs
June 2022

<i>Vendor</i>	<i>Reoccurring Monthly Fees</i>	<i>Annual Total</i>
Aclarian https://aclarian.com/	Accountant & CFO \$5,000	\$60,000.00
Clifton, Larson, Allen - Finance Outsource https://www.claconnect.com/industries/state-and-local-government/counties-and-municipalities	Asst. Controller \$8,000 CFO \$1,400	Asst. Controller \$96,000 CFO \$16,800 Total \$112,800
Andrew Tess	CPA \$10,833	\$129,996.00
Robert Half Talent Solutions - Finance Outsource https://www.roberthalf.com/	Bookkeeper \$11,267 CPA \$13,520	Bookkeeper \$135,204 CPA \$162,240 Total \$297,444
Inframark - Finance Outsource https://inframarkims.com/	Declined to Quote	

Costs outlined herein are estimates based on emergency purchase quotes. Actual costs are subject to change based on timelines, actual purchase of services, and updated price quotations.



CONSULTANT AGREEMENT

This Consultant Agreement (“Agreement”) is made effective as of July 1, 2022, by and between the Town of Kenneth Town, Florida (Town), 6000 54th Avenue North, Kenneth Town, Florida, 33709, and Aclarian LLC (Contractor) 4240 W. Morrison Ave, Tampa, FL 33629.

DESCRIPTION OF SERVICES – OUTSOURCED FINANCE DEPARTMENT

Beginning on July 1, 2022, the Contractor will provide the following services:

- Post all income and expense transactions into the accounting software and process payments.
 - Town staff will be responsible for all invoices being approved and coded to expense accounts prior to Contractor processing the payments.
 - Town staff will be responsible for finalizing checks (i.e. signing and mailing) after processing.
 - Town staff will be responsible for preparing the bank deposits and summarizing the cash receipt information to enable the Contractor to post into the accounting records.
- Reconcile all bank, investment, revolving credit, credit card and merchant accounts each month. Provide monthly financial statements to management. Provide monthly budget reports to staff.
- Submit and reconcile payroll and post payroll and pension transactions into the accounting software.
- Assist Town staff with the preparation and filing of compliance and regulatory reports, to include American Rescue Plan Act (ARPA) and any state or federal grant submissions.
- Maintain audit files and assist with annual audit examination, to include corresponding with the auditor as directed by the (Interim) Town Manager or his/her designee
- Assist Staff as needed to support Budget process.
- Perform other related services as mutually agreed upon.

RESOURCES PROVIDED BY THE TOWN.

The following resources shall be provided by the Town:

- Access to applicable software needed to conduct Town business, and network folders and files containing relevant source data needed for transaction processing, reconciliations, and other required accounting functions

PAYMENT FOR SERVICES.

The Town will pay compensation to Contractor for the Services based on a fixed weekly amount of \$1,154.00 for the scope of services described above.

No travel or per diem reimbursement expenses will apply to this agreement; unless expressly approved by the Town in advance. All bills for any travel expenses that are authorized shall be submitted and paid in accordance with the rates specified in Section 112.061, Florida Statutes, and in compliance with the Town's policy for travel expense.

The Contractor shall submit invoices for work performed. All payments shall be made in accordance with the Local Government Prompt Payment Act, Florida Statute § 218.70 et.seq., which states the Contracting Party's rights and the Town's responsibilities concerning interest, penalties and time limits for payment of invoices.

TERM.

The Term shall begin July 1 and shall remain in effect for 6 weeks. At the end of the term, this agreement may be extended, on an as needed basis, or such other renewal terms agreed to by the parties. This agreement may be terminated by either party at any time without cause by giving thirty (30) days prior written notice.

MODIFICATION OF TERMS.

This agreement contains all the terms and conditions agreed upon by the parties, which terms and conditions shall govern all transactions between the Town and the Contractor and any communications, promises, representations or agreements, not included in writing in this contract, shall not be binding upon any party. This Agreement may only be modified or amended upon mutual written agreement of the Town and the Contractor. No oral agreements or representations shall be valid or binding upon the Town or the Contractor. No alteration or modification of the Contract terms, including substitution of product, shall be valid or binding against the Town.

RELATIONSHIP OF PARTIES.

It is understood by the parties that Contractor will be an independent contractor, and not the agent or servant of the Town and will not be entitled to any benefits granted to employees of the Town. The Town will not provide fringe benefits, including health insurance benefits, paid vacations, or any other employee benefit to the Contractor. Each party agrees to assume complete responsibility for its own employees with regard to federal or state employers' liability and withholding tax, worker's compensation, social security, unemployment insurance, and Occupational Safety and Health Administration requirements and other federal, state and local laws.

EMPLOYMENT PROVISION

The Town agrees that during the term of this engagement and for a period of one year after the expiration or termination date of this engagement, the Town will not solicit, hire, contract with, or engage the services of any person providing services to you on behalf of the Contractor without the prior written consent of the Contractor.

The Town acknowledges that:

1. Aclarian LLC personnel may be subject to agreements restricting their right to contract with or solicit business from the Town other than their service through Aclarian LLC, and
2. If the Town breaches this non-solicitation provision, the Town shall pay \$50,000 to Contractor as liquidated damages within two weeks of the date on which the former Aclarian LLC employee or consultant begins his or her new employment with the Town.

The Town acknowledges and agrees that Contractor's damages resulting from violation of this section are difficult or impossible to estimate and that the sum stipulated above is a reasonable pre-estimate of the probable loss that Contractor would incur based on the cost of replacement, training, lost resources for projects, and other factors and is not a penalty. Liquidated damages under this paragraph shall not limit or impair any other remedies Contractor may seek for breach of this paragraph or this agreement

CONFIDENTIALITY.

Contractor will not at any time or in any manner, either directly or indirectly, use for the personal benefit of Contractor, or divulge, disclose or communicate in any manner any information that is proprietary to the Town, except as provided for by law. Contractor will protect such information and treat it as strictly confidential, except as provided by law. This provision shall continue to be effective after the termination of this Agreement. Upon termination of this Agreement, Contractor will return to the Town all records, notes, documentation and other items that were used, created or controlled by Contractor during the term of this Agreement.

SUBCONTRACTORS.

The Contractor shall perform this Agreement. Additional assignment or subcontracting shall be allowed with the prior approval of the (Interim) Town Manager.

SECURITY.

All employees, agents, and authorized subcontractors to the Contractor ("Contractor's Agents") with access to Town computer networks and systems in the performance of this Agreement must be approved by the Town and must abide by all applicable terms and conditions of this Agreement.

INSURANCE PROVISIONS

Contractor shall be required to maintain insurance coverage meeting the Town's requirements for the term of this Agreement. Such requirements will include commercial general liability insurance with limits of \$500,000 for each occurrence and \$1,000,000 in the aggregate, as well as professional liability insurance with limits of \$1,000,000 per each claim or occurrence.

PUBLIC RECORDS.

Contractor acknowledges that information and data it manages as part of the services may be public records in accordance with Chapter 119, Florida Statutes and the Town's public records policies. Contractor agrees that prior to providing services it will implement policies and procedures to maintain, produce, secure, and retain public records in accordance with applicable laws, regulations, and Town policies, including but not limited to the Section 119.0701, Florida Statutes. Notwithstanding any other provision of this Agreement relating to compensation, the Contractor agrees to charge the Town, and/or any third parties requesting public records only such fees allowed by Section 119.07, Florida Statutes, and Town policy for locating and producing public records during the term of this Agreement. A Contractor who fails to provide the public records to the public agency within a reasonable time may be subject to penalties under s. 119.10.

IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS, TOWN CLERK, AT 6000 54TH AVENUE NORTH, KENNETH CITY, FLORIDA 33709. PHONE: (352) 429-2141. EMAIL: Town57@kennethcityfl.org

PARTIES TO THE CONTRACT:

This Agreement creates no rights or privileges that are enforceable by anyone not a party to this Agreement. Nothing set forth in this Agreement is intended to create, or will create, any benefits, rights, or responsibilities to any third parties.

SEVERABILITY.

If any provision of this Agreement shall be held to be invalid or unenforceable for any reason, the remaining provisions shall 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 shall be deemed to be written, construed and enforced as so limited.

GOVERNING LAW.

All matters, whether sounding in tort or contract, relating to the validity, construction, interpretation, performance and enforcement of this Agreement shall be determined by the laws of the State of Florida. In any such action, Florida law shall apply.

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.

WARRANTY OF AUTHORITY.

Each person signing this Agreement warrants that he or she is duly authorized to do so and to bind the respective party to this Agreement.

IN WITNESS THEREOF, the Parties hereto have caused this Agreement, which includes any referenced attachments, to be executed by their undersigned officials as duly authorized. This Agreement is not valid until signed and dated by both Parties.

Aclarian LLC

Town of Kenneth City, Florida



Andrew Laflin, President

Rob Duncan, Interim Town Manager

6/29/2022

6/27/2022

DATE

DATE

Agenda Memo

To: Kenneth City Town Council

From: Lisa Hendrickson

Date: 07/13/2022



Subject: Governmental Accounting/Finance Solutions

Summary

There is an immediate need to employ a permanent finance professional to carry out the day-to-day operations of governmental accounting and finance for the Town. In addition, an update to the currently used software is required, or new software needs to be purchased for the Town to efficiently carry out daily accounting and government finance business. The current software version is out-of-date, is no longer supported by the vendor, and needs to be updated or replaced in order for Business Tax Receipts (BTRs) to be completed by the end of July, as well as to carry out other accounting and finance duties of the Town.

Financial Impact:

1. Governmental accounting and finance professional outsourcing estimated range: \$5,000 - \$10,000 per month.
2. Accounting/Finance software solution estimated range: \$30,000 - \$55,000 purchase with annual maintenance fees.
3. Enterprise Resources Planning (ERP) solution estimated range: \$50,000 - \$150,000 purchase with annual maintenance fees.

Proposed Motion(s):

(Approve – Deny) The authorization for the Interim Town Manager to purchase new finance software, based on current quotes, at a cost not to exceed \$55,000 total purchase inclusive of annual reoccurring fees.

(Approve – Deny) The authorization for the Interim Town Manager to do a formal solicitation seeking quotes for an Enterprise Resources Planning (ERP) solution which includes, at minimum, accounting/finance software, business tax receipts (BTRs), permits, cashiering, facility rentals, Human Resources, and purchasing.



IMAGINE
THAT

Governmental Accounting/Finance Task Order

*Scenarios and
Professional
Recommendation*



Outdated Accounting System

- Limited Functionality
 - General Ledger
 - Accounts Payable
 - Business Tax Receipt (BTR)
- No ability to encumber budget
- Cybersecurity risk
- Staff training costs
- Time consuming report production
- Duplication of data entry in manual processes





Manual Data Entry

- Building Permits
 - Excel Sheet tracking OTC Receipts
 - 2nd Excel Sheet in Building Department
 - Manual Entry into Accounting Software
- Facility Rentals
 - Excel Sheet tracking OTC Receipts
 - Manual Entry into Accounting Software
- Business Tax Receipts (BTRs)
- Budget Management in QuickBooks





Estimated Annual Cost/Waste of Status Quo

Item	Expense Item	Cost
Current Software	License to Tyler Technologies	\$3,000
Server & Software Support	IT Provider Maintenance Costs	\$2,500
Manual Processing of BTRs	Admin salaries and Accounting	\$5,850
QuickBooks	License to Intuit	\$500
Duplication with Police Department	Staff Salaries	\$32,500
Triple Entry with Building Permits	Outsourced Accounting fees and Permitting Fees	\$38,000
Manual Processing Facility Rentals	Staff Salaries and Outsourced Accounting	\$4,500
Town Manager Bank Deposits	Town Manager Salary	\$3,500
Paper Requisition – PO Process	Town Manager / Police Chief / PW Salaries	\$3,000
Town Manager Manual Check Signing	Town Manager Salary	\$1,000
Total		\$94,350

Enterprise-Wide Technology Cost Savings

- Web-based Building Permitting
- Automated & web-based Business Tax Receipts
- Simplified and electronic facility rentals
- Cashless Processing – Online Payment Gateway
- Budget Encumbrance Town Wide
- Eliminate multiple staff intensive duplicative processes

Additional Benefits of Holistic Approach to Technology

- Police Department and Town Hall using same system
- Shift Cyber Security Risks
- Speed / Timeliness of Financial Reporting
- Disaster resiliency



Accounting Evaluations Completed

Staffing

- Four Outsource Quotes (\$60,000 – \$130,000)
- Salary Survey / Analysis for Internal Employee (\$78,000 – \$135,000)

Technology

- Do Nothing (Cost of Waste ~\$90,000)
- Quote to Update Current Technology
- Three Quotes to Purchase New Finance Software (\$25,000 – \$50,000)

Turnkey

- Integrated Solution with Staffing and ERP (\$75,000 – \$100,000)

Go Forward Options



Keep Current Software – Insource Accounting (new hire)



Keep Current Software – Outsource Accounting (new procurement)



New Finance Software – New Services Software – Outsource Accounting (3 Procurements)



New Software (new procurement) – Outsource Accounting (new procurement)



Turn-key solution: New Software and Outsource Accounting (new procurement)

Agenda Memo



To: Kenneth City Town Council

From: Rob Duncan – Interim Town Manager

Date: 7/8/2022

Subject: Draft analysis of Town Revenues

Summary

Attached is a draft analysis of Town revenues. The purpose of the item is to begin a discussion with the Town Council regarding current revenues and potential future revenues composition. Members of the Imagine That team will provide a presentation and facilitate council discussion.

Financial Impact: None, this item is simply for discussion

Recommendation: None, discussion purposes only

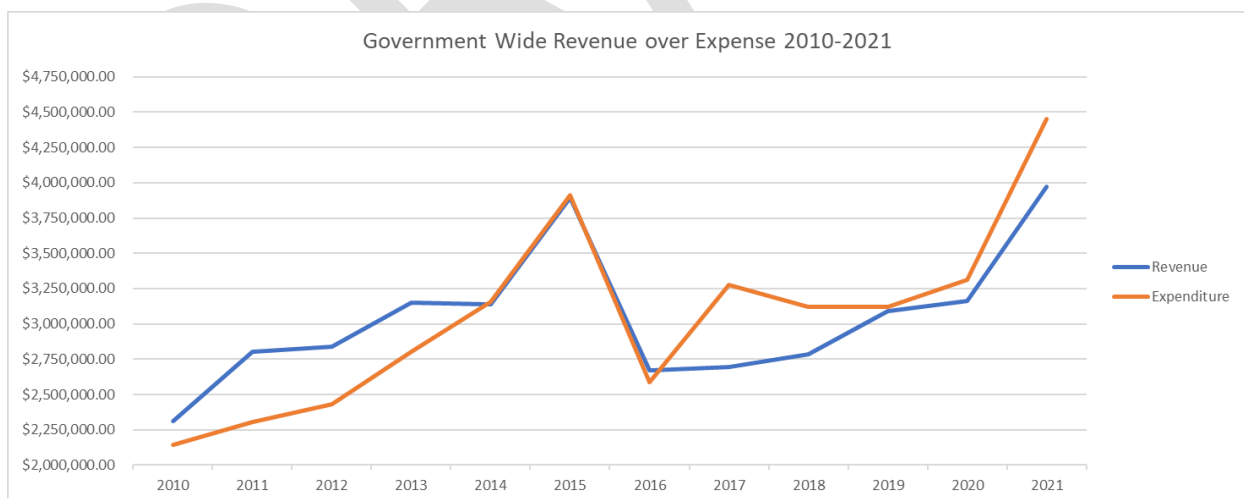
Proposed Motion(s): None required.

Town of Kenneth City Revenue Analysis

Executive Summary

A review of the Town's finances indicates that the Town is regularly relying on reserves to balance its annual budget. This trend is unsustainable. The Town's General Fund expenses exceeded its revenues in FY21 by \$278,806. The deficit further increases to \$478,927 when examining all town funds. Additionally, the dependence on reserves to balance the budget seems to be escalating with the FY 2022 budget making a substantial reduction in reserves. The \$473,000 dollar use of reserves represents 15% of the general fund budget. Expenditure reductions alone cannot fix the structural problems with balancing the budget this way without significant changes in service delivery. ARPA funding presents unique opportunities to make capital and one-time operating investments to assist in implementing efficiencies, but diversifying revenue streams will be key to the long-term stability of Kenneth City's finances. Initial recommendations for consideration by the council include the following:

- Keep the Millage rate at 5.4373
- Building and Community Development fees should be revised to recapture the cost of providing the services.
- The Town should consider the implementation of a stormwater fee to provide long-term capital resiliency, as the capital costs of major infrastructure projects currently outpace the Town's ability to afford them.
- Adjust the Communications Services Tax rate to offset the declines in collections
- Dedicate resources to pursue cooperative funding, grant opportunities, and direct legislative appropriations



Introduction

This analysis provides an overview of the Town of Kenneth City's current revenues, additional revenue capacities, and a comparison of revenues in other jurisdictions.

Cities in Florida draw on a diverse array of revenue sources to support their operations. Among these sources are property taxes, charges for services, intergovernmental revenues, fuel taxes, sales taxes, tourist development taxes, permit fees, business taxes, taxes on utilities, and franchise fees.

Many communities also have utility revenues from municipally-owned utilities like water, sewer, solid waste, power, and stormwater. Figure 1 below illustrates the normal distributions of these revenue sources across the State. [1] Fig 1:

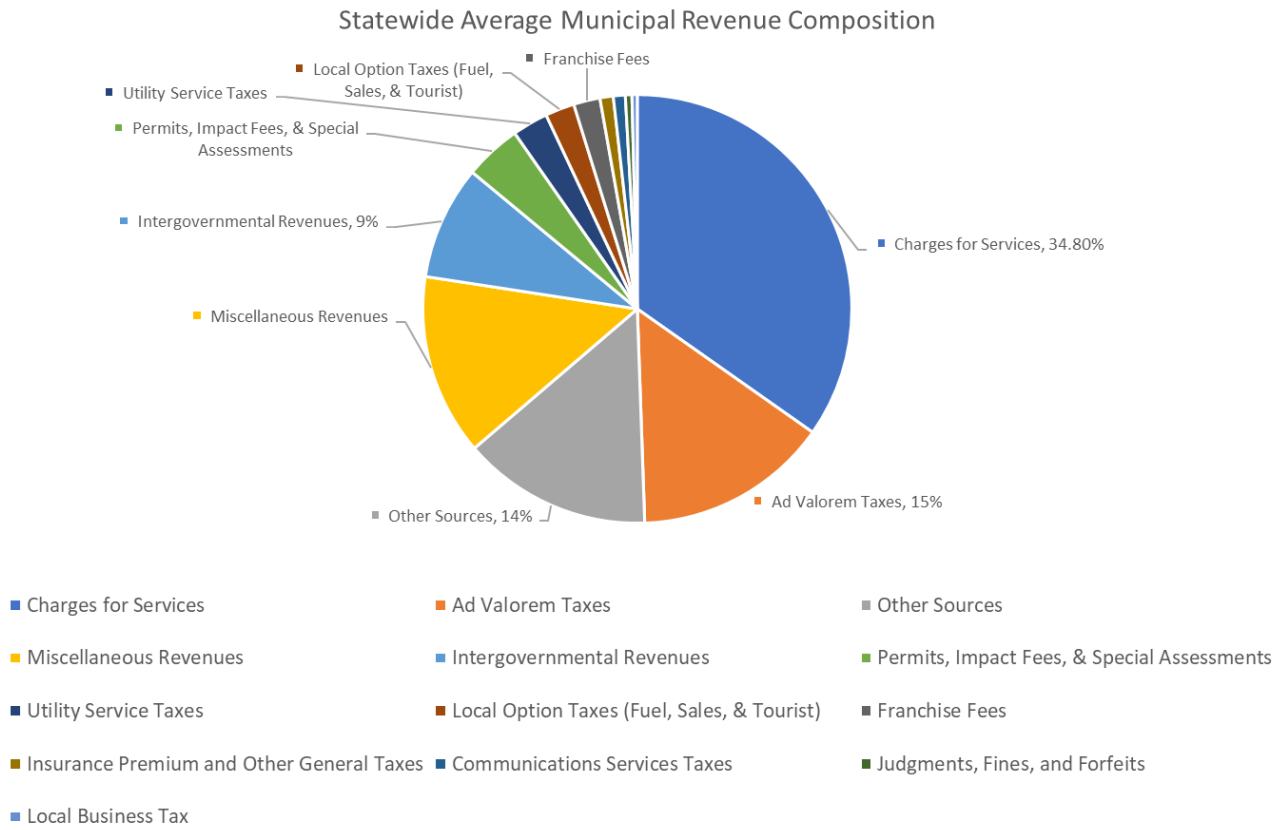


Figure 1 Statewide Revenue Composition

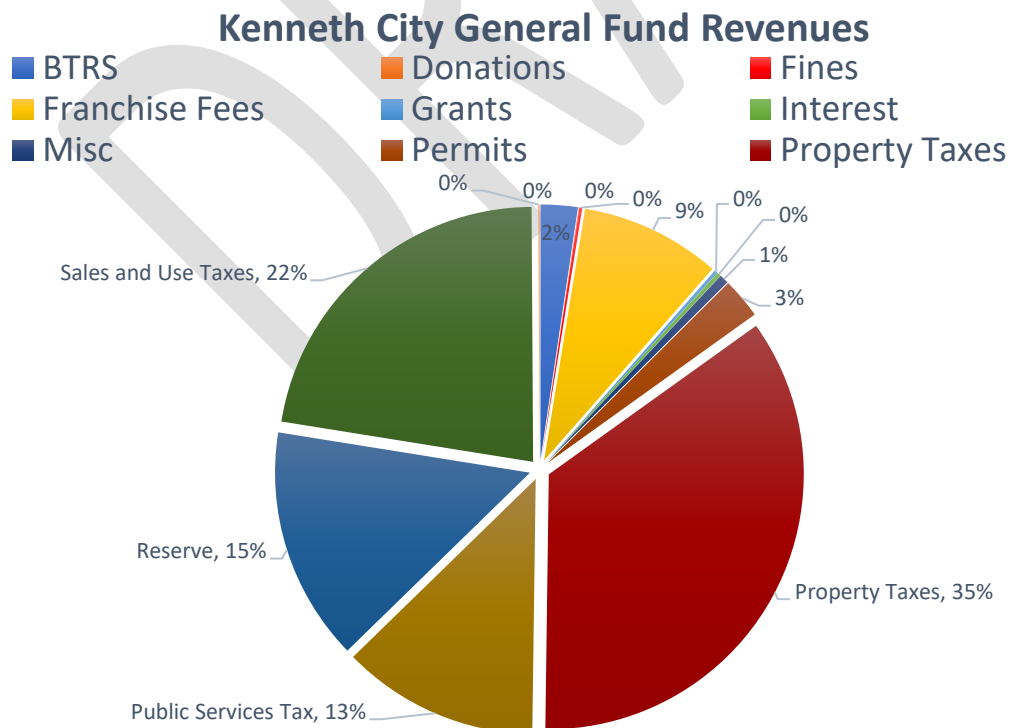


Figure 2: Kenneth City General Fund Revenues

The composition of revenues for the Town of Kenneth City is strikingly different from statewide averages. The Town heavily relies on property taxes, also known as Ad Valorem taxes, which comprise 35% of the total General Fund revenues. The Town receives nearly zero charge for services type revenues, as compared to the statewide average of 35%. This is largely due to no municipally-owned utilities or recreation programming. The Capital Projects fund is almost solely funded by local discretionary sales surtaxes and receives no property tax funding. The next two highest revenue categories are from sales and use taxes and public services taxes on utilities. The combination of property tax and sales and use tax proceeds represent over 65% of total revenues. These sources are sensitive to changes in market conditions and can be very volatile, leading to significant shortfalls during recessionary periods. The Town should seek to diversify its revenue base, which will provide increased stability and the ability to pay for long-term operational and capital needs. At the same time, town leaders should be cognizant of balancing the broad needs of the community with the ability to support such revenue streams. The following sections describe what types of taxes, fees, and other revenues might be available to the Town.

Home Rule Authority Fee Types

Under Florida's Constitution, local governments possess expansive home rule powers. Given these powers, local governments may impose proprietary fees, regulatory fees, and special assessments to pay the cost of providing a facility or service or regulating an activity.

Proprietary Fees are based on the assertion that local governments have the exclusive legal right to impose such fees. Examples of proprietary fees include admissions fees, franchise fees, user fees, and utility fees. The guiding legal principle is that the imposed proprietary fee is reasonable in relation to the government-provided privilege or service or that the fee payer receives a special benefit.

Regulatory Fees may be imposed pursuant to a local government's police powers in the exercise of a sovereign function. Examples of regulatory fees include building permit fees, impact fees, inspection fees, and stormwater fees. A regulatory fee should not exceed the regulated activity's cost and is generally required to be applied solely to that purpose.

Special Assessments are used to construct and maintain capital facilities and to fund certain services. Examples of such improvements and services include beach renourishment and restoration, downtown redevelopment, garbage disposal, fire and rescue services, fire protection, parking facilities, sewer improvements, stormwater management services, street improvements, and water and sewer line extensions. Generally, the courts have deemed special assessments to be valid if the assessed property has derived a special benefit from the improvement or service and the assessment has been fairly and reasonably apportioned among the properties receiving the special benefit.

Legislatively Authorized Revenue Sources

Revenue sources authorized by the Legislature are grouped into two categories. The first is State-imposed fees or taxes that are shared with local governments or school districts. Key examples include Local Government Half-cent Sales Tax, Alcoholic Beverage License Tax, Municipal Revenue Sharing Program (derives funding from transfers of 1.3653 percent of Sales and Use Tax collections and Net Collections from the Municipal Fuel Tax), and Emergency Management Assistance.

Second, the Legislature has authorized several other local revenue sources for local imposition. In many instances, the local government must enact an ordinance providing for the levy and collection of the fee, tax, or surcharge; however, in some cases, referendum approval is required. Key examples include Communication Services Tax, Local Business Taxes, Motor Fuel Tax, Local

Discretionary Sales Surtaxes (Penny for Pinellas), Public Service Tax, and Tourist Development Taxes. [1]

Revenue Type	Revenue Category
Taxes	Property Tax (Ad Valorem), Local option fuel tax, Discretionary Sales Surtaxes (Penny for Pinellas), Half-cent Sales Tax, Other Taxes
Permits & Fees	Building Permits, Impact Fees, Franchise Fees
Charges	General government, Public Safety, Utilities, Transportation, Recreation
Judgements, Fine & Forfeiture	Judgements, Fines, Traffic Tickets, Seizures
Miscellaneous	Contributions, Private donations

Figure 3 identifies the prior year's actuals and current budget amounts for the various General Fund revenue types. What is interesting to note is the steady growth in property taxes which has nearly doubled over the five-year period. Amounts for 2020 actual receipts also indicate the volatility of consumption-based taxes, as indicated by the year of the Covid-related economic recession.

	18 Actual	19 Actual	20 Actual	21 Actual	22 YTD	22 Budget
BTRS	\$ 79,783	\$ 72,823.56	\$ 75,922	\$ 58,038	\$ 23,107	\$ 75,000
Donations	\$ (314)	\$ 631.03	\$ 1,108	\$ 7,969	\$ (939)	\$ 1,200
Fines	\$ 8,007	\$ 6,746.31	\$ 6,822	\$ 8,085	\$ 4,326	\$ 6,000
Franchise Fees	\$ 283,052	\$ 303,186.11	\$ 288,896	\$ 302,014	\$ 220,291	\$ 284,400
Grants	\$ 5,253	\$ 20,447.03	\$ 6,292	\$ 3,677	\$ 8,703	\$ 6,725
Interest	\$ 11,784	\$ 10,892.64	\$ 10,654	\$ 2,141	\$ 1,008	\$ 8,000
Misc	\$ 7,659	\$ 11,367.92	\$ 20,727	\$ 33,468	\$ 23,471	\$ 18,890
Permits	\$ 41,147	\$ 49,245.42	\$ 81,760	\$ 53,674	\$ 68,882	\$ 82,200
Property Taxes	\$ 697,266	\$ 864,597.40	\$ 987,651	\$ 1,044,665	\$ 1,098,474	\$ 1,121,550
Public Services Tax	\$ 423,999	\$ 451,994.06	\$ 460,783	\$ 452,006	\$ 322,575	\$ 399,000
Reserve	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 473,515
Sales and Use Taxes	\$ 735,499	\$ 745,781.20	\$ 693,183	\$ 777,692	\$ 526,149	\$ 714,700
Transfers	\$ 180	\$ -	\$ 2,500	\$ -	\$ -	\$ -
Use Fees	\$ 3,892	\$ 4,262.04	\$ 880	\$ 2,572	\$ 2,425	\$ 3,000
Grand Total	\$ 2,297,206	\$ 2,541,974.72	\$ 2,637,178	\$ 2,746,000	\$ 2,298,472	\$ 3,194,180

Figure 3: General Revenues by Type Actuals and Budget for past 5 years

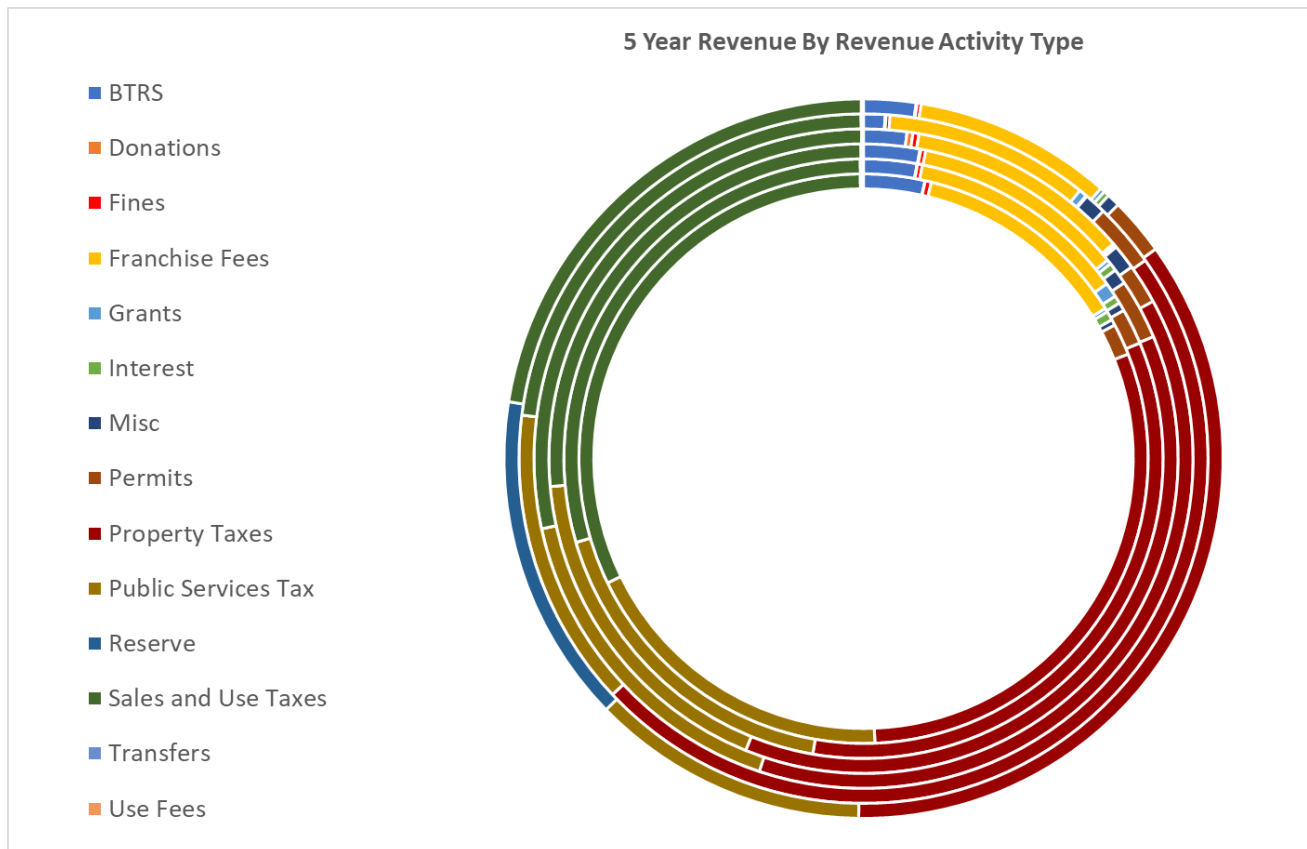


Figure 4: General Revenues by Type Actuals and Budget for Past 5 years

Property Taxes

In general, the ability of municipalities to raise revenues is limited by the state constitution and statutes. Uniquely, cities and counties have the power to levy Ad Valorem or property taxes on real estate and tangible personal property. Statewide it is the largest single source of income for local governments. The proceeds of Ad Valorem taxes are considered general revenue and may be used for any purpose the local government deems appropriate. Ad Valorem taxes are charged based on the just value of a property, as determined by the county property appraiser, less exemptions like homestead exemptions. Millage is the calculated amount to be levied by the millage rate established by the local government. The formula is generally as follows:

$$\begin{aligned} (\text{Just Value} - \text{Exemptions}) / 1000 &= \text{Millage} \\ \text{Millage} * \text{Millage Rate} &= \text{Millage Proceeds} \end{aligned}$$

For Example:

$$\$250,000 \text{ Value} / 1000 = 250 \text{ Mills}$$

$$250 \text{ Mills} * 5.4373 \text{ (Millage Rate)} = \$1,359.33 \text{ Ad Valorem Proceeds}$$

Statutory maximums on value increases, known as Save Our Homes caps, also play a role in determining the property value but will not be discussed in detail in this analysis.

As shown in Figure 1 above, statewide Ad Valorem proceeds comprise 14.7% of local government budgets. [1] In Kenneth City, Ad Valorem revenue makes up 35% of the total general operating revenues of the Town and is the single largest fund source for the Town.

Millage rates and the setting of millage rates are a key component of the annual public budgeting process, and the Truth in Millage (TRIM) process seeks to ensure full public discourse regarding the establishment of the annual millage rate for each local taxing authority with the ability to levy a millage. In Kenneth City, those entities include Pinellas County, the Town of Kenneth City, The School Board, Southwest Water Management District, Juvenile Welfare Board, PSTA, and Pinellas County Medical Services. Each of these entities levies a millage. As of 2021, the Total Millage in

Kenneth City was 19.58. Of that amount, Kenneth City's Millage rate is 5.4374. Figure 4 Illustrates Millage Rates across Pinellas County.

City or District	Total Millage	Local Millage
St. Petersburg	21.0216	6.6550
Belleair	20.8666	6.5000
Clearwater	20.3216	5.9550
Largo	19.9466	5.5800
Pinellas Park	19.8566	5.4900
Tarpon Springs	19.7366	5.3700
Belleair Bluffs	19.7166	5.3500
Kenneth City	19.0540	5.4374
South Pasadena	18.6140	4.2474
Dunedin	18.5011	4.1345
Oldsmar	18.4166	4.0500
Gulfport	18.4056	4.0390
Safety Harbor	18.3166	3.9500
Treasure Island	17.4295	3.8129
Madeira Beach	17.1166	2.7500
Seminole	16.8459	2.4793
St. Pete Beach	16.7666	3.1500
Indian Shores	16.2366	1.8700
Indian Rocks Beach	16.1992	1.8326
Redington Beach	16.1815	1.8149
Redington Shores	16.0562	1.6896
Belleair Beach	15.6560	2.0394
North Redington Beach	15.3666	1.0000
Belleair Shore	14.1616	0.5450
Average	17.95	3.74

Table 5 Countywide and Local Millages

Figure 5 on the next page illustrates the countywide scope of total estimated Ad Valorem proceeds and the total number of mills in each community. Increases in property values generally increase the total mills available to levy against. Total values can be increased naturally through market appreciation, annexations, new construction, redevelopment, or improvements to existing properties, or through significant changes in housing stock turnover, relieving property of its Save Our Homes cap.

Total Mills and Est. Proceeds by City or District

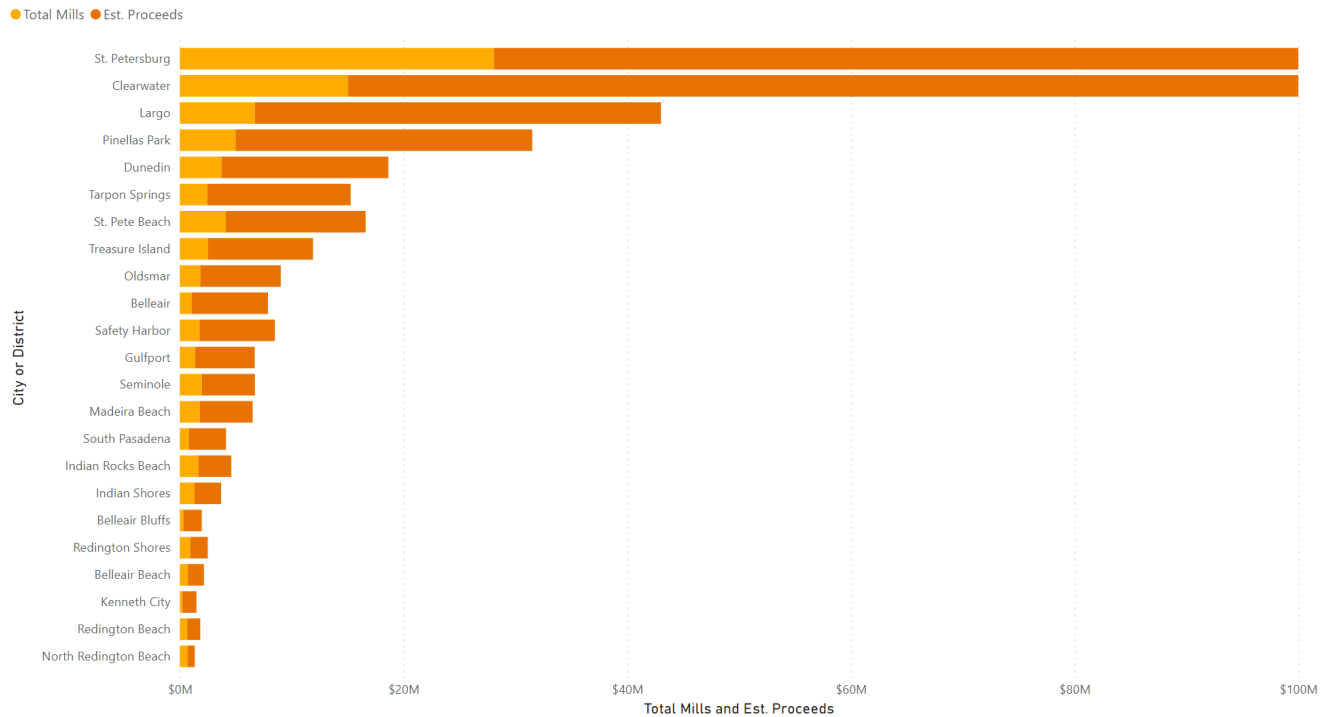


Figure 5: Total Mills and Estimated Proceeds by Municipality

TRIM Value Estimates

On July 1, 2022, the Pinellas County Property Appraiser certified value estimates for millage calculations pursuant to the TRIM process. For the fiscal year 2022-2023, the total taxable value for the Town of Kenneth City is **\$240,627,424** dollars, an increase of **12.11%** over the prior year. Of these values \$231,841,558 is real property and \$8,785,866 is tangible personal property. The countywide average change in total taxable value was 13.04%. For purposes of comparison, the following rankings apply to incorporated municipalities in Pinellas County.

- The Town ranked 19th out of 24 municipalities in total overall growth.
- It ranked 21st in the change in real estate increases.
- It ranked 3rd overall in the growth of the tangible personal property.
- Other than Belleair Shores, which has 59 parcels, Kenneth city has the lowest property value of any incorporated municipality in Pinellas County.
- Kenneth city is 14th out of 24 municipalities in total population.
- Almost 44% of all just real property value is exempt from taxation.

City or District	Total Millage 21	Local Millage 21	Values	Population
St. Petersburg	21.0216	6.6550	\$ 28,083,980,979	260,778
Clearwater	20.3216	5.9550	\$ 15,054,771,953	117,800
Largo	19.9466	5.5800	\$ 6,708,318,366	83,071
Pinellas Park	19.8566	5.4900	\$ 4,981,443,960	54,239
St. Pete Beach	16.7666	3.1500	\$ 4,096,094,034	8,867
Dunedin	18.5011	4.1345	\$ 3,720,983,896	36,116
Treasure Island	17.4295	3.8129	\$ 2,533,729,814	6,570
Tarpon Springs	19.7366	5.3700	\$ 2,461,078,884	25,359
Seminole	16.8459	2.4793	\$ 1,972,058,317	19,358
Oldsmar	18.4166	4.0500	\$ 1,830,787,904	14,905
Madeira Beach	17.1166	2.7500	\$ 1,775,115,812	3,886
Safety Harbor	18.3166	3.9500	\$ 1,758,189,512	17,105
Indian Rocks Beach	16.1992	1.8326	\$ 1,656,014,189	3,696
Gulfport	18.4056	4.0390	\$ 1,361,928,876	11,777
Indian Shores	16.2366	1.8700	\$ 1,311,881,084	1,193
Belleair	20.8666	6.5000	\$ 1,078,460,579	4,324
Redington Shores	16.0562	1.6896	\$ 946,679,866	2,180
South Pasadena	18.6140	4.2474	\$ 806,127,103	5,359
Belleair Beach	15.6560	2.0394	\$ 722,402,270	1,632
North Redington Beach	15.3666	1.0000	\$ 677,923,825	1,493
Redington Beach	16.1815	1.8149	\$ 662,978,931	1,372
Belleair Bluffs	19.7166	5.3500	\$ 316,370,838	2,317
Kenneth City	19.0540	5.4374	\$ 237,181,031	5,034
Belleair Shore	14.1616	0.5450	\$ 212,755,738	74
Average	18.95	3.74	3,540,302,406.71	28,687.71

Figure 6: Total Millage, Local Millage, Values (May Estimates) and Population

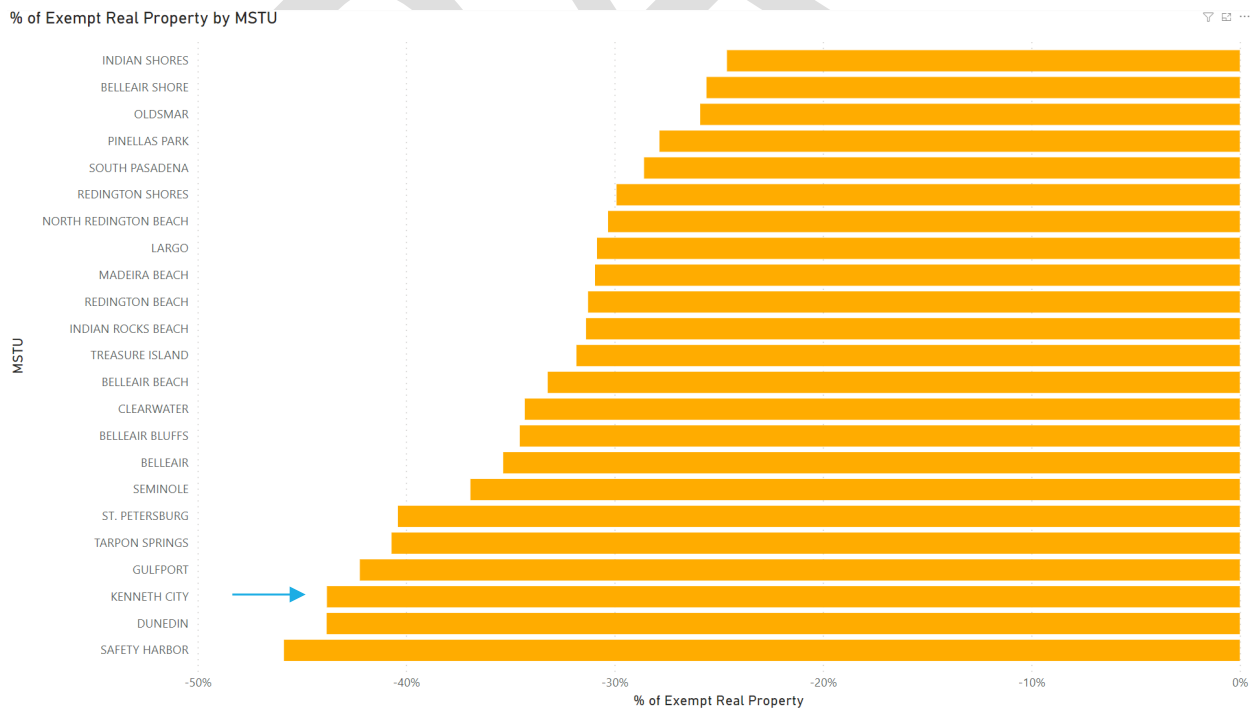


Figure 7: Percent of Exempt Just Property Values by Municipality

Examples of Estimated Tax Bills

The average residential taxable value in Kenneth City is \$62,507. Ad Valorem Proceeds on this amount to Kenneth City would be \$339.88 dollars annually or \$28.33 monthly. The total

estimated ad valorem tax bill including millages for the county, school board and other taxing units at this average would be \$1,223.61 annually or \$102 monthly. A home worth \$250,000 with two homestead exemptions would have a Kenneth City tax bill of \$1,087 annually or \$90.62 per month.

Figure 8 illustrates the estimated total Ad Valorem Proceeds expressed on a per capita basis. The total Ad Valorem amount expressed here includes *all* proceeds, including commercial, using the May 2022 property appraiser estimates. Estimated Ad Valorem tax proceeds per person are roughly \$249 dollars, the second-lowest in Pinellas County. Simply stated Kenneth City is challenged by providing services with limited funding compared to peers within Pinellas County.

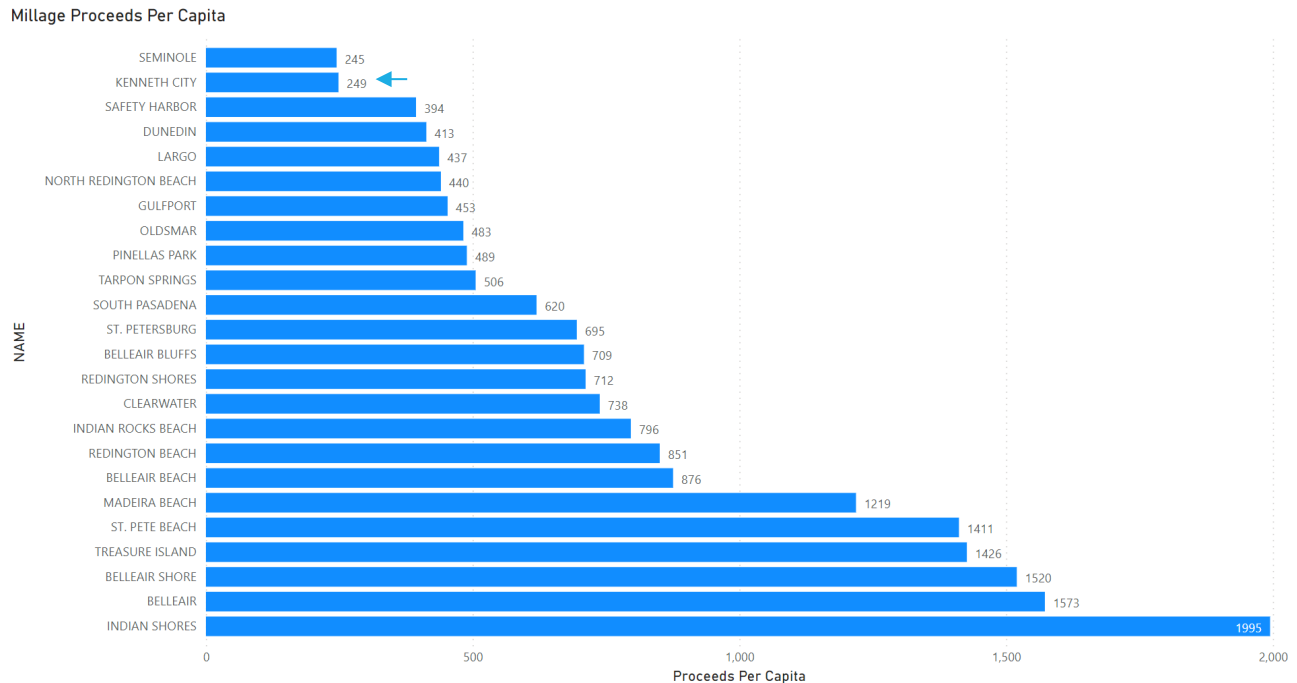


Figure 8: Ad Valorem proceeds Per Capita.

Trim Proceeds

Based on a total taxable value of **\$240,627,424**, at the current milage rate of **5.4373** and assuming 97% collection, the Town's estimated Ad Valorem revenue is projected to be **\$1,220,400** dollars in 2023. This amount represents an increase of \$147,935 over the prior year's budget. One mill represents \$233,408 dollars of proceeds.

<u>Millage Rates</u>	<u>Proceeds</u>	<u>Revenue Increase</u>
1.0000 Mill	\$233,408.60	\$25,205.33
Current Rate 5.4374	\$1,269,135.93	\$147,935.93
Rolled Back Rate 5.2286	\$1,220,400.21	\$99,200.21

Further millage analysis including parcel detail is provided in the appendix of this report and will be discussed during future budget workshops.

Other Taxes

In addition to the Ad Valorem levy, Kenneth City also collects tax revenue from a local discretionary sales surtax, municipal public service taxes on utilities, a population-based share of local option gas taxes, a population-based share of motor fuel taxes, business tax receipts, a population-based share of sales tax revenue as well as a population-based share of state revenues from other taxable sources.

Local Discretionary Sales Surtax (Penny for Pinellas)



Pinellas county levies a 1% additional sales tax, as do most other counties in Florida. These proceeds are distributed to municipalities through an interlocal agreement that uses population size to even distribute funds to municipalities. The Penny, as it's called locally, is subject to renewal by the voters every ten years and has been in place since 1990. As such, it is not a guaranteed long-term funding source, though it is stable through 2030. However, at current, the Penny is the only dedicated funding source for the Capital Projects Fund. Annual

proceeds from the Penny are \$630,400. Use of Penny proceeds is generally limited to infrastructure projects and cannot be spent for general governmental operating purposes. The potential for the Penny to sunset in 2030 should be a significant concern for the Town, as its renewal requires approval by voters of the entire county. The town should consider implementing other stable funding sources like a stormwater fee and/or moving fuel tax and transportation-based revenues to be dedicated to the capital projects fund as well.

Municipal Public Service Taxes (MPST)

Pinellas county levies a 1% additional sales tax, as do most other counties in Florida. These proceeds are distributed to municipalities through an interlocal agreement that uses population size to even distribute funds to municipalities. The Penny, as it's called locally, is subject to renewal by the voters every ten years and has been in place since 1990. As such, it is not a guaranteed long-term funding source, though it is stable through 2030. However, at current, the Penny is the only dedicated funding source for the Capital Projects Fund.

Annual proceeds from the Penny are \$630,400. Use of Penny proceeds is generally limited to infrastructure projects and cannot be spent for general governmental operating purposes. The potential for the Penny to sunset in 2030 should be a significant concern for the Town, and it should consider implementing other stable funding sources like a stormwater fee or moving fuel tax and transportation-based revenues to be dedicated to the capital projects fund as well.

City or District	Elec. UT	Elec. FF	Gas UT	Gas FF	CST	Water UT	Sewer UT
St. Petersburg	10.00%	6.00%	10.00%	6.00%	5.62%	10.00%	-
Belleair	10.00%	6.00%	-	5.50%	5.82%	-	-
Pinellas Park	-	10.00%	10.00%	-	6.00%	10.00%	-
Tarpon Springs	10.00%	6.00%	10.00%	6.00%	5.72%	10.00%	-
Largo	10.00%	6.00%	10.00%	6.00%	6.22%	10.00%	-
Belleair Bluffs	10.00%	6.00%	-	4.00%	5.82%	-	-
Clearwater	10.00%	6.00%	10.00%	6.00%	5.72%	10.00%	-
Dunedin	10.00%	6.00%	10.00%	10.00%	5.92%	-	-
Oldsmar	9.00%	6.00%	9.00%	5.00%	6.42%	-	-
Gulfport	10.00%	6.00%	10.00%	6.00%	6.72%	10.00%	-
Kenneth City	10.00%	6.00%	-	6.00%	5.70%	10.00%	-
Safety Harbor	10.00%	6.00%	10.00%	6.00%	7.12%	-	-
South Pasadena	10.00%	6.00%	10.00%	6.00%	6.32%	10.00%	-
Treasure Island	10.00%	6.00%	10.00%	6.00%	5.82%	10.00%	-
Seminole	6.00%	6.00%	6.00%	6.00%	5.82%	-	-
St. Pete Beach	10.00%	6.00%	10.00%	6.00%	6.30%	10.00%	\$36.28
Madeira Beach	10.00%	6.00%	10.00%	6.00%	6.32%	10.00%	-
Indian Shores	10.00%	6.00%	10.00%	6.00%	5.82%	10.00%	-
Redington Beach	7.50%	6.00%	6.00%	6.00%	6.00%	-	-
Redington Shores	-	6.00%	-	6.00%	5.10%	-	-
Belleair Beach	10.00%	6.00%	-	4.00%	5.82%	-	-
Indian Rocks Beach	-	6.00%	-	4.00%	2.40%	-	-
North Redington Beach	-	6.00%	-	5.00%	5.72%	-	-
Belleair Shore	-	-	-	-	3.00%	-	-
Average	10%	6%	9%	6%	6%	10%	\$ 36.28

Table 9. CST, Utility Tax and Franchise Fee Rates.

Franchise Fees

A contractual franchise fee imposed upon or exacted from a public utility by a municipality in consideration for special privileges granted to the utility by the municipality. Examples of such privileges are exclusive rights to provide and use of rights of way. They are separately stated on bills rendered to the utility's customers and are not a tax but constitute a part of the utility's operating costs and rate base. Kenneth City has imposed an Electric Franchise Fee of 6% and a Gas Franchise fee of 6%. Both percentages are representative of the norm across Pinellas County. The Electric Franchise fee brings in about \$300,000 dollars annually, whereas the Gas Franchise fee brings in about \$4,000 dollars annually. The proceeds may be used for any general operating purpose

Communication Services Tax

Local Communications services tax (CST) is imposed on each sale of communications services in Florida. Communication services are defined as voice, data, audio, video, or any other information or signals transmitted by any medium. Communications services subject to tax include, but are not limited to local, long-distance, and toll telephone, voice over Internet Protocol (VoIP) telephone, video service (for example, television programming or streaming), whether provided by a cable, telephone, or other communications services provider, direct-to-home satellite, mobile communications.

City or District	CST
Safety Harbor	7.12%
Gulfport	6.72%
Belleair Beach	6.60%
Oldsmar	6.42%
Tarpon Springs	6.32%
South Pasadena	6.32%
Madeira Beach	6.32%
St. Pete Beach	6.30%
St. Petersburg	6.22%
Largo	6.22%
Pinellas Park	6.00%
Redington Beach	6.00%
Dunedin	5.92%
Belleair	5.82%
Belleair Bluffs	5.82%
Treasure Island	5.82%
Seminole	5.82%
Indian Shores	5.82%
Redington Shores	5.82%
Clearwater	5.72%
North Redington Beach	5.72%
Kenneth City	5.70%
Belleair Shore	3.00%
Indian Rocks Beach	2.90%

Kenneth City's CST proceeds are estimated to be \$87,000 dollars in 2023. The proceeds from CST are in steady decline as users move away from traditional telephone cable tv services. Actual proceeds in 2018 were \$105,004 and have continued to trend downward toward the \$87,000 dollar expected collection next year.

Kenneth City's CST rate of 5.7% is one of the lowest in Pinellas County though there isn't a large spread among the various rates, ranging from 2.9% to 7%. Increasing CST could net additional proceeds, restoring proceeds nearer 2018 levels. The table below shows possible additional proceeds under various rate increase scenarios.

Estimated Billing Subject to CST	CST Rate	Proceeds
\$1,526,316	5.70%	\$ 87,000
\$1,526,316	6.20%	\$ 94,632
\$1,526,316	6.70%	\$102,263
\$1,526,316	7.12%	\$108,674

Table 10 Comparison local CST rates

Sales and Use Taxes and State Revenue Sharing

The Florida Legislature has passed several laws providing for the sharing of fees and taxes assessed by the State with counties and municipalities, including sales and use taxes, fuel taxes, alcoholic beverage license taxes, cigarette taxes, and alternative fuel user decal fees. For many of these shared revenues, the authorized user is at the local government's discretion for any purpose. However, some shared revenues, such as fuel taxes, are authorized for specific purposes.

Combined, these sources represent 22% of total general fund revenues, with total proceeds typically in excess of \$630,000 dollars. The sources are generally considered stable but will fluctuate with market conditions, as reflected in the 2020 (COVID) actual collections below. These sources are not usually subject to reduction by the Legislature, but occasionally it will provide sales tax relief "holidays," or temporary suspension of certain taxes. Examples of such holidays include the Back to School, Disaster Preparedness, Freedom week, and the new Motor Fuel Tax Relief holidays.

	18 Actual	19 Actual	20 Actual	21 Actual	22 YTD	22 Budget
Sales and Use Taxes						
Half Cent Sales Tax	\$ 326,336	\$ 335,066.62	\$ 318,638	\$ 365,916	\$ 269,132	\$ 352,700
Local Option Fuel Tax	\$ 67,600	\$ 70,320.59	\$ 64,515	\$ 71,358	\$ 39,557	\$ 63,000
State Revenue Sharing	\$ 180,867	\$ 183,738.43	\$ 169,855	\$ 252,687	\$ 158,536	\$ 211,000
State Revenue Sharing 22.49	\$ 55,691	\$ 58,514.27	\$ 51,510	\$ -	\$ -	\$ -
Sales and Use Taxes Total	\$ 630,494	\$ 647,639.91	\$ 604,519	\$ 689,961	\$ 467,225	\$ 626,700
Grand Total	\$ 630,494	\$ 647,639.91	\$ 604,519	\$ 689,961	\$ 467,225	\$ 626,700

Table 11 Sales and Use Tax Revenues last five years

The local option fuel taxes (LOFT) are restricted to "only for transportation expenditures." Transportation expenditures are defined by statute to mean expenditures by the local government for the following programs:

- Public transportation operations and maintenance.
- Roadway and right-of-way maintenance and equipment and structures are used primarily for the storage and maintenance of such equipment.
- Roadway and right-of-way drainage.
- Street lighting.
- Traffic signs, traffic engineering, signalization, and pavement markings.
- Bridge maintenance and operation.
- Debt service and current expenditures for transportation capital projects in the foregoing program areas, including construction or reconstruction of roads.

It is generally best practice to separately receive LOFT separate from other general revenues to not violate the provisions of the statute and potentially forfeit the funds. However, by implementing LOFT as a dedicated revenue source for the public works roadway programs and clearly defining the nexus between the revenue and allowable related expenses, the Town can steer clear of any statutory violations. Another strategy to be employed could include receipting the LOFT proceeds to the Capital Projects Fund or a separate fund altogether

Permitting Fees

Permitting fees are a type of regulatory fee related to the provision of the local government building, zoning, and land use regulation. Two principles guide the application and use of regulatory fees. The fee should not exceed the regulated activity's cost and is generally required to be applied solely to the regulated activity's cost for which the fee is imposed. In the case of building or community development services, the costs to provide those services may be subsidized by other funding sources like Ad Valorem.

As a best management practice, the costs of providing services *should* be borne by those subject to the regulation. For instance, the cost of building plan review and inspection should be borne by the permittee who is directly receiving the service. At the close of the most recent fiscal year, all related building permitting fee revenue amounted to \$50,357, while the costs exceeded \$93,911, resulting in subsidization of \$43,553 of costs. A complete review of the fees related to building and community development, inclusive of neighboring community fee structures, will be brought to the council as part of the annual budgeting process. A recommendation to increase the fees to cover the program costs of service provision at a minimum will be forthcoming.

		18 Actual	19 Actual	20 Actual	21 Actual	22 YTD	22 Budget
Permits							
Building Permits	\$	32,435	\$43,773.38	\$76,072	\$46,047	\$62,175	\$76,000
Dept Bus Professional Reg	\$	411	\$46.37	\$(125)	\$1,489	\$1,978	\$-
Other License & Permits	\$	245	\$250.00	\$475	\$835	\$315	\$400
Tech & Enh	\$	1,616	\$1,863.31	\$1,783	\$1,986	\$1,331	\$1,550
Permits Total	\$	34,707	\$45,933.06	\$78,204	\$50,357	\$65,799	\$77,950
Grand Total	\$	34,707	\$45,933.06	\$78,204	\$50,357	\$65,799	\$77,950

Table 12 Permit Fee Revenue Actuals, Year to Date, and Budgeted

		18 Actual	19 Actual	20 Actual	21 Actual	22 YTD	22 Budget
Community Development							
Contractual Services	\$	80,267	\$80,772.78	\$84,004	\$87,364	\$67,923	\$91,740
Planning & Zoning Consulting	\$	-	\$-	\$21,355	\$6,547	\$5,097	\$7,500
Planning & Zoning Updates	\$	-	\$-	\$-	\$-	\$-	\$1,500
Printing	\$	532	\$-	\$240	\$-	\$270	\$250
Community Development Total	\$	80,798	\$80,772.78	\$105,599	\$93,911	\$73,290	\$100,990
Grand Total	\$	80,798	\$80,772.78	\$105,599	\$93,911	\$73,290	\$100,990

Table 13 Building Permit, Planning and Zoning Expenditures Actuals, Year to Date, and Budgeted

Stormwater Fees

Florida Statutes authorize a municipality to create one or more stormwater utilities and adopt stormwater utility fees sufficient to plan, construct, operate, and maintain stormwater management systems set out in the local program. The statute provides that all property owners within said area, also known as the stormwater management system benefit area, may be assessed a fee to fund the planning, construction, operation, maintenance, and administration of a public stormwater management system for the benefited area. Unlike most cities in Pinellas County, Kenneth City does not have a stormwater utility assessment though it does have significant stormwater concerns. A table of comparative stormwater rates is provided on the next page. Most of the capital projects on the long-term capital improvement plan (CIP) either have stormwater components or are entirely

Project Name	Flood	Water	Estimated
	Control	Quality	Cost
Lake Lorie Stormwater Improvements	X	X	\$3,041,257.66
Lake Paul & Lake Charles Stormwater Improvements	X	X	\$4,007,717.00
Lake Janet Stormwater Improvements	X	X	\$2,764,894.00
Lake Annie Lee & Lake Thomas Stormwater Improvements	X	X	\$3,477,247.00
Unit Twelve Stormwater Improvements	X		\$446,307.00
		Total	\$13,737,422.66

Table 14 Stormwater Projects

stormwater maintenance projects. The draft of the Kenneth City Watershed Management Plan identifies five projects in excess of \$13.5 million dollars without accounting for future year inflation. In addition, the current CIP identifies additional projects and capital replacement in excess of \$1 million dollars.

As previously noted, the sole source of funding for the Capital Projects fund is the

Penny for Pinellas. At the current rate of funding (\$650,000), it would take the Town over 20 years for the Town to have enough money to complete these projects. With the potential sunseting of the

Penny, the Town may find itself with no funding mechanism to pay for these capital projects and capital replacements.

City or District	Stormwater Fee
St. Petersburg	\$6.84
Largo	\$6.65
Belleair	\$11.92
Clearwater	\$13.40
Pinellas Park	\$4.00
Tarpon Springs	\$8.15
Belleair Bluffs	-
Kenneth City	-
Dunedin	\$11.89
South Pasadena	-
Oldsmar	\$6.00
Gulfport	\$7.45
Safety Harbor	\$8.50
Treasure Island	\$7.18
Madeira Beach	-
Seminole	-
St. Pete Beach	\$62.45
Indian Shores	-
Indian Rocks Beach	-
Redington Beach	-
Redington Shores	\$1.50
Belleair Beach	\$15.00
North Redington Beach	\$2.15
Belleair Shore	-
Average	\$ 11.54

Jurisdiction	Rate	ERU Size
Alachua County	\$3.33	4,011 sq. ft.
Altamonte Springs	\$6.75	2,492 sq. ft.
Atlantic Beach	\$8.39	1,790 sq. ft.
Auburndale	\$0.75	NR
Aventura	\$3.50	1,549 sq. ft.
Bay County	\$3.33	NR
Bay Harbor Islands	\$5.00	1,548 sq. ft.
Belleair	\$11.92	5,459 sq. ft.
Boca Raton	\$3.22	2,837 sq. ft.
Boynton Beach	\$5.00	1,937 sq. ft.
Bradenton	\$4.50	1,700 sq. ft.
Bradenton Beach	\$4.40	NR
Brevard County	\$5.33	2,500 sq. ft.
Callaway	\$1.00	NR
Cape Canaveral	\$10.00	2,074 sq. ft.
Cape Coral	\$10.83	3,296 sq. ft.
Casselberry	\$9.20	2,304 sq. ft.
Charlotte County	\$10.17	43,560 sq. ft.
Clearwater	\$13.40	1,830 sq. ft.
Clermont	\$4.99	2,000 sq. ft.
Cocoa	\$10.51	3,100 sq. ft.
Cocoa Beach	\$8.96	2,900 sq. ft.
Coconut Creek	\$4.15	2,070 sq. ft.
Cooper City	\$5.58	1,750 sq. ft.
Coral Gables	\$19.07	2,346 sq. ft.
Average	\$6.93	

Tables 15 & 16 Stormwater Fees Locally and Statewide Samples

Grants

With limited revenue sources available to municipalities, securing funding for important projects is always a top-of-mind issue for Florida's city officials and staff. The Town of Kenneth City has had success with grant awards and cooperative funding agreements in recent years. Notably, it received CFI funding from the Southwest Water Management District of more than \$1 million dollars. With estimated capital revenues of less than a million dollars annually, the impact of grant awards cannot be understated. There is a multitude of grant funding sources, and recent federal legislation has further expanded grant opportunities. The council should make it a priority and dedicate resources to seeking out grant opportunities. The Florida League of Cities provides excellent resources for applicants seeking assistance in identifying and applying for grant funding. In addition, the council may seek direct appropriations from the Legislature, a tactic that has not been employed in Kenneth City. A simple review of awarded projects from neighboring communities will highlight the regular award of projects ranging from the tens of thousands to multimillion-dollar projects.

Agenda Memo

To: Kenneth City Town Council

From: Jocilyn Martinez

Date: 07/8/2022



Subject: Tentative Agenda

Summary

This item provides a listing of items to be discussed at future meetings of the Kenneth City Town Council.

[Click or tap here to enter text.](#)

Proposed Motion(s):

None required.

Town of Kenneth City
6000 54th Avenue N
Kenneth City, FL 33709



TENTATIVE AGENDA

JULY 13 TOWN COUNCIL MEETING

AGENDA ITEMS

4th of July Event Recap

Consent Agenda

Comprehensive Plan Amendment

Thank You Letter to Attorney Mora

Signatories Resolution

Revised Budget Calendar

Imagine That Performance Project Report Acknowledgement (6.30.22 to present)

Action Agenda

Attorney RFP/Selection

Town Hall Security

Discussion of Accounting Solution Paths

Preliminary Revenue Discussion

Manager Report

Attorney Report

Tentative Agenda

JULY 21 (PROPOSED) SPECIAL MEETING

AGENDA ITEMS

Town Attorney Contract Approval
Budget Discussion
Local Conditions
Financial Forecast
Revenue Discussion
Program-Based Budgeting
Expense Categories (have to do/got to do/need to do/get to do)
Setting Maximum Millage Rate

AUGUST 3 BUDGET WORKSHOP

AGENDA ITEMS

Finalized Revenue and Forecast
Detailed Expense Breakdown

AUGUST 10 TOWN COUNCIL MEETING

AGENDA ITEMS

Accounting / Software RFP Timeline and/or selection
Procurement
Code Enforcement Services
Building/Permitting Services
Engineering Services
Accounting Services
Managed Services Provider for IT
ARPA Funding
FY23 Law Enforcement Ancillary Contract
Forward Pinellas Interlocal Agreement Renewal

SEPTEMBER 14 TOWN COUNCIL MEETING AND FIRST BUDGET HEARING

AGENDA ITEMS

First Reading First Public Hearing on Proposed Budget

SEPTEMBER 28 SECOND BUDGET HEARING

AGENDA ITEMS

Second and Final Public Hearing on Proposed Budget & Millage Rate

OCTOBER 12 TOWN COUNCIL MEETING

AGENDA ITEMS

NOVEMBER 9 TOWN COUNCIL MEETING

AGENDA ITEMS

DECEMBER 14 TOWN COUNCIL MEETING

AGENDA ITEMS

Agenda Memo

To: Kenneth City Town Council

From: Jocilyn Martinez

Date: 07/8/2022



Subject: Department Reports

Summary

1. Building Department
2. Fire Department
3. Police Department

Click or tap here to enter text.

Proposed Motion(s):

None required.



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 Chuck Wiseman, Building Inspector

Subject: Permits & Fees For: **June 2022**

Number of Permits Issued: **53**

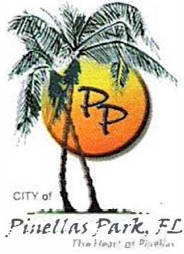
Total Fees Collected: \$ **33210.76**

The Following Permits Were Issued:

Building	25
Electric	7
Mechanical	10
Plumbing	4
Engineering	5
Landscaping	0
Gas	0
Fire	2
Sign	0

DATE	ADDRESS	APPLICANT	OWNER	PERMIT # TYPE	DESCRIPTION	ISSUE DA	VALUATION	PLAN REL TIF	DCAD/BPF # & E FEE PERMIT FEE TOTAL
05/25/22	6012 45TH AVE	HOME-EXCEL	CARLSON	22-05-027 BLDG	WINDOW REPLACEMENT	06/01/22	\$18,000.00	\$62.50	\$4.69 \$10.00 \$125.00 \$202.19
06/01/22	6451 43RD AVE	FAMILY FENCE	DAVIS	22-06-001 ENG	FENCE	06/01/22	\$2,945.00	\$0.00	\$0.00 \$5.00 \$5.00 \$55.00
06/01/22	5617 46TH AVE	MALPHUS AND SONS	VACCARO	22-06-002 BLDG	ROOF REPLACEMENT	06/01/22	\$5,600.00	\$0.00	\$0.00 \$4.00 \$65.00 \$74.00
06/01/22	5850 54TH AVE	AUSTIN CONSTRUCTION	CPL GROUP	22-06-003 BLDG	BUILDING DEMOLITION	06/01/22	\$15,000.00	\$0.00	\$0.00 \$4.00 \$5.00 \$19.00
06/02/22	6486 43RD AVE	HANDYMAN ROOFING	CARPENTER	22-06-004 BLDG	ROOF REPLACEMENT	06/02/22	\$4,500.00	\$0.00	\$0.00 \$4.00 \$5.00 \$60.00
06/02/22	6427 43RD AVE	AES HOME IMPROVEMENT	PLYLE	22-06-005 BLDG	DRYWALL	06/02/22	\$2,500.00	\$25.00	\$4.00 \$5.00 \$50.00 \$84.00
06/03/22	5947 46TH AVE	COOL TODAY	HAWLEY	22-06-006 MECH	AC CHANGE OUT	06/03/22	\$6,989.00	\$0.00	\$0.00 \$4.00 \$2.00 \$46.00
06/03/22	5975 51st ave	A-1 FENCE	HANSON	22-06-007 ENG	FENCE	06/03/22	\$2,462.00	\$0.00	\$0.00 \$4.00 \$2.00 \$46.00
06/03/22	6118 51ST AVE	THREE GUYS A/C	TRENT	22-06-008 ENG	FENCE	06/03/22	\$1,935.00	\$0.00	\$0.00 \$4.00 \$2.00 \$46.00
06/03/22	4413 56TH ST #1005	PERFORMANCE AC	STETSKO	22-06-009 MECH	MECHANICAL REPLACEMENT	06/03/22	\$7,419.00	\$0.00	\$0.00 \$4.00 \$2.00 \$46.00
06/06/22	6024 51ST ST	CAPITAL APPLIANCE SERVICE	LLANO	22-06-010 MECH	MECHANICAL REPLACEMENT	06/06/22	\$5,850.00	\$0.00	\$0.00 \$4.00 \$2.00 \$46.00
06/04/22	6400 46TH AVE #107	SMALL JOBS ELECTRIC	APERA	22-06-011 MECH	MECHANICAL REPLACEMENT	06/04/22	\$5,895.00	\$0.00	\$0.00 \$4.00 \$2.00 \$46.00
06/08/22	6220 43rd TERR	WESTFALL ROOFING	PHOUVIENG	22-06-012 MECH	MECHANICAL REPLACEMENT	06/08/22	\$12,000.00	\$0.00	\$0.00 \$4.00 \$5.00 \$95.00
06/09/22	5715 55TH TERR	ALBRIGHT & SONS	MATTEA	22-06-013 BLDG	ROOF REPLACEMENT	06/09/22	\$80,000.00	\$292.51	\$10.00 \$104.00 \$150.00 \$739.45
06/09/22	5980 49TH AVE		ALBRIGHT	22-06-014 BLDG	ADDITION INTERIOR REMOD	06/09/22	\$0.00	\$0.00	\$0.00 \$0.00 \$56.87 \$56.87
06/09/22	5980 49TH AVE		ALBRIGHT	22-06-014 MECH	ADDITION INTERIOR REMOD	06/09/22	\$0.00	\$0.00	\$0.00 \$0.00 \$56.87 \$56.87
06/09/22	5980 49TH AVE		ALBRIGHT	22-06-014 PLBG	ADDITION INTERIOR REMOD	06/09/22	\$0.00	\$0.00	\$0.00 \$0.00 \$56.87 \$56.87
06/10/22	6236 46TH ST		GRANT	22-06-015 BLDG	ROOF REPLACEMENT	06/10/22	\$10,880.00	\$0.00	\$0.00 \$4.00 \$5.00 \$99.00
06/10/22	6059 52ND AVE	DOME RITE ROOFING	COOK	22-06-016 BLDG	ROOF REPLACEMENT	06/10/22	\$12,740.00	\$0.00	\$0.00 \$4.00 \$5.00 \$99.00
06/10/22	5983 48TH AVE	A OLD TIME ROOFING	WOLFE	22-06-017 BLDG	ROOF REPLACEMENT	06/10/22	\$6,100.00	\$35.00	\$4.00 \$4.00 \$70.00 \$114.00
06/13/22	4310 55TH WAY	WORLD OF WINDOW INC	LERCA	22-06-018 ENG	SLAB	06/13/22	\$2,000.00	\$0.00	\$0.00 \$5.00 \$45.00 \$50.00
06/14/22	5850 54TH AVE	KONGKRETE KREATIONZ	CPL GROUP	22-06-019 BLDG	NEW STORE	06/14/22	\$500,000.00	\$847.50	\$20.00 \$1,695.00 \$2,663.94
06/14/22	5850 54TH AVE	AUSTIN CONSTRUCTION	CPL GROUP	22-06-019 FIRE	NEW STORE	06/14/22	\$0.00	\$154.88	\$0.00 \$0.00 \$154.88 \$309.76
06/14/22	5850 54TH AVE		CPL GROUP	22-06-019 ELECT	NEW STORE	06/14/22	\$0.00	\$123.90	\$0.00 \$0.00 \$123.90 \$247.80
06/14/22	5850 54TH AVE		CPL GROUP	22-06-019 MECH	NEW STORE	06/14/22	\$0.00	\$123.90	\$0.00 \$0.00 \$123.90 \$247.80
06/14/22	6348 43RD AVE		CPL GROUP	22-06-019 PLBG	NEW STORE	06/14/22	\$0.00	\$123.90	\$0.00 \$0.00 \$123.90 \$247.80
06/14/22	4410 55TH WAY	AQUAROOF ROOFING	C M LAND	22-06-020 BLDG	ROOF REPLACEMENT	06/14/22	\$8,800.00	\$0.00	\$4.00 \$5.00 \$89.00 \$99.00
06/16/22	5525 43RD AVE	BAYSIDE ROOFING	HOME OPTIONS GROUP	22-06-021 BLDG	ROOF REPLACEMENT	06/16/22	\$14,085.00	\$0.00	\$4.00 \$10.00 \$110.00 \$124.00
06/15/22	4943 57TH ST	ABT ROOFING	DRIVER	22-06-022 BLDG	ROOF REPLACEMENT	06/15/22	\$14,500.00	\$0.00	\$4.00 \$10.00 \$110.00 \$124.00
06/15/22	4943 57TH ST	OWNER	CLARK	22-06-023 ELECT	SAFETY INSP	06/15/22	\$0.00	\$0.00	\$0.00 \$2.00 \$40.00 \$46.00
06/15/22	4943 57TH ST	OWNER	CLARK	22-06-024 PLBG	WH C O	06/15/22	\$3,000.00	\$0.00	\$4.00 \$2.00 \$40.00 \$46.00
06/17/22	4143 56TH ST #1005	SUPER HEAT AND AIR	STETSKO	22-06-025 MECH	MECHANICAL REPLACEMENT	06/17/22	\$10,000.00	\$0.00	\$4.00 \$2.00 \$40.00 \$46.00
06/17/22	5715 55TH TERR	TITAN SOLAR	MATTEA	22-06-026 ELECT	SOLAR	06/17/22	\$34,000.00	\$122.50	\$9.19 \$10.00 \$245.00 \$386.69
06/20/22	5715 55TH TERR	TITAN SOLAR	MATTEA	22-06-026 MECH	SOLAR	06/20/22	\$8,412.00	\$0.00	\$0.00 \$0.00 \$0.00 \$0.00
06/20/22	5936 47TH AVE	HARRINGTON A/C	DROUJIN	22-06-027 MECH	MECHANICAL REPLACEMENT	06/20/22	\$8,412.00	\$0.00	\$0.00 \$0.00 \$0.00 \$0.00
06/20/22	6400 64TH AVE #61	RJOWENS ROOFING	TERRY	22-06-028 BLDG	ROOF REPLACEMENT	06/20/22	\$1,900.00	\$0.00	\$4.00 \$2.00 \$40.00 \$46.00
06/20/22	4853 58TH ST	H/O	SALAZAR	22-06-029 ENG	DRIVEWAY REPLACEMENT	06/20/22	\$7,000.00	\$0.00	\$0.00 \$5.00 \$70.00 \$75.00
06/22/22	5009 61ST ST	REGGIE REED	REDISCH	22-06-030 BLDG	ROOF REPLACEMENT	06/22/22	\$14,500.00	\$0.00	\$0.00 \$10.00 \$110.00 \$124.00
6/23/2022	6216 54TH AVE	SPANGLER ROOFING	SPENSLY	22-06-031 BLDG	ROOF REPLACEMENT	6/23/2022	\$22,500.00	\$0.00	\$0.00 \$10.00 \$150.00 \$164.00
6/24/2022	4571 66TH ST	J. RAYMOND CONSTRUCTION CORP	FUQUA BCDC	22-06-032 BLDG	NEW STORE	6/24/2022	\$1,300,000.00	\$4,024.26	\$13,023.36 \$287.28 \$24,822.02
6/24/2022				22-06-032 MECH	NEW STORE		\$0.00		
6/24/2022				22-06-032 ELEC	NEW STORE		\$0.00		
6/24/2022				22-06-033 FIRE	NEW STORE		\$0.00		
6/27/2022	4032 55TH WAY #912	DMI ELECTRIC	HUNT	22-06-033 ELECT	PANEL CHANGE OUT	6/27/2022	\$1,500.00	\$0.00	\$4.00 \$2.00 \$40.00 \$46.00
6/28/2022	6143 45TH AVE	KENEDY CONSTRUCTION	TAYLOR	22-06-034 BLDG	ROOF REPLACEMENT	6/28/2022	\$14,555.00	\$0.00	\$10.00 \$105.00 \$119.00
6/26/2022	4823 LAKE CHARLES DR	RJOWENS ROOFING	SKIRVIN	22-06-035 BLDG	ROOF REPLACEMENT	6/26/2022	\$4,700.00	\$0.00	\$4.00 \$5.00 \$60.00 \$69.00
6/20/2022	5881 49TH AVE	EBM ROOFING ENTERPRISES INC	LIM	22-06-036 BLDG	ROOF REPLACEMENT	6/20/2022	\$8,085.00	\$0.00	\$4.00 \$5.00 \$80.00 \$89.00
6/28/2022	5112 58TH WAY	PINELLAS GENERATOR & ELEC	RUDD	22-06-037 ELEC	PANEL CHANGE OUT	6/30/2022	\$2,120.00	\$0.00	\$4.00 \$2.00 \$40.00 \$46.00
6/20/2022	6391 44TH AVE	STEVES WINDOWS AND DOORS	DANIELS	22-06-040 BLDG	WINDOW REPLACEMENT	6/30/2022	\$3,290.00	\$27.50	\$4.00 \$5.00 \$55.00 \$91.50
6/20/2022	6405 44TH AVE	STEVES WINDOWS AND DOORS	NIZZIA	22-06-038 BLDG	WINDOW REPLACEMENT	6/30/2022	\$4,390.00	\$30.00	\$4.00 \$5.00 \$60.00 \$99.00
6/20/2022	6243 44TH AVE	STEVES WINDOWS AND DOORS	BENJAMIN	22-06-039 BLDG	WINDOW REPLACEMENT	6/30/2022	\$5,390.00	\$32.50	\$4.00 \$5.00 \$65.00 \$106.50
							\$6,025.85	\$13,023.36	\$538.54 \$242.00 \$13,381.01

Handwritten signature and date:
 CW
 7/1/22



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
 July 13, 2022

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

RESPONSES IN KENNETH CITY			
TYPE OF RESPONSE	MONTH	YEAR TO DATE	
	June	2022	2021
MEDICAL	146	829	744
VEHICLE COLLISION	5	29	24
FIRE RELATED CALLS	9	62	39
TOTAL RESPONSES	160	920	807

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	
	June	2022	2021	June	2022	2021	June	2022	2021
MEDICAL	59	278	226	41	298	217	100	576	443
VEHICLE COLLISION	5	17	11	20	122	105	25	139	116
FIRE RELATED CALLS	6	47	29	18	155	271	24	202	300
TOTAL RESPONSES	70	342	266	79	575	593	149	917	859

LIFE SAFETY MANAGEMENT SERVICES			
TYPE OF SERVICE PERFORMED	MONTH	YEAR TO DATE	
	June	2022	2021
INSPECTIONS	15	121	209
FALSE ALARMS	7	30	18
PLANS REVIEW	8	30	4
SMOKE ALARMS INSTALLED	3	23	4
PUBLIC EDUCATION PROGRAMS	0	0	5
PROGRAM ATTENDANCE	0	0	63

Respectfully submitted,

Brett Schlatterer, Fire Chief

Kenneth City Police Department Stats

Month/ 2022	Service Summary				Arrests			Traffic			Crime Prevention & Outreach			
	Calls for service	Reports + Supplements	AOA	Alarm	SAO Referrals	APAD Arrests	Arrests / NTA	Crash Investigations	Traffic Warnings	Traffic Citations	Business & Residential Area Checks	Thief / Watch Programs	Community Contact/Assist Citizen	Directed Patrol
January	73	107	6	10	4	0	7	8	36	14	5422	296	221	571
February	74	110	8	5	1	0	9	11	38	15	3416	264	225	452
March	79	120	8	12	4	0	11	11	38	17	3050	361	243	470
April	59	106	8	7	1	0	3	17	27	13	2971	314	181	335
May	78	136	7	7	3	0	6	16	88	32	3277	322	173	361
June	80	110	7	10	2	0	5	8	52	11	2741	229	194	185
July														
August														
September														
October														
November														
December														
Yearly Totals	443	689	44	51	15	0	41	71	279	102	20877	1786	1237	2374

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

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

Volunteer hours running total for the year is 370 hours. These hours are donated to the Town of Kenneth City by 5 volunteers and 5 Reserve Officers.

Chief Mikstis

KCPD Monthly Stats June 2022

Detective S. Gibson

Number of cases started with: 24, with 7 more waiting to be assigned

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

New cases assigned for the month

FELONY	2
MISDEMEANOR	1
NON-CRIMINAL	1

Case dispositions

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

Other Activity

SURVEILLANCES	
PHOTOPACKS	
EVIDENCE STATUS REQUESTS	2
INITIAL REPORTS	1
SUPPLEMENTS	7
WARRANTS	
TOUCH DNA PROCESSING / BUCCALS	
SUSPECTS RESULTING FROM TOUCH DNA	
OTHER: CCTV FOOTAGE, CELL TRACKING, D/L	
SUBPOENAS	1
JAIL RECORDINGS	37
REPORTS REVIEWED	19
CONTACT ATTEMPTS	5
INTERVIEWS	4
TRANSPORTING PROPERTY/EVIDENCE	5
RECOVERED STOLEN PROPERTY	
BOLOS	
APADS	

*****IT SHOULD BE NOTED, DET. GIBSON COVERED PATROL FOR 96/192 HOURS*****

KCPD Community Policing Overview

June, 2022

Sergeant Andy Izrailov, Supervisor, COMMUNITY POLICING

The main upcoming community policing event will be the Kenneth City "Fourth of July Festival." The Police Department has partnered with local businesses to get gift cards and children's bicycles to give away at the Fourth of July event. Officers have been patrolling the town on mountain bikes, and the Polaris patrol vehicle, as time permits. This was well received by numerous town residents.

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

The police department conducted several code compliance investigations. Sgt. Andy Izrailov and other department officers continue to investigate life/safety town code violations until the Town fills the Code Enforcement position.

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

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

Further, officers on midnight shift placed *Third Watch* notices throughout the Town as they checked closed business locations after hours. Officers conducted *House Checks* as requested by homeowners whose property was unattended. Officers continue to be active in the community, by making citizen contacts, handing out police stickers, coloring books, and bicycle lights.