



THE TOWN OF KENNETH CITY, FLORIDA
Special 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 21, 2022

Community Hall

- A. Call to Order
- B. Moment of Silence by Councilmember Roberts and Pledge of Allegiance
- C. Roll Call
- D. Persons Wishing to Be Heard on Items NOT Listed on the Agenda

A three-minute time limit will be imposed on ALL comments from the public, regardless of the subject matter. If you are addressing the Council, step to the podium and state your name and address for the record. Public comments can also be submitted by email to the Town Clerk at Townclerk@kennethcityfl.org, written comments must be received by 4pm on the day of the meeting and will be read aloud during the meeting. Please limit your comments to 400 words as the comments are limited to three minutes.

- E. Action Agenda
 - 1. Budget Discussion
 - a. CIP Project Presentation and Discussion
 - b. Program-Based Budgeting Overview
 - c. Expense Discussion
 - d. Revenue Discussion
 - 2. Setting Maximum Millage Rate
 - 3. Imagine That Performance Project Report (6.27.22 to 7.10.22)
 - 4. Town Manager Recruitment Options

F. Mayor/Council Comments

G. 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

Agenda Memo

To: Kenneth City Town Council

From: Town Manager

Date: 07/21/2022



Subject: Budget Discussion

Summary:

This agenda item is to provide budget information to the Town Council to facilitate discussion on Council's budget priorities for the FY22-23 Budget.

- a) **Capital Improvement Project Presentation and Discussion:** The 5 Year Capital Improvement Plan is a multiyear planning tool to identify the Town's desired capital projects and to coordinate their financing over a 5-year time period.
- b) **Program-Based Budgeting Overview:** Program-Based Budgeting is another way of looking at the Town's finances. Budgetary information is organized around the Town's programs and services. Organizing the information in this way, rather than at the department level, provides a clearer picture of how much money is being spent on each program, the services that program delivers, as well as how well the program is performing.
- c) **Expense Discussion:** The purpose of the item is to facilitate a discussion with the Town Council regarding the allocation of Town's financial resources in the budget.
- d) **Revenue Discussion:** The purpose of the item is to continue a discussion with the Town Council regarding revenues to be included in the budget.

Proposed Recommendation:

Staff is seeking direction from Council on items to be included in the FY22-23 Budget:

- a) projects that should be included in the Capital Improvement Budget
- b) confirm understand of Program-Based Budget
- c) allocation of expenditures
- d) revenue sources

The Town of Kenneth City

Fiscal Year 2022 – 2023
CIP Budget Discussions



The Town of Kenneth City

FY 23 Capital Improvement Projects and 5 Year Plan

Committed and Aligned to the Town's Vision, Mission and 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.

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

FY 22 Completed Capital Improvement Projects

- *Two Police Vehicles Purchased and Delivered*
- *Ernst Park Playground - Sun Canopy*
- *Lake Aeration & Water Quality Treatments*
- *VFW Memorial Enhancements*
- *46th Ave Greenway & Pathway Improvements (grant funded)*
- *46th Ave Roadway Improvements (grant funded)*
- **Stormwater Master Plan & Rate Study**
- **Community Hall & PD Generator Replacement**
- **Public Works Storage Equipment (Mezzanine)**
- **Various Beautification Projects**

Mission Alignment:

***Creating an exceptional environment a
providing exemplary services!***



5 Year CIP Overview

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

Joe's Creek Linear Trail Connector

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

Mission Alignment: Creating an exceptional environment!



Funding Source	FY 23	FY 24	FY 25	FY 26	FY 27
Penny for Pinellas	150,000	150,000	150,000	50,000	—

Unit 12 Park Reconstruction

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

Mission Alignment: Creating an exceptional environment!



Funding Source	FY 23	FY 24	FY 25	FY 26	FY 27
Penny for Pinellas	125,000	-	-	-	-

Stormwater Improvements

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

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

Mission Alignment: Providing exemplary services!



Funding Source	FY 23	FY 24	FY 25	FY 26	FY 27
ARPA	500,000	500,000	500,000	500,000	500,000
SWU Fee					
Penny					
Grants					

Street Improvements & Street Signage

Resurfacing and improvements predominately for streets without drainage work. Over the years, some delays have placed a hold on improvements. This plan establishes FY 24 as an increased cadence year.

Replace and update signs throughout the Town to ensure MUTCD compliance with size, color and reflectivity. This is a large scale town-wide project. Due to funding limitations, plans to fully execute are within FY 24. If funding becomes available soon, it may be expedited.



Mission Alignment: Providing exemplary services!

Funding Source	FY 23	FY 24	FY 25	FY 26	FY 27	
Penny for Pinellas	130,000	250,000	130,000	130,000	130,000	Improvements
	5,000	125,000	5,000	5,000	5,000	Signage

ONLY CURRENT REVENUE STREAM IS PENNY FOR PINELLAS

Unfunded Identified Potential Projects

FY 23 and Future Capital Improvement Projects Examples

- **Town Hall Community Room Build Out or Other Improvements**
- **Town Hall Parking Lot Resurfacing**
- **Various Stormwater Projects & HB23 State Mandates**
- **Miscellaneous Technology Upgrades**
- **Various Beautification Projects**
- **Miscellaneous Police Department Needs**
- **Any Unanticipated Capital Needs**



**Ron DeSantis**
46th Governor of Florida

HOME GOVERNOR DESANTIS FIRST LADY DESANTIS LT. GOV. NUÑEZ MEDIA INFO CENTER

◀ Governor DeSantis Calls for Biden Administration to Restore Monoclonal Antibody Supply to Florida
Governor DeSantis Announces Actions Against Developers Associated with Hilltop Village in Jacksonville ▶

Governor Ron DeSantis Announces More than \$114 Million for Wastewater Treatment Grants to Improve Water Quality Across the State

On September 24, 2021, in News Releases, by Staff

Governor Ron DeSantis Announces Award of More Than \$404 Million for 113 Projects Through the Resilient Florida Grant Program

On February 1, 2022, in News Releases, by Staff



**Grants Are Available!
Aggressive Pursuit is Suggested**

Next Steps



**Approve the 5 Year
Capital
Improvement Plan**



**Offer Staff Direction and
Guidance on Priorities of
Projects and Alternative Funding
Sources**



Backup Materials





Memo to: Interim Kenneth City Town Manager Rob Duncan
From: Imagine That Performance Consultant Michelle Berger
Regarding: 5 Year Capital Improvement Plan (CIP)

July 15, 2022

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

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

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

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

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

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

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

Projection of Revenue Stream from Penny for Pinellas

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

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

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

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

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

***What is HB53?**

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

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

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

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

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

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

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

Exhibit A

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

The Town of Kenneth City

Fiscal Year 2022 – 2023

Budget Workshop



Budgeting is just
as much about
values and
priorities as it is
about dollars



Program Based Budgeting

What is it?

A revenue and resources allocation methodology that provides a clear picture of how resources are used. Programs show precisely what the government does and how much it costs.

Why do it?

Transparency – Full picture of revenues and costs both direct and indirect associated with each program. Changes the conversation from a single line item to a wholistic discussion of the program

Accountability- Can later be tied to measurable objectives and performance measures. Funding increased or decreased where/when needed

Data-Driven Decision Making- Understanding the full cost and revenue helps drive decision making throughout the budget process. Enables a strategic conversation about value *and* total cost.



Program Based Budgeting

Example: Special Events

Line Item Evaluation

<u>Program</u>	<u>Budget Amount</u>
519.XXX --Special Events Expense	\$5,000

Program-Based Evaluation

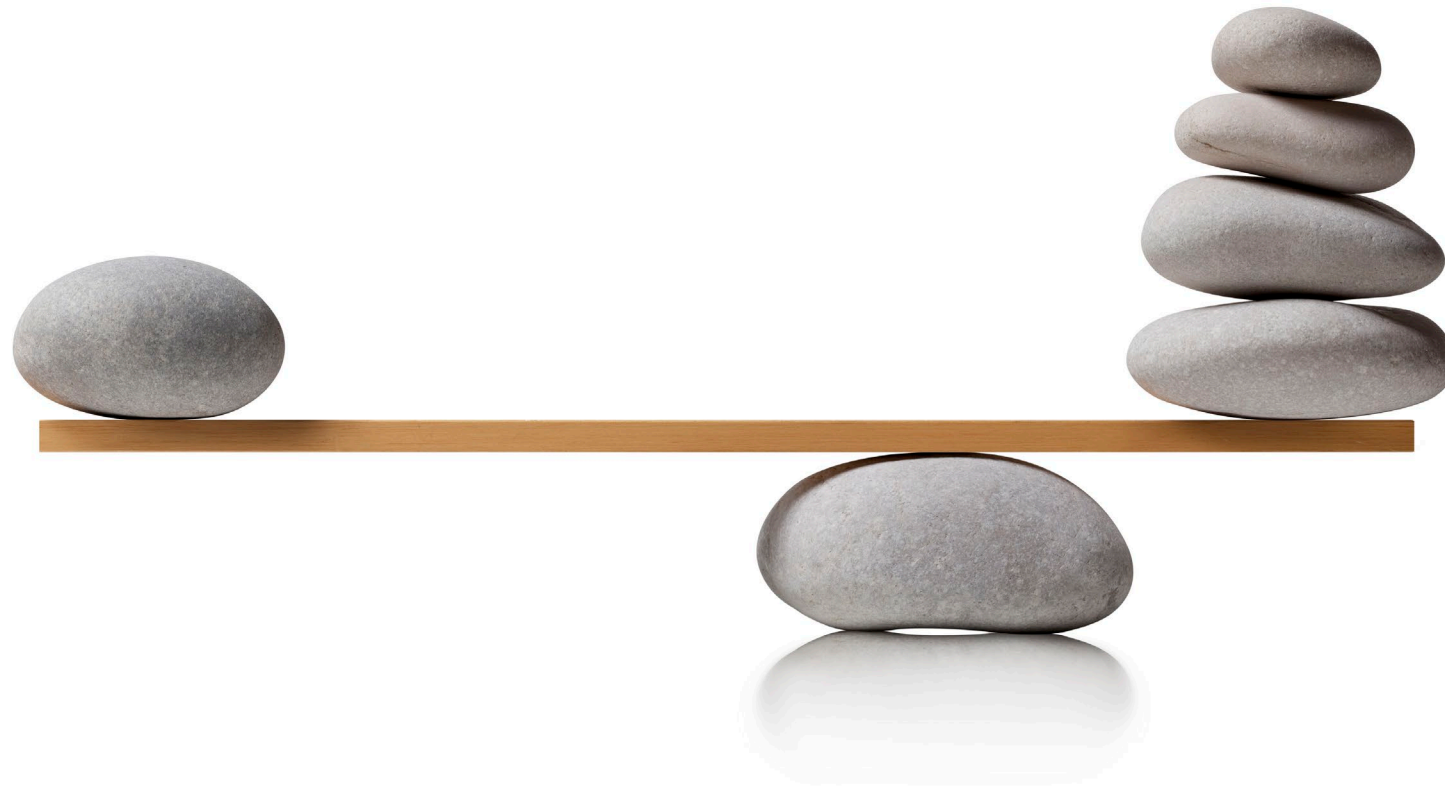
<u>Program</u>	<u>Budget Amount</u>
366.000 Special Event Revenue	\$500
519.XXX – Special EventsExpense	(\$5,000)
Salary Expense Public Works (70hrs)	(\$1,890)
Salary Expense Police (200 Hrs)	(\$7,000)
Salary Expense Administration (24hrs)	(\$1,200)
Total	(\$14,590)

Almost 400 hours of effort and triple the cost



The Conversation Changes

Is this a good balance of our resources?



Administration
24%

Public Works
12%

Fire 10%



Police 50%

Community Development
3%

The Town of Kenneth City General Fund Expenditure Pressures

Known Increases

- Salary Increases PD
- Reaccreditation Year
- Property, Casualty, and Liability Insurances
- Contractual Public Safety Expenses (Sherriff, Fire)
- Fuel & Commodity Increases

Unknown Increases

- Salary Increases General Staff
- Attorney & Consultant Expense
- Other CPI increase @ 8.9%
- Capital Expense



Revenue Increases

\$337,925

Over the prior year

(\$138,590)

Deficit over the prior year
without Reserve



The Town of Kenneth City General Fund Revenue Increases Detail - \$3,055,590

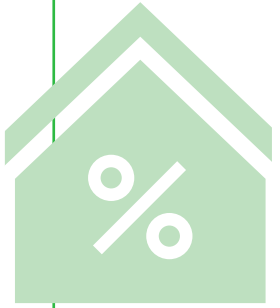
- ***Ad Valorem Increases \$147,900***
- ***Electric Franchise \$22,000***
- ***Elec. Utility Tax \$32,000***
- ***Building Permits \$49,000***
- ***FLRevShare \$52,600***
- ***Half Cent \$23,400***
- ***LOGT \$14,000***



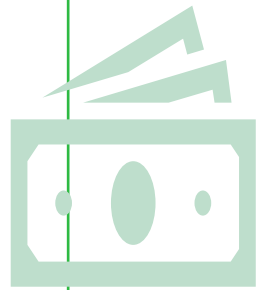
Recommendations

- Keep the Millage rate at 5.4373
- Building and Community Development fees to cost recovery
- Consider Stormwater Fee for sustainable capital funding
- Consider adjusting the Communications Services Tax
- Dedicate resources to pursue cooperative funding, grant opportunities, and direct legislative appropriations

Property Values & Millage



Current Millage is
5.4373



2022 Total Taxable Value
\$240,627,424.00

Total Proceeds
Estimated at
\$1,269,100

Agenda Memo

To: Kenneth City Town Council

From: Michelle Berger

Date: 07/21/2022



Subject: Setting the Maximum Millage Rate

Summary:

The Truth in Millage (TRIM) process informs taxpayers and the public about the legislative process by which local taxing authorities determine ad valorem (property) taxes. Florida law provides for public input and requires governing bodies of taxing authorities to state specific reasons for proposed changes in taxes and the budget.

In addition to the TRIM requirements, local governments must also conform to the maximum millage limitation requirements. The Council must have a discussion and decide on the maximum millage rate for the Fiscal Year 2023 in order to properly advertise via the TRIM notification. This rate may not be the final rate that is adopted. It is intended to inform the public of the most the millage rate will possibly be. The rate may be adopted at that rate or lower, but it may not be adopted at any rate higher than what is declared as the maximum millage rate.

Proposed Recommendation:

Council to discuss and adopt the maximum millage rate for Fiscal Year 2023 budgeting purposes.

TRIM Timetable

If a taxing authority fails to provide the information to the property appraiser within 35 days:

- The Taxing Authority will be prohibited from levying a millage rate greater than the rolled-back rate
- The Property Appraiser will compute the rolled-back rate and use it to prepare the Notice of Proposed Property Taxes

TRIM Timetable

Days 65 – 80 = September 3 – 18

- The Taxing Authority should hold a public hearing on the tentative budget and proposed millage rate
- The tentative hearing is published on the TRIM notice the property appraiser mails

August

						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29



TRIM Timetable

Form Requirements



Prior year millage rate



Current year proposed millage rate



Current year rolled-back rate



The date, time, and meeting place of the tentative budget hearing



TRIM Timetable

Adopted Schedule

Tentative Public Hearing (First Reading)

Wednesday, September 14, 2022 – 6:30pm

Tentative Public Hearing (Second Reading)

Thursday, September 29, 2022 – 6:30pm

Adopt a Maximum Millage Rate

Prior Year Millage Rate:	5.4373
Prior Year Ad Valorem Proceeds:	\$1,167,076
Current Year Roll Back Rate:	4.6983

Adopt a Maximum Millage Rate

Maximum Millage

Local governments must conform to the maximum millage limitation statutory requirements by adopting a millage rate through a vote that is one of the following:

- Majority vote
- Two-thirds
- Unanimous vote

Adopt a Maximum Millage Rate

4.6983 Roll Back Rate Requires 3 Yes Votes

4.9863 Majority Vote (3 yes votes)

5.4849 Two Thirds Vote (4 yes votes)

>5.4849 Unanimous Vote (5 yes votes)

Current Millage Rate

5.4373 Requires Two Thirds Vote (4 yes votes)

Adopting a Maximum Millage Rate



4 Votes yields anything in between 4.9863 and 5.4848

August

						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29



TRIM Timetable

Form Requirements

- Prior year millage rate
- Current year proposed millage rate
- Current year rolled-back rate
- The date, time, and meeting place of the tentative budget hearing



CERTIFICATION OF TAXABLE VALUE

Reset Form

Print Form

DR-420
R. 5/12
Rule 12D-16.002
Florida Administrative Code
Effective 11/12

Year : 2022	County : PINELLAS
Principal Authority : TOWN OF KENNETH CITY	Taxing Authority : TOWN OF KENNETH CITY

SECTION I : COMPLETED BY PROPERTY APPRAISER

1.	Current year taxable value of real property for operating purposes	\$	231,841,558	(1)
2.	Current year taxable value of personal property for operating purposes	\$	8,785,866	(2)
3.	Current year taxable value of centrally assessed property for operating purposes	\$	0	(3)
4.	Current year gross taxable value for operating purposes <i>(Line 1 plus Line 2 plus Line 3)</i>	\$	240,627,424	(4)
5.	Current year net new taxable value (Add new construction, additions, rehabilitative improvements increasing assessed value by at least 100%, annexations, and tangible personal property value over 115% of the previous year's value. Subtract deletions.)	\$	813,639	(5)
6.	Current year adjusted taxable value <i>(Line 4 minus Line 5)</i>	\$	239,813,785	(6)
7.	Prior year FINAL gross taxable value from prior year applicable Form DR-403 series	\$	214,642,550	(7)
8.	Does the taxing authority include tax increment financing areas? If yes, enter number of worksheets (DR-420TIF) attached. If none, enter 0	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	Number 0 (8)
9.	Does the taxing authority levy a voted debt service millage or a millage voted for 2 years or less under s. 9(b), Article VII, State Constitution? If yes, enter the number of DR-420DEBT, <i>Certification of Voted Debt Millage</i> forms attached. If none, enter 0	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	Number 0 (9)

Property Appraiser Certification	I certify the taxable values above are correct to the best of my knowledge.		
SIGN HERE	Signature of Property Appraiser:	Date :	
	Electronically Certified by Property Appraiser	7/1/2022 10:04 AM	

SECTION II : COMPLETED BY TAXING AUTHORITY

If this portion of the form is not completed in FULL your taxing authority will be denied TRIM certification and possibly lose its millage levy privilege for the tax year. If any line is not applicable, enter -0-.

10.	Prior year operating millage levy <i>(If prior year millage was adjusted then use adjusted millage from Form DR-422)</i>	5.4373	per \$1,000	(10)
11.	Prior year ad valorem proceeds <i>(Line 7 multiplied by Line 10, divided by 1,000)</i>	\$	1,167,076	(11)
12.	Amount, if any, paid or applied in prior year as a consequence of an obligation measured by a dedicated increment value <i>(Sum of either Lines 6c or Line 7a for all DR-420TIF forms)</i>	\$	0	(12)
13.	Adjusted prior year ad valorem proceeds <i>(Line 11 minus Line 12)</i>	\$	1,167,076	(13)
14.	Dedicated increment value, if any <i>(Sum of either Line 6b or Line 7e for all DR-420TIF forms)</i>	\$	0	(14)
15.	Adjusted current year taxable value <i>(Line 6 minus Line 14)</i>	\$	239,813,785	(15)
16.	Current year rolled-back rate <i>(Line 13 divided by Line 15, multiplied by 1,000)</i>	4.8666	per \$1000	(16)
17.	Current year proposed operating millage rate	5.4373	per \$1000	(17)
18.	Total taxes to be levied at proposed millage rate <i>(Line 17 multiplied by Line 4, divided by 1,000)</i>	\$	1,308,363	(18)

19.	TYPE of principal authority (check one)	<input type="checkbox"/> County	<input type="checkbox"/> Independent Special District	(19)
		<input checked="" type="checkbox"/> Municipality	<input type="checkbox"/> Water Management District	
20.	Applicable taxing authority (check one)	<input checked="" type="checkbox"/> Principal Authority	<input type="checkbox"/> Dependent Special District	(20)
		<input type="checkbox"/> MSTU	<input type="checkbox"/> Water Management District Basin	
21.	Is millage levied in more than one county? (check one)	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	(21)

DEPENDENT SPECIAL DISTRICTS AND MSTUs		STOP HERE - SIGN AND SUBMIT
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22.	Enter the total adjusted prior year ad valorem proceeds of the principal authority, all dependent special districts, and MSTUs levying a millage. <i>(The sum of Line 13 from all DR-420 forms)</i>	\$	1,167,076	(22)
23.	Current year aggregate rolled-back rate <i>(Line 22 divided by Line 15, multiplied by 1,000)</i>		4.8666 per \$1,000	(23)
24.	Current year aggregate rolled-back taxes <i>(Line 4 multiplied by Line 23, divided by 1,000)</i>	\$	1,171,037	(24)
25.	Enter total of all operating ad valorem taxes proposed to be levied by the principal taxing authority, all dependent districts, and MSTUs, if any. <i>(The sum of Line 18 from all DR-420 forms)</i>	\$	1,308,363	(25)
26.	Current year proposed aggregate millage rate <i>(Line 25 divided by Line 4, multiplied by 1,000)</i>		5.4373 per \$1,000	(26)
27.	Current year proposed rate as a percent change of rolled-back rate <i>(Line 26 divided by Line 23, minus 1, multiplied by 100)</i>		11.73 %	(27)

First public budget hearing	Date :	Time :	Place :
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S I G N H E R E	Taxing Authority Certification		I certify the millages and rates are correct to the best of my knowledge. The millages comply with the provisions of s. 200.065 and the provisions of either s. 200.071 or s. 200.081, F.S.		
	Signature of Chief Administrative Officer :			Date :	
	Title :		Contact Name and Contact Title :		
	ROBERT DUNCAN, TOWN MANAGER		JP MURPHY, FINANCIAL CONSULTANT		
	Mailing Address :		Physical Address :		
6000 54TH AVE N		6000 - 54TH AVE N			
City, State, Zip :		Phone Number :		Fax Number :	
KENNETH CITY, FL 33709		7274988948		7274988841	

CERTIFICATION OF TAXABLE VALUE INSTRUCTIONS

“Principal Authority” is a county, municipality, or independent special district (including water management districts).

“Taxing Authority” is the entity levying the millage. This includes the principal authority, any special district dependent to the principal authority, any county municipal service taxing unit (MSTU), and water management district basins.

Each taxing authority must submit to their property appraiser a DR-420 and the following forms, as applicable:

- DR-420TIF, Tax Increment Adjustment Worksheet
- DR-420DEBT, Certification of Voted Debt Millage
- DR-420MM-P, Maximum Millage Levy Calculation - Preliminary Disclosure

Section I: Property Appraiser

Use this DR-420 form for all taxing authorities except school districts. Complete Section I, Lines 1 through 9, for each county, municipality, independent special district, dependent special district, MSTU, and multicounty taxing authority. Enter only taxable values that apply to the taxing authority indicated. Use a separate form for the principal authority and each dependent district, MSTU and water management district basin.

Line 8

Complete a DR-420TIF for each taxing authority making payments to a redevelopment trust fund under Section 163.387 (2)(a), Florida Statutes or by an ordinance, resolution or agreement to fund a project or to finance essential infrastructure.

Check “Yes” if the taxing authority makes payments to a redevelopment trust fund. Enter the number of DR-420TIF forms attached for the taxing authority on Line 8. Enter 0 if none.

Line 9

Complete a DR-420DEBT for each taxing authority levying either a voted debt service millage (s.12, Article VII, State Constitution) or a levy voted for two years or less (s. 9(b), Article VII, State Constitution).

Check “Yes” if the taxing authority levies either a voted debt service millage or a levy voted for 2 years or less (s. 9(b), Article VII, State Constitution). These levies do not include levies approved by a voter referendum not required by the State Constitution. Complete and attach DR-420DEBT. Do not complete a separate DR-420 for these levies.

Send a copy to each taxing authority and keep a copy. When the taxing authority returns the DR-420 and the accompanying forms, immediately send the original to:

Florida Department of Revenue
Property Tax Oversight - TRIM Section
P. O. Box 3000
Tallahassee, Florida 32315-3000

Section II: Taxing Authority

Complete Section II. Keep one copy, return the original and one copy to your property appraiser with the applicable DR-420TIF, DR-420DEBT, and DR-420MM-P within 35 days of certification. Send one copy to the tax collector. “Dependent special district” (ss. 200.001(8)(d) and 189.403(2), F.S.) means a special district that meets at least one of the following criteria:

- The membership of its governing body is identical to that of the governing body of a single county or a single municipality.
- All members of its governing body are appointed by the governing body of a single county or a single municipality.
- During their unexpired terms, members of the special district's governing body are subject to removal at will by the governing body of a single county or a single municipality.
- The district has a budget that requires approval through an affirmative vote or can be vetoed by the governing body of a single county or a single municipality.

“Independent special district” (ss. 200.001(8)(e) and 189.403 (3), F.S.) means a special district that is not a dependent special district as defined above. A district that includes more than one county is an independent special district unless the district lies wholly within the boundaries of a single municipality.

“Non-voted millage” is any millage not defined as a “voted millage” in s. 200.001(8)(f), F.S.

Lines 12 and 14

Adjust the calculation of the rolled-back rate for tax increment values and payment amounts. See the instructions for DR-420TIF. On Lines 12 and 14, carry forward values from the DR-420TIF forms.

Line 24

Include only those levies derived from millage rates.



Reset Form


Print Form

MAXIMUM MILLAGE LEVY CALCULATION PRELIMINARY DISCLOSURE

For municipal governments, counties, and special districts

DR-420MM-P
R. 5/12
Rule 12D-16.002
Florida Administrative Code
Effective 11/12

Year: 2022	County: PINELLAS		
Principal Authority : TOWN OF KENNETH CITY	Taxing Authority: TOWN OF KENNETH CITY		
1. Is your taxing authority a municipality or independent special district that has levied ad valorem taxes for less than 5 years?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	(1)
IF YES, STOP HERE. SIGN AND SUBMIT. You are not subject to a millage limitation.			
2. Current year rolled-back rate from Current Year Form DR-420, Line 16	0.0000	per \$1,000	(2)
3. Prior year maximum millage rate with a majority vote from 2021 Form DR-420MM, Line 13	5.2493	per \$1,000	(3)
4. Prior year operating millage rate from Current Year Form DR-420, Line 10	0.0000	per \$1,000	(4)
If Line 4 is equal to or greater than Line 3, skip to Line 11. If less, continue to Line 5.			
Adjust rolled-back rate based on prior year majority-vote maximum millage rate			
5. Prior year final gross taxable value from Current Year Form DR-420, Line 7	\$	214,642,550	(5)
6. Prior year maximum ad valorem proceeds with majority vote <i>(Line 3 multiplied by Line 5 divided by 1,000)</i>	\$	1,126,723	(6)
7. Amount, if any, paid or applied in prior year as a consequence of an obligation measured by a dedicated increment value from Current Year Form DR-420 Line 12	\$	0	(7)
8. Adjusted prior year ad valorem proceeds with majority vote <i>(Line 6 minus Line 7)</i>	\$	1,126,723	(8)
9. Adjusted current year taxable value from Current Year form DR-420 Line 15	\$	239,813,785	(9)
10. Adjusted current year rolled-back rate <i>(Line 8 divided by Line 9, multiplied by 1,000)</i>	4.6983	per \$1,000	(10)
Calculate maximum millage levy			
11. Rolled-back rate to be used for maximum millage levy calculation <i>(Enter Line 10 if adjusted or else enter Line 2)</i>	4.6983	per \$1,000	(11)
12. Adjustment for change in per capita Florida personal income <i>(See Line 12 Instructions)</i>	1.0613		(12)
13. Majority vote maximum millage rate allowed <i>(Line 11 multiplied by Line 12)</i>	4.9863	per \$1,000	(13)
14. Two-thirds vote maximum millage rate allowed <i>(Multiply Line 13 by 1.10)</i>	5.4849	per \$1,000	(14)
15. Current year proposed millage rate	5.4373	per \$1,000	(15)
16. Minimum vote required to levy proposed millage: (Check one)			
<input type="checkbox"/> a. Majority vote of the governing body: Check here if Line 15 is less than or equal to Line 13. The maximum millage rate is equal to the majority vote maximum rate. Enter Line 13 on Line 17.			
<input checked="" type="checkbox"/> b. Two-thirds vote of governing body: Check here if Line 15 is less than or equal to Line 14, but greater than Line 13. The maximum millage rate is equal to proposed rate. Enter Line 15 on Line 17.			
<input type="checkbox"/> c. Unanimous vote of the governing body, or 3/4 vote if nine members or more: Check here if Line 15 is greater than Line 14. The maximum millage rate is equal to the proposed rate. Enter Line 15 on Line 17.			
<input type="checkbox"/> d. Referendum: The maximum millage rate is equal to the proposed rate. Enter Line 15 on Line 17.			
17. The selection on Line 16 allows a maximum millage rate of <i>(Enter rate indicated by choice on Line 16)</i>	5.4373	per \$1,000	(17)
18. Current year gross taxable value from Current Year Form DR-420, Line 4	\$	240,627,424	(18)

Taxing Authority : TOWN OF KENNETH CITY		DR-420MM-P R. 5/12 Page 2	
19.	Current year proposed taxes <i>(Line 15 multiplied by Line 18, divided by 1,000)</i>	\$ 1,308,363	(19)
20.	Total taxes levied at the maximum millage rate <i>(Line 17 multiplied by Line 18, divided by 1,000)</i>	\$ 1,308,363	(20)
DEPENDENT SPECIAL DISTRICTS AND MSTUs			STOP HERE. SIGN AND SUBMIT.
21.	Enter the current year proposed taxes of all dependent special districts & MSTUs levying a millage. <i>(The sum of all Lines 19 from each district's Form DR-420MM-P)</i>	\$ 0	(21)
22.	Total current year proposed taxes <i>(Line 19 plus Line 21)</i>	\$ 1,308,363	(22)
Total Maximum Taxes			
23.	Enter the taxes at the maximum millage of all dependent special districts & MSTUs levying a millage <i>(The sum of all Lines 20 from each district's Form DR-420MM-P)</i>	\$ 0	(23)
24.	Total taxes at maximum millage rate <i>(Line 20 plus Line 23)</i>	\$ 1,308,363	(24)
Total Maximum Versus Total Taxes Levied			
25.	Are total current year proposed taxes on Line 22 equal to or less than total taxes at the maximum millage rate on Line 24? (Check one)	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	(25)
S I G N H E R E	Taxing Authority Certification		I certify the millages and rates are correct to the best of my knowledge. The millages comply with the provisions of s. 200.065 and the provisions of either s. 200.071 or s. 200.081, F.S.
	Signature of Chief Administrative Officer :		Date :
	Title : ROBERT DUNCAN, TOWN MANAGER	Contact Name and Contact Title : JP MURPHY, FINANCIAL CONSULTANT	
	Mailing Address : 6000 54TH AVE N	Physical Address : 6000 - 54TH AVE N	
	City, State, Zip : KENNETH CITY, FL 33709	Phone Number : 7274988948	Fax Number : 7274988841

Complete and submit this form DR-420MM-P, Maximum Millage Levy Calculation-Preliminary Disclosure, to your property appraiser with the form DR-420, Certification of Taxable Value.

**MAXIMUM MILLAGE LEVY CALCULATION
PRELIMINARY DISCLOSURE
INSTRUCTIONS**

General Instructions

Each of the following taxing authorities must complete a DR-420MM-P.

- County
- Municipality
- Special district dependent to a county or municipality
- County MSTU
- Independent special district, including water management districts
- Water management district basin

Voting requirements for millages adopted by a two-thirds or a unanimous vote are based on the full membership of the governing body, not on the number of members present at the time of the vote.

This form calculates the maximum tax levy for 2022 allowed under s. 200.065(5), F.S. Counties and municipalities, including dependent special districts and MSTUs, which adopt a tax levy at the final hearing higher than allowed under s. 200.065, F.S., may be subject to the loss of their half-cent sales tax distribution.

DR-420MM-P shows the preliminary maximum millages and taxes levied based on your proposed adoption vote. Each taxing authority must complete, sign, and submit this form to their property appraiser with their completed DR-420, Certification of Taxable Value.

The vote at the final hearing and the resulting maximum may change. After the final hearing, each taxing authority will file a final Form DR-420MM, Maximum Millage Levy Calculation Final Disclosure, with Form DR-487, Certification of Compliance, with the Department of Revenue.

Specific tax year references in this form are updated each year by the Department.

Line Instructions

Lines 5-10

Only taxing authorities that levied a 2021 millage rate less than their maximum majority vote rate must complete these lines. The adjusted rolled-back rate on Line 10 is the rate that would have been levied if the maximum vote rate for 2021 had been adopted. If these lines are completed, enter the adjusted rate on Line 11.

Line 12

This line is entered by the Department of Revenue. The same adjustment factor is used statewide by all taxing authorities. It is based on the change in per capita Florida personal income (s. 200.001(8)(i), F.S.), which Florida Law requires the Office of Economic and Demographic Research to report each year.

Lines 13 and 14

Millage rates are the maximum that could be levied with a majority or two-thirds vote of the full membership of the governing body. With a unanimous vote of the full membership (three-fourths vote of the full membership if the governing body has nine or more members) or a referendum, the maximum millage rate that can be levied is the taxing authority's statutory or constitutional cap.

Line 16

Check the box for the minimum vote necessary at the final hearing to levy your adopted millage rate.

Line 17

Enter the millage rate indicated by the box checked in Line 16. If the proposed millage rate is equal to or less than the majority vote maximum millage rate, enter the majority vote maximum. If a two-thirds vote, a unanimous vote, or a referendum is required, enter the proposed millage rate. For a millage requiring more than a majority vote, the proposed millage rate must be entered on Line 17, rather than the maximum rate, so that the comparisons on Lines 21 through 25 are accurate.

Agenda Memo

To: Kenneth City Town Council

From: Town Manager

Date: 07/21/2022



Subject: Imagine That Performance Report

Summary:

The reports submitted are in accordance to The Agreement with Imagine That Performance, LLC and the Town of Kenneth City executed on June 15, 2022. The following excerpt is in Exhibit C: Interim Town Manager in section 3) Financial Matters:

“Any invoices by COMPANY to TOWN during COMPANY’S service as Interim Manager shall be reviewed by the Mayor as the Town’s contracting officer, and any third-party contractor retained for the provision of financial services or Town employee responsible for accounting before payment is remitted. While this Task Order is effective, all checks to COMPANY shall be signed by the Mayor, an authorized independent contractor retained for the provision of financial services, or Town employee identified as an authorized signatory with the TOWN’S financial institution. Invoices from COMPANY to TOWN for services rendered shall separately itemize costs associated with all Task Orders.”

The report and invoice have been submitted per guidelines.

Proposed Recommendation:

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

Project Report 2

Prepared for: Town Council

Date: June 30, 2022

Work weeks: June 27-July 3 & July 4-10



Consultant Hours and Tasks

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

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

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

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

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

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

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

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

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

Interim Town Manager

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

Date	Consultant	Hours	Task
6/27	Rob Duncan	0.5	Meet with Ken - discussed path for getting quotes to improve Town Hall security, strategy with Vendor communication, etc.
6/27	Rob Duncan	2	Orientation of new Temporary Employee, initial login to Town Manager computer, setup of email (townmanager@kennethcityfl.org), setup autoresponder to pcavalli email, update email signature, review and respond to manager emails.
6/27	Rob Duncan	0.5	Briefing from chief regarding 4 th of July event, other discussions with Chief Vieno
6/27	Rob Duncan	1.5	Review / edit / update Agreement for accounting services provider, incorporate Town Attorney notes, speak with principal at Aclarian to fine tune agreement. Executed agreement included in July 13, 2022 Council Meeting agenda packet.
6/27	Rob Duncan	1.5	Call with Ken regarding Waste Pro complaint (special pickup not completed) and streetlight out problem from resident, interactions with Imagine That Performance team regarding deliverables and update from Interim Town Clerk. Further organization of Town Manager office and organize computer setup
6/27	Lisa Hendrickson	1.5	Researched two more local temporary agency vendors, and sent email to 3 vendors for front desk clerk temporary staffing (Rob't Half, Express, and Hire Quest). Phone call with Chris from Express. Phone call with Samantha at Rob't Half. Follow up with Connie from Hire Quest and called and l/m with AARP re: becoming a gov't nonprofit host agency for their Sr. Community Service Employment Program. Rec'd quote from Hire Quest. Compiled results and drafted email over to Rob for approval to proceed. Phone conversation with Chris at Express to award business, clarify details for temp staffing and sent email confirmation for invoicing.
6/28	Rob Duncan	4.0	Batch email processing, temp logon, staff meeting focused on Council Meeting agenda items, reports, building department, technology paths for accounting and services review focused on internal / external needs and various technologies utilized by team in past. WastePro complaints - resident issues impacting staff time. Budget workshop discussion - calendar/schedule and "dollar bill" infographic
6/29	Rob Duncan	2.0	Swearing in via Zoom - Interim Town Clerk & Interim Town Manager Discussion with FLC / Dr. Scott Paine Regarding Council Workshop Discussion with JP regarding Audit & Lisa about Town Hall Customer Service. Website - get access to JP, update pages related to Town Manager & Clerk. Added Council Member Contact information.
6/29	Lisa Hendrickson	4.5	(Town Hall office hours 8:30-1:00) Worked with Temp getting signed on, showed Town website for information, and answered questions and took resident calls as they arose. Drafted status email of Town Hall updates and began working on List of internal needs for Kenneth City.
6/30	Lisa Hendrickson	0	(1.5 hours no charge) (Town Hall office hours 8:30-1:00) Meeting with Temp Sherrie regarding handling of front desk calls and customers. Met with Dr. Weeks regarding Waste Pro bills and complaint. Monitored

			Town Manager's email and handled accordingly. Coordinated a driveway replacement permit. Communication with resident Cathy Clifton regarding ongoing code enforcement issue at 4834 Lake Charles Drive.
6/30	Rob Duncan	0	(0.5 hours no charge) Discussion with Council Member Zematis regarding Waste Pro issues (multiple residents reaching out because of billing, recent payments not showing, residents not understanding bills - quarterly instead of monthly + less than 3 weeks apart for a 2 month bill then a 3 month bill.
6/30	Rob Duncan	0	(0.5 hours no charge) Review project blueprint for accounting services with LH
6/30	Rob Duncan	0	(0.5 hours no charge) Batch email processing
7/1	Rob Duncan	1	Batch email / email with update to council members including report and invoice for first 2 weeks. Check in with staff on needs.
7/4	Rob Duncan	0	(5 hours no charge) Attend Kenneth City 4 th of July event - talked with residents, council members and staff while enjoying festivities.
7/5	Rob Duncan	2.0	Check in with staff, including Ken, JP, Mike and Accounting team), read resident letter dropped off at town hall. Read, respond and archive Town Manager emails - identified both Steve Spina and Pete Cavalli emails both active - contact BCR to archive and deactivate. Payroll account discussion and email.
7/5	Rob Duncan	2.0	Staff meeting - Council Meeting Agenda (Attorney, Accounting, Revenue Review) and Consent Agenda (Comp plan, Randy Letter, Signatory, Budget Calendar).
7/5	Rob Duncan	1.0	IT Provider walk through and discussion,
7/5	Rob Duncan	1.5	Accounting Options review with Lisa
7/5	Rob Duncan	0.5	Batch email processing, out of scope additions to whiteboard
7/5	Rob Duncan	0	(1.0 hour no charge) Website additions (special meeting on 7/21, etc.) plus review purchasing ordinance.
7/6	Rob Duncan	2	Accounting Presentation edits
7/7	Rob Duncan	0.5	Letter/paper inbox, including resident complaints and mail - discussed with Ken the Sam's club card and irate resident about rental
7/7	Rob Duncan	1.0	Batch email - Pcavalli still receiving even though BCR instructed to archive and turn off. Approved Express Temp timecard. Talk to chief about ancillary contract with Sheriff's office. Discussion with Randy regarding Wastepro contract / revision request and billing being monthly/quarterly (contract is silent on subject). Also discussed planning/zoning and Sherriff's office contract. Review & Update Budget Calendar with Michelle
7/7	Rob Duncan	0	(1.5 hours no charge) Interview candidate for part time or temp job to handle administrative duties and some of the Town Clerk functions
7/7	Rob Duncan	2.0	Meeting with Engineer (Justin) and JP, engineering project review
7/7	Rob Duncan	3.5	Batch email processing - Budget calendar update with Jocilyn. Review/edit Randy letter, address scheduling for additional IT review. Review WastePro addendum and call Wastepro to discuss addendum and service/billing issues. Schedule one to ones to review agenda packets for 7/13 meeting (4 out of 5). Review PowerBI setup & revenue data with JP.
7/8	Rob Duncan	1.5	Presentation edits - Accounting options
7/8	Rob Duncan	1.5	Meeting with Andrew - Aclarian - ARPA funding discussion - discussed how he's set this up in other communities (unearned revenue (a liability - need declaration of expense against the revenue). Funds must be

			obligated by December 2024. Recommends keeping in General Fund bank account. Discussed items that would qualify, including some that would reduce ongoing General Fund expenses (Security enhancements, IT upgrades, ERP / Accounting Software, Scanning and storing paper documents in Town Hall, Imagine That Performance payments).
7/8	Rob Duncan	0	(2 hours no charge) Pinellas County City Manager Consortium - met with County Manager and other City/Town Manager in Pinellas County (Largo City Hall), learning about items that will impact Kenneth City while also networking with other managers, including partner community Pinellas Park. Learned about various programs municipalities are working on for retention and a countywide initiative to assist tenants.
7/8	Rob Duncan	1.0	Review Interim Attorney contract and call Sarah to discuss agreement and proper inclusion in 7/13 meeting. Decided on Special Meeting at 6:15 so Interim Attorney can be present for beginning of regular council meeting. Discussed path to "step down" during RFP discussion item.
7/8	Rob Duncan	4.0	Call WastePro to schedule "listening session" at 5pm on 7/13. Contact BCR (again) to turn off Pcavalli email account. Work with Town Clerk on packets for Special Meeting and Council Meeting, including Consent agenda items, Town Hall Security Item and edits of all others. Create Special Council Meeting on website. Post agendas to website. Work with Jocilyn to ensure sharing of items on Facebook.
	Rob Duncan	0	(3.5 hours no charge) Report
Total Billable Hours		42.5	(16.0 hours no charge in this report)

Significant Accomplishment:

- Secured and onboarded Temp to cover front desk duties at \$21.75/hour (fully loaded cost)
- Secured Interim Town Attorney / Agreement for 7/13 Town Council Approval.
- Completed and Posted Agenda Packets for 7/13 Special Meeting and 7/13 Town Council Meeting

Invoice Details:

Billed Time: June 27-July 3 & July 4-10 – 42.5 Hours @ \$125/hour = **\$5,312.50**

Additional Notes:

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

Unbilled Time: June 27-July 3 & July 4-10 – 16 Hours @ \$125/hour = **\$2,000.00**

Accounting and Code Enforcement

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

Date	Consultant	Hours	Task
6/30	Lisa Hendrickson	3	Opened bills/invoices in the mail and placed them in Finance office for review/payment. Coordinated with JP for onboarding of finance professionals Friday.
6/30	Lisa Hendrickson	3	Provided two goals for finance to pay bills and be prepared to run or assist with payroll on Tuesday. Continued progress on Project Blueprint and submitted.
7/2	Lisa Hendrickson	0	(0.5 hours No Charge) drafted email to Interim Town Manager with overview of 6/30 Town Hall business.
7/2	Lisa Hendrickson	1	Preparation and draft development of finance/accounting presentation for council meeting on 07/13.
7/3	Lisa Hendrickson	1.5	Ongoing draft development of finance/accounting presentation for council meeting on 07/13.
7/4	Lisa Hendrickson	1	Ongoing draft development of finance/accounting presentation for council meeting on 07/13. Schedule phone meeting with Aclarian for Tuesday morning.
7/5	Lisa Hendrickson	3.25	Phone conversation with Andrew-Aclarian to follow up on work status from Friday and Tuesday and clarify questions on PSTA and Madeira Beach contracts. ITP Team Meeting/agenda prep. Finalize list of KC needs. Follow up call with resident Cathy Clifton regarding high grass complaint. Zoom with Rob re: Council Presentation 3:30 - 4:30.
7/6	Lisa Hendrickson	3.75	Draft agenda items. Continued work on PowerPoint presentation for council meeting. Revisions to agenda memos.
7/7	Lisa Hendrickson	2	Put together table of costs. Continued work on PowerPoint
	Lisa Hendrickson	0	(1 hour no charge) Report
Total Billable Hours		18.5	(1.5 hours no charge this report)

Significant Accomplishment:

Started Aclarian as short-term accounting firm.

Completed presentation and agenda items for July 13 Council Meeting

Invoice Details:

Billed Time: June 27-July 3 & July 4-10 – 18.5 Hours @ \$125/hour = **\$2,312.50**

Additional Notes:

Estimate: 80 hours for the project – 38.5 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 240 hours. The Town will be billed for actual work time with no minimum or maximum billing.

Date	Consultant	Hours	Task
6/27	JP Murphy	4.5	AFR Review, Interim Atty. Solicitation; Call with Justin Keller re: Capital Projects; Call with Property Appraiser; Calls to Muni's to Revise Tax & Rate Study Data
6/27	JP Murphy	0	(2 hours no charge) Resident phone calls, ordinance research, general management discussions with staff.
6/28	JP Murphy	2.5	"Staff Meeting-Agenda, BDS systems, research alternatives, TRIM meeting dates. Contact Trim & Millage compliance DOR. Contact PCPAO for countywide dates.
6/29	JP Murphy	5.5	Review WMP from Justin for SWFWMD compliance. Review Annual Audit. LOGER system access and input for reports submitted to FL Dept. of Financial Services. Revoke user permissions for terminated employees. Search for corporate etrim access. Fix errors in AFR. Call with Randy Mora Re: Electric Franchise Fees.
6/29	JP Murphy	0	(1.5 hours no charge) Management discussion about out of scope items: Website updates, Solid Waste Complaint Forms, Comp Plan Updates, CDBG eligibility, admin asst. workflows attorney services, personnel and financial policies
6/30	JP Murphy	5.5	TSS Phone Revisions & Analysis (On site with Tech), Coordinate with BCR for VMRelay, mail account configurations, local admin access (still will not provide). Payroll data exports for program drill down. Discuss Covid Policy revisions. Revise AFR reporting. Submitted AFR. Review purchasing policy for 46th street stormwater repairs. Review & Approve HB53 form.
7/1	JP Murphy	3	Transition tasks with new accounting group. Setup Financial System Access, Locate records. Go over accounting procedures, funds, budgets and payables.
7/5	JP Murphy	1.5	Payroll, CBIZ credentials and access, process training, coding of invoices, ARPA research.
7/5	JP Murphy	1.5	Meeting network people for quote solicitation. Security assessment. Review dual domain and networking setups. Swap backups, manage exchange server.
7/5	JP Murphy	4	Analyze & review invoices and payment processes with Aclarian. Establish logins and credentials with banking institutions. Approve backlog of invoices, sign requisitions. Search for records and reconciliation worksheets.
7/6	JP Murphy	7	Prior year actuals entry, Budget table setups, prior year budget analysis, 5 year revenue forecast. General Town Management items, Finance item review
7/7	JP Murphy	10	Revenue report drafting. Table, Chart Schedule Revisions
7/7	JP Murphy	1.5	Waste Pro complaints and contract review
7/7	JP Murphy	1.5	Meet with Justin Keller to review stormwater and CIP projects
7/7	JP Murphy	0.5	VPN setup

7/8	JP Murphy	8	Draft Report, Compile agenda item, create fillable agenda item memo template, review waste pro contract, resident call re: waste pro, backups. Wi-Fi troubleshooting, reverie requisitions
7/9	JP Murphy	6	Draft Revenue Presentation, Charts, Slides
	JP Murphy	0	(1.5 hours no charge) Report
Total Billable Hours		65	(5 unbilled hours in this report)

Significant Accomplishment:

Completed Revenue Analysis Report – included in Agenda Packet for 7/13 Town Council Meeting

Invoice Details:

Billed Time: June 27-July 3 & July 4-10 – 63 Hours @ \$125/hour = **\$7,875**

Additional Notes:

Estimate: 240 hours for the project – 130.75 remaining

Unbilled Time: June 27-July 3 & July 4-10 – 5 Hours @ \$125/hour = **\$625.00**

Annual Budget Preparation and Compliance

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

Date	Consultant	Hours	Task
7/6	Michelle Berger	0.5	Create Tentative Agenda Draft inclusive of Budget Hearings
7/8	Michelle Berger	3	Creation of Power Point for July 13th Consent Agenda: TRIM Calendar
Total Billable Hours		3.5	

Invoice Details:

Billed Time: June 27-July 3 & July 4-10 – 3.5 Hours @ \$125/hour = **\$437.50**

Additional Notes:

Estimate: 300 hours for the project – 287.25 remaining

Interim Town Clerk

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

Date	Consultant	Hours	Task
6/27	JP Murphy	0.5	Front desk service, Town Hall rentals
6/27	Jocilyn Martinez	0.5	Manage Town57 email and meet with CBIZ to discuss access to system.
6/27	Jocilyn Martinez	1	Research and draft email response regarding Town Hall operations in response to public records request from Keren Thillet-Thomas
6/28	Jocilyn Martinez	2	Meeting with Rob Duncan, JP Murphy, and Lisa Hendrickson to discuss outstanding items to be addressed.
6/29	Jocilyn Martinez	2	Manage Town57 email account, communication with SOE regarding municipal recall, Swearing in of Charter Officers, Email communication regarding Form 1 Financial Disclosure Forms
6/30	Jocilyn Martinez	1	Manage Town 57 email account, respond to public records requests from Councilmember and KC web inquiry. Communicate with board members and SOE regarding forms form Financial Disclosure and resignations.
6/30	Jocilyn Martinez	1	Communication with BCR to setup Kenneth City accounts and remote accessibility to server
7/1	Jocilyn Martinez	2.5	Manage Town57 email account, communication with SOE regarding municipal recall, communication with employee and PRM regarding change of benefits, Communication with Building Official regarding public records request, update tentative agenda for 7/13 Town Council Meeting, communication with CBIZ to discuss access to payroll system, update Facebook account
7/5	Jocilyn Martinez	1.5	Meeting with Rob Duncan, Lisa Hendrickson, and Lisa Hendrickson to discuss agenda for 7/13 Town Council Meeting.
7/5	Jocilyn Martinez	1	Meeting with Andy Tess for payroll completion and training.
7/5	Jocilyn Martinez	3	Completion of minutes from 6/8/22 Town Council meeting.
7/6	Jocilyn Martinez	2.5	Research request from Building Department, Agenda Preparation for 7/13 Council Meeting to include preparation of agenda cover sheet and relevant back up materials such as Signatories Resolution, Tentative Agenda, Thank You Letter to Attorney Mora
7/7	Jocilyn Martinez	3	Agenda preparation to include updating Budget Calendar, Revisions to Agenda items after Town Manager review
7/8	Jocilyn Martinez	1	Call with CBIZ and Police Department regarding payroll access
7/8	Jocilyn Martinez	1	Changes made to employee benefit coverage, call with PRM to update changes in Bussinessolver
7/8	Jocilyn Martinez	1	Manage Town57 email account, Respond to public records request from Keren Thillet-Thomas, communication with Public Works Department regarding public notices and yard waste collection
7/8	Jocilyn Martinez	4	Completion of agendas for 7/13 Town Council and Special meetings to include: compilation, revisions, final review, and submission
	Jocilyn Martinez	0	(1 hour no charge) Report
Total Billable Hours		28.5	

Significant Accomplishment:

Compile and publish Town Council Agenda packet for 7/13 Town Council Meeting

Invoice Details:

Billed Time: June 27-July 3 & July 4-10 – 28 Hours @ \$90/hour = **\$2,565.00**

Additional Notes:

Estimate: 10-20 hours / week

Unbilled Time: June 27-July 3 & July 4-10 – 1 Hours @ \$90/hour = **\$90.00**



INVOICE

Imagine That Performance

18133 Portside Street
Tampa, Florida 33647
United States

imaginethatperformance.com

Bill to
Town of Kenneth City

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

727-498-8948
howellr@kennethcityfl.org

Invoice Number: 1259
Invoice Date: July 19, 2022
Payment Due: August 3, 2022
Amount Due (USD): \$18,752.50

Items	Quantity	Price	Amount
Interim Town Manager Detailed tasks provided on Project Report	42.5	\$125.00	\$5,312.50
Accounting and Code Enforcement Detailed tasks provided on Project Report	18.5	\$125.00	\$2,312.50
Revenue Analysis and Professional Services Detailed tasks provided on Project Report	65	\$125.00	\$8,125.00
Annual Budget Preparation and Compliance Detailed tasks provided on Project Report	3.5	\$125.00	\$437.50
Interim Town Clerk Detailed tasks provided on Project Report	28.5	\$90.00	\$2,565.00
Unbilled Time Tasks performed and tracked on Project Report as unbilled time	23.5	\$0.00	\$0.00

Total: \$18,752.50

Amount Due (USD): \$18,752.50

Agenda Memo

To: Kenneth City Town Council

From: Town Manager

Date: 07/21/2022



Subject: Town Manager Recruitment

Summary:

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

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

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

Proposed Recommendation:

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

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

Town Manager Recruitment Worksheet

There are many options when deciding on “how” to recruit a Town Manager. Decisions need to be made on how much inclusion and time that makes most sense for the Town.

Many of the items listed below are optional. This should NOT be considered an all-inclusive list. Other citizen & council inclusion efforts can be added

Information Gathering / Assessment Options

- Stakeholder engagement
 - Citizens
 - Partners
 - Town Council
 - Town Staff
- Hiring committee
 - meeting on expectations
- Job description refinement and finalization

Select Recruitment Strategy

- Internal Staff led Recruitment
- Individual Consultant led recruitment
- City / County Manager Association
- Executive Recruiting Firm

Pre-Recruitment

- Development of Recruitment Brochure / Position Profile
- Marketing Plan Finalization

Active Recruitment

- Candidate identification / sourcing
- Pre-screening
- Candidate summaries, rankings and Hiring Committee communication

Screening

- Initial Interviews
- Ongoing candidate communication
- Finalist Preparation and Selections

Selection

- Stakeholder Engagement
 - Meet and Greet with Citizens
 - Other public engagement / stakeholder opportunities
- Finalist Interviews
 - Individual with Councilmembers
 - Public Interviews
- Public Selection
 - Criteria (hire again on a 3/2 vote?)

Securing the Hire

- Background / Education / Social Media / Reference checks
- Contract Negotiation
- On-Boarding

Balance between industry best practices and the needs to the Community must be achieved