



**THE TOWN OF KENNETH CITY, FLORIDA**  
**Town Council Meeting**  
**PUBLIC NOTICE**

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

6:30pm

February 8, 2023

Community Hall

- A. Call to Order
- B. Moment of Silence by Councilmember Noble and Pledge of Allegiance
- C. Roll Call
- D. Consent Agenda
  - 1. Meeting Minutes (1.5.23, 1.11.23, 1.17.23)
  - 2. Imagine That Performance Project Reports 15 & 16
- E. Persons Wishing to Be Heard on Items NOT Listed on the Agenda

A **3 minute time limit**...If you are addressing the Council, step to the podium and state your name and address for the record. Public comments can also be submitted by email to the Town Clerk at [Townclerk@kennethcityfl.org](mailto:Townclerk@kennethcityfl.org), written comments must be received by 4pm on the day of the meeting and will be read aloud during the meeting. Please limit your comments to 400 words as the comments are limited to three minutes.

- F. Action Agenda
  - 1. Resolution 2023-01: Resolution of Intent for Non-Ad Valorem Assessments
  - 2. Approval of IT Provider (RFP 2022-06) and Approval to Negotiate Contract
  - 3. First Reading of Ordinance 2023-660: Repealing "Appendix A – Personnel Manual" of the Town's Land Development Code
  - 4. Extension of Public Works Task Order
  - 5. Task Order Amendments
  - 6. Vendor Selection for RFP #2023-01 Strategic Planning Services
- G. Town Attorney Report/Comments
- H. Town Clerk Report/Comments
- I. Town Manager Report/Comments
- J. Mayor/Council Comments
- 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](http://www.kennethcityfl.org)

Agenda Memo

**To:** Kenneth City Town Council

**From:** Town Manager

**Date:** 2/3/2023



**Subject:** Consent Agenda

**Summary:**

This item provides a listing of agenda items to be approved by Town Council.

**Proposed Recommendation:**

Motion to approve Consent Agenda is recommended.



**TOWN OF KENNETH CITY FLORIDA**  
**Town Council Workshop Meeting Minutes**  
**January 5, 2023**

**A. Call to Order**

**B. Moment of Silence by Vice Mayor Cummings and Pledge of Allegiance**

**C. Roll Call**

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

**D. Agenda**

1. Interim Town Manager Duncan gave a brief introduction of the workshop agenda and the history of his tenure with the Town. He started with a review of presentation and asking 3 questions:

Question 1: What was most impactful during the last 6 months?

Councilmember Noble said that we now have tasks identifying what the Town needs. She said that there needed to be something quantifiable to show results and what has been accomplished.

She also felt that the program-based budget was a huge accomplishment so it can be determined what each department does.

Councilmember Zemaitis felt that catching up with the technology was important such as online permitting, She felt that the this was beneficial to the residents and the staff in the future.

She also indicated that she did appreciate the budget and the way it was presented to us, even though she didn't always agree with everything being said.

Councilmember Roberts felt that Town had spent a lot of money in the last 6 months. She felt that there was nothing to show for the money spent.

Vice Mayor Cummings said he was proud of all the task orders that have been accomplished such as technology, parking, and Lake Lori improvements. He felt that they were all fantastic.

Mayor Howell felt that the professionalism that the Town is being put under now was such a vast improvement and putting the Town into the 21<sup>st</sup> century.

Question 2: What is more important to you for the next 12 months?

Councilmember Zemaitis felt that it was important to have a truly balanced budget and felt that the Town was doing things to help the budget.

Councilmember Roberts felt that Chapter 54 was important. Attorney Johnston indicated that she was working on this. Councilmember Roberts indicated that the worst offender was an employee of the Town. There was an ongoing discussion about Code Enforcement.

Mayor Howell indicated that redevelopment was important. He said he was getting proud of 66<sup>th</sup> Avenue but 54<sup>th</sup> Avenue North was terrible and something needed to be revitalized. He said the Town doesn't have a good reputation and The Town needed to develop a plan.

Councilmember Zemaitis left meeting at 7:03 pm for a family emergency.

Councilmember Noble said the Town needed a Strategic Plan and we need to get grants. She discussed the Comprehensive Plan and annexation.

Interim Town Manager Duncan gave an update on Representative Linda Chaney attending the next Council meeting.

Vice Mayor Cummings indicated that he thought a grant writer was a priority. There was a discussion about hiring a grant writer.

Councilmember Roberts said that the Council should discuss putting a flag on the flagpole. It was determined that this item would be an item on the next Council agenda.

Question 3: What would you really like to get out of this workshop?

Vice Mayor Cummings said that there were open tasks that still need to be completed. He also asked whether the Town Manager was a part-time or full-time position.

Councilmember Roberts said she wanted to start looking for a Town Manager. She asked what needed to be done to look for a Town Manager.

Mayor Howell said he wanted Council to become a team, to get along and do everything possible to make the Town better.

There was a discussion amongst Council and staff regarding collegiality.

There was also a discussion about the need for a Town Hall building and that past managers looked at selling it.

Councilmember Noble felt that the Town was still in a transition. She felt that a lot had gotten done in six months, but there were still outstanding tasks. There was a discussion about alternative employment arrangements.

There was a discussion about adding noninterference ordinances to help establish clear boundaries between the Council and Town Manager.

Interim Town Manager Duncan reviewed the agenda and meetings that the Council has had over the last 6 months. He reviewed the business items that have been approved and discussed by Council.

Interim Town Manager Duncan reviewed the hours worked by Imagine That Performance over the last six months and reviewed the information in the agenda. He discussed the functions and hours worked by the Town Manager.

There was a discussion about finances and budget related to the Town Manager and associated tasks.

There was a discussion about having more than one Town Council meeting a month.

There was a discussion about what was important to the Town in the next 12 months.

Councilmember Noble felt that as many transition items as we can get done would be important.

What must be accomplished before a new Town Manager begins?

Mayor Howell felt that the Town needed to be organized, like a well-oiled machine.

There was discussion regarding different models of management for going forward with a Town Manager.

There was considerable discussion regarding the creation of a Strategic Plan.

## **E. Adjournment**

The workshop ended at 9:11 pm.



**TOWN OF KENNETH CITY FLORIDA**  
**Town Council Meeting Minutes**  
**January 11, 2023**

**A. Call to Order**

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

**C. Roll Call**

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

**D. Consent Agenda**

Motion to accept Consent Agenda was made by Councilmember Noble

Second was made by Vice Mayor Cummings

All in favor

Motion to accept Consent Agenda was passed

**E. Public Comment**

Jan Lacinto 5951 52nd Ave North

Ms. Lacinto asked how residents could get their questions answered at Town Council meetings.

Public comment was closed

Interim Town Manager Duncan said he felt that Council meetings were not a great forum for questions and answers. He discussed the procedure for answering questions.

**F. Representative Linda Chaney**

Mayor Howell welcomed Rep. Linda Chaney to the podium.

Representative Linda Chaney introduced herself and gave an update on what is happening in Tallahassee. These updates included:

- A focus on education and related bills that were passed
- A focus on community health, such a mental health and substance abuse
- The development of programs to encourage fatherhood problem with an investment of \$70 million into programs
- No Patient Left Alone Act
- Voluntary admission of minors – Baker Act
- Attainable housing for which funding was increased by 73 percent
- The creation of a statewide database for guardianship program
- Bonuses for attracting first responders to jobs in Florida
- Protecting identity of those who have been sexually harassed
- Investment in environmental programs at \$3 billion
- Recycling bill which would make it easier to stop illegal dumping of industrial grease

Representative Chaney discussed local projects that the State has been investing in such as the Science Center Restoration, Johns Pass, and the Holocaust Museum. She also discussed he issue of property insurance.

Mayor Howell asked how the Town and Representative Chaney could help each other. Rep. Chaney advised that gathering information from HOAs or community groups would be helpful. She also advised the Town Council to stay in touch with her.

Councilwoman Noble thanked Rep. Chaney for coming and inquired about flood insurance. Rep. Chaney advised that flood insurance was a federal program. At the state level, she indicated that efforts were being made through resiliency efforts and infrastructure to protect our communities from flooding. She talked about insurance companies as a related topic.

Vice Mayor Cummings thanked Rep. Chaney for coming in and opening up the lines of communication. He said he hoped that communication could help the Town with some of the environmental things being done.

Interim Town Manager Duncan indicated that the Town was doing its best to manage the flooding issues and have submitted an appropriations request. There was a discussion regarding grants and appropriations for this project.

## **G. Action Agenda**

1. Continuing Professional Engineering Services



JP Murphy introduced this item. He indicated that the Town received 4 proposals and 1 was disqualified because they didn't meet the requirements of the RFQ. The qualified firms that responded were: George F Young, AED, and Civilsurv. He explained the CCNA process and the evaluation committee process. He indicated that Council could select one or more firm and then contract/pricing proposal would be negotiated from there. It was noted that all of the firms were competent. He also recommended having a second engineer in case the other firm isn't able to provide services.

Vice Mayor Cummings asked if the engineer could help when the Town wanted to advertise a bid.

Mayor Howell asked why the Council should consider looking at another engineering firm.

It was advised that the committee's recommendation was to go with two firms as you wouldn't want to lose the institutional knowledge of the engineering firm that the Town has already been working with.

Motion to enter into contract negotiations with Advanced Engineering and Design, Inc and Civilsurv to provide consulting professional engineering services and, further, to authorize the Town Manager to conduct the negotiations on the town's behalf. Should a satisfactory agreement not be reached with either of the previous two parties, authorize the Town Manager to enter into negotiations with George F. Young was made by Councilmember Zemaitis

Second was made by Councilmember Noble

All in favor

Motion to enter into contract negotiations with Advanced Engineering and Design, Inc and Civilsurv to provide consulting professional engineering services and, further, to authorize the Town Manager to conduct the negotiations on the town's behalf. Should a satisfactory agreement not be reached with either of the previous two parties, authorize the Town Manager to enter into negotiations with George F. Young was passed

## 2. 2023 Tentative Agenda

Interim Town Manager Duncan introduced the items on the tentative agenda and explained the purpose.

Councilmember Zemaitis discussed the Comprehensive Plan. There was a discussion about putting this item on an agenda before the March deadline.

Councilmember Noble said that would help us with the Strategic Plan and said she would like to start on that as soon as possible. There was a discussion about Strategic Planning and the process between Council and staff and how to fund it.

Council gave consensus to advertise solicitations for a Strategic Plan and bring proposals back for Council to review.

Vice Mayor Cummings asked about flood insurance and it was indicated that staff is working on it

There was an update on the Charter Review and Zoning Code. Town Attorney Johnston gave an update on this and how to do this.

There was a discussion between Council and staff about the assessment fees and that corresponding process.

### 3. Discussion of Town Flag on Town Flag Pole

There was a discussion between Council and staff regarding the appropriate flags to out on the Town's flagpoles. It was determined that the state flag was missing and damaged. Councilmember Zemaitis said it would be nice if the Town had an American flag, State flag, and Town flag. She also suggested having a flag for each month like Breast Cancer Awareness as an advocacy effort.

Town Attorney Johnston recommended passing a policy so there's some protection as to which flags would be appropriate.

Robert Arrison, 5192 Lake Charles Drive, N

Mr. Arrison indicated that he didn't like Pinellas Park flag and liked Councilmember Zemaitis's idea.

Council gave consensus to have American, State, Town flag on the Town's flag pole.

There was a discussion between Council and staff about the security of the flagpole.

## **H. Town Attorney Report**

Town Attorney Johnston gave an overview of the Town Attorney report that was listed in the agenda packet.

She gave an update on Chapter 54 and said she was reorganizing that section and had questions for Council. There was a discussion between Council and staff regarding where vehicles can be parked, approved surfaces for driveways, adding a section that addressed the removal of vehicles that were illegally parked, clarifying language for special event parking, recreational vehicles, the expansion of existing driveways, and how to identify the appropriate size of vehicles allowed in driveways.

**I. Town Clerk Report**

Town Clerk gave a brief update on the Town Clerk's Office

**J. Town Manager Report**

Interim Town Manager Duncan advised that the Town need Board of Adjustment members and that nominations should be voted on at the next Council meeting.

There was a discussion as to who would attend the Police Department's Accreditation Award Ceremony in St. Augustine. Mayor Howell said he would attend.

Interim Town Manager Duncan reviewed the items in the Town Manager Report.

There was discussion about Town Hall staffing.

There was a discussion on grants awarded and anticipated.

**K. Mayor/Council Comments**

There was a discussion on costs of Imagine That Performance managing the Town. Interim Town Manager Duncan asked the Council to bring their priorities to the next meeting.

**L. Adjournment**

Motion to adjourn the meetings was made by Councilmember Roberts

A second was made by Councilmember Zemaitis

All in favor

The Meeting ended at 9:06



**TOWN OF KENNETH CITY FLORIDA**  
**Town Council Workshop Meeting Minutes**  
**January 17, 2023**

**A. Call to Order at 6:31pm**

**B. Roll Call**

Present were Councilmember Zemaitis, Councilmember Noble, Vice Mayor Cummings, Mayor Howell, Interim Town Manager Duncan, and Senior Consultant Lisa Hendrickson serving as Clerk.

**C. Public Comment for items NOT listed on the Agenda**

None

**D. Action Agenda**

1. Public Works Discussion & Tour.

The Town Council transitioned from the Community Hall building to the Public Works building. Keith Bodeker, Public Works Director led the discussion and tour by providing an overview of the following Public Works responsibilities:

- A. Emergency Response
  - 1. Personal Protective Equipment (PPE)
  - 2. Barricades/Road Closures
  - 3. Vehicle Maintenance
  - 4. Equipment Maintenance
  - 5. Fuel tank/pump
- B. Stormwater
  - 1. System Inspections
  - 2. Annual report
  - 3. Pipe/structure cleaning
  - 4. Baffle box
  - 5. Outfalls
  - 6. Lakes
  - 7. Street sweeping
  - 8. Resiliency
- C. Roadway Maintenance
  - 1. Pothole repair
  - 2. Street signs
  - 3. Lighting
  - 4. Sidewalks

- 5. Curbs
- 6. Pavement preservation
- D. Parks Maintenance
  - 1. Playgrounds
  - 2. Pavilions
  - 3. Splash pad
  - 4. Courts
  - 5. Trash bins
  - 6. Book libraries
- E. Building Maintenance
  - 1. Office cleaning/trash removal
  - 2. General repairs
  - 3. Grease traps
  - 4. Generators
- F. Landscaping & Urban Canopy
  - 1. Mowing
  - 2. Edgin/trimming
  - 3. Pulling weeds
  - 4. Hedge/bush pruning
  - 5. Trim trees and palms
- G. Special Events
  - 1. Hall rentals
  - 2. Community gatherings
  - 3. Holiday decorations & lighting
- H. Administration
  - 1. Resident responses/engagement
  - 2. Council meetings/agenda items
  - 3. Contract administration
  - 4. CIP project management
  - 5. Interdepartmental cooperation
  - 6. Interlocal collaboration
  - 7. Asset management
  - 8. Long term planning
  - 9. Regulatory compliance
  - 10. Develop SOP's manual.

During Mr. Bodeker's presentation and tour the councilmembers asked various questions regarding the topics outlined above. This was an informational workshop and the dialogue was delivered as educational.

#### **E. Adjournment**

Motion to adjourn the meeting was made by Councilmember Zemaitis and a second was made by Councilmember Noble.

Motion carried unanimously.

Meeting adjourned at 8:27pm.

# Project Report #15

Prepared for: Town Council

Date: January 9, 2023

Work weeks: December 26<sup>th</sup> – January 1<sup>st</sup> & January 2<sup>nd</sup> – 8<sup>th</sup>



## Consultant Hours and Tasks

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

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

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

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

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

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

Additional Task Orders were approved on September 14, 2022

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

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

Exhibit J: BUSINESS TAX RECEIPTS (180 hours total)

Additional Task Orders were approved on October 12, 2022

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

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

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

Additional Task Order was approved on November 16, 2022

Exhibit N: PUBLIC WORKS DEPARTMENT SERVICES (40 hours/week)

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

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## Interim Town Manager

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

Date	Consultant	Unbilled Hours	Hours	Task
12/27/2022	Lisa Hendrickson		1.50	Review, response, and coordination of town manager emails.
12/28/2022	Rob Duncan		0.50	Website Updates, Sign elections contract
12/28/2022	Lisa Hendrickson		5.50	Permit search for property and response to realtor. Response to permit refunds sent to business as requested. Reviewed Town Manager email box and handled as appropriate. Town Hall office hours, communication with four residents, Tyler Technologies, committee meeting for Engineering RFP, processed several resident deposit reimbursements.
12/29/2022	Rob Duncan	3.00		Town Council Workshop Prep
12/29/2022	Lisa Hendrickson		7.50	Updated community yard sale flyer and sent for distribution. Communication with resident regarding property. Worked with 5 residents on various topics, 4 calls with SAFEbuilt regarding two signvariances, worked with building official on variance application, and email follow through to Town Attorney. Researched old inspections for title/lein search. Communication with respondent for IT RFP.
12/30/2022	Rob Duncan	9.50		Town Council Workshop Prep
12/31/2022	Rob Duncan	6.00		Town Council Workshop Prep



01/02/2023	Rob Duncan		2.00	One to one with Jocilyn, discuss needs for workshop and cover general business of town, Council and upcoming election.
01/02/2023	Rob Duncan		4.00	Workshop Presentation Development
01/02/2023	JP Murphy		1.75	RFP 2022-06 Question Responses, Posting to DemandStar, amending legal notice
01/02/2023	Rob Duncan		1.00	1-to-1 with Lisa - discuss status on items and Report Memo to be included in Town Manager report. Published Community Garage Sale Weekend on Website.
01/02/2023	Lisa Hendrickson		2.25	Drafted project status report for Town Manager and submitted to team. Phone conference with Town Manager to discuss topics of interest.
01/03/2023	JP Murphy		0.75	EOR RFQ Agenda Memo
01/03/2023	Rob Duncan		1.00	Email, voicemail, discussions with staff, approval of items in Aclarian accounting software (check requests and purchase requisitions), review reports submitted by departments and comment/reply for modifications.
01/03/2023	Rob Duncan		2.00	Update 2023 Tentative Agenda Document, compile and publish Workshop Presentation and notify Councilmembers
01/03/2023	Lisa Hendrickson		2.25	Office hours at Town Hall. Handled incoming calls and various resident situations, mail, intake of raised sidewalk report and handoff to public works, etc. Meeting with Town Manager on agenda items.
01/03/2023	Rob Duncan	1.50		1-to-1 with Bonnie Noble

01/03/2023	Rob Duncan		1.00	Email, voicemail, discussions with staff, approval of items in Aclarian accounting software (check requests and purchase requisitions), review reports submitted by departments and comment/reply for modifications.
01/03/2023	JP Murphy		0.50	Call with ROB Re: Zoning and RFP
01/03/2023	Rob Duncan		0.75	JP phone call - IT RFP, EOR RFP and upcoming workshop discussions
01/03/2023	Rob Duncan		1.00	One to one with Chief
01/04/2023	Lisa Hendrickson		0.50	Conducted back up, communication with business owner regarding zoning for beer/wine. Application sent for review.
01/04/2023	Rob Duncan		1.25	Town Attorney 1-to-1
01/04/2023	Rob Duncan		1.00	Onsite town hall - Email, meetings with staff and update website / RFP
01/04/2023	Rob Duncan		1.50	Onsite - 1-to-1 with Mayor Howell
01/04/2023	Rob Duncan		3.00	Aclarian Training and Code Enforcement dialog
01/05/2023	Rob Duncan		3.00	Workshop
01/05/2023	Rob Duncan		0.50	Workshop Prep
01/05/2023	Rob Duncan		4.50	Post Meeting Minutes on Website. Press Release Creation - Post to Website and LinkedIn - call with Michelle about Representative Chaney visit and process for appropriations. Town Manager Report Update. Meet with Jocilyn. Whiteboard for key items moving forward (New Fee Opportunities, Cost Reduction, New Technologies, Website Needs and New Event Ideas)

01/05/2023	Rob Duncan		1.50	Review work completed with Document Management in the Building Department. Quick meeting with Lisa. Email inbox review and responses to pressing items and scheduling of next weeks meetings. One to one with Keith reviewing the FIRST PUBLIC WORKS DEPARTMENT MEMO that is aligned with the Program Based Budget items.
01/05/2023	Lisa Hendrickson		1.00	Town Hall hours, telephone and email communications, updated building info on front window, coordinated with RR Webb for Town Hall and PW spraying. Submitted zoning review request to SAFEbuilt, communication with SAFEbuilt and developer and coordinate of information and requests.
01/06/2023	Rob Duncan		1.50	Report reviews, update and formatting. Agenda review, revisions, posting on website and communication to council.
01/06/2023	Rob Duncan		1.50	Report reviews, update and formatting. Agenda review, revisions, posting on website and communication to council.
01/06/2023	Rob Duncan		0.50	Phone call with Chief - report update.
01/06/2023	Lisa Hendrickson		3.00	Town hall office hours, voice mail, mail, communication with resident for electrical permit, 5/3 bank, and finance department. Worked with resident on yard sale permit. Coordinated two code enforcement violations to PD. Follow up with Bruce at SAFEbuilt on 2 sign variances, a replat, and new addresses for the replat. Lengthy

				conversation with developer regarding repat and addresses. Scheduled to meeting for next week regarding parcels and variances. Conducted backup.
01/07/2023	Lisa Hendrickson		0.25	Updates to monthly status report for town manager.
<b>TOTALS</b>		<b>20</b>	<b>59.75</b>	

**Invoice Details:**

**Billed Time:** December 26<sup>th</sup> – January 1<sup>st</sup> & January 2<sup>nd</sup> – 8<sup>th</sup> – 59.75 Hours @ \$125/hour = **\$7,468.75**

**Unbilled Time:** December 26<sup>th</sup> – January 1<sup>st</sup> & January 2<sup>nd</sup> – 8<sup>th</sup> – 20 Hours @ \$125/hour = **\$2,500.00**

**Additional Notes:**

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

**Average:** 23.22 hours week

## Interim Town Clerk

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

Date	Consultant	Hours	Task
12/27/2022	Jocilyn Martinez	2.50	Deliver candidate petition signatures to Supervisor of Elections, Communication with candidates regarding qualifying
12/29/2022	Jocilyn Martinez	2.50	Completion of paperwork for March 14 2023 Municipal Election and deliver to Supervisor of Elections
12/30/2022	Lisa Hendrickson	3.00	Finalized council meeting minutes from 12/14/22 and forwarded to Clerk. Drafted interview questions for vacant positions and forwarded to team.
01/02/2023	Jocilyn Martinez	1.00	One to One with Town Manager
01/02/2023	Jocilyn Martinez	1.00	One to One with Town Manager
01/02/2023	Jocilyn Martinez	0.50	on employee, Send information to Public Works for payroll time entry, Post information of Community Yard Sale on Facebook
01/03/2023	Jocilyn Martinez	0.50	Revise, Complete, distribute, and post 1.5.23 Agenda
01/03/2023	Jocilyn Martinez	0.50	Communication with staff regarding newspaper advertisement for special assessment fees, communication with municipal candidates regarding Campaign Treasurer Report Submission Schedule, Communication with Municode regarding codification of Ordinance 2022-659
01/03/2023	Lisa Hendrickson	6.00	Interviewed two candidates for open positions. Coordinated public records request with Clerk.
01/03/2023	Jocilyn Martinez	5.00	Compile 2022 Minutes to Upload on Town Website, Process Biweekly Payroll for Employees, Process Monthly Payroll for Council, Communication with Finance for payment of outstanding and new invoices, Communication with candidates regarding SOE invoices, Respond to public records requests regarding lien requests and elections information, Create and review agenda for 1.5.23 Workshop
01/04/2023	Lisa Hendrickson	1.00	Call with Town Clerk on project items and printed agendas for workshop meeting. Processed mail and voicemail.

01/04/2023	Jocilyn Martinez	1.00	Attend Laserfiche Training
01/05/2023	Jocilyn Martinez	3.75	Respond to public records requests and questions regarding election, Submit legal ad for assessment fees to TBT for publication, Attend Workshop serving in the capacity of Interim Town Clerk
01/06/2023	Lisa Hendrickson	0.25	Review of upcoming agenda and response to Clerk regarding printing for Monday.
01/06/2023	Jocilyn Martinez	1.75	Compile, review, finalize, submit and post agenda for 1.11.23 Council Meeting
01/06/2023	Lisa Hendrickson	0.50	Reviewed active recruitments and sent update notice and request for schedules for second interviews.
01/06/2023	Jocilyn Martinez	3.00	Prepare agenda for 1.11.23 Council meeting, Communication with Municode regarding posting of Ordinance 2022-659, Completion of monthly FRS Contribution Summary Report, Place ad in Newspaper for special assessments, Process wage garnishment for employee with Florida State Disbursement Unit
<b>TOTALS</b>		<b>33.75 Hours</b>	

**Invoice Details:**

**Billed Time:** December 26<sup>th</sup> – January 1<sup>st</sup> & January 2<sup>nd</sup> – 8<sup>th</sup> – 33.75 Hours @ \$90/hour = **\$3,037.50**

**Additional Notes:**

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

**Average:** 11.04 hours / week

## Grant Research, Writing & Submission

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

Date	Consultant	Hours	Task
12/28/2022	Michelle Lee Berger	3.00	Research Art (DOS), TMDL, Census Tracks, Trails
01/03/2023	Michelle Lee Berger	0.50	Research regional, state, federal, private and local grant funding opportunities that align with the City Council priorities and identified capital improvements.
01/04/2023	Michelle Lee Berger	2.50	Research regional, state, federal, private and local grant funding opportunities that align with the City Council priorities and identified capital improvements.
01/04/2023	Michelle Lee Berger	0.50	Communicating with Representative Chaney team
<b>TOTALS</b>		<b>6.5 Hours</b>	

### Invoice Details:

**Billed Time:** December 26<sup>th</sup> – January 1<sup>st</sup> & January 2<sup>nd</sup> – 8<sup>th</sup> – 6.5 Hours @ \$125/hour = **\$812.50**

### Additional Notes:

**Estimate:** 200 hours for the project – 173.75 hours remaining

## Implementation of New Technology Solutions

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

Date	Consultant	Hours	Task
12/28/2022	Lisa Hendrickson	1.50	Meeting with Matt/Aclarian regarding several implementation items. Processed Aclarian invoices, testing is working well. Responded to request for Aclarian RFP and contract.
12/30/2022	Lisa Hendrickson	0.25	Communication with SAFEbuilt regarding 4011-4151 55th Way N.
01/03/2023	Lisa Hendrickson	1.50	Worked with two contractors on transition to SAFEbuilt, researched and responded to three permit searches. Processed invoices in Aclarian.
01/04/2023	Lisa Hendrickson	4.00	Arrival at community hall, preparation, and computer set up for implementation training with KC staff. Biweekly implementation and management meeting with SAFEbuilt.
01/06/2023	Lisa Hendrickson	0.25	Communication with SAFEbuilt and research on property parcel for zoning review.
01/06/2023	Lisa Hendrickson	1.50	Worked with two contractors and a resident and did a soft hand off to SAFEbuilt. Scheduled next Aclarian training. Approved new vendor in Aclarian
01/07/2023	Lisa Hendrickson	0.25	Research building file, and confirmation email to SAFEbuilt regarding electrical permit and inspection.
<b>TOTALS</b>		<b>9.25 Hours</b>	

### Invoice Details:

**Billed Time:** December 26<sup>th</sup> – January 1<sup>st</sup> & January 2<sup>nd</sup> – 8<sup>th</sup> – 9.25 Hours @ \$125/hour = **\$1,156.25**

### Additional Notes:

**Estimate:** 200 hours for the project – 4.25 hours remaining



## Business Tax Receipts

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

Date	Consultant	Hours	Task
12/29/2022	Lisa Hendrickson	0.50	Processed late BTR payment, updated databases, file, and mailed BTR to business. Assisted business with registration process.
01/06/2023	Lisa Hendrickson	1.50	Communication with business owner regarding closing and new business coming soon. Communication with new business owner and provided BTR application.
<b>TOTALS</b>		<b>2 Hours</b>	

### Invoice Details:

**Billed Time:** December 26<sup>th</sup> – January 1<sup>st</sup> & January 2<sup>nd</sup> – 8<sup>th</sup> – 2 Hours @ \$125/hour = **\$250.00**

### Additional Notes:

**Estimate:** 180 hours for the project – 120.25 hours remaining

## Records and Document Management

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

Date	Consultant	Hours	Task
01/04/2023	Lisa Hendrickson	3.00	Laserfiche training and implementation was conducted. History was made today...The first building file for 4330 56th St N is officially in Laserfiche!
01/05/2023	Lisa Hendrickson	3.50	Onsite training and implementation work with Laserfiche, coordination and distribution of 18 boxes of building files to Information Consultants for student scanning.
<b>TOTALS</b>		<b>6.5 Hours</b>	

### Invoice Details:

**Billed Time:** December 26<sup>th</sup> – January 1<sup>st</sup> & January 2<sup>nd</sup> – 8<sup>th</sup> – 6.5 Hours @ \$125/hour = **\$812.50**

### Additional Notes:

**Estimate:** 400 hours for the project – 369.75 hours remaining

## Special Assessment Analysis and Execution

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

Date	Consultant	Hours	Task
12/28/2022	Michelle Lee Berger	3.00	Research Professional Services Organizations
01/03/2023	Michelle Lee Berger	2.00	Research and Craft Advertisement for Public Hearing
01/04/2023	Michelle Lee Berger	0.50	Request for Public Records
<b>TOTALS</b>		<b>5.5 Hours</b>	

### Invoice Details:

**Billed Time:** December 26<sup>th</sup> – January 1<sup>st</sup> & January 2<sup>nd</sup> – 8<sup>th</sup> – 5.5 Hours @ \$125/hour = **\$687.50**

### Additional Notes:

**Estimate:** 480 hours for the project – 462.25 hours remaining

## Public Works Department Services

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

Date	Consultant	Hours	Task
12/26/2022	Keith Bodeker	4.00	read and review all EOR submittal packages for selection committee meeting this week
12/27/2022	Keith Bodeker	6.00	clean out DPW building kitchen
12/27/2022	Keith Bodeker	2.00	clean Community Hall, Town Hall, and PD bathrooms
12/28/2022	Keith Bodeker	3.00	DPW budget and inventory discussion with JP
12/28/2022	Keith Bodeker	2.50	EOR selection committee
12/28/2022	Keith Bodeker	2.50	empty trash bins at parks around town
12/29/2022	Keith Bodeker	1.00	read WMP plan
12/29/2022	Keith Bodeker	1.00	drop off truck for oil change
12/29/2022	Keith Bodeker	5.00	remove and dispose of old items in the DPW building
12/30/2022	Keith Bodeker	2.00	empty trash cans and clean bathrooms in PD and Community Hall
12/30/2022	Keith Bodeker	3.00	organize misc holiday decoration in DPW building
12/30/2022	Keith Bodeker	1.00	pick up truck from mechanic
12/31/2022	Keith Bodeker	1.50	CJIS training for PD clearance
12/31/2022	Keith Bodeker	4.00	sort and organize old tires in DPW building
01/02/2023	Keith Bodeker	1.50	help JP find server info for IT RFQ
01/02/2023	Keith Bodeker	4.00	clean out DPW building kitchen
01/03/2023	Keith Bodeker	5.00	move and relocate old tire rack in DPW building
01/03/2023	Keith Bodeker	1.00	read WMP plan
01/03/2023	Keith Bodeker	1.00	talk with Pinellas County about recycling grant
01/03/2023	Keith Bodeker	2.00	clean Community Hall and PD
01/04/2023	Keith Bodeker	2.00	Town Manager Report to Rob
01/04/2023	Keith Bodeker	3.00	clean out DPW kitchen cupboards and all dishware
01/04/2023	Keith Bodeker	3.00	Aclarian training
01/05/2023	Keith Bodeker	2.00	move cabinet to DPW mezzanine for storage needs
01/05/2023	Keith Bodeker	2.00	clean out DPW building office
01/05/2023	Keith Bodeker	2.00	work on DPW vehicle needs assessment

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01/05/2023	Keith Bodeker	2.00	clean Community Hall and PD
<b>TOTALS</b>		<b>69 Hours</b>	

**Invoice Details:**

**Billed Time:** December 26<sup>th</sup> – January 1<sup>st</sup> & January 2<sup>nd</sup> – 8<sup>th</sup> – 69.0 Hour @ \$50/hour = **\$3,450.00**

**Additional Notes:**

**Estimate:** 40 hours per week.

**Average:** 37.68 hours per week.

# Invoice



## INVOICE

**Imagine That Performance**  
 18133 Portside Street  
 Tampa, Florida 33647  
 United States

imaginethatperformance.com

**Bill to**  
**Town of Kenneth City**  
 Robert Howell  
 6000 54th Avenue North  
 Kenneth City, Florida 33709  
 United States  
 727-498-8948  
 howellr@kennethcityfl.org

**Invoice Number:** 1343  
**Invoice Date:** January 15, 2023  
**Payment Due:** January 30, 2023  
**Amount Due (USD):** \$17,706.25

Items	Quantity	Price	Amount
<b>Interim Town Manager</b> Detailed tasks provided on Project Report	59.75	\$125.00	\$7,468.75
<b>Interim Town Clerk</b> Detailed tasks provided on Project Report	33.75	\$90.00	\$3,037.50
<b>Grant Research, Writing &amp; Submission</b> Detailed tasks provided on Project Report	6.5	\$125.00	\$812.50
<b>Implementation of New Technology Solutions</b> Detailed tasks provided on Project Report	9.25	\$125.00	\$1,156.25
<b>Business Tax Receipts</b> Detailed tasks provided on Project Report	2	\$125.00	\$250.00
<b>Emergency Task Order – Hurricane Ian</b> Emergency Management Tasks per Project Report Hurricane Ian	.25	\$125.00	\$31.25
<b>Records / Document Management</b> Detailed tasks provided on Project Report	6.5	\$125.00	\$812.50
<b>Special Assessment Analysis and Execution</b> Detailed tasks provided on Project Report	5.5	\$125.00	\$687.50
<b>Public Works Department Services</b> Detailed tasks provided on Project Report	69	\$50.00	\$3,450.00

**Subtotal:** \$17,706.25  
**Discount:** (\$0.00)  
**Total:** \$17,706.25  
**Amount Due (USD):** \$17,706.25

# Tracking Consultant Hours vs. Estimates

The table below is a summary of the hours logged so far, compared to the total amount in the Agreement executed:

June 13, 2022 Agreement & Task Orders				EXHIBIT C	EXHIBIT D	EXHIBIT E	EXHIBIT F	EXHIBIT G	EXHIBIT H	EXHIBIT I	EXHIBIT J	EXHIBIT K	EXHIBIT L	EXHIBIT M	EXHIBIT N	
Report	Invoice #	Invoice \$	Dates	Interim Town Manager	Accounting and Code Enforcement	Revenue Analysis and Professional Services	Annual Budget Preparation and Compliance	Interim Town Clerk	Grant Research, Writing & Submission	Implementation of New Technology Solutions	Business Tax Receipts	Emergency Services - Jan (Expired)	Records/Document Management	Special Assessment Analysis and Execution	Public Works	
1	1252	\$ 15,703.75	6/13-6/26	38.00	23.00	48.00	9.25	10.25								
2	1259	\$ 18,752.50	6/27-7/10	42.50	18.50	63.00	3.50	28.50								
3	1267	\$ 22,120.00	7/11-7/24	39.00	18.00	52.00	41.50	36.75								
4	1272	\$ 20,827.50	7/25-8/7	48.50	12.00	39.50	51.50	21.00								
5	1278	\$ 19,030.00	8/8-8/21	68.25	6.00	22.25	43.50	19.25								
6	1285	\$ 14,436.25	8/22-9/4	40.00	0.00	7.00	56.25	16.00								
7	1287	\$ 15,361.25	9/5-9/18	48.50	0.00	5.50	60.25	12.00								
8	1291	\$ 9,050.00	9/19-10/2	30.50	1.25	4.00	13.50	20.00	0.00	0.00	8.75	98.25	0.00	0.00		
9	1328	\$ 18,952.50	10/3-10/16	56.00	1.25	6.50	18.00	21.00	5.75	18.50	20.75	5.50	3.75	0.50		
10	1329	\$ 17,826.25	10/17-10/30	49.00	0.00	5.00	8.00	13.00	0.00	43.00	10.50	6.00	8.75	3.00		
11	1330	\$ 21,858.75	10/31-11/13	60.25	0.00	0.00	12.00	18.50	2.25	31.25	10.25	0.00	1.00	3.75	102.00	
12	1333	\$ 12,806.25	11/14-11/27	35.50	0.00	0.00	0.00	15.00	0.00	20.00	1.50	0.00	4.25	0.00	76.00	
13	1334	\$ 17,561.25	11/28-12/11	37.50	0.00	0.00	0.00	19.50	10.25	33.50	6.00	0.00	6.00	3.50	74.25	
14	1341	\$ 19,582.50	12/12-12/25	43.25	0.00	0.00	0.00	46.75	1.50	40.25	2.00	0.00	3.50	1.50	77.50	
15	1343	\$ 17,706.25	12/26-1/6	59.75				33.75	6.50	9.25	2.00	0.25	6.50	5.50	69.00	
16																
17																
18																
19																
<b>Total</b>		<b>\$ 261,575.00</b>		<b>696.50</b>	<b>80.00</b>	<b>252.75</b>	<b>317.25</b>	<b>331.25</b>	<b>26.25</b>	<b>195.75</b>	<b>61.75</b>	<b>110.00</b>	<b>33.75</b>	<b>17.75</b>	<b>398.75</b>	
Agreement Values				Estimate	20/week	80	240	300	10-20/week	200	200	180		400	480	40/week
				Remaining		0.00	-12.75	-17.25		173.75	4.25	118.25		366.25	462.25	
				Average	23.22											37.68

# Project Report #16

Prepared for: Town Council

Date: January 23, 2023

Work weeks: January 9<sup>th</sup> – January 15<sup>th</sup> & January 16<sup>th</sup> – 22<sup>nd</sup>



## Consultant Hours and Tasks

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

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

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

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

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

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

Additional Task Orders were approved on September 14, 2022

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

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

Exhibit J: BUSINESS TAX RECEIPTS (180 hours total)

Additional Task Orders were approved on October 12, 2022

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

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

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

Additional Task Order was approved on November 16, 2022

Exhibit N: PUBLIC WORKS DEPARTMENT SERVICES (40 hours/week)

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



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## Interim Town Manager

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

Date	Consultant	Unbilled Hours	Hours	Task
1/09/2023	Rob Duncan		1.00	One to one with Keith - PW Workshop Preparation Discussion
1/09/2023	Rob Duncan		1.00	One to one with Police Chief
1/09/2023	Rob Duncan	0.25		1 to 1 with Megan Zemaitis
1/09/2023	Rob Duncan		1.50	Meeting with Lisa, Sara on sign variance requests and other code related items. Finish one to one conversation with Lisa discussing Town Hall challenges with limited staffing.
1/09/2023	Rob Duncan		1.50	Cost Comparison Table and meeting with Lisa and Bruce regarding At Home and other plat requests.
1/09/2023	Lisa Hendrickson		5.25	Received/reviewed email from COPP re: rent king and SAFEbuilt on Rent King Sign Variance, Town Hall office hours - voicemails, mails, emails, assisted two residents: one looking for Ana and one needing to file homestead exemption. Meeting with Sarah and Rob re: sign variances. Met with HOA President at Clearview Oaks regarding request for dog park and zoning review, transitioned to SAFEbuilt. Communication with three residents regarding, marriage license, scheduling couch pick up, and PCSO records. Communication with new business for GO & RC 3/23/23.
1/09/2023	Rob Duncan		1.50	Approve PO, check requests and quick pay in Aclarian, Email, quick calls with Lisa and Michelle

1/09/2023	Rob Duncan		2.00	Lisa 1-to-1, notes review from workshop, Town Manager Comments for Council Meeting and approve workflow items in Aclarian (bills to be paid), post Pinellas County News Release on Town Website
1/10/2023	Rob Duncan		1.00	1-to-1 with JP
1/10/2023	Rob Duncan		0.50	1-to-1 with Lisa
1/10/2023	Rob Duncan	0.50		Phone Call with Mayor Howell
1/10/2023	JP Murphy		3.00	Bank Deposits, Clerk Computer Setup, Public Work Planning Item Review
1/10/2023	Rob Duncan	0.50		Phone call with Councilmember Zemaitis
1/10/2023	Lisa Hendrickson		1.00	Reported pothole to Pin. Cnty. At home and SAFEbuilt parcel discussion.
1/10/2023	Rob Duncan		1.00	Building Department discussion with Lisa and Bruce regarding "At Home" property and items to be addressed by Kenneth City regarding incoming requests
1/10/2023	JP Murphy		2.50	EOR Selection Committee
1/10/2023	Rob Duncan		0.50	1-to-1 with Michelle
1/11/2023	Rob Duncan		2.00	Town Council Meeting
1/11/2023	Rob Duncan		2.00	Town Attorney and Interim Town Clerk - meeting prep and pre-meeting discussions.
1/11/2023	Rob Duncan		2.50	Town Manager Comments for Council Meeting, Slides for Council Meeting (Grants/Administration Costs), Phone calls with Michelle regarding Representative Linda Chaney and recent press release by Governor (\$3.5B in funding for water related infrastructure)
1/11/2023	Rob Duncan		1.50	One to One with Chief, email correspondence, discussion with Lisa

1/11/2023	Rob Duncan		0.50	IT RFP Bid Opening, fix front door and side door bell
1/12/2023	Rob Duncan		0.50	Debrief with Michelle and Draft Press Release
1/13/2023	Lisa Hendrickson		0.50	Citizen's second report and intake of standing water resulting in a pothole. Conversation with business owner regarding sign variance and a temporary banner. Communicated denial of zoning review to business for beer and wine due to proximity of school.
1/13/2023	Rob Duncan		0.50	Recap with Lisa regarding onboarding of new Temp and interview with candidate for senior admin position. Called 5/3 bank back. Fraud detection reached out regarding questions related to new check stock (related to transition with Aclarian, no issues found, just good protocols ensuring no fraud was taking place).
1/13/2023	Rob Duncan		0.50	Call with Keith and Justin (engineer)
1/14/2023	Lisa Hendrickson		0.25	Email request to BCR for new employee email address. Drafted welcome letter for distribution Tuesday. Receipt and distribution of fishing pier letter as requested by Dick.
1/14/2023	Rob Duncan	2.25		YouTube Video setup (remote talking with JP leading from Town Hall), test links working from minutes page to video, discuss status of projects while videos downloading and uploading, Discuss future meeting strategies to improve video quality and ease of use for creating and uploading videos.
1/14/2023	Rob Duncan	2.50		Work on Project Report - verify content download into excel for simplified operations in the future.

1/17/2023	Rob Duncan	1.50		Discussions after workshop with team members and individual council members
1/17/2023	Rob Duncan		2.00	Public Works Workshop Meeting
1/17/2023	Rob Duncan		1.00	Workshop preparation with Keith
1/17/2023	Lisa Hendrickson		1.00	Communication with resident regarding zoning for 5912 48th Ave N. Communication with two residents and a realtor regarding code violations.
1/17/2023	Rob Duncan		2.00	Call with Keith and Justin (engineer) - Watershed Management Plan (WMP) & National Pollutant Discharge Elimination System (NPDES)
1/17/2023	Rob Duncan		0.25	Text/calls with staff - email correspondence.
1/17/2023	Rob Duncan		0.75	FEMA Exploratory Call - Hurricane Ian
1/18/2023	Lisa Hendrickson		0.25	Communication with SAFEbuilt regarding fire inspections and permit fees for nonbuilding related services relating to zoning review for business popups
1/18/2023	Rob Duncan		1.50	ITB for Strategic Planning
1/18/2023	Rob Duncan		1.75	Aclarian Bi-weekly meeting - review AP, rollout timeline. Requisition process and vendors in the system --> Vendor Portal live by 1/31, will allow new vendors to sign-up and current vendors to request ACH transfers, etc.
1/19/2023	Rob Duncan		0.75	Phone call with Town Clerk regarding employee issue, election item and various staff level items.
1/19/2023	Rob Duncan		1.00	Phone call with Chief regarding employee issue, ongoing training strategy and budget preparation.
1/20/2023	Rob Duncan	0.50		Post Link to RFP on LinkedIn, fine tune to maximize interest

1/20/2023	Rob Duncan		0.50	Approve Check Requests and Vendor Payments in Aclarian System
1/20/2023	Lisa Hendrickson		3.75	Communication with two businesses regarding review of outstanding invoices. Communication with realtor regarding zoning request. Communication with contractor regarding permitting. Met with several residents regarding their complaints.
1/20/2023	Rob Duncan		1.50	Strategic Planning RFP - Complete and post on Demandstar and Website, meeting with Lisa/Jocilyn regarding candidates just interviewed for Admin Asst. Position. Discussion w/ Jocilyn following up on 2 items from previous day.
<b>TOTALS</b>		<b>8 hours</b>	<b>52 hours</b>	

**Invoice Details:**

**Billed Time:** January 9<sup>th</sup> – January 15<sup>th</sup> & January 16<sup>th</sup> – 22<sup>nd</sup> – 52 Hours @ \$125/hour = **\$6,500.00**

**Unbilled Time:** January 9<sup>th</sup> – January 15<sup>th</sup> & January 16<sup>th</sup> – 22<sup>nd</sup> – 8 Hours @ \$125/hour = **\$1,000.00**

**Additional Notes:**

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

**Average:** 23.15 hours week

## Interim Town Clerk

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

Date	Consultant	Unbilled Hours	Hours	Task
1/09/2023	Jocilyn Martinez		1.00	Laserfiche Implementation Meeting with Lisa Hendrickson and Laserfiche Representative
1/09/2023	Lisa Hendrickson		1.00	Printed agendas for council meeting on 1/11/23. Did one permit search. Coordinated interview for Sr Admin Asst.
1/09/2023	Jocilyn Martinez		1.00	Completion of Minutes from 1.5.23 Town Council Workshop
1/10/2023	Jocilyn Martinez		0.50	Communication with candidates regarding Treasury forms for election
1/10/2023	Lisa Hendrickson		2.25	Call with Rob regarding town hall hours and onboarding, call with clerk regarding candidate treasury forms. Worked with Tony Chan. Work on employee FMLA forms, emailed and mailed.
1/10/2023	Jocilyn Martinez		1.00	Communication with ITP staff regarding EOR, Post PD information on FB, Communication with candidates regarding election, Employee FMLA
1/10/2023	Jocilyn Martinez		0.50	Communication with candidates regarding elections, Respond to public records request for liens and send code enforcement requests to PD
1/11/2023	Jocilyn Martinez		3.00	Respond to employee emails regarding wage garnishment, communication with supervisor of elections regarding ballot approval for March 23 election, process payment for FRS invoices, respond to public records requests for liens, process paperwork for candidates, Serve as Interim Town Clerk at 1.12.23 Town Council Meeting
1/11/2023	Lisa Hendrickson		0.75	Coordination with Express regarding onboarding of new employee for PT Admin Clerk. Send status update to Sr Admin Asst candidate.

1/12/2023	Jocilyn Martinez		1.00	Communication with PD regarding new hire for crossing guard position, Communication with Town Manager regarding PRM Building Report, Respond to lien requests, Communication with Acclarian regarding access to CBIZ payroll system
1/13/2023	Lisa Hendrickson		1.00	Application receipt for crossing guard and distribution to the PD. Public records coordination for two requests. Onboarding and training with Admin Clerk.
1/13/2023	Ebony Platania		1.25	Preparing Project Reports
1/14/2023	Jocilyn Martinez		1.00	Create new profile for PD crossing guard new hire in CBIZ
1/14/2023	Jocilyn Martinez		1.00	Communication with PD regarding employee payroll. Communication with employee regarding benefits, Communication with PW regarding employee payroll and records search
1/16/2023	Jocilyn Martinez		1.50	Respond to lien requests and other information requests received through KC website, Add medical and STD and LTD deductions to payroll system, Communication with CBIZ regarding employee payroll deductions, Email candidates regarding Campaign Treasurer Report
1/16/2023	Jocilyn Martinez		1.00	Process biweekly payroll, Communication with PD regarding payroll corrections, Process termination procedures for PD Admin
1/17/2023	Lisa Hendrickson		2.00	Served as town clerk for Council Workshop
1/17/2023	Lisa Hendrickson		4.25	Coordination of second interviews for Sr Admin Asst. Communication with Robert Arrison and receipt of BOA volunteer application. Communication with candidate regarding treasurer forms, and training with PT Admin Clerk.
1/17/2023	Jocilyn Martinez		2.00	Respond to lien requests, Communication with Finance regarding invoices to be paid, Communication with PRM, Communication with PW regarding recycling guides, Communication with The Standard regarding employee benefits



1/18/2023	Jocilyn Martinez		2.00	Respond to lien requests, Communication with Finance Department regarding invoices to be paid, Research campaign finance reporting laws
1/18/2023	Lisa Hendrickson		1.50	Continued training with PT Admin Clerk. Confirmation of Sr interview on Friday.
1/19/2023	Jocilyn Martinez		2.00	Respond to lien requests, Communication with police Chief regarding employee FRS benefits, Communication with Town Manager regarding employee FRS benefits, Communication with Town Attorney regarding filing fees for candidate
1/19/2023	Lisa Hendrickson		0.25	Conducted verification of employment for former employee
1/20/2023	Jocilyn Martinez		2.00	Participated in interviews for Sr. Administrative Assistant Position
1/20/2023	Lisa Hendrickson		2.50	Conducted two interviews for Sr. Admin Asst. Meeting with Town Clerk.
1/22/2023	Jocilyn Martinez		0.50	Communication with PD regarding anniversary date salary increase, Processed this change in CBIZ
<b>TOTALS</b>			<b>37.75 hours</b>	

**Invoice Details:**

**Billed Time:** January 9<sup>th</sup> – January 15<sup>th</sup> & January 16<sup>th</sup> – 22<sup>nd</sup> – 37.75 Hours @ \$90/hour = **\$3,397.50**

**Additional Notes:**

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

**Average:** 11.53 hours / week

## Grant Research, Writing & Submission

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

Date	Consultant	Unbilled Hours	Hours	Task
1/11/2023	Michelle Lee Berger		2.50	Virtually attended Town Council Meeting - Rep Chaney Presentation
1/11/2023	Michelle Lee Berger		0.50	Create memos to the City Manager and/or the City Council
1/11/2023	Michelle Lee Berger		3.00	Track open dates and deadlines for proposals
1/19/2023	Michelle Lee Berger		1.50	Create memos to the City Manager and/or the City Council (talking points)
1/20/2023	Michelle Lee Berger		1.50	Communicate with legislative staff - State Appropriations Request
1/21/2023	Michelle Lee Berger		0.75	Submission of completed grant(s) to respective grantor agency via the grantor's specific methodology. (Senate)
1/21/2023	Michelle Lee Berger		1.00	Draft Senate Request - Submission of completed grant(s) to respective grantor agency via the grantor's specific methodology.
1/21/2023	Michelle Lee Berger		0.25	Communicate with legislative staff - State Appropriations Request
1/21/2023	Michelle Lee Berger		2.00	Research state / federal grant funding for Recreational Trails Program.
<b>TOTALS</b>			<b>13 hours</b>	

### Invoice Details:

**Billed Time:** January 9<sup>th</sup> – January 15<sup>th</sup> & January 16<sup>th</sup> – 22<sup>nd</sup> – 13 Hours @ \$125/hour = **\$1,625.00**

### Additional Notes:

**Estimate:** 200 hours for the project – 160.75 hours remaining

## Implementation of New Technology Solutions

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

Date	Consultant	Unbilled Hours	Hours	Task
1/10/2023	Lisa Hendrickson		0.25	Meeting at SAFEbuilt with Amanda and pick up files
1/11/2023	Lisa Hendrickson		0.50	Phone call with csgForte regarding SAFEbuilt access to pos processing. Access set up and email sent to Aclarian with directions on registering for the portal to do the necessary monthly reconciliation and reporting.
1/11/2023	Lisa Hendrickson		1.25	Communication with 5 contractors and 2 residents regarding permit services and transfer to SAFEbuilt. Worked with SAFEbuilt on payment processing and requested information.
1/17/2023	Lisa Hendrickson		1.00	Communication with business owner regarding permit reimbursement and transition to SAFEbuilt. Worked with business to t/fer request for inspection to SAFEbuilt.
1/18/2023	Lisa Hendrickson		4.00	Biweekly management meeting and training on Aclarian.
<b>TOTALS</b>			<b>13 hours</b>	

### Invoice Details:

**Billed Time:** January 9<sup>th</sup> – January 15<sup>th</sup> & January 16<sup>th</sup> – 22<sup>nd</sup> – 13 Hours @ \$125/hour = **\$1,625.00**

### Additional Notes:

**Estimate:** 200 hours for the project – (-8.75) hours remaining

## Business Tax Receipts

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

Date	Consultant	Unbilled Hours	Hours	Task
1/09/2023	Lisa Hendrickson		0.75	Communication with two new businesses regarding BTRs and coordination of applications.
1/10/2023	Lisa Hendrickson		0.25	Communication with business owner regarding closing of business
1/11/2023	Lisa Hendrickson		2.25	Processed 6 final late notice BTRs and mailed. Total amount outstanding is \$2, 023.33. Amount paid to date: \$74,675.96
1/17/2023	Lisa Hendrickson		0.25	Communication with business owner regarding late BTR payment.
1/19/2023	Lisa Hendrickson		1.00	Meeting with new business owner regarding BTR. Met with business owner to make late BTR payment
<b>TOTALS</b>			<b>4.5 hours</b>	

### Invoice Details:

**Billed Time:** January 9<sup>th</sup> – January 15<sup>th</sup> & January 16<sup>th</sup> – 22<sup>nd</sup> – 4.5 Hours @ \$125/hour = **\$562.50**

### Additional Notes:

**Estimate:** 180 hours for the project – 115.75 hours remaining

## Emergency – Hurricane Ian

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

Date	Consultant	Unbilled Hours	Hours	Task
1/17/2023	Michelle Lee Berger		0.25	Review of FDEM Meeting Expectations and Documentation
<b>TOTALS</b>			<b>.25 hours</b>	

### Invoice Details:

**Billed Time:** January 9<sup>th</sup> – January 15<sup>th</sup> & January 16<sup>th</sup> – 22<sup>nd</sup> – .25 Hours @ \$125/hour = **\$31.25**

### Additional Notes:

## Records and Document Management

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

Date	Consultant	Unbilled Hours	Hours	Task
1/09/2023	Lisa Hendrickson		1.00	Laserfiche training
1/10/2023	Lisa Hendrickson		4.00	Prepped and scanned files in Laserfiche, responded to two public record permit searches.
1/11/2023	Lisa Hendrickson		2.00	Prepared and processed building files for Laserfiche.
1/13/2023	Lisa Hendrickson		6.75	Ongoing document preparation and records scanning for building files.
1/19/2023	Lisa Hendrickson		4.25	Laserfiche training and ongoing records and document management
1/20/2023	Lisa Hendrickson		1.00	Ongoing preparation for records and document management
<b>TOTALS</b>			<b>19 hours</b>	

### Invoice Details:

**Billed Time:** January 9<sup>th</sup> – January 15<sup>th</sup> & January 16<sup>th</sup> – 22<sup>nd</sup> – 19 Hours @ \$125/hour = **\$2,375.00**

### Additional Notes:

**Estimate:** 400 hours for the project – 350.75 hours remaining

## Special Assessment Analysis and Execution

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

Date	Consultant	Unbilled Hours	Hours	Task
1/15/2023	Michelle Lee Berger		0.50	Collaborate with the TOWN attorney, or their designee, to ensure proper interpretation and execution of Florida State Statutes
1/16/2023	Michelle Lee Berger		0.25	Collaborate with the TOWN attorney.
1/16/2023	Michelle Lee Berger		0.50	Review of GSG Contract for Piggy Back Potential
<b>TOTALS</b>			<b>1.25 hours</b>	

### Invoice Details:

**Billed Time:** January 9<sup>th</sup> – January 15<sup>th</sup> & January 16<sup>th</sup> – 22<sup>nd</sup> – 1.25 Hours @ \$125/hour = **\$156.25**

### Additional Notes:

**Estimate:** 480 hours for the project – 461 hours remaining

## Public Works Department Services

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

Date	Consultant	Unbilled Hours	Hours	Task
1/09/2023	Keith Bodeker		1.00	NPDES pipe inspections
1/09/2023	Keith Bodeker		1.00	weekly meeting with Rob
1/09/2023	Keith Bodeker		4.00	clean out DPW building office area
1/09/2023	Keith Bodeker		2.00	clean Community Hall, Town Hall, and PD bathrooms
1/10/2023	Keith Bodeker		2.00	supply run to Office Depot
1/10/2023	Keith Bodeker		2.00	clean out DPW kitchen fridge/closet
1/10/2023	Keith Bodeker		2.00	meet with ABM to discuss building cleaning options
1/10/2023	Keith Bodeker		1.00	review WMP for upcoming meeting with engineer
1/11/2023	Keith Bodeker		3.00	Council meeting
1/11/2023	Keith Bodeker		6.00	APWA meeting
1/12/2023	Keith Bodeker		8.00	organize and clean DPW building
1/12/2023	Keith Bodeker		1.00	meet with small engine repair rep
1/12/2023	Keith Bodeker		1.00	clean Community Hall and PD
1/13/2023	Keith Bodeker		2.00	organize and clean DPW building
1/13/2023	Keith Bodeker		2.00	clean PD and Community Hall
1/13/2023	Keith Bodeker		2.00	meet with engineer on WMP
1/16/2023	Keith Bodeker		9.00	prep for DPW open house and clean DPW building
1/17/2023	Keith Bodeker		4.50	DPW Open House
1/17/2023	Keith Bodeker		2.00	meet with engineer on WMP
1/17/2023	Keith Bodeker		4.50	organize and prepare for DPW open house
1/18/2023	Keith Bodeker		3.00	PWA Board meeting
1/18/2023	Keith Bodeker		3.00	move and organize old tires for disposal



1/18/2023	Keith Bodeker		1.50	sort thru old plans and papers found in the DPW building office
1/19/2023	Keith Bodeker		2.00	respond to emails and other PW admin duties
1/19/2023	Keith Bodeker		8.00	Pinellas County BMP training on landscaping
1/20/2023	Keith Bodeker		2.00	clean PD and Community Hall
<b>TOTALS</b>			<b>79.50 hours</b>	

**Invoice Details:**

**Billed Time:** January 9<sup>th</sup> – January 15<sup>th</sup> & January 16<sup>th</sup> – 22<sup>nd</sup> – 79.5 Hour @ \$50/hour = **\$3,975.00**

**Additional Notes:**

**Estimate:** 40 hours per week.

**Average:** 37.68 hours per week.

# Invoice



## INVOICE

**Imagine That Performance**  
 18133 Portside Street  
 Tampa, Florida 33647  
 United States

imaginethatperformance.com

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**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:** 1346  
**Invoice Date:** February 3, 2023  
**Payment Due:** February 18, 2023

**Amount Due (USD): \$19,497.50**

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Items	Quantity	Price	Amount
<b>Interim Town Manager</b> Detailed tasks provided on Project Report	52	\$125.00	\$6,500.00
<b>Interim Town Clerk</b> Detailed tasks provided on Project Report	37.75	\$90.00	\$3,397.50
<b>Grant Research, Writing &amp; Submission</b> Detailed tasks provided on Project Report	13	\$125.00	\$1,625.00
<b>Implementation of New Technology Solutions</b> Detailed tasks provided on Project Report	7	\$125.00	\$875.00
<b>Business Tax Receipts</b> Detailed tasks provided on Project Report	4.5	\$125.00	\$562.50
<b>Emergency Task Order – Hurricane Ian</b> Emergency Management Tasks per Project Report Hurricane Ian	0.25	\$125.00	\$31.25
<b>Records / Document Management</b> Detailed tasks provided on Project Report	19	\$125.00	\$2,375.00
<b>Special Assessment Analysis and Execution</b> Detailed tasks provided on Project Report	1.25	\$125.00	\$156.25
<b>Public Works Department Services</b> Detailed tasks provided on Project Report	79.5	\$50.00	\$3,975.00
<b>Total:</b>			<b>\$19,497.50</b>
<b>Amount Due (USD):</b>			<b>\$19,497.50</b>

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**Notes / Terms**  
 Work performed January 8-22

# Tracking Consultant Hours vs. Estimates

The table below is a summary of the hours logged so far, compared to the total amount in the Agreement executed:

June 13, 2022 Agreement & Task Orders				EXHIBIT C	EXHIBIT D	EXHIBIT E	EXHIBIT F	EXHIBIT G	EXHIBIT H	EXHIBIT I	EXHIBIT J	EXHIBIT K	EXHIBIT L	EXHIBIT M	EXHIBIT N	
Report	Invoice #	Invoice \$	Dates	Interim Town Manager	Accounting and Code Enforcement	Revenue Analysis and Professional Services	Annual Budget Preparation and Compliance	Interim Town Clerk	Grant Research, Writing & Submission	Implementation of New Technology Solutions	Business Tax Receipts	Emergency Services - Ian (Expired)	Records/Document Management	Special Assessment Analysis and Execution	Public Works	
1	1252	\$ 15,703.75	6/13-6/26	38.00	23.00	48.00	9.25	10.25								
2	1259	\$ 18,752.50	6/27-7/10	42.50	18.50	63.00	3.50	28.50								
3	1267	\$ 22,120.00	7/11-7/24	39.00	18.00	52.00	41.50	36.75								
4	1272	\$ 20,827.50	7/25-8/7	48.50	12.00	39.50	51.50	21.00								
5	1278	\$ 19,030.00	8/8-8/21	68.25	6.00	22.25	43.50	19.25								
6	1285	\$ 14,436.25	8/22-9/4	40.00	0.00	7.00	56.25	16.00								
7	1287	\$ 15,361.25	9/5-9/18	48.50	0.00	5.50	60.25	12.00								
8	1291	\$ 9,050.00	9/19-10/2	30.50	1.25	4.00	13.50	20.00	0.00	0.00	8.75	98.25	0.00	0.00		
9	1328	\$ 18,952.50	10/3-10/16	56.00	1.25	6.50	18.00	21.00	5.75	18.50	20.75	5.50	3.75	0.50		
10	1329	\$ 17,826.25	10/17-10/30	49.00	0.00	5.00	8.00	13.00	0.00	43.00	10.50	6.00	8.75	3.00		
11	1330	\$ 21,858.75	10/31-11/13	60.25	0.00	0.00	12.00	18.50	2.25	31.25	10.25	0.00	1.00	3.75	102.00	
12	1333	\$ 12,806.25	11/14-11/27	35.50	0.00	0.00	0.00	15.00	0.00	20.00	1.50	0.00	4.25	0.00	76.00	
13	1334	\$ 17,561.25	11/28-12/11	37.50	0.00	0.00	0.00	19.50	10.25	33.50	6.00	0.00	6.00	3.50	74.25	
14	1341	\$ 19,582.50	12/12-12/25	43.25	0.00	0.00	0.00	46.75	1.50	40.25	2.00	0.00	3.50	1.50	77.50	
15	1343	\$ 17,706.25	12/26-1/8	52.00	0.00	0.00	0.00	33.75	6.50	9.25	2.00	0.25	6.50	5.50	69.00	
16	1346	\$ 19,497.50	1/9-1/22	52.00	0.00	0.00	0.00	37.75	13.00	7.00	4.50	0.25	19.00	1.25	79.50	
17																
18																
19																
<b>Total</b>	<b>\$ 281,072.50</b>			<b>740.75</b>	<b>80.00</b>	<b>252.75</b>	<b>317.25</b>	<b>369.00</b>	<b>39.25</b>	<b>202.75</b>	<b>66.25</b>	<b>110.25</b>	<b>52.75</b>	<b>19.00</b>	<b>478.25</b>	
Agreement Values				Estimate	20/week	80	240	300	10-20/week	200	200	180		400	480	40/week
				Remaining		0.00	-12.75	-17.25		160.75	-2.75	113.75		347.25	461.00	
				Average	23.15				11.53				6.13			

Agenda Memo

**To:** Kenneth City Town Council

**From:** Town Manager

**Date:** 2/3/2023



**Subject:** Resolution 2023-01: Resolution of Intent for Non-Ad Valorem Assessments

**Summary:**

Resolution 2023-01 approves the Town's intent to impose a uniform method of collecting non-ad valorem special assessments. Town Council has previously expressed a desire to levy fire and stormwater assessments fees within the jurisdictional boundaries of Kenneth City.

**Proposed Recommendation:**

Motion to approve Resolution 2023-01 is recommended.

**RESOLUTION NO. 2023-01**

**A RESOLUTION OF THE TOWN OF KENNETH CITY, FLORIDA ELECTING TO USE THE UNIFORM METHOD OF COLLECTING NON-AD VALOREM SPECIAL ASSESSMENTS LEVIED WITHIN THE INCORPORATED AREA OF THE TOWN; STATING A NEED FOR SUCH LEVY; PROVIDING FOR THE MAILING OF THIS RESOLUTION; AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, the Town of Kenneth City, Florida (the "Town") is contemplating the imposition of special assessments for the provision of fire services and stormwater services within the Town beginning with Fiscal Year 2023-24; and

**WHEREAS**, the Town intends to use the uniform method for collecting non-ad valorem special assessments for the cost of providing fire services and stormwater services to property within the incorporated area of the Town as authorized by section 197.3632, Florida Statutes, as amended, because this method will allow such special assessments to be collected annually commencing in November 2023, in the same manner as provided for ad valorem taxes; and

**WHEREAS**, the Town held a duly advertised public hearing prior to the adoption of this Resolution, proof of publication of such hearing being attached hereto as Exhibit A and incorporated herein by reference.

**NOW, THEREFORE BE IT RESOLVED:**

1. Commencing with the Fiscal Year beginning on October 1, 2023, and with the tax statement mailed for such Fiscal Year and continuing thereafter until discontinued by the Town, the Town intends to use the uniform method of collecting non-ad valorem assessments authorized in section 197.3632, Florida Statutes, as amended, for collecting non-ad valorem assessments for the cost of providing fire services and stormwater services. Such non-ad valorem assessments shall be levied within the incorporated area of the Town. A legal description of such area subject to the assessment is attached hereto as Exhibit B and incorporated herein by reference.
2. The Town hereby determines that the levy of the assessments is needed to fund the cost of fire services and stormwater services within the incorporated area of the Town.
3. Pursuant to section 197.3632, Florida Statutes, the Pinellas County Property Appraiser and the Pinellas County Tax Collector have agreed that the Town may have until March 1, 2023 to adopt this Resolution, such agreements being attached hereto as Exhibit C and incorporated herein by reference.
4. Upon adoption, the Town Clerk is hereby directed to send a copy of this Resolution by United States mail to the Florida Department of Revenue, the Pinellas County Tax Collector, and the Pinellas County Property Appraiser by March 10, 2023.
5. This Resolution shall be effective upon adoption.

DULY ADOPTED this \_\_\_\_ day of \_\_\_\_\_, 2023.

TOWN OF KENNETH CITY, FLORIDA

TOWN OF KENNETH CITY, FLORIDA

\_\_\_\_\_  
Mayor

(SEAL)

Attest:

\_\_\_\_\_  
Clerk

**EXHIBIT A**

**PROOF OF PUBLICATION**

[INSERT PROOF OF PUBLICATION]

# Tampa Bay Times

Published Daily

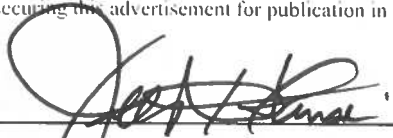
STATE OF FLORIDA  
COUNTY OF Pinellas, Hillsborough, Pasco,  
Hernando Citrus

} ss

LEGAL NOTICE

Before the undersigned authority personally appeared Jill Harrison who on oath says that he/she is Legal Advertising Representative of the Tampa Bay Times a daily newspaper printed in St. Petersburg, in Pinellas County, Florida; that the attached copy of advertisement, being a Legal Notice in the matter RE: RESOLUTION NO. 2023-01 was published in said newspaper by print in the issues of: 1/11/23, 1/18/23, 1/25/23, 2/ 1/23 or by publication on the newspaper's website, if authorized, on

Affiant further says the said Tampa Bay Times is a newspaper published in Pinellas, Hillsborough, Pasco, Hernando Citrus County, Florida and that the said newspaper has heretofore been continuously published in said Pinellas, Hillsborough, Pasco, Hernando Citrus County, Florida each day and has been entered as a second class mail matter at the post office in said Pinellas, Hillsborough, Pasco, Hernando Citrus County, Florida for a period of one year next preceding the first publication of the attached copy of advertisement, and affiant further says that he/she neither paid nor promised any person, firm or corporation any discount, rebate, commission or refund for the purpose of securing this advertisement for publication in the said newspaper.



Signature Affiant

Sworn to and subscribed before me this .02/01/2023



Signature of Notary Public

Personally known           X           or produced identification

Type of identification produced \_\_\_\_\_

## TOWN OF KENNETH CITY NOTICE OF PUBLIC HEARING NOTICE OF INTENT TO USE UNIFORM METHOD OF COLLECTING NON-AD VALOREM ASSESSMENTS

NOTICE IS HEREBY GIVEN that the Town Council will hold a public hearing in the Kenneth City Community Hall, located at 4600 58th Street North, Kenneth City, Florida at 6:30 p.m. on Wednesday, February 8th, 2023, to consider the adoption of resolution No. 2023-01 for a final reading by title as described below.

**RESOLUTION NO. 2023-01**  
**A RESOLUTION OF THE TOWN OF KENNETH CITY, FLORIDA ELECTING TO USE THE UNIFORM METHOD OF COLLECTING NON-AD VALOREM SPECIAL ASSESSMENTS LEVIED WITHIN THE INCORPORATED AREA OF THE TOWN; STATING A NEED FOR SUCH LEVY; PROVIDING FOR THE MAILING OF THIS RESOLUTION; AND PROVIDING FOR AN EFFECTIVE DATE.**

The Town of Kenneth City, Florida (the "Town") hereby provides notice, pursuant to section 197.3632(3)a, Florida Statutes, of its intent to use the uniform method for collecting non-ad valorem special assessments for the cost of providing fire services and stormwater services to property within the incorporated area of the Town as authorized by section 197.3632, Florida Statutes, as amended, because this method will allow such special assessments to be collected annually commencing in November 2023 and continuing until discontinued by the Town, in the same manner as provided for ad valorem taxes. The details of the proposed resolution are available for inspection at the office of the Town Clerk, Monday through Friday during regular hours. Town Hall, located at 6000 54th Avenue North, is open for transaction of business between the hours of 8:30 a.m. and 12:30 p.m.

All interested parties may appear at this hearing and be heard with aspect to the proposed resolution.

Persons are advised that if they decide to appeal any decision made at this hearing, they will need a record of proceedings, and for such purposes, they may need to ensure that a verbatim record of the proceeding is made, which record includes the testimony and evidence upon which the appeal is to be based, per F.S. 286.0105. Verbatim transcripts are not provided by the Town and should one be desired; the interested party may wish to make arrangements in advance with a private reporter or private reporting firm at their own expense.

In accordance with the American with Disabilities Act and F.S. 286.26, any person with a disability requiring reasonable accommodations in order to participate in this meeting should contact the Clerk's Office at 727.498.8948 or fax a written request to 727.498.8841 with a forty-eight (48) hour notice.

Town Clerk

1/11, 1/18, 1/25, 2/1/23

0000266128-01





**EXHIBIT B**

**LEGAL DESCRIPTION**

TOWNSHIP 31 SOUTH, RANGE 16 EAST

**EXHIBIT C**

**AGREEMENTS WITH PROPERTY APPRAISER  
AND TAX COLLECTOR**

**PINELLAS COUNTY TAX COLLECTOR'S  
CONSENT TO EXTENSION OF TIME**

This Consent to Extension of Time is given as of 12/28, 2022, by the Pinellas County Tax Collector (Tax Collector), to the Town of Kenneth City, Florida (the "Town").

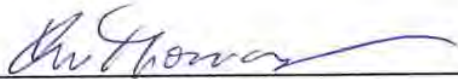
**WHEREAS**, the Town desires to collect non-ad valorem assessments for fire services and stormwater services beginning with Fiscal Year 2023-24;

**WHEREAS**, the Town must adopt a resolution of intent under Chapter 197, Florida Statutes in order to collect said assessment on the Tax Collector's tax bill under the Uniform Method of Collection;

**WHEREAS**, the Town would like an extension beyond January 1, 2023, to March 1, 2023, by which to adopt the resolution of intent; and

**WHEREAS**, the Town seeks the consent of the Property Appraiser and Tax Collector for such extension of time.

**NOW, THEREFORE**, the Tax Collector hereby consents, pursuant to section 197.3632(3)(a), Florida Statutes, to the Town's holding of a public hearing prior to March 1, 2023 to consider the adoption of a resolution of the Town Council providing a notice of its intent to use the section 197.3632, Florida Statutes, non-ad valorem method of collecting assessments to fund the Town's fire services and stormwater services beginning with Fiscal Year 2023-24.

  
\_\_\_\_\_  
Pinellas County Tax Collector

**PINELLAS COUNTY PROPERTY APPRAISER'S  
CONSENT TO EXTENSION OF TIME**

This Consent to Extension of Time is given as of \_\_\_\_\_, 20\_\_\_\_, by the Pinellas County Property Appraiser (Property Appraiser), to the Town of Kenneth City, Florida (the "Town").

**WHEREAS**, the Town desires to collect non-ad valorem assessments for fire services and stormwater services beginning with Fiscal Year 2023-24;

**WHEREAS**, the Town must adopt a resolution of intent under Chapter 197, Florida Statutes in order to collect said assessment on the Tax Collector's tax bill under the Uniform Method of Collection;

**WHEREAS**, the Town would like an extension beyond January 1, 2023, to March 1, 2023, by which to adopt the resolution of intent; and

**WHEREAS**, the Town seeks the consent of the Property Appraiser and Tax Collector for such extension of time.

**NOW, THEREFORE**, the Property Appraiser hereby consents, pursuant to section 197.3632(3)(a), Florida Statutes, to the Town's holding of a public hearing prior to March 1, 2023 to consider the adoption of a resolution of the Town Council providing a notice of its intent to use the section 197.3632, Florida Statutes, non-ad valorem method of collecting assessments to fund the Town's fire services and stormwater services beginning with Fiscal Year 2023-24.

\_\_\_\_\_\*\_\_\_\_\_  
Pinellas County Property Appraiser

- To Be Signed After Resolution is Adopted by Town Council

FORM OF PUBLISHED NOTICE

**NOTICE OF INTENT TO USE UNIFORM METHOD OF COLLECTING  
NON-AD VALOREM ASSESSMENTS**

The Town of Kenneth City, Florida (the "Town") hereby provides notice, pursuant to section 197.3632(3)(a), Florida Statutes, of its intent to use the uniform method of collecting non-ad valorem special assessments to be levied within the incorporated area of the Town, for the cost of providing fire services and stormwater services commencing for the Fiscal Year beginning on October 1, 2023 and continuing until discontinued by the Town. The Town will consider the adoption of a resolution electing to use the uniform method of collecting such assessments authorized by section 197.3632, Florida Statutes, at a public hearing to be held at 6:30 p.m. on February 8, 2023 at the Council Chambers, Town Hall, 6000 54th Ave N, Kenneth City, Florida. Such resolution will state the need for the levy and will contain a legal description of the boundaries of the real property subject to the levy. Copies of the proposed form of resolution, which contains the legal description of the real property subject to the levy, are on file at the Clerk's Office, 6000 54th Ave N, Kenneth City, FL 33709. All interested persons are invited to attend.

In the event any person decides to appeal any decision by the Town with respect to any matter relating to the consideration of the resolution at the above-referenced public hearing, a record of the proceeding may be needed and in such an event, such person may need to ensure that a verbatim record of the public hearing is made, which record includes the testimony and evidence on which the appeal is to be based. In accordance with the Americans with Disabilities Act, persons needing a special accommodation or an interpreter to participate in this proceeding should contact the Town Clerk at (727) 498-8948 at least five (5) prior to the date of the hearing.

DATED this \_\_\_\_ day of \_\_\_\_\_ 20\_\_.

By Order of:

\_\_\_\_\_  
TOWN OF KENNETH CITY, FLORIDA

Publish in a newspaper of general circulation during the weeks of:

January 11-17, 2023

January 18-24, 2023

January 25-31, 2023

February 1-7, 2023

# Agenda Memo

**To:** Kenneth City Town Council

**From:** Rob Duncan

**Date:** 02/03/2023



**Subject:** Vendor Selection for RFP #2022-06 INFORMATION TECHNOLOGY SERVICES AS MANAGED SERVICES PROVIDER FOR THE TOWN OF KENNETH CITY

## Summary

The Town sought proposals for comprehensive Information Technology (IT) Management Services. The IT Provider will be responsible for developing and maintaining the information technology systems of the Town, including all software applications, all workstation hardware and peripherals, the file servers (site-based or cloud-based) and network systems, email and all online systems, including Internet access and security. Ensuring continuity of operations during emergencies and cybersecurity are top priorities for the Town Council.

RFP #2022-06 was posted on December 13, 2022, and responses were received on January 11, 2023. The selection team met on Wednesday, February 1, 2023, to rank the 3 responses received according to the criteria in the RFP. The selection committee, consisting of Jailer Diaz Leon, Mike Fitzgerald (Aclarian) and Jessica Adkins (SAFEbuilt) scored the responses with the average scores listed below (maximum score 100):

<b>Vendor (Listed Alphabetically)</b>	<b>Score</b>
Essential Net Solutions	75
EvolvTec	40
Network People	88

Network People has headquarters in Pinellas County while the others are based on the east coast. They have provided similar services to Town of Belleair and City of Madeira Beach, both communities with their own Police Department.

A transition strategy for IT in Kenneth City is long overdue and will come with some project costs up front, which can be paid from ARPA funds, to secure the IT infrastructure moving forward. Selecting the right partner for this crucial task has long term impacts to the Town of Kenneth City.

Staff recommends approval of the ranking by council and authorization for the Town Manager to negotiate a contract with the top ranked firm.

## Financial Impact:

The financial impact will be in two places:

- Upfront project/upgrade costs
- Ongoing support costs

The budget for 2023 was adjusted upward (compared to previous years for IT services) in anticipation for increased ongoing costs. The cost proposal is included in the backup materials.

**Recommendation:**

(Approve - Deny) The ranking of IT firms as documented by staff and authorize the Interim Town Manager to negotiate contracts with the top ranked firm with one time project costs to be paid for by ARPA and ongoing costs to be paid from the General Fund

**Proposed Motion(s):**

The Mayor and Town Council hereby approves and awards Invitation to Bid/Request for Proposal, etc. to Network People and authorizes and directs the Interim Town Manager or designee to execute an agreement, in a form acceptable to the Town Attorney, with Network People in an estimated amount of \$5,000/month in General Fund expense and a one-time project cost estimated at \$10,000 to be paid for with ARPA.

## Scoring Tabulation

Category	Criteria	Maximum Points	Network People			
			Jailer Diaz Leon	Mike Fitzgerald	Jessica Adkins	
1	<b>Overall Qualifications/Experience of the Firm/Respondent</b>	30 Points	28	28	25	
	To include years of municipal experience, ability, capacity and skill of firm(s), adequacy of personnel to perform, including timeliness, stability and availability and licenses					
2	<b>Cost/Pricing &amp; Structure of the Proposal</b>	30 Points	27	29	27	
	The cost and structure of the proposal					
3	<b>Previous Projects &amp; Client References</b>	15 Points	13	14	12	
	Experience and background in providing similar municipal services and past performance,					
4	<b>Project Implementation Strategy</b>	25 Points	24	22	15	<b>Total</b>
	Approach to the Handling of Potential Projects & Timeliness Indicate Firm's understanding of proposed needs and projects proposed by the Town					
<b>Total:</b>		<b>100 Points</b>	92	93	79	<b>88</b>

Category	Criteria	Maximum Points	Essential Net Solutions			
			Jailer Diaz Leon	Mike Fitzgerald	Jessica Adkins	
1	<b>Overall Qualifications/Experience of the Firm/Respondent</b>	30 Points	25	25	25	
	To include years of municipal experience, ability, capacity and skill of firm(s), adequacy of personnel to perform, including timeliness, stability and availability and licenses					
2	<b>Cost/Pricing &amp; Structure of the Proposal</b>	30 Points	25	26	20	
	The cost and structure of the proposal					
3	<b>Previous Projects &amp; Client References</b>	15 Points	10	12	8	
	Experience and background in providing similar municipal services and past performance,					
4	<b>Project Implementation Strategy</b>	25 Points	20	20	10	<b>Total</b>
	Approach to the Handling of Potential Projects & Timeliness Indicate Firm's understanding of proposed needs and projects proposed by the Town					
<b>Total:</b>		<b>100 Points</b>	80	83	63	<b>75.3333333</b>

Category	Criteria	Maximum Points	EvolvTec			
			Jailer Diaz Leon	Mike Fitzgerald	Jessica Adkins	
1	<b>Overall Qualifications/Experience of the Firm/Respondent</b>	30 Points	8	18	10	
	To include years of municipal experience, ability, capacity and skill of firm(s), adequacy of personnel to perform, including timeliness, stability and availability and licenses					
2	<b>Cost/Pricing &amp; Structure of the Proposal</b>	30 Points	10	26	5	
	The cost and structure of the proposal					
3	<b>Previous Projects &amp; Client References</b>	15 Points	9	8	5	
	Experience and background in providing similar municipal services and past performance,					
4	<b>Project Implementation Strategy</b>	25 Points	8	10	3	<b>Total</b>
	Approach to the Handling of Potential Projects & Timeliness Indicate Firm's understanding of proposed needs and projects proposed by the Town					
<b>Total:</b>		<b>100 Points</b>	35	62	23	<b>40</b>

Agenda Memo

**To:** Kenneth City Town Council

**From:** Town Manager

**Date:** 2/3/2023



**Subject:** First Reading of Ordinance 2023-660: Repealing “Appendix A – Personnel Manual” of the Town’s Land Development Code

**Summary:**

Ordinance 2023-660 approves the action of removing the Town’s Personnel Manual from the Town’s Land Development Code

**Proposed Recommendation:**

Motion to approve the First Reading of Ordinance 2023-660 is recommended.



**ORDINANCE NO. 2023-660**

**AN ORDINANCE OF THE TOWN COUNCIL OF KENNETH CITY, FLORIDA, REPEALING “APPENDIX A – PERSONNEL MANUAL” OF THE TOWN’S LAND DEVELOPMENT CODE; PROVIDING FOR CONFLICTS; PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, the Town of Kenneth City (the “Town”) has home-rule authority pursuant to Section 166.021, Florida Statutes, “to conduct municipal government, perform municipal functions, and render municipal services, and may exercise any power for municipal purposes, except when expressly prohibited by law”; and

**WHEREAS**, on November 5, 2013, the electors of the Town approved several amendments to the Town’s Charter, resulting in a change from a “strong-mayor” to a “council-manager” form of government which provides that the Town personnel is under the direction and supervision of the Town Manager and prohibits the Town Council (the “Council”) from interfering in administration; and

**WHEREAS**, the Town’s Personnel Manual is currently codified as Appendix A of the Land Development Code and contains provisions that are in conflict with the Town’s Charter; and

**WHEREAS**, the Council finds it periodically necessary to repeal portions of its Land Development Code and Code of Ordinances in order to update regulations and procedures to implement municipal goals and objectives; and

**WHEREAS**, the Town Council determined that there is a need to repeal “Appendix A – Personnel Manual,” in order to eliminate the conflicts between the Town Charter and administration of personnel matters; and

**WHEREAS**, this Ordinance was duly noticed and advertised pursuant to the law; and

**WHEREAS**, the Town Council finds that this Ordinance is in best interests and welfare of the residents of the Town.

**NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF KENNETH CITY, FLORIDA, AS FOLLOWS: <sup>1</sup>**

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

**Section 2.**        **Repeal.** “Appendix A – Personnel Manual,” of the Land Development Code is hereby deleted in its entirety as follows:

**APPENDIX A PERSONNEL MANUAL [SECTION 0.0] DEFINITIONS**

~~*Base pay:* Hourly rate as shown in the classification and pay plan based on a particular position classification established grade structure.~~

~~*Classified employee:* An employee who has completed 12 continuous months of full-time employment is no longer considered to be on probational status, and is covered by all rights and privileges provided for in the Town of Kenneth City Personnel Manual.~~

~~*Department head:* An exempt employee appointed or hired to manage and supervise a department of the town government as set forth in the Charter of the town.~~

~~*Discharged employee:* An employee who is directed to leave the town's employment as a result of some action on his/her part.~~

~~*Emergency:* A situation which threatens to disrupt the operation of the city [town] that could result in loss of health, safety or welfare of the citizenry.~~

~~*Entry level:* The lowest job classification within a series of progressive job classifications within the same class of job.~~

~~*Exempt employees:* Those persons in management, executive or professional positions with the town who meet the standards and tests required to be declared exempt by the national Fair Labor Standards Act. These shall include all department heads and the town clerk.~~

~~*Fitness:* This term refers to one's ability to perform physically, mentally or morally as an employee.~~

~~*Injury:* Physical injury or death by accident arising out of and in the course of employment.~~

~~*Merit:* This term refers to the recognition of an employee's performance during a particular review period.~~

~~*Nonexempt employees:* Those employees who are defined by the Fair Labor Standards Act to be part of the labor force and nonexempt personnel.~~

~~*Probation:* The period encompassing the first 12 months of employment.~~

~~*Provisional:* This term refers to an employee who is hired with the understanding that certain conditions have been placed on his continued employment. Part-time temporary and contract employees may be termed provisional.~~

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

~~Regular employee: An employee whose position is designated in the "authorized positions" portion of the classification and pay plan. [The term "regular employee"] may include part-time people.~~

~~Regular full-time employee: An employee who works a full shift in excess of 30 hours and meets the criteria of a "regular" employee as stated above.~~

~~Regular part-time employee: An employee who works less than a normal shift. This does not include contract employees, summer recreational employees, temporary employees or part-time employees not considered regular part-time employees. [A regular part-time employee] must also meet the criteria of a "regular" employee as stated above.~~

~~Resignation: A statement that one is leaving his/her job, his/her last date of work, his/her reasons and any comments.~~

~~Separated employee: An employee who no longer works for the town.~~

~~Superintendent: A supervisor who is responsible for a division within a department.~~

~~Supervisor: An individual who is directly responsible for a group of employees. May include superintendents, department heads, etc.~~

~~Temporary employee: An employee who will be with the city [town] over limited time, usually less than six months.~~

~~Unclassified employee: A regular full-time or part-time employee who has been appointed or hired as a department head, including the town clerk, and who works at the will of the town council in accordance with the town Charter or the town ordinances.~~

## **~~SECTION 1.0 SCOPE OF AUTHORITY AND RESPONSIBILITY~~**

### **~~1.1 General authority.~~**

~~The Town of Kenneth City hereby develops a personnel management procedure to provide for an equitable and effective system designed to ensure uniform, fair and effective personnel administration.~~

### **~~1.2 Responsibility.~~**

~~The town clerk is designated as the personnel director for the general administration of the town's personnel system in cooperation with each department head and the councilpersons in charge of the various departments of the town.~~

~~The personnel director shall prepare rules, regulations and general operating procedures which are consistent with and in compliance with state, federal and local laws and which generally provide for those elements associated with sound personnel administration for approval and adoption by the town council.~~

~~Such rules, regulations and procedures shall provide for but not be limited to:~~

~~(A) A classification and pay plan which encompasses and addresses all positions as authorized by the town council.~~

~~(B) Methods for determining the fitness and merit of candidates for appointment, promotion and retention.~~

~~(C) The policies and procedures regulating reduction in force and disciplinary actions.~~

~~(D) The rules, regulations and provisions regarding sick leave, vacation leave and other types of absences.~~

- ~~(E) The policies and procedures relating to provisional and temporary employees.~~
- ~~(F) The policies and procedures governing relationships with employee organizations.~~
- ~~(G) Coordination of in-service training programs.~~
- ~~(H) The policies and procedures regarding employee grievances and disciplinary hearings.~~
- ~~(I) Other procedures, practices and interpretations of policy necessary to the administration of the town's personnel system.~~
- ~~(J) Coordination of the town's EEO/AA, workers' compensation and safety programs.~~
- ~~(K) Establishment and maintenance of a centralized personnel record system for all town employees.~~

### **1.3 Personnel records.**

- ~~(A) It is the responsibility of each employee to notify their supervisor whenever any changes are to be made to their personnel record file. Those changes include but are not limited to change of name, address, phone number, beneficiary, training or coursework completed, and for providing copies of all related diplomas, certificates, etc.~~
- ~~(B) Departments are responsible for ensuring that all such information as described above is forwarded to the personnel director for personnel file inclusion. This is routinely accomplished via a "change of status" memo. However, in some cases (i.e., change of beneficiary), it may be necessary for the employee to contact the personnel office to accomplish changes of this nature.~~
- ~~(C) Pursuant to the provisions of the Florida Public Records Act, the personnel records are considered to be open for a personal inspection by any person provided that such inspection is conducted in the physical presence of the custodian or designee during regular operating hours.~~

~~The custodian for the town's personnel records is the town clerk.~~

- ~~(D) Under no circumstances will any personnel records be removed from the storage area without the expressed authorization of the custodian or alternate custodian.~~

~~Under no circumstances will any personnel file documents be removed from the record, nor will any document be altered in any manner.~~

- ~~(E) Certain aspects of the personnel files are exempt from public inspection such as identified in F.S. ch. 119.~~
- ~~(F) Certain other personnel-related records and documents of a medical nature, such as employment-related medical records, workers' compensation medical information and employee medical insurance records may not be open for inspection pursuant to the Florida Public Records Act.~~

## ***SECTION 2.0 POSITION VACANCIES***

### **2.1 Vacancies in the classified service.**

- ~~(A) Position vacancies in the classified services are those position vacancies which are embraced under the Town of Kenneth City's personnel system. They are normally positions considered to be regular established positions as specified in the "authorized positions" of the town's "classification and pay plan."~~

~~They do not include temporary positions, nonregular part-time positions, positions associated with elected officials, commissioners or board members, or positions associated with contractual appointments.~~

## **~~SECTION 3.0 APPLICATIONS, CERTIFICATION, RECRUITMENT AND SELECTION~~**

### **~~3.1 Applications.~~**

~~(A) In order to be considered as a valid applicant for a position vacancy, each applicant shall submit a written application on the standard town employment application form. The application must be submitted within the time limit noted on the "employment/promotional vacancy announcement."~~

~~Persons with disabilities shall be reasonably accommodated provided notification for said accommodation is made within the time limit described above.~~

~~In some instances whereby time constraints or geographic considerations warrant, resumés may be accepted temporarily, if submitted in a timely fashion, until a standard town employment application form may reasonably be completed.~~

~~(B) It is the responsibility of the individual applying for a position vacancy to ensure that all information submitted is correct and is revised or updated as appropriate. Revisions to active employment applications already on file must be made in person prior to 4:00 p.m. of the closing date of the "employment/promotional vacancy announcement."~~

~~(C) All information requested on the standard town employment application must be completed. Notations such as "see attached resumé" will not be sufficient or accepted as constituting a valid application.~~

~~(D) Applications will only be accepted in response to specific position vacancies and must be received by the personnel office no later than 4:00 p.m. of the closing date of the "employment/promotional vacancy announcement."~~

~~(E) Applications will remain active in the personnel office for one year from the date of original submission.~~

### **~~3.2 Certification.~~**

~~(A) All appointments to position vacancies will be made from certified applicants to be furnished by the town clerk. Such certification determinations shall be made solely on the basis of assessment of an applicant's work experience, training, education, etc., as reflected on their employment application.~~

~~All such documented information will be considered in relation to the "essential minimum qualifications" associated with the position in question. All applicants found to meet the "essential minimum qualifications" will be certified as eligible for consideration for that position vacancy.~~

~~(B) Applications which do not meet the "essential minimum qualifications" for a particular position vacancy or applications which contain deceptive or fraudulent information shall be denied eligibility certification.~~

~~(C) Occasionally, due to the nature of special job requirements, it may be necessary to consider applicants who meet most but not all of the minimum qualifications associated with a specific vacancy. Cases such as this are normally applicable to degree requirements, special certifications and/or specialized experience. If it is felt that consideration of this applicant is in the best interests of the Town of Kenneth City, and if no other qualified applicants are available, a provisional eligibility certification may be obtained. This provisional eligibility certification must be approved by the town clerk prior to becoming effective.~~

~~(1) Provisional eligibility certification is not to be considered as a waiver of requirements. The councilperson in charge of the department or department head shall determine a reasonable time limit in which the applicant must attain the lacking element required for routine certification. Failure to do so will result in dismissal.~~

~~(2) Time spent while on "provisional" status shall not count towards the probationary period.~~

~~(D) Former employees who have resigned while under charges or have been dismissed shall be disqualified from future eligibility certification.~~

~~Persons in this situation may, upon written request, appeal to the councilperson in charge of the appropriate department for certification. The councilperson will consider previous employment history and the recommendations of the previous department head and personnel director.~~

~~(E) Eligibility certifications shall not be deemed final until such time as all medical certification criteria, such as the preemployment physical, drug screening, driver's license check and background check, etc., have been completed.~~

~~(F) In cases of vacancies which require special, technical or professional requirements, evidence of a satisfactory nature must be submitted in addition to the application. Examples of such evidence include degrees, certificates and other documents to support contentions of education, training and/or experience.~~

### **3.3 Recruitment.**

~~(A) All advertising will be coordinated by the town clerk. The content of all such advertising will be based on the essential minimum qualifications of the position involved in addition to specific departmental "preferences" indicated on the "personnel requisition" form. All departmental preference statements are subject to consistency with all applicable laws and with sound personnel administration practice.~~

~~(B) External advertising for newly created positions will be paid for from the departmental budget where the vacancy exists.~~

~~The source, duration and extent of all advertising is contingent upon fund availability and budgetary constraint.~~

~~(C) Upon completion of the recruitment process the department head will be contacted by the town clerk to arrange for the selection of qualified applicants to be interviewed.~~

~~The department head will coordinate the scheduling of interviews and forward a "interview/selection assessment" memo to the personnel director and respective councilperson.~~

### **3.4 Selection.**

~~(A) Each department head is responsible for appointments made within their respective departments. However, all appointments must be made from eligibility lists furnished by the town clerk.~~

~~(B) Once the department head makes an appointment decision, the town clerk is to be notified of same via the "interview/selection assessment" memo.~~

~~(C) Departments must not extend any offers of employment to applicants until such time as all preemployment processing has been accomplished by the person designated by the department head or councilperson in charge.~~

~~To ensure that no misinterpretations or misunderstandings occur regarding formal offers of employment, departments are strongly advised not to engage in this activity until approved by the councilperson in charge of the department.~~

### **3.5 Testing.**

~~(A) The use of tests (oral or written) in the hiring and/or promotional process shall not be permitted unless such tests have been generated, administered and scored by a testing agency selected by the town.~~

- ~~(B) Departments that wish to utilize testing for any purpose are to coordinate all such requests through the town clerk, and no such testing shall be permitted unless validated in writing.~~
- ~~(C) It is the department head's responsibility to ensure that all individuals being considered for hire or promotion are fully apprised of all factors that are to be considered during the selection process. For example, criteria such as past performance evaluations, seniority, time in classification or rank, etc., if used, are to be clearly identified in addition to identifying and quantifying (weighing) of any tests used in the overall consideration process.~~

## **~~SECTION 4.0 SPECIAL EMPLOYMENT SITUATIONS~~**

### **~~4.1 Emergency promotions.~~**

~~In emergency situations or in cases whereby the department head, in concert with the councilperson in charge, determines it is in the best interests of the town to do so, an acting promotion may be accomplished.~~

~~If it is the intent that acting promotion is to be of a permanent nature, the councilperson in charge is to be apprised of same and shall determine the necessary requirements and time periods associated with eligibility certification and shall retain final approval authority.~~

### **~~4.2 Special preference.~~**

~~In certain situations special preference will be afforded individuals seeking employment with the Town of Kenneth City. Examples of such preference include "veterans' preference" in accordance with federal and state laws and preference related to voluntary or mandatory EEO/AA goals.~~

### **~~4.3 Employment of relatives.~~**

- ~~(A) State law (F.S. § 112.3135) provides for certain restrictions pertaining to employment of relatives of "public officials."~~
  - ~~(1) A "public official," among other things, includes an employee of the town in whom is vested or delegated the authority to appoint, employ, promote or advance individuals or to recommend individuals for appointment, employment, promotion or advancement in connection with town employment.~~
  - ~~(2) A "relative" means an individual who is related to the public official as father, mother, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half-brother or half-sister.~~
- ~~(B) A public official may not appoint, employ, promote, advance or advocate for employment, promotion, employment or advancement in or to a position in the town in which said public official exercises jurisdiction or control of any individual who is a relative of said public official.~~
- ~~(C) An individual may not be appointed, employed, promoted or advanced in or to a position in the town if such appointment, employment, promotion or advancement has been advocated by a public official serving in or exercising jurisdiction or control who is a relative of the individual.~~
- ~~(D) The town may prescribe regulations authorizing the temporary employment, in the event of an emergency as defined in F.S. § 252.34(2), of individuals whose employment would be otherwise prohibited by this policy.~~

## **~~SECTION 5.0 PERSONNEL SERVICE PROBATIONARY PERIOD~~**

### **~~5.1 Probationary period.~~**

~~(A) When a classified employee is accepted for an established full-time position with the Town of Kenneth City it is with the understanding that the first 12 months of employment will be a probationary period.~~

~~While awaiting the necessary elements required for certification, the employee will be considered to be in a "provisional" status. Time spent in provisional status will not count towards the probationary period.~~

~~(B) During the probationary period, any unsatisfactory aspect of the employee's performance will be called to their attention. Either the employee or the town may terminate employment with a minimum of one day notice. Any employee terminated prior to the end of their probationary period shall not be entitled to appeal to the town council.~~

## **~~SECTION 6.0 MEDICAL EXAMINATIONS/CERTIFICATION~~**

### **~~6.1 General.~~**

~~It is the policy of the Town of Kenneth City that all potential employees, regardless of their status, be required to undergo medical examination and/or certified from their doctor to determine fitness and ability to adequately and safely perform the duties and responsibilities of the position for which an application has been submitted and conditional offer of employment has been made.~~

~~(A) All medical appointments of this nature will be scheduled by the employee with a qualified physician selected by the town.~~

~~(B) A selected candidate who is determined by a physician not to be medically fit to perform the essential functions of the position in question and for whom no reasonable accommodation can be made shall not be appointed to that position.~~

~~(C) Conditional offer of employment medical examinations shall include alcohol and drug screening tests, where applicable.~~

### **~~6.2 Reexamination/certifications.~~**

~~Periodic medical reexaminations and/or certifications of employees during their employment may be requested by the appointing authority (i.e., department head) with the concurrence of the councilperson in charge to determine ability to continue to adequately and safely perform the essential functions of the position held.~~

~~(A) All medical reexaminations and/or certifications of this nature shall be performed by a qualified physician.~~

~~(B) If employees desire to be examined by a personal physician of their own choosing they may do so at their own expense.~~

~~In order for such medical determination to be considered in relation to fitness for duty, it is the employee's responsibility to provide the town with the personal physician's written findings.~~

~~(C) All results of examinations, certifications or reexaminations shall be reviewed by the department head for final determination regarding the employment status of the employee involved.~~



## **SECTION 7.0 DRIVER'S LICENSE**

### **7.1 General.**

- ~~(A) Whenever a valid Florida driver's license (Florida commercial or noncommercial license) is required to satisfy an essential job function, it shall be the policy of the town that an employee must possess the applicable valid license at the time of appointment and shall maintain such license during their employment.~~
- ~~(B) Whenever a specific type of driver's license is not required as a condition of employment, it shall be the policy of the town that an employee must have a valid Florida license if and when it is necessary that this employee utilize town vehicles or equipment or utilize a personal vehicle in the course of conducting town business.~~
- ~~(C) Any employees who are required, as a condition of employment, to possess and maintain a valid Florida license must immediately inform their supervisor should their license become denied, expired, restricted, suspended or revoked at any time during the course of employment with the town. Failure to do so may result in disciplinary action up to and including dismissal.~~

## **SECTION 8.0 PERSONNEL ACTION**

### **8.1 General.**

During the normal course of employment a number of personnel-related actions are likely to occur. All such actions shall be reported via the completion of a memo. No change in an employee's status shall be considered officially "approved" without the final approval of the department head or appropriate designee.

#### ~~(A) Promotions.~~

- ~~(1) A promotion occurs when an employee applies for and is selected to fill a position vacancy which is in a different classification and higher pay grade than the employee's current classification and pay grade.~~
- ~~(2) The effective date of an employee's promotion becomes the employee's new "anniversary date" of classification. The employee is then eligible for merit consideration at one-year intervals from that date.~~

#### ~~(B) Reclassification.~~

- ~~(1) A reclassification action generally occurs when there has been significant change in a position's functions, duties and responsibilities. These changes must be [of] a permanent nature and not merely a result of temporary need.~~
- ~~(2) A reclassification action does not necessarily trigger a corresponding change in grade level since grade level changes are a product of job "comparable worth" and "prevailing wage" analysis.~~
- ~~(3) A reclassification action does not trigger a change in the incumbent's "anniversary date."~~
- ~~(4) If a reclassification occurs to a position which is vacant and if that position is filled by promotion of an employee from a lower pay grade, then the action is deemed to be a promotion. The effective date of the promotion shall become the employee's new "anniversary date."~~

~~(5) — Reclassification requests are normally considered during the budgetary process. However, requests of this nature may be initiated by departments at other times as appropriate. Requests of this nature are to be submitted in writing, via the town clerk, to the councilperson in charge. Requests of this nature require councilperson and town council approval before becoming effective in accordance with existing rules.~~

~~(C) — *Regrade.*~~

~~(1) — A regrade action generally occurs whenever it is determined that a particular position's "comparable worth" and "prevailing wage" is in need of adjustment.~~

~~(2) — Regrade actions can also be considered if significant changes of an "increased" nature occur in a position's duties, functions and responsibilities. It is also possible that a "decrease" in duties, functions and responsibilities will warrant regrade consideration.~~

~~(3) — Regrade actions are reflective of the position's worth, not the incumbent's worth.~~

~~(4) — A regrade action does not trigger a change in the incumbent's "anniversary date."~~

~~(5) — If a regrade action occurs to a position which is vacant and if that position is filled by promotion of an employee from a lower pay grade, then the action is deemed to be a promotion. The effective date of the promotion shall become the employee's new "anniversary date."~~

~~(6) — Regrade requests are normally considered during the budgetary process. However, requests of this nature may be initiated by departments at other times as appropriate. Requests of this nature are to be submitted in writing via the councilperson. Requests of this nature require councilperson and town council approval before becoming effective in accordance with existing rules.~~

~~(Note: Reclassification actions and regrade actions may be initiated and considered independent of one another or in conjunction with one another as appropriate.)~~

~~(D) — *Demotion.*~~

~~(1) — *General.* A demotion is an action involving the movement of an employee from a position in one classification and pay grade to a position in another classification of a lower pay grade.~~

~~(2) — *Voluntary.* A demotion will be considered to be voluntary only when such consideration is initiated by the employee at his/her own request and such request is submitted in writing.~~

~~Requests for voluntary demotion shall be considered only in situations whereby an actual position vacancy exists in the lower classification and pay grade. The employee requesting voluntary demotion must meet all minimum qualifications associated with the position in question.~~

~~Approval for such requests rests with the receiving/appointing authority and is based upon the competitive selection process normally associated with position vacancies.~~

~~Once a voluntary demotion becomes effective, there shall be no appeal available since the action was voluntary and not as a result of disciplinary action.~~

~~(3) — *Involuntary.* A demotion of an involuntary nature is generally associated with a disciplinary action or as a result of consistent poor performance in the execution of regular job duties.~~

~~Other involuntary demotions may be as a result of medical reasons based upon written findings. Such medical determination shall be kept in the strictest confidence in accordance with existing law.~~

~~Involuntary demotions will normally result in a reduction in pay of the employee involved. However, the action itself shall be determined by such variables as personnel board judgment, position availability and budgetary considerations.~~

~~(4) [Anniversary date.] Demoted employees shall be subject to a new "anniversary date" which shall be based upon the effective date of the demotion action.~~

~~(E) Resignation.~~

~~A resignation is a voluntary action initiated by an employee intended to terminate the employer-employee relationship between said employee and the town.~~

~~Resignations shall normally be submitted in writing providing for an effective date. The original request shall be forwarded to the department head along with the appropriate "change in status" memo and a "terminal pay computation" prior to the effective date of the resignation.~~

~~It is the department's responsibility to ensure that all town property is returned to the town as appropriate.~~

~~Employees who wish to resign should take care to provide proper notice. Proper notice is considered to be ten working days prior to the final workday. Notices of less than ten working days will adversely affect monies due for accrued sick leave and accrued vacation leave (see "benefits" section [section 10.0]).~~

~~(F) Job abandonment.~~

~~Absence from work for the equivalent of one work week without proper notice or approval by the department shall be considered as job abandonment and the employee shall be subject to immediate dismissal.~~

~~Actions of this nature shall be reported via the "change in status" memo under the categories "other: job abandonment" and "dismissal."~~

~~(G) Retirement.~~

~~An employee will be considered as retirement eligible upon meeting those requirements established for normal and early retirement in the plan specifications of the Town of Kenneth City's money purchase pension plan and trust, as it may be amended from time to time in accordance with the plan.~~

~~(Note: Copies of the plan specification and plan/trust are available from the town clerk.)~~

~~(H) Dismissal. Generally, a dismissal is an action initiated by the employer intended to terminate the employer-employee relationship between the town and a specific employee.~~

~~(1) A dismissal action initiated by the department within the first 12 months of employment may be accomplished with or without cause with a minimum of one day notice.~~

~~(2) A dismissal action initiated by the department after the completion of 12 months of employment must be accomplished only for reasons associated with specific cause.~~

## 8.2 Leaves of absence.

From time to time situations may arise that warrant consideration of placing an employee on a "leave of absence." Generally, actions of this nature are rare and must involve unusual or extenuating circumstances. Leaves of absence may be accomplished with or without pay, depending on the situation.

~~(A) Without pay. Consideration for leaves of absence without pay is contingent upon reason, exhaustion of all other accrued leave as appropriate and ultimate approval of the department head via the approval process as specified on the "change in status" memo.~~

~~Under no circumstances will a leave of absence without pay be granted which exceeds 90 calendar days without extreme circumstances being involved, unless the situation meets the criteria for extended leave of absence without pay as prescribed by federal, state or local law.~~

~~(B) Family/medical leave (FML). (Note: The provisions of the federal act known as the Family/Medical Leave Act is [are] not applicable to the Town of Kenneth City because the town does not have an employment base of 50 or more employees.)~~

~~(C) Health insurance benefits. Any leave of absence with or without pay approved by the department head, the town shall continue to maintain the employee's town paid health insurance premiums and benefits just as if no such leave had taken place. This applies regardless of whether or not such leave is on a paid or unpaid basis, and such maintenance shall be applicable up to the 90 normal workdays' maximum duration.~~

~~In the event that an employee fails to return to work after the approved period of eligible leave has expired, the town may seek to recover any and all premiums paid by the town for maintaining the employee's town paid health insurance premiums and benefits while the employee was in an unpaid status.~~

~~(D) Other "insurance-related" benefits.~~

~~(1) Life insurance. The town shall maintain the employee's town paid life insurance premiums and benefits.~~

~~However, it shall be the employee's responsibility to make payments to the town as appropriate for all optional supplemental life insurance premiums not considered to be town paid.~~

~~(2) Other insurance. The employee is responsible for the payment of all other insurance premiums (i.e., dependent health insurance, dental insurance, etc.) not considered to be town paid.~~

~~(3) [Other benefits.] Employees must make arrangements with the personnel office prior to taking leave associated with this policy in order to ensure uninterrupted benefit coverage of non-city [town] paid benefits. All applicable premium payments (non town paid) shall be due within 30 calendar days from the first working day of the month which necessitates such payment. Failure to do so will jeopardize continued coverage.~~

~~(4) Retirement/pension leave taken in relation to the provisions of this section shall constitute a break of service for anniversary date, retirement or pension purposes.~~

~~However, it is the employee's responsibility to make any contributions to said retirement or pension plan as the town would normally be responsible for making had no such leave been taken.~~

(Note: Employees shall not be entitled to the continuation of accrual of other benefits such as sick leave, vacation leave, etc., for any month in which they are totally on leave without pay status.)

~~(E) — Restoration to position.~~ Upon return to work after the approved period of leave has expired, an employee shall be entitled to restoration to:

- ~~(1) — The position of employment held by the employee when the leave commenced; or~~
- ~~(2) — An equivalent position with equivalent benefits, pay and other terms and conditions of employment;~~
- ~~(3) — Restoration does not imply "favored status" (i.e., more rights, benefits or employment beyond which the employee was previously entitled).~~

~~(F) — Payroll reporting.~~

~~All leave taken by employees as a result of the provisions of this policy shall be annotated as appropriate on the applicable payroll reporting sheets. Department heads are responsible for ensuring that such documentation is accomplished.~~

~~In addition, department heads are responsible for the timely submission of the "change in status" memo should such leave result in leave without pay status.~~

### ~~[8.3—8.6. Reserved.]~~

### **8.7 Merit increase.**

~~(A) — General.~~ The town's pay plan consists of a performance based system of pay progression.

- ~~(1) — Direct supervisors are responsible for conducting performance appraisals on their subordinates in an impartial, objective manner which shall be substantiated by cited examples of performance.~~

~~The purpose of conducting performance appraisals is to assess an employee's overall performance for the entire rating period to provide a basis to determine merit pay progression.~~

~~(B) — Special.~~ Special performance appraisals may be conducted at any time during the year to support and document significant aspects or changes in an employee's performance of job duties. Reviews of this nature will normally be reflective of either meritorious performance or adverse performance. As is the case with routine type performance reviews, special performance appraisals must be discussed with the employee, documented on the appropriate memo, and forwarded to the town clerk.

- ~~(1) — An overall "outstanding" rating is necessary whenever an employee is given a special performance review with the intent of triggering an increase other than at the time of the established performance review date. The effective date of the action then becomes the employee's new "anniversary date." The employee is then eligible for increases at one-year intervals from that date.~~
- ~~(2) — Whenever an employee receives a special performance review which is reflective of adverse (poor) performance, no change in the employee's last "anniversary date" will occur. However, it should be noted that continued reviews of this nature can result in termination.~~

~~(C) — New appointments.~~ New appointments (initial hires) shall normally be made at the minimum level of the appropriate grade in question. However, in cases where an individual's skills, knowledge and ability exceed those normally associated with entry level, it is possible to make the initial appointment above the minimum.

- ~~(1) Department heads should consider budgetary constraints and must obtain approval from the councilperson in charge prior to committing to a new appointment above entry pay grade.~~
- ~~(2) New appointments made above the minimum level of a grade will not be eligible for a six-month review normally associated with new hires. Employees in this situation are [are] eligible for movement to the next higher level one year from the date of hire.~~
- ~~(D) Performance reviews. In general, performance reviews shall be accomplished for all regular full-time and regular part-time employees shortly before, and no later than, the employee's anniversary date.~~

Requests to extend an employee's performance review date shall be permitted only:

- ~~(1) Upon written mutual agreement between the employee being rated and the respective department head outlining the specific reason(s) for the extension and the date of the agreed upon subsequent performance review. (Normally this extension should not exceed six months.)~~  
  
~~This mutual agreement must be submitted to the councilperson in charge no later than the date of classification.~~
- ~~(2) If mutual agreement cannot be attained as specified above, then the performance review must be accomplished as scheduled previously.~~
- ~~(3) In cases where new employees are promoted before the initial six months' performance review has been accomplished they shall retain the "anniversary date" held prior to the promotion, and said performance review shall be conducted as scheduled. The review date will then become the "anniversary date" and the employee is eligible for further (merit) increases at one year intervals from that date.~~

~~Such cases may require either joint consultation between the previous and new rater to determine overall performance or extension of the review date as described above.~~

## **~~SECTION 9.0 CODE OF CONDUCT~~**

### **~~9.1 Purpose and intent.~~**

~~This code of conduct establishes policies for the Town of Kenneth City regarding conflicts of interest which may result from soliciting or accepting gifts, gratuities or unauthorized compensation; the appropriateness of outside employment; the use of one's position; personal contractual relationships; using or giving information for gain; or procuring and delivering contractual services or work; and related or associated matters.~~

- ~~(A) All employees are expected to honor and adhere to the ethical obligations inherent in public service.~~
- ~~(B) Article II, section 8 of the Florida Constitution states, "a public office (or position) is a public trust." As stewards of the public trust, all employees must use the powers and resources of the town, entrusted to them by the public, to further the public interest and not for any personal gain or financial benefit. Therefore, town employees:~~
  - ~~(1) Shall not accept benefits of any sort under any circumstances which could be inferred by a reasonable observer that the benefit was intended to influence a pending or future decision of such employee.~~
  - ~~(2) Shall not engage in outside employment or financial transactions of any kind with any person, entity, firm or corporation doing business with the town when such transactions constitute a conflict of interest.~~

- ~~(3) Should seek guidance, for their own protection, by submitting the details of questionable situations, in writing, to the department head before engaging in such questionable activity.~~
- ~~(C) Many issues pertaining to conflicts of interest may require legal opinion in that such issues are broadly addressed by provisions of the state constitution, state statutes and/or rules of the commission on ethics.~~
- The department head or councilperson in charge shall be responsible for rendering final determination regarding all issues pertaining to conflicts of interest.
- ~~(D) Ethical violations such as described above and herein shall be considered as cause for disciplinary action up to and including dismissal from employment with the Town of Kenneth City.~~

### **~~9.2 Conflicts employment/contractual relationship.~~**

- ~~(A) Secondary employment or contractual relationships are permitted to the extent that such employment or contractual relationships do not constitute a conflict of interest and does not interfere with the employee's job performance with the town.~~
- ~~(B) Town employees who participate in deciding, approving, recommending or preparing purchase or procurement requests or influence the content of any specification or procurement standard or render advice in the procurement or purchase of contractual services may not work for a person or entity attempting to engage in or engaging in contractual services with the town.~~
- ~~(Note: The term "contractual services" is defined in F.S. § 237.012(4).)~~
- ~~(C) Town employees, acting in their official capacities, shall not directly or indirectly procure or substantially participate in the procurement of contractual services for the town from any business entity when a relative is an officer, partner, director or owner or when such employee, spouse or child has a material interest.~~

~~(Note: The term "relative" for the purpose of this section is defined in F.S. § 112.32.)~~

### **~~9.3 Conflict of interest regarding contracted town work and/or purchase of property, materials or supplies.~~**

- ~~(A) Employees shall not bid on or have a material interest in any entity, firm, company or corporation bidding on:~~
- ~~(1) The furnishing of any materials, supplies or services to be used in the work of the town.~~
  - ~~(2) A contract for the construction of any town facility.~~
  - ~~(3) The sale of any property to the town or the purchase of any property from the town unless said property is offered to the general public at auction or by competitive bid.~~
- ~~(B) The term "material interest" for the purpose of this section is defined in F.S. § 112.3145(3).~~

### **~~9.4 Disclosure of information.~~**

~~Employees shall not use or furnish any information to anyone which is not available to the general public and which was obtained as a result of town employment, in order to gain any personal advantage for themselves or others. This does not limit, hinder or prevent disclosure of such information in performing official duties by those employees specifically charged with such responsibilities or so designated.~~

### **~~9.5 Solicitation/acceptance of gifts, gratuities, benefits or things of value.~~**

~~(A) Employees shall not solicit or accept a gift, either directly or indirectly, from any person or entity doing business with the town that could be construed or presumed to constitute unauthorized compensation.~~

~~It is the responsibility of employees who are uncertain about accepting gifts to seek guidance as specified in [sub]sections 9.1(B)(3) and (C) of these policies.~~

~~(B) Employees wishing to qualify for, run for and/or hold elective office should submit notification and details of same, in writing, through the department head to the councilperson. Employees in this situation are strongly encouraged to seek private legal counsel to ensure that such activity is consistent with the provisions of the Florida Statutes.~~

### **~~9.6 Use of town equipment/property.~~**

~~The personal use of town-owned equipment, materials, tools, supplies and other property is prohibited.~~

### **~~9.7 Personal mail/calls/visitors.~~**

~~(A) The town is not in the position to handle and/or distribute the personal mail of its employees. All employees should advise correspondents, businesses, etc., that personal mail is to be delivered to their home address and not to their place of work.~~

~~(B) Under no circumstances shall employees use town stationary or postage for personal business.~~

~~(C) The receiving and making of personal phone calls and the receiving of personal visitors on town time is strongly discouraged. The extension of such activities are at the discretion of the department head but should not disrupt the work environment or take away from work time.~~

### **~~9.8 Cooperation with job-related investigations.~~**

~~It is a condition of town employment that employees are required to cooperate with respect to any job-related hearing, inquiry or investigation.~~

### **~~9.9 Indictments.~~**

~~(A) Employees shall be responsible for immediately notifying their supervisor whenever information has been filed by a prosecuting official against them for any offense or violation of law (including traffic violations) or who have been indicted by a grand jury.~~

~~(B) Employees under indictment for any offense or violation of law shall have such situation reviewed by the department head to determine if it is in the best interests of the town and the work program of the department to:~~

~~(1) Retain the affected employee in his/her regular position.~~

~~(2) Assign the effected employee to other duties until such time as the charge(s) are disposed of by trial, acquittal, dismissal, conviction or other judicial action.~~

~~(3) Suspend or terminate the affected employee.~~

### **~~9.10 Incarceration.~~**

~~(A) It is the sole responsibility of the affected employee to notify his/her supervisor, no later than the first scheduled workday following the incident, of the fact that he/she has been incarcerated.~~



~~(B) Employees who have been incarcerated may be permitted to request available leave as appropriate and/or be subject to action as provided for in this manual.~~

## **SECTION 10.0 EMPLOYEE BENEFITS**

### **10.1 General.**

~~Generally speaking, employee benefits entitlement is contingent upon whether or not the "employee" is categorized as regular full time or regular part time as specified in the authorized positions section of the town's "classification and pay plan" document. Employees who meet the criteria of the aforementioned categorization are eligible for benefits entitlement. These provisions shall apply to both classified and unclassified employees.~~

~~Temporary employees, summer recreational employees and the like, who are not considered to be filling authorized positions as defined above, are not eligible for benefits entitlement except for those "benefits" as specified by federal and/or state law.~~

### **10.2 Sick leave.**

~~(A) Regular full time employees earn the equivalent of 4.00 hours of sick leave per month at the completion of one month continuous service and for each month thereafter. Part-time regular employees earn sick leave on a proportionate basis in relation to that earned by full-time regular employees.~~

~~(B) Temporary employees, contractual employees, summer employees and part-time employees who are not considered "regular" part-time employees are not eligible to earn sick leave.~~

~~(C) Accrued sick leave shall be computed on the basis of months of employment from date of employment. If an employee works over 15 days in a calendar month and terminates employment with proper notice or for retirement reasons with notice, they shall be credited with sick leave for the entire month.~~

~~(D) Employees terminating from the town by resignation and with two weeks' notice shall be paid for accrued sick time, not to exceed the maximum accrual limits specified in [sub]section 10.2(F), at the rate of 0.125 times the number of hours accrued at the employee's then-current rate of pay.~~

~~(E) Employees terminating from the town for retirement shall be paid for accrued sick time, not to exceed the maximum accrual limits specified in [sub]section 10.2(L), in full at the employee's then-current rate of pay.~~

~~(F) Employees may accrue sick time benefits to a maximum of 20 days.~~

~~(G) Sick leave is a privilege to be used only when needed and is intended for bona fide illness, medical and/or dental appointments. Employees should not use sick leave to care for ill members of their family. The town may, at any time, request medical verification of any absence before authorization of sick leave benefits. The town may also require a physical checkup by a physician to verify "fitness for duty" in instances of habitual sick leave absence.~~

~~(H) Falsification of sick leave requests or abuse of the privilege will be considered as cause for disciplinary action up to and including dismissal.~~

~~(I) At the expiration of accrued sick time, the department head shall notify the town clerk via a "change of status" memo as to the status of the affected employee (i.e., "leave without pay"). In addition, proper annotations must be made to the payroll sheets documenting how time is to be charged. Borrowing sick leave or advancing sick leave is not permitted.~~

~~(J) If additional time is needed after exhaustion of accrued sick time, other accrued leave time (i.e., personal days or vacation time) may be used, upon the employee's written request, in order to remain on a paid status.~~

~~(K) This sick leave policy applies to all employees of the town and shall not be waived, altered or changed without town council approval.~~

~~It is the responsibility of all department heads to protect the town from loss of time occasioned by employees who take sick leave without justification and to protect the employee from endangering his/her fellow workers.~~

~~(L) Upon retirement from service with the town, the employee shall be entitled to received payment for banked sick leave as follows:~~

~~(1) Under ten years of service zero days.~~

~~(2) Ten to 19 years of service five days.~~

~~(3) Twenty or more years of service ten days.~~

~~(M) Voluntary sick leave donation program. It is the purpose of the "voluntary sick leave donation" program to establish a procedure by which town employees may donate accrued sick leave to other town employees on an individual basis.~~

~~(1) An employee may wish to voluntarily donate a portion of their accrued sick leave time to another employee who has exhausted all available leave due to a medical situation. This decision to donate is purely an individual decision based on one's own reasoning and subjective criteria. Assuming this to be the case, the employee donating accrued sick leave time may do so, in writing, to the personnel director specifying how many hours are to be donated and to whom. It shall be understood that all sick leave donated shall become the benefit of the person to whom it was donated and shall be considered as irrevocable for any reason.~~

~~(2) Donated sick leave time shall be converted to dollars at the time of donation at the donator's then rate of pay by the town clerk. Subsequently, the recipient shall be able to draw upon that amount of sick leave at the recipient's then rate of pay.~~

~~(3) It shall be understood by all employees who wish to participate in the "voluntary sick leave donation" program that the town will in no way assume responsibility for any misunderstandings between the donor and the recipient.~~

~~(4) Under no circumstances will any employee be coerced, threatened or intimidated in any way by anyone to donate accrued sick leave.~~

### **10.3 Holidays.**

~~(A) The town council sets holidays and determines when they will be observed.~~

~~The days listed below are designated as official town holidays:~~

~~New Year's Day: January 1.~~

~~Martin Luther King, Jr. Day: Third Monday in January.~~

~~Presidents' Day.~~

~~Good Friday.~~

~~Memorial Day: Last Monday in May.~~

~~Independence Day: July 4.~~

~~Labor Day: First Monday in September.~~

~~Veteran's Day: November 11.~~

~~Thanksgiving Day: Fourth Thursday in November.~~

~~Friday following Thanksgiving: Fourth Friday in November.~~

~~Christmas Eve (one-half day): December 24.~~

~~Christmas Day: December 25.~~

- ~~(B) If holidays fall on Saturday, they will be observed on the preceding Friday. If holidays fall on Sunday, they will be observed on the following Monday.~~
- ~~(C) Temporary employees, summer recreational employees and part-time employees that are not considered regular part-time employees will not be paid for official city [town] holidays. Full-time regular and part-time regular employees will be paid for official city [town] holidays. Part-time regular employees will be paid proportionately depending on their hours worked as compared to full-time regular employees.~~
- ~~(D) Stand-by personnel who are called out on a holiday shall receive one-half their base pay in addition to their normal pay. This applies only to those employees who normally receive paid holidays.~~
- ~~(E) Employees will be granted time-off for holidays. If the employee works a holiday for any reason, the employee will receive an extra day's pay for working the holiday to be computed at straight time, or the employee may bank the holiday to be taken at a later date.~~

#### **10.4 Vacation leave.**

- ~~(A) Regular full-time and regular part-time employees of the town shall earn annual vacation leave. Regular part-time employees earn such leave on a proportionate basis to those employees considered regular full-time. Temporary employees, summer recreational employees and part-time employees who are not considered regular part-time employees are not eligible to earn vacation leave. Annual leave is intended to be used to provide a periodic vacation, and each department head must make every effort to ensure that annual leave is used by all employees on a current yearly basis to provide employees with the proper rest and relaxation period.
  - ~~(1) The maximum amount of annual leave employees may have to their credit at any one time is 20 days, effective the date of the approval of this personnel manual, and for all new employees hired by the town thereafter.~~
  - ~~(2) Notwithstanding the limitations on the maximum amount of vacation leave, an employee may bank as set forth in the preceding section, employees of record as of the date of the enactment of this manual shall be entitled to retain vacation leave accrued as of the enactment date. Thereafter, each employee shall be limited to the maximum amount of vacation leave as set forth in the preceding section.~~
  - ~~(3) Employees can use credited annual vacation leave after the expiration of one year continuous service based on the following:~~
  - ~~(4) Employees who work 8.0 hours per day earn 3.333 hours per month (during the first year of service); 6.666 hours per month (second through fourth years of service); 9.999 hours per month (fifth through 14th years of service) and 13.322 hours per month (over 15 years of service) based on the following:~~~~

~~After one year of service: Eligible for five workdays per year.~~

~~After two years of service: Eligible for ten workdays per year.~~

~~After five years of service: Eligible for 15 workdays per year.~~

~~After 15 years [of] service: Eligible for 20 workdays per year.~~

- ~~(B) An employee does not earn leave for that portion of the calendar month in which the employee is on leave without pay (including suspension, leave of absence and military leave) or is absent without authority for any workday.~~
- ~~(C) Employees, upon completion of six months' continuous service and thereafter, shall be eligible to use credited leave, subject to the approval of the department head.~~
- ~~(D) Employees may, upon authorization of the department head, use credited annual leave for other than vacation (i.e., hospitalization or illness upon exhaustion of sick leave, family emergency, etc.). Employees may take only that amount of leave that has been credited to them. Use of uncredited leave time will not be authorized.~~
- ~~(E) The department head may require an employee to use part of their credited annual leave for other purposes.~~
- ~~(F) Precedence in choosing a vacation period should be governed normally by job seniority within the division or department, but must be at a period approved by the department head in keeping with city [town] policy.~~
- ~~(G) Department heads shall notify their respective councilperson sufficiently in advance of their intended vacation period so that vacations may be coordinated to ensure the efficient operation of town services.~~
- ~~(H) Holidays occurring while an employee is on annual leave are to be counted as holidays, not annual leave.~~
- ~~(I) An employee resigning or retiring from the town with a two weeks' notice shall be paid for their credited annual leave up to a maximum allowable rate. Such leave pay shall be made at the employee's current rate of pay.~~
- ~~(J) Terminal vacation leave pay shall not be paid to separating employees who fail to give at least two weeks' notice.~~
- ~~(K) Employees who terminate prior to completion of six months' continuous service will not be paid for any accrued vacation leave.~~
- ~~(L) In case of death of an employee, payment for unused vacation leave shall be made to the employee's beneficiary estate or as provided by law.~~
- ~~(M) It shall be the respective department's responsibility to keep accurate, detailed and up to date annual vacation leave records on each employee. Annotations for vacation leave used must be made on respective payroll time sheets and submitted to town clerk.~~

### **10.5 Life insurance.**

- ~~(A) After completing 90 days' service with the city [town], regular full time [employees] are provided with life insurance. The limits of life insurance coverage at any particular time are as prescribed and in conformance with existing I.R.C. codes and town council action.~~
- ~~(B) Coverage is effective on the first day of the month following the attainment of 90 days' service with the town.~~

~~(C) The town provides police officers with life insurance for an on-the-job death from date of employment as prescribed by Florida Statutes.~~

#### **~~10.6 Health insurance.~~**

~~Effective on the day of employment with the town, regular employees are eligible for health insurance. Once application is submitted to the town clerk, the town pays the premium for the employee and dependant coverage up to a maximum of \$2,750.00 per year. This policy may vary from year to year as the town council may approve by resolution.~~

#### **~~10.7 Employee's self improvement and educational program.~~**

~~The Town of Kenneth City is desirous of helping its employees in their jobs by paying for job-related courses during their off-duty hours providing the classroom schedules do not conflict with the employee's work schedules. The employee's job, which they were hired to do, takes precedence over schooling which is considered a fringe benefit.~~

#### **~~10.8 Educational reimbursement.~~**

~~Subject to budgetary limitations and with the concurrence of the town council, a department head has the authority to approve any courses not exceeding a total cost of \$150.00 for tuition, provided the applicant is not receiving benefits under the G.I. Bill or other aid program. Courses recognized for educational assistance are:~~

~~(A) Job improvement courses: Courses directly related to the employee's assignment that will improve his skills, knowledge and ability to perform his duties and increase, through more advanced techniques, his potential for promotion.~~

~~(B) In-service training courses: Courses in management and supervisory development. All city [town] employees are encouraged to participate in this type of training.~~

~~In addition, educational reimbursement is also applicable to costs for tests (i.e., GED, CLEP, etc.) which result in credit towards high school, college or other educational equivalency.~~

#### **~~10.9 Eligibility for participation in educational programs.~~**

~~All regular full-time employees are eligible for participation in the educational program.~~

~~Employees with less than six months' service shall be permitted to participate with the understanding that reimbursement shall not be made until such time as the employee has completed one full year.~~

~~Employees receiving payment for their educational expense from other sources are not eligible.~~

#### **~~10.10 Application procedure.~~**

~~An employee desiring to participate in the educational program shall submit an "educational reimbursement request" memo to his/her department head requesting approval for program participation. If approved by the department head, the application shall be forwarded to the councilperson for concurrence and subsequent approval. (Note: the town will not provide reimbursement for any course or test initiated prior to the date of approval of the application.)~~

#### **~~10.11 Agreement and certification by employee.~~**

~~The application for program participation shall provide an agreement to be signed by the employee, notarized and stipulating that the employee will remain in the town employment a minimum of three full years~~

after completion of the approved course(s). Should the employee's services be terminated during this period, voluntarily or involuntarily, the town shall be reimbursed for funds paid the employee for educational expenses as provided in the following reimbursement formula:

Termination After Completion of Course(s)	Reimbursement to Town (percent)
Less than 1 year	100
Less than 2 years	50
3 years	0

**10.12 Completion of courses and reimbursement of expense.**

Upon successful completion of the course, the employee's personnel record will be documented with his educational achievement, and the town clerk will arrange for reimbursement to the employee expenses for tuition, books and other course materials, based on the following schedule:

Passing and as high as letter grade "C": 50 percent.

Passing grade "B" or better: 100 percent.

Reimbursement for courses in which letter grades are not issued will be in the following manner:

Satisfactory: 100 percent.

Unsatisfactory: zero percent.

It is the employee's responsibility to furnish to the department head a copy of the transcript specifying the grade achieved or rating of satisfactory achievement.

**10.13 Reimbursement to town for educational expenses.**

Should an employee leave employment after completion of course(s), and prior to compliance with the terms of his/her agreement to remain in employment for three or more years, he shall reimburse the town within six months after his/her termination for any costs due. Payment shall be taken from the employee's benefits, if any, accrued at the time of his termination. Any amount due the city [town] over and above said benefits shall be paid within the first year after termination at an annual interest rate of six percent. Payment of such unpaid balance may be made on a monthly basis (principle and interest), subject to prior arrangement with the town clerk. Upon termination of an employee who is indebted to the town, the town clerk will issue an official invoice to such employee showing the amount due and the terms of payment. Checks should be made payable to the Town of Kenneth City and shall be deposited in the funds of the town. The town clerk shall be responsible for maintaining records of each employee's educational account.

**10.14 Retirement or death.**

Should the employee, through death, disability or normal retirement, fail to continue the required tenure of employment as provided herein, any remaining liability for reimbursement of educational expenses shall be canceled automatically.

## **SECTION 11.0 ATTENDANCE AND ABSENCES**

### **11.1 General.**

- (A) Absences from duty shall be on an unpaid basis unless approved by the immediate supervisor in advance. Employees shall not absent themselves from work without authorized permission. Absences in excess of 24 hours without an approved explanation shall be considered a reason for dismissal.
- (B) The councilperson in charge holds department heads responsible in accounting for the daily whereabouts and activities of themselves, their supervisors and their employees.
- (C) In cases of emergency situations, employees are required to notify their supervisor promptly, giving the reason for absence and expected time of their return to work. The circumstances involved should be taken into account in relation to prompt notification and approval.
- (D) Employees are required to be on time, and properly attired and equipped to perform their duties at the appointed starting time of their workday. Reporting to work after the appointed start time is defined as being "tardy."
- (E) If employees are to be late for any reason, they are expected to notify their supervisor prior to their appointed start time.
- (F) Excessive tardiness is defined as more than 12 occurrences within any 12-month period with consideration given to severity and possible medical reasons. Due to the critical nature of public safety jobs, excessive tardiness in the police department shall be defined as more than four occurrences within any 12-month period.
- (G) Absenteeism can only be defined as excessive as it relates to accrued sick leave benefits. As long as the employee is on an approved, medical absence, the absence is viewed as bona fide. Justification of bona fide absence must consider all applicable medical reasons which may require a written record of medical care.
- (H) Automatic discharge will be effected if an employee has been absent for one work week without proper notification to their supervisor. This will be construed as "job abandonment."

From time to time situations may arise that warrant consideration of placing an employee on a "leave without pay" status. Requests of this nature are viewed to be the exception and not the rule and shall only be considered after thorough review of the circumstances and attendance record of the employee in question. Consideration for "leave without pay" status is contingent upon reason, exhaustion of all other accrued leave, and ultimate approval of the department head via the approval process. Under no circumstances will a "leave without pay" status be granted that exceeds 90 calendar days without extreme circumstances being involved.

### **11.2 Jury duty.**

If employees are summoned for jury duty, they will be granted the necessary time off with pay for this civic service. Notification for such time off must be made to their department head, stating the approximate length of the employee's absence. Any payment except travel pay received by the employee from the state shall be turned in to the town clerk. An appropriate summons or document must be furnished to the department head verifying length of time on jury duty and amount paid to the employee.

### **11.3 Court appearances.**

Employees who are involuntarily summoned to appear as witnesses in any action not in connection with their job shall be granted leave with pay upon presentation of any summons. Court appearances for civil actions not involving public bodies will not receive leave with pay.

### **11.4 Meetings and conferences.**

Employees may request to attend job-related conferences and/or training seminars which are budgeted and considered in the best interest of their service to the town. These requests must be approved by their department head and approved by the councilperson in charge in advance. Employees requesting to attend unbudgeted conferences or meetings may request time off from their jobs at their own expense. These requests for unpaid absences must be approved by their department head.

### **11.5 Death in family.**

(A) ~~If a death occurs in an employee's immediate family (mother, father, sister, brother, wife, husband, son, daughter, mother-in-law, father-in-law or relative who lived in the employee's home), a regular employee will be allowed up to three calendar days off with pay from day of death within the state and up to calendar days off for an out-of-state funeral. The employee's time off from work because of a death in the family must actually be taken immediately following the death in order to receive payment.~~

(B) ~~In case of death of other relatives, an employee may request not more than one day with pay to attend the funeral. Requests for time off should be made to the employee's department head who will make the decision.~~

(C) ~~Employees may be asked to furnish proof of family member's death upon their return to work.~~

### **11.6 Personal leave (reserved).**

### **11.7 Military reserve leave.**

~~Employees as members of the National Guard or military reserve units shall be entitled to leave of absence from their respective duties, without loss of pay, on all days during which they shall be engaged in active state or federal duty, field exercises or other training ordered under the provisions of F.S. chs. 115 and 250, provided these leaves shall not exceed 17 days in an annual period, except for unusual circumstances. Except for emergency situations, it shall be the employee's responsibility to notify their department head at least two weeks in advance of any such leave. Department heads shall reflect military reserve leave on the employee's daily attendance record.~~

### **11.8 Military leave.**

(A) ~~Employees in "Reserve" or "National Guard" status who are activated for extended duty normally associated with crisis or wartime situations are entitled to certain considerations provided by existing federal and/or state law as follows:~~

~~(1) Once an employee has furnished proof of "activation," they will be granted a "military leave of absence" for the required period of time.~~

~~(2) The town may replace the affected employee with a "temporary" employee until such time as the affected employee completes the active duty and applies for return to his/her previous job.~~

~~(3) The returning employee must apply for reemployment within 90 days from release from active duty.~~



- ~~(4) Employees in this status will not be required to use any accrued leave (personal, sick or vacation) to cover the "military leave of absence." However, employees will be given the option to either leaving all accrued leave intact for use upon return to employment or be paid in full for all accrued leave concurrent with activation for military service.~~
- ~~(5) Health and life insurance benefits for the employee paid for by the town shall cease upon activation for military service.~~
- ~~(6) Dependent health insurance, paid for through payroll deduction, may continue in accordance with COBRA law, or the employee may elect to drop dependent health insurance once the dependent(s) becomes eligible for CHAMPUS coverage.~~
- ~~(7) Upon return to employment after activation is completed, the employee will be reinstated to their previous position with all seniority, status, pay, benefits, etc., reinstated as they were at the time of activation. Status of leave reinstatement is subject to the conditions of the option selection set forth in item (A)(4) stated above.~~
- ~~(B) A reemployed veteran shall be awarded preference in promotion, and shall be promoted ahead of all other employees who are equally [qualified] or unqualified for the position.~~
- ~~(C) Employees on military leave will not accrue any sick or vacation time during the time spent on military leave. 11.9 Breaks in service.~~
- ~~(A) Termination of employment for more than seven calendar days for any reason shall be considered a break in service and will not be counted in determining an employee's total length of service.~~
- ~~(B) In computing total length of service, part-time work shall be counted as the percentage of said part-time work in relation to normal full-time work for the position and classification in question at the time said work was performed.~~
- ~~(C) Paid sick leave, paid vacation, paid holidays and paid personal absences shall be counted in computing total length of service.~~
- ~~(D) Temporary leaves of absence may be counted toward total length of service provided they do not exceed 30 days. Unpaid leaves of absence which exceed 30 days shall be considered breaks in service and time after the 30th day will not be counted in computing total length of service. Although the first 30 days of a temporary leave of absence may be counted as service, no benefits shall accrue during an unpaid leave of absence.~~

#### **11.10 Payday.**

~~The work week runs from Sunday through Saturday. Employees who are paid biweekly are paid each Friday. 11.11 Pay advances.~~

~~It is the policy of the town not to make advances on employee pay except for extenuating circumstances, and then only by written request and approval by the councilperson in charge.~~

#### **11.12 Overtime.**

- ~~(A) The accrued overtime is not permitted unless specifically authorized by the department head and only to the extent of appropriation available. The department head will consult with the councilperson regarding accrual of overtime by employees. Based on budgetary constraints, the councilperson may limit overtime for employees of his respective department.~~
- ~~(B) If authorized, overtime is to be paid or taken as compensatory time in lieu of paid overtime in accordance with the provisions of the Fair Labor Standards Act as outlined below:~~

- (1) ~~General nonexempt.~~ Employees who are not listed as exempt in the town classification and pay plan must be compensated at a rate of time and a half for hours worked in excess of their scheduled work week.
- (2) ~~Exempt employees.~~ Employees in this category are clearly identified in the of town's "classification and pay plan" and are compensated on a salaried basis. As such, they are considered exempt from any overtime pay or compensatory time in lieu of paid overtime. This category includes all department heads and the town clerk.

### **11.13 Compensatory time.**

Compensatory time may be used in lieu of overtime pay as outlined in the Fair Labor Standards Act. Compensatory time is computed in the same way as overtime pay at a rate of time and a half for all hours worked in excess of the standard work week or cycle. As is the case with the accrual of overtime, compensatory time is not permitted unless specifically authorized by the department head.

- (A) ~~A maximum of 80 hours may be accrued for general nonexempt employees.~~
- (B) ~~A maximum of 40 hours may be accrued for police employees.~~
- (C) ~~Any time in excess of the maximum hours stated herein ((A) or (B)) must be paid in cash at a rate of time and a half.~~
- (D) ~~If a nonexempt employee has accrued compensatory time and leaves the town's employ for any reason, they will be compensated at termination, in cash, at a rate of time and a half for banked compensatory time.~~
- (E) ~~Department heads are responsible to ensure that compensatory time accruals, like overtime accruals, are kept to an absolute minimum.~~
- (F) ~~Exempt employees (department heads and the town clerk) shall not accrue compensatory time.~~

### **11.14 Flextime.**

Flextime is a method whereby some deviation may be permitted within the pay period. For example, an employee works a 37.5-hour standard work week from Sunday through Saturday but for some reason needs to leave work early on Friday and does not have an adequate amount of accrued sick or vacation leave to cover the absence. The department may wish to accommodate the employee by utilizing the flextime concept as long as it can be done within the same pay week. In this example, the employee in question needs to leave two hours early. The department may allow that employee to work two hours over or two hours prior to the normal starting or quitting time during that same pay period. It is emphasized that the decision to allow flextime is solely at the discretion of the department head and is not to be construed as an employee right. Care is to be taken that the concept of flextime is to be applied fairly and with consideration given to a smooth, uninterrupted work flow. Flextime may also be used at the discretion of the department to avoid the accrual of overtime by an employee within the work week.

### **11.15 Hours worked.**

- (A) ~~If nonexempt employees use accrued sick leave, annual leave, bonus leave, compensatory time, personal time or holiday pay, those days off are to be considered as hours not worked for payroll and overtime purposes.~~
- (B) ~~Employees that have been designated as "exempt" are not entitled to overtime compensation regardless of the number of hours worked over and above their normal work week. Employees designated as "exempt" shall not have their "salary" subject to partial day docking of less than one workday. However,~~

~~this does not mean that exempt employees cannot be required to use accrued sick, vacation or other leave to supplement pay for partial day absences. Exempt employees can be docked for full day absences for personal or illness reasons in cases where sick leave, vacation leave, personal leave or other approved paid absence is either unavailable due to ineligibility or exhaustion. All leave time for periods under one day must be approved in advance and in writing by the councilperson.~~

- ~~(C) In general, "hours worked" includes all time an employee is:
  - ~~(1) Required to be on duty, or in a prescribed work area for the employer; and~~
  - ~~(2) Any and all time during which the employee is suffered or "permitted" to work for the employer.~~~~
- ~~(D) With this in mind, nonexempt employees will not be allowed in their work area more than 15 minutes before the scheduled beginning of their workday, or 15 minutes after the end of their scheduled workday.~~
- ~~(E) Nonexempt employees will leave their work areas during prescribed lunch periods.~~
- ~~(F) Nonexempt employees will not be allowed to take work home or allow any family member to do town work in the employee's home after their scheduled workday.~~
- ~~(G) Responsibility for monitoring work hours begins at the supervisory level. Precautions will be taken to see that employees are knowledgeable about the provisions of the Fair Labor Standards Act and its effect on the day to day work hours. If an employee remains in the work area assisting a citizen, taking a business phone call or assisting another employee with town business, that time will be considered to be working time and will be computed in accordance with these procedures. There is no such thing as voluntary overtime!~~
- ~~(H) Education of employees in this matter is the responsibility of the supervisor. Failure to adhere to supervisory direction may cause the employee to be subject to disciplinary action.
  - ~~(1) Any deviations from the standard hours worked must be discussed with and approved by the councilperson in charge.~~~~

### **11.16 Employee time sheets.**

- ~~(A) All time records will be recorded in each division on Kenneth City employee time sheets.~~
- ~~(B) Time sheets will be kept on a timely basis and shall be retained for three years in the office of the town clerk.~~
- ~~(C) Failure to keep time sheets up to date may result in disciplinary action.~~

## ***SECTION 12.0 WORKERS' COMPENSATION***

### **12.1 Workers' compensation.**

- ~~(A) As provided for in F.S. § 440.12(1), no workers' compensation payments shall be allowed for the first seven calendar days of the disability. An employee may use his/her sick leave during this period and charge against their accrued sick leave one day for each day absent except as provided for in the State of Florida Workers' Compensation Law, F.S. § 440.15(11).~~
- ~~(B) If the disability extends beyond seven calendar days, on the eighth calendar day the employee will receive workers' compensation payments at the rate of 66% percent of their average weekly wage, with a maximum amount as established under F.S. § 440.12(2)(b). The employee may elect to charge against their accrued sick leave, on a proportionate basis, the difference between the workers' compensation~~

~~payment and their regular pay in order to receive full pay. After 21 calendar days out, workers' compensation goes back and picks up the first seven calendar days.~~

- ~~(C) If an employee wishes to use other accrued leave to supplement workers' compensation payments, the employee shall make a request in writing to their department head, who shall notify the town clerk of the employee's request.~~
- ~~(D) At no time will the combined total of workers' compensation payment and sick leave exceed the amount of the employee's scheduled wage.~~
- ~~(E) Town employees are covered by workers' compensation insurance. The town reserves the right to determine from the attending physician's report when payment to employees may be terminated.~~

~~Employees shall report any injury immediately to their supervisor or person in charge. There shall be a notice of injury (DWC 1) accident/injury investigation form filed along with the internal (supervisor's accident investigation report) form filed with the town clerk by 2:00 p.m. of the next workday by the department head. This should be part of the supervisor's/superintendent's administrative duties, and there should be no excuse for not submitting one.~~

~~Employees do not earn accrued benefits (i.e., sick leave, vacation leave) while on workers' compensation unless such workers' compensation benefit is being supplemented with accrued leave. In addition, the law prohibits payroll deduction.~~

~~Employees should make arrangements to pay for benefits normally provided through payroll deductions or these benefits may be lost (i.e., insurance, credit union, etc.).~~

## **~~SECTION 13.0 NONDISCIPLINARY GRIEVANCE PROCEDURE~~**

### **~~13.1 Grievance that does not involve discipline.~~**

- ~~(A) All employees who wish to express a grievance may do so at any time by reporting such grievance to their immediate supervisor in writing. Grievances of this nature must be filed within 30 calendar days from the date of the alleged incident.~~
- ~~(B) Every attempt should be made to resolve all grievances of this nature at the lowest level possible. All attempts at resolution must be documented adhering to the timeframes as specified.~~
- ~~(C) If the nondisciplinary grievance cannot be resolved at the department head level, the grievance form is to be completed and forwarded intact to the councilperson in charge as specified for further action.~~
- ~~(D) The department head will meet with any employee on any grievance at any time to effect a solution after the above steps have been taken.~~

## **~~SECTION 14.0 ABOLISHMENT OF POSITIONS AND REDUCTIONS IN FORCE~~**

### **~~14.1 General.~~**

~~Positions may be abolished or reduced in good faith when they are no longer needed if no replacement is to be made under the same or different class title. Positions may also be abolished or reduced for economy reasons when there is not a sufficient appropriation in the budget. No positions may be abolished or reduced for the purpose of dismissing an employee for any reason.~~

~~When positions are abolished or reduced in good faith or for budgetary reasons as stated above, the following procedures are to be followed:~~

- ~~(A) The department head and affected employees shall be advised of the positions to be vacated and the necessity for such action.~~
- ~~(B) If demotions are possible in lieu of layoff/dismissal, these demotions will begin in the classes within the department where the positions are to be vacated, in inverse order of time of promotion or appointment to the affected class or classes. The employees serving in the class within the department affected by reduction for the shortest period of time shall be demoted first. In the event two or more employees have equal time in the affected class, overall continuous service with the town shall be the next determining criteria for demotion.~~
- ~~{(C) Reserved.}~~
- ~~(D) The provisions contained in this section shall apply to all regular employees of the Town of Kenneth City.~~
- ~~(E) Employees that have been dismissed as a result of a reduction in force shall be considered as eligible for the following special considerations:~~
- ~~(1) Upon the effective date of termination the employee will be paid [for accrued sick leave at the conversion rate specified in section 14.1(D). Should this employee return to employment with the city within 24 months from termination, he/she shall be given the one-time option of "buying back" all or part of this sick leave at the same conversion rate and cost applicable at the] time of termination.~~
- ~~In no case shall this "buy back" exceed the amount applicable at the time of termination. This option must be exercised within the first 60 days of reemployment.~~
- ~~(2) Upon the effective date of termination, the employee will be paid for accrued vacation in accordance with these rules.~~
- ~~Should the town permit adversely affected employees to engage in "salary continuation" status prior to the actual effective date of termination, those employees will be required to use any and all accrued vacation.~~
- ~~The same understanding shall be applied to any accrued "personal leave" time remaining.~~
- ~~(3) "Salary continuation" status is a status whereby employees may be released from reporting to work with the intent of permitting them to seek other employment. Employees in this status are considered to be town employees "on-call" to return to their jobs should this be deemed necessary by their respective department heads. This status shall only be granted at the discretion of the councilperson in charge.~~
- ~~While in this status, regular pay shall continue along with town paid health and life insurance, and paid holidays. All contributions and/or deductions shall continue as usual up to the actual effective date of termination.~~
- ~~(4) Upon the effective date of actual termination, all town paid health and life insurance coverage will cease. Employees will have the option to continue coverage in accordance with existing COBRA law.~~
- ~~(5) Should a reduction in force employee return to city [town] employment within 24 months from the effective date of termination, all waiting periods associated with the use of vacation shall be waived if he/she had already met the eligibility criteria to take vacation prior to the reduction in force and they shall be permitted to take vacation, with prior department head approval, as it is accrued. If eligibility criteria was not met prior to reduction in force time served shall be credited toward meeting eligibility.~~

- ~~(6) — Should a reduction in force employee return to town employment within 24 months from the effective date of termination, they shall be required to be employed for the specified periods outlined herein to become eligible for town paid health and life insurance coverage.~~
- ~~(7) — Should an employee be terminated due to a reduction in force, all monies owed the town for tuition reimbursement shall be waived.~~

## **~~SECTION 15.0 FORMS OF DISCIPLINARY ACTION~~**

### **~~15.1 General.~~**

~~Disciplinary action may include:~~

- ~~(A) — Suspension.~~
- ~~(B) — Dismissal.~~
- ~~(C) — Demotion.~~
- ~~(D) — Reprimand given orally or in writing.~~
- ~~(E) — Reduction in compensation without change of classification or grade but not below the entrance rate for the classification.~~

~~Any of the above listed forms of disciplinary action must be discussed with and approved by the councilperson in charge prior to issuance to insure that all existing rules, regulations and procedures are being adhered to.~~

### **~~15.2 Just cause.~~**

~~The appointing authority (department head/councilperson in charge) may dismiss, demote or suspend any employee with at least 12 months full-time employment, only for just cause. Just causes for dismissal, demotion in service or suspension are listed below, although dismissal, demotion or suspension may be made for other just causes.~~

- ~~(A) — The employee has committed an act which violates the criminal laws of the State of Florida or has been convicted of a felony or of a misdemeanor involving moral turpitude.~~
- ~~(B) — The employee has willfully, wantonly, unreasonably, unnecessarily or through culpable negligence been guilty of brutality or cruelty to a person in custody, provided the act committed was not necessarily done in self defense or to protect the lives of others or to prevent the escape of a person lawfully in custody.~~
- ~~(C) — The employee has violated any of the principles of the merit system of these rules (i.e., consistent poor job performance).~~
- ~~(D) — The employee has willfully violated any lawful official regulation, order or policy or failed to obey any proper direction made and given by a superior officer or supervisor.~~
- ~~(E) — The employee has possessed, consumed or is under the influence of alcoholic beverages or controlled substances (as described in F.S. ch. 893) while on duty.~~
- ~~(F) — The employee has been guilty of insubordination or of disgraceful conduct.~~
- ~~(G) — The employee is offensive in his/her conduct or language in public or toward the public officials or employees.~~
- ~~(H) — The employee is responsible for an intentional act or course of conduct violating duties or obligations of his/her position.~~

- ~~(I) The employee is careless or negligent with the monies or other property of the Town of Kenneth City.~~
- ~~(J) The employee has failed to pay or make reasonable provisions for future [payment] of his/her debts to such an extent that such failure be detrimental to the reputation of the town service or the employee's ability to satisfactorily perform the duties of his/her position.~~
- ~~(K) Failure to maintain a valid Florida driver's license or other applicable license when such license is a requirement of the position.~~
- ~~(L) The employee has used or threatened to use, or attempted to use, personal or political influence in securing promotion.~~
- ~~(M) The employee has induced or has attempted to induce an officer or employee of the town to commit an unlawful act or to act in violation of any lawful departmental or official regulations or orders.~~
- ~~(N) The employee has taken for his/her personal use from any person any fee, gift or other valuable thing in the course of his/her work or in connection with it, when such gift or other valuable thing is given in the hope or expectation of receiving a favor or better treatment than that accorded other persons.~~
- ~~(O) The employee has engaged in outside activities on governmental time, or has used town property for personal gain.~~
- ~~(P) The employee has failed to maintain a satisfactory attendance record. Proper use of sick leave shall not constitute grounds for any disciplinary action.~~
- ~~(Q) The employee has violated a safety rule the violation which resulted in, or had the potential to damage town property, vehicles or equipment, or result in an injury to a town employee, other persons or their property.~~
- ~~(R) The employee has refused to submit to alcohol/drug testing based on the standard of "reasonable suspicion."~~
- ~~(S) Appeal of a grievance by an employee may not of itself be used as a grounds for disciplinary action.~~

### **15.3 Disciplinary hearings.**

- ~~(A) Whenever a department head/supervisor issues a "disciplinary action report" that involves a suspension, dismissal or demotion, a copy of the record must be furnished to the classified employee involved and the councilperson in charge. The "disciplinary action report" must outline the alleged offense(s), the dates involved, citation of these rules, F.S. ch. 112 or other applicable state or federal laws that have been violated, all pertinent details and the disciplinary action to be taken.~~
- ~~(B) Said charges are restricted to actions occurring within two years prior to the date of the "disciplinary action report," except for charges involving criminal violations which can be considered as applicable with the provisions of Florida law.~~
- ~~(C) Classified employees with one year or more of continuous full time employment who receive "disciplinary action report" shall have the opportunity for a pre or post disciplinary hearing before the councilperson in charge. The purpose of this hearing is a review to determine if there is just cause for the disciplinary action. Employees and supervisors will be allowed to present witnesses and other documentation during the hearing to support their respective positions. Classified employees with less than one year of continuous full time employment shall not be entitled to a disciplinary hearing.~~

- ~~(D) Immediately upon receipt of a report of disciplinary action against an employee, the town clerk shall notify the employee by registered or certified mail, or by hand delivery, that he/she will be afforded an opportunity for a disciplinary hearing before the councilperson.~~
- ~~(E) Within five calendar days from receipt of the notification of the disciplinary action, it shall be the employee's duty and responsibility to notify the town clerk of his/her intention to request, or to waive the right to a disciplinary hearing. The disciplined employee may waive this hand delivery or registered/certified receipt, and appear at the town clerk's office and sign a receipt for proper notification of a request for a hearing.~~
- ~~(F) Failure to notify the town clerk within five calendar days shall be construed as a waiver of any further right to a disciplinary hearing and the action of the appointing authority shall be sustained.~~
- ~~(G) Upon receipt of the request for a disciplinary hearing from the employee, the councilperson in charge shall set a hearing date and immediately notify the disciplined employee by registered or certified mail, hand delivery or in person. Supervisory personnel shall also be notified.~~

#### **~~15.4 Causes for immediate suspension or dismissal.~~**

~~If the retention of the employee would result in any of the following extraordinary situations, an appointing authority (department head/supervisor) may immediately suspend an employee without pay, or dismiss an employee, pending a hearing date. The following are considered extraordinary situations:~~

- ~~(A) The retention of the employee would result in damage to municipal property.~~
- ~~(B) The retention of the employee would be injurious to the employee himself/herself.~~
- ~~(C) The retention of the employee would be injurious to fellow employees.~~
- ~~(D) The retention of the employee would be injurious to the general public.~~
- ~~(E) The retention of the employee would be detrimental to the interests of the Town of Kenneth City.~~

~~Any of the following situations may be utilized and are examples of the type of criteria to be utilized to immediately suspend or dismiss any employee:~~

- ~~(1) Intoxication on the job.~~
- ~~(2) Possession of and/or use of alcohol, a controlled substance or illegal narcotics while on duty.~~
- ~~(3) Commission of an act which constitutes a felony offense or a misdemeanor involving moral turpitude under the criminal laws of the State of Florida.~~
- ~~(4) Brutality or cruelty to an employee or to the general public while on duty.~~

~~In any of the above situations, a disciplinary action report of the charges shall be furnished to the employee, and the councilperson in charge within 24 hours after commencement of suspension or dismissal.~~

~~Employees will have the opportunity for a post disciplinary hearing in accordance with these rules.~~

#### **~~15.5 Causes for suspensions/dismissal due to violation of state law.~~**

~~Where an employee has been suspended or dismissed as a result of committing an act which constitutes a felony offense or a misdemeanor involving moral turpitude under the criminal laws of the State of Florida and criminal charges are pending against said employee and it is considered by the appointing authority (department head/supervisor) that the retention of the employee would result in damage to municipal property, would be injurious to the employee himself/herself, to a fellow employee, to the general public or would be detrimental to the interests of the town government, then said employee may request the town~~



clerk that his/her scheduled disciplinary hearing be postponed until such criminal charges have been disposed of.

## ***SECTION 16.0 LETTERS OF RECOMMENDATION***

### **16.1 General.**

It is the policy of the town not to issue "letters of recommendation" to any employee terminating from town employment, regardless of reason for termination.

All inquiries from external sources are to be referred to the department head or councilperson in charge for handling.

## ***SECTION 17.0 NONDISCRIMINATION***

### **17.1 General.**

The Town of Kenneth City, Florida, recognizes that no person in the United States shall, on the ground of race, color, national origin, sex, age, handicapped status, religion or any protected status be excluded from participation in, be denied the benefits of or be subjected to discrimination in employment or promotion.

## ***SECTION 18.0 ALCOHOL/DRUG TESTING***

### **18.1 Purpose.**

- (A) ~~It is the purpose of this policy to establish and proclaim the town intent to maintain a "drug free" workplace pursuant to F.S. §§ 440.101 and 440.102. In so doing, the town's general operating procedures prohibit the consumption, possession or being under the influence of alcoholic beverages or controlled substances, as described in F.S. ch. 893, while on duty. In addition, it is the town's desire to improve workers' compensation cost control, increase productivity and safety, decrease absenteeism, decrease health care costs and increase overall employee morale.~~
- (B) ~~[The term] "alcohol/controlled substance (drug)" shall be defined as including distilled spirits, wine, malt beverages, intoxicating liquors, amphetamines, cannabis, cocaine, phencyclidine (PCP), hallucinogens, methaqualone, opiates, barbiturates, benzodiazepines, synthetic narcotics, designer drugs or a metabolite of any of these substances. It does not include any prescription drug or medication taken as a result of a medical doctor's orders.~~
- (C) ~~The town respects the privacy of an employee's legal use of medications. Many prescription and over the counter medications may alter or affect a drug test. A list of common medications which may impact a drug test are provided in attachment "A" [to the ordinance from which this subsection derives]. The name of the medication being taken by an employee need not be revealed to the town. Employees and job applicants may report the use of prescription and non-prescription medications to the town's medical review officer (MRO) at any time before or after a drug test. The MRO will determine if a medication will interfere with a drug test or safe performance of the job. The MRO's name and telephone are Lisa M. Disanto, D.O. at (727)521-6226. The designated MRO may be changed from time to time by action of the town council.~~
- (D) ~~All current and/or potential future employees must abide by this policy and understand that it is a condition of employment to refrain from taking drugs. Employees who refuse to submit to a test for alcohol/drugs for any cause as specified in this section will be terminated and forfeit eligibility for medical~~

and indemnity benefits in cases of work-related incidents. Refusal to submit to such alcohol/drug test may also result in forfeiture of unemployment compensation benefits.

(Ord. No. 502, § 1, 5-9-01)

### **18.2 Causes for testing.**

In keeping with the philosophy of implementing a "drug free" workplace program, alcohol/drug testing shall be conducted in each of the following situations:

- (A) ~~All job applicants being offered employment.~~
- (B) ~~As part of routine fitness for duty physicals.~~
- (C) ~~Follow up testing on a quarterly, semiannual or annual basis for two years after an employee successfully completes a drug rehabilitation program.~~
- (D) ~~Reasonable suspicion, which is defined as follows:~~
  - (1) ~~Observable phenomenon while at work, such as direct observation of alcohol/drug use or of the physical symptoms or manifestations of being under the influence of alcohol/drugs.~~
  - (2) ~~Abnormal conduct or erratic behavior while at work or a significant deterioration in work performance.~~
  - (3) ~~A report of drug use provided by a reliable and credible source which has been independently corroborated.~~
  - (4) ~~Evidence that an individual has tampered with a drug test during their employment.~~
  - (5) ~~Information that an employee has caused or contributed to an accident/incident while at work applying the standards of reasonable suspicion. Reasonable suspicion alcohol/drug testing shall not be required except upon the recommendation of a supervisor who is at least one level of supervision higher than the immediate supervisor of the employee in question.~~
  - (6) ~~Evidence that indicates the employee has used, possessed, sold, solicited or transferred alcohol/drugs while working or while on the employer's premises, or while operating any town vehicle, machinery or equipment.~~
  - (7) ~~All facts supporting a reasonable suspicion drug testing must be promptly (within 24 hours) reduced to written format. The original will be kept confidential and maintained for one year. A copy will be given to the employee upon request.~~

### **18.3 Procedures for testing.**

Alcohol/drug testing shall be normally coordinated by the medical review officer (MRO) or designated alternate possessing the necessary credentials as follows:

- (A) ~~Licensed physician or physician assistant.~~
- (B) ~~Registered nurse, licensed nurse or nurse practitioner.~~
- (C) ~~Certified paramedic called to the scene for purposes of rendering emergency treatment.~~
- (D) ~~Licensed laboratory technician.~~
- (E) ~~Testing shall be conducted in accordance with Agency for Health Care Administration protocol procedures using licensed laboratories to perform drug free workplace testing under F.S. Ch. 112.~~

- ~~(F) The actual drug testing shall be conducted by a State of Florida licensed laboratory utilizing primary urinalysis testing by RBL abuscreen (radioimmunoassay). If the primary screening indicates a positive result, a second test will be performed on the same specimen using the GC/MS (gas chromatography/mass spectrometry) method. The cost associated with this testing shall be absorbed by the town.~~
- ~~(G) Specimens shall be obtained (collected), stored and transported to the testing site in a manner which will reasonably preclude contamination or adulteration in accordance with approved chain-of-custody procedure.~~
- ~~(H) Positive resulting specimens shall be preserved by the testing laboratory performing the GC/MS confirmation for a period of at least 210 days after the results of the confirmation are delivered or mailed to a physician designated by the town.~~

~~(Ord. No. 502, § 1, 5-9-01)~~

#### **18.4 Challenging test results.**

~~It is the responsibility of the employee and/or applicant who wishes to challenge test results to do so by initiating the following procedure:~~

- ~~(A) All test results are mailed/delivered by the medical review officer (MRO) to the town. Drug testing information is confidential and cannot be released to the public.~~
- ~~(B) Employees and/or applicants shall be informed of positive test results, the consequences of such results and the options available to them, within five working days of receipt of said result.~~
- ~~(C) The department head shall, upon request of the employee and/or applicant, furnish a copy of the test results to them.~~
- ~~(D) It is the responsibility of the employee and/or applicant to notify the testing laboratory of intent to challenge a test result.~~

~~The employee and/or applicant shall be permitted to have a portion of the specimen retested at their own expense at another laboratory licensed and approved by the Agency for Healthcare Administration. This independent test must be of equal or greater sensitivity for the drug in question.~~

- ~~(E) After an employee and/or applicant receives notice of a positive, confirmed test, they may, within five working days, submit information to the department head explaining, in writing, why the test results do not violate the town's policy.~~
- ~~(F) The physician selected by the town will review the test results and act as the medical review officer to either substantiate or refute said information. Consequently, the results of this medical review will be provided to the employee and/or applicant in writing. This information shall be considered confidential and shall be retained by the town for one year.~~

~~(Ord. No. 502, § 1, 5-9-01)~~

#### **18.5 Consequences of confirmed positive test results.**

- ~~(A) Applicants being considered for town employment shall be required to submit to an employment physical to include mandatory alcohol/drug testing. Applicants who refuse to submit to the aforementioned requirement shall not be employed by the town. Applicants who test positive (after GC/MS confirmation) shall not be employed by the town.~~

- ~~(B) Any current employee of the town must submit to the physical and/or alcohol/drug testing requirement for those reasons outlined in section 18.2 (causes for testing). Failure to do so will result in forfeiture of worker's compensation benefits, unemployment compensation benefits and/or termination of employment.~~
- ~~(C) If a current employee tests positive, the department head shall immediately place that employee on sick leave. If there is an insufficient amount of accrued sick leave available, other available accrued leave shall be used to cover this absence. If all accrued leave becomes exhausted, the employee shall be placed on a medical leave of absence without pay. The purpose of this action is twofold:
 
  - ~~(1) To prevent the subject employee from endangering coworkers, the general public or themselves while under the influence of alcohol/drugs.~~
  - ~~(2) To provide an opportunity for the employee to be referred to a remediation program or other appropriate treatment program for a reasonable amount of time to demonstrate a resolution of the problem. The names, addresses, and telephone numbers of several employee assistance programs (EAP) and/or drug rehabilitation programs will be provided to the employee.~~~~
- ~~(D) Employees that have been confirmed as testing positive and who have been referred to the EAP for treatment and who refuse said referral shall be terminated from employment for cause.~~
- ~~(E) Employees that accept treatment must understand that they are required to complete such treatment. Failure to do so will result in termination from employment.~~
- ~~(F) Employees that accept treatment and successfully complete said treatment program will be required to furnish proof of such completion to the department head. Employees in this situation are subject to random retesting for a period not to exceed two years from the date of successful completion of the treatment program to ensure continued and complete recovery.~~
- ~~(G) If, during the course of this two-year period, the employee tests positive, he/she will be terminated from employment.~~
- ~~(H) Public safety employees may be discharged or disciplined for the first positive confirmed drug test result when illicit drugs pursuant to F.S. ch. 893 are confirmed. No public safety employee shall be permitted to continue work in a "safety sensitive" position, but may be placed either in a non safety sensitive position or on leave status while participating in an EAP or alcohol/drug rehabilitation program.~~
- ~~(I) If there is an insufficient amount of sick leave available, other accrued leave shall be used to cover any absence while participating in the EAP or other alcohol/drug rehabilitation program. If all accrued leave becomes exhausted, the employee shall be placed on a medical leave of absence without pay.~~

~~(Ord. No. 502, § 1, 5-9-01)~~

### **18.6 Voluntary request for treatment.**

- ~~(A) Employees seeking voluntary treatment for alcohol/drug problems and who have not been previously tested and confirmed as positive may do so without consequence of disciplinary action, assuming that they have not been involved in any other aspect covered under section 18.2.~~
- ~~(B) Every degree of confidentiality shall be afforded in cases such as this.~~
- ~~(C) Employees in this category shall be required to use any and all accrued sick leave and/or other accrued leave to cover absences during treatment. Once accrued leave is exhausted they shall be placed on a medical leave of absence without pay for the appropriate period of time to be determined as outlined in [sub]section 18.5(C)(2).~~

~~(D) It is to be understood that these employees are expected to complete the treatment program furnishing proof of successful completion to the personnel director and that return to employment is contingent upon medical certification and random testing for a period not to exceed two years.~~

## ***SECTION 19.0 AIDS POLICY***

### **19.1 General.**

~~It is the policy of the Town of Kenneth City that employees with AIDS, ARC or HIV not be excluded from attending to their customary employment so long as they are physically able to perform tasks assigned them, and as long as their employment does not create a substantial risk of the transmission of illness to citizens or other employees of the town.~~

~~Any person with AIDS, ARC or HIV shall have every protection made available to handicapped persons under Section 504, Public Law No. 921-12 of the Rehabilitation Act of 1973.~~

~~No person may require an individual to take an HIV related test as a condition of hiring, promotion or continued employment, unless the absence of HIV infection is a bona fide occupational qualification for the job in question.~~

## ***SECTION 20.0 SEXUAL HARASSMENT***

### **20.1 General.**

~~It is the policy of the Town of Kenneth City that all employees should be able to enjoy a work atmosphere free from all forms of discrimination, including sexual harassment.~~

~~Sexual harassment infringes on an employee's right to a comfortable work environment and is a form of misconduct that undermines the integrity of the employment relationship. No employee (male or female) should be subjected to unsolicited and unwelcome overtures of conduct either verbal or physical from supervisors or coworkers.~~

~~Sexual harassment refers to conduct that is offensive to the individual, that harms morale and that interferes with the effectiveness of operations. Such conduct is prohibited and includes offensive sexual flirtations, advances, patting, pinching, touching, leering, obscene gestures or propositions; verbal abuse of a sexual nature; explicit or degrading verbal comments about another individual or his or her appearance; telling of sexual jokes; the display of sexually suggestive pictures or objects; or any offensive or abusive physical conduct.~~

~~Other impermissible conduct includes the taking of any personnel actions on the basis of an employee's submission to or refusal of sexual overtures. No employee should so much as imply that an individual's "cooperation" will have any effect on the individual's employment, compensation, advancement, career development or any other condition of employment.~~

~~The town will take immediate disciplinary action against any employee engaging in sexual harassment. Such action may include, depending on the circumstances, suspension, demotion or discharge.~~

~~(A) Allegations of sexual harassment which involve law enforcement officers shall be processed and handled in accordance with the "law enforcement officer's rights" as specified in F.S. § 112.532.~~

~~(B) Allegations of sexual harassment which involve any other employee of the town shall be processed and handled in accordance with the following procedure.~~

~~*Informal procedure.*~~

The complainant may elect to have the complaint and its disposition handled according to the following procedure:

*Step 1.* The individual alleging sexual harassment will report the incident to the department head and will be interviewed to discuss the allegations. If said allegations are made to any other person, the matter must be directed immediately to the department head. In the absence of the department head or in the event the department head is the alleged harasser, the incident shall be reported to the councilperson in charge.

*Step 2.* The department head shall make the accused aware of the specific nature of the complaint, interview the accused and interview any other persons the accused may suggest to obtain additional information of the facts surrounding the complaint.

*Step 3.* The department head will inquire of the complainant and the accused as to any mutual resolution of the problem which may be acceptable between the parties at that point. If the parties agree upon an acceptable resolution of the complaint, the matter shall be closed.

*Step 4.* If the parties do not agree on an acceptable resolution of the problem, the complainant shall be advised that further processing of the complaint will require that the complainant file a written complaint and the following formal procedure.

*Formal procedure.*

*Step 1.* Any employee who believes that he or she is or has been the subject of sexual harassment or any employee who is aware of sexual harassment against a fellow employee and who is unable to reach agreement concerning the resolution of the problem through the informal procedure or who does not elect to utilize the informal procedure may file a written complaint with the personnel director. In the absence of the department head or in the event the department head is the alleged harasser, the incident shall be reported to the councilperson in charge. Upon receipt of the written complaint, the department head shall interview the complainant for the purpose of obtaining any additional facts that may be needed to supplement the complaint.

*Step 2.* Within two working days after receiving the signed written statement, the alleged harasser will be called to the department head's office, be given a copy of the signed written statement and informed of the seriousness of the allegations. The department head will review with the alleged harasser the town policy and indicate that a formal charge of harassment has been made. The alleged harasser will then have the opportunity to refute the allegations by responding verbally and in a written statement if he or she has not already done so as part of the informal procedure.

*Step 3.* The department head will meet with the alleged harasser's department head and the councilperson in charge to discuss the seriousness of the allegations. If the evidence warrants, the alleged harasser will be disciplined according to the procedures as outlined in the personnel rules and regulations with all due opportunity afforded through the disciplinary hearing and appeal process.

*Step 4.* If the allegations prove not to constitute sexual harassment, the alleged harasser will be advised of the decision in writing.

An employee who is found to have knowingly filed a false sexual harassment complaint will be subject not only to disciplinary action by the town up to and including discharge, but may also be held personally liable for his or her misconduct through civil suit by the injured employee and may be criminally prosecuted under Florida Statutes.

~~Should it be confirmed that the allegations of sexual harassment are valid, the employee found to have sexually harassed an employee will be subject to any of the disciplinary steps up to and including dismissal.~~

## ***SECTION 21.0 APPLICABILITY***

### **21.1 General.**

~~This provisions of this personnel manual shall be applicable to all personnel employed or appoint by the Town of Kenneth City except to the extent that any provision may be in conflict with existing labor agreements entered into by the town council as they may apply to any class of town employees.~~

~~In the event of a conflict between any provision of this personnel manual and any labor (collective bargaining) agreement, the provisions of the labor agreement shall prevail. Nothing herein, however, is intended to be duplicitous of any subject matter, right or benefit for employees addressed or covered by any approved labor agreement.~~

~~Federal and state laws regarding employee rights, benefits or certification shall take precedence over any conflicting provisions of this personnel manual.~~

**Section 3. Conflicts.** All ordinances or parts of ordinances or all resolutions or parts of resolutions in conflict with this Ordinance are repealed to the extent of such conflict.

**Section 4. Effective Date.** This Ordinance shall take effect immediately upon adoption.

**PASSED and ENACTED** this \_\_\_\_ day of \_\_\_\_\_, 2023.

First Reading: February 8, 2023

Second Reading: \_\_\_\_\_, 2023

[SIGNATURE PAGE TO FOLLOW]

\_\_\_\_\_  
ROBERT J. HOWELL  
MAYOR

ATTEST:

\_\_\_\_\_  
JOCILYN MARTINEZ  
INTERIM TOWN CLERK

APPROVED AS TO FORM:

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

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



# Agenda Memo

**To:** Kenneth City Town Council

**From:** Rob Duncan

**Date:** 02/03/2023



**Subject:** Extension of Public Works Task Order

## Summary

At the Town Council Meeting on November 16<sup>th</sup>, Task Order Exhibit N – Public works Services with Imagine That Performance was approved with a 90-day end date. At the time there was an immediate need as Ken resigned with 2 weeks' notice and no one in the department was deemed fit to assume his role. This task order allowed the town to immediately receive qualified Public Works supervision as a long-term plan was being established to address various concerns communicated to the Interim Town Manager by various Councilmembers.

Significant accomplishments during the 90-day period include:

- Received Town Council approval for a Stormwater project impacting residents.
- Organized Public Works facility to be more effective and efficient
- Identified assets needing to be disposed, received approval from Town Council
- Worked with Engineer on NPDES MS4 annual permit submittal
- Setup, coordination assistance and take down of Town Events – Christmas Tree Lighting, Blood Drives and Trunk or Treat
- Participate in RFPs including Engineer of Record RFQ
- Emergency cleanup on Thanksgiving
- Participate in Joe's Creek project discussions with County and Design Engineer
- Lead daily operations including projects during winter to jumpstart stormwater maintenance program
- Attended training and is actively using the Aclarian accounting system inputting Purchase Orders and approving expenses
- Hosted the Public Works Workshop, giving Town Councilmembers and residents a tour of the facility and Public Works priorities
- Produced a monthly Public Works report to the Town Manager that is included in the Town Manager report to Town Council

During the past 90 days, one department employee resigned and a second has been on extended leave not related to work and the remaining employee is on medical light duty only. This has left the department severely shorthanded, impacting critical services valued by residents, including the Community Hall rental.

The long-term staffing plan will include evaluation of certain functions (such as landscaping and custodial work) being handled by a 3<sup>rd</sup> party for a year. The long-term

direction for Public Works needs to be established so a proper leader can be hired to run Public Works. The Public Works workshop was the first step in the process, but more dialog is essential to clearly set expectations moving forward.

**Financial Impact:**

The current cost of this service is coming out of the Public Works Department budget and currently total costs for labor are under budget due to the staff shortages. An extension will not come with an increase in cost.

**Recommendation:**

(Approve - Deny) The extension of Task Order N – Public Works Services by 90 days.

**Proposed Motion(s):**

Motion to authorize and direct the Mayor to execute a 90 day extension, in a form acceptable to the Town Attorney, with Imagine That Performance for Task Order N – Public Works Services.

# Agenda Memo

**To:** Kenneth City Town Council

**From:** Rob Duncan

**Date:** 02/03/2023



**Subject:** Task Order Amendments

## Summary

Two of the open Task Orders with Imagine That Performance are trending to come in well under budgeted hours. A different Task Order is at the budgeted maximum, but more work is necessary to complete the Task Order. Re-allocation of hours to balance out the need, without increasing the total for the tasks orders in total, is being requested.

### At Budget:

Task Order I: Implementation of New Technology Solutions – 200 of 200 hours

### Below Budget:

Task Order J: Business Tax Receipts – 120 of 180 hours

Task Order L: Records & Documents Management – 40 of 400 hours

### Plan:

Deduct 50 hours from Task Order J: Business Tax Receipts

Deduct 100 hours from Task Order L: Records & Documents Management

Add 150 hours to Task Order I: Implementation of New Technology Solutions

### **Financial Impact:**

There is no increase or decrease in budgeted costs associated with this activity.

### **Recommendation:**

(Approve - Deny) The amending of Task Orders I, J & L to re-allocate budget hours.

### **Proposed Motion(s):**

Motion to authorize and direct the Mayor to execute amendments with Imagine That Performance to Task Orders I, J and L that will re-allocate hours without increasing total budget hours, in a form acceptable to the Town Attorney.

# Agenda Memo

**To:** Kenneth City Town Council

**From:** Rob Duncan

**Date:** 02/03/2023



**Subject:** Vendor Selection for RFP #2023-01 STRATEGIC PLANNING SERVICES

## Summary

The Town Council requested options for Strategic Planning Services.

RFP #2023-01 was posted on January 20, 2023, and responses were received on February 2, 2023. Two firms responded by the February 2 deadline.

There are several options Town Council may consider including, but not limited to:

- Award the RFP to one of the two firms
- Extend the solicitation period
- Reject all bids and release a new RFP with an altered scope
- Reject all bids and do not proceed with strategic planning.

## Financial Impact:

The two responses were in the \$30,000 to 50,000 range with funding anticipated to come from ARPA.

## Recommendation:

Town Council move forward with a direction all are willing to support

## Proposed Motion(s):

If wanting to select one of the responding providers: A motion to approve and award Request for Proposal #2023-01, to \_\_\_\_\_ and authorizes and directs the Interim Town Manager or designee to execute an agreement, in a form acceptable to the Town Attorney, with \_\_\_\_\_ in an estimated amount of \_\_\_\_\_ to be paid for with ARPA.



## MEMORANDUM

**To:** Honorable Mayor And Town Council Members

**CC:** Rob Duncan, Interim Town Manager  
Jocilyn Martinez, Interim Town Clerk

**From:** Sarah Johnston, Town Attorney

**Date:** February 8, 2023

**RE:** Town Attorney Report

### TOWN ATTORNEY REPORT FEBRUARY 2023

#### **UPCOMING LEGISLATION**

- Personnel Policy And Code Amendment Ordinance (1<sup>st</sup> Reading February 8, 2023; 2<sup>nd</sup> Read March 2023)
- Code Amendment Chapter 54 (Draft to be submitted for initial review February 2023; 1<sup>st</sup> read March 2023)
- Quasi-Judicial & Policy and Procedures (TBD)
- Implementation Code Magistrate Procedures (TBD)
- Floodplain Administrator And Required Code Amendments (in progress, follow-up February 2023)
- Fire Assessment Implementation (February 8, 2023, next steps June/July)
- Stormwater Assessment Implementation (February 8, 2023, next steps June/July)
- Cost Recovery Ordinance And Implementation (TBD)

#### **UPCOMING ISSUES/MATTERS**

- Appointment of Planning & Zoning Board and Board of Adjustment
- Establishing priority list for tasks and code amendments - to be brought forward for discussion and direction at a future date
- Town Manager Process/Agreement (Workshop January 5, 2023, Next Steps TBD)
- Personnel Manual (March 2023)
- Code Enforcement Challenges – identifying priorities
- Review Areas for Code Enforcement Liens & Foreclosures (TBD)
- Strategic Plan for Town Attorney's Office

**SPECIAL MATTER UPDATE**

- Provided Public Records Training KCPD (January 30, 2023; Follow-up with “cheat sheet” and records retention/disposal policy February 2023)

**LITIGATION UPDATE**

- *None at this time*



**TO:** Rob Duncan, Interim Town Manager  
**FROM:** Jocilyn Martinez, Interim Town Clerk  
**SUBJECT:** Monthly Task Order Report  
**DATE:** February 3, 2023

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### **March 2023 Municipal Election**

Work on the election has continued with collecting Treasury Reports from Candidates and other functions related to elections compliance.

### **Human Resources**

Processed payroll every other Monday. Also Managed other Town-wide Human Resources functions including related payroll reporting requirements, employee hiring and termination procedures, and management of Town insurance and retirement policies.

### **Public Records**

Responded to public records request regularly (these range from simple responses that can be completed quickly to those that require a more significant investment of time).



**TO:** Town Council  
**FROM:** Rob Duncan, Interim Town Manager  
**SUBJECT:** Town Manager's Report  
**DATE:** February 3, 2022

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Things have been moving fast, but sometimes it seems as if things can't be accomplished quickly enough. Perhaps it is a compliment that when people notice progress they immediately want more. The Imagine That team is staying within the framework of the Task Orders that have been approved, but many items keep coming in that will need to be addressed with either additional task orders, extending the hours associated with the Town Manager (currently <25 hours a week) or just accepting certain functions will need to be deferred. We are trying to maintain a balance between making progress on items that will have long term benefits and the day to day needs of residents that are difficult to maintain during the transition to better technology and while the Town is short staffed.

Detailed reports from departments are included, here are a few highlights:

### **Grants and Funding**

State appropriations request modified from \$300,000 to \$500,000 based on recommendation from Representative Chaney after her visit to Town Council meeting. Further details of grants included in report from Michelle Berger

### **Employee Recruitment**

A part-time administrative assistant has been hired, trained in Town Hall with Lisa for a week and is currently working in Police Department. Two applicants for the Senior Administrative Assistant position were interviewed – with an offer letter going out to the selected candidate for the position. The applicant declined stating compensation was not sufficient. Two other resumes have been received and staff will setup interviews.

Public Works is understaffed, impacting service availability including at Community Hall.

### **RFP Status**

There are two RFP selections on the agenda for potential award: RFP #2023-01 Strategic Planning and #2022-06 Managed IT Services. RFP #2022-05 Continuing Professional Engineering Services has been awarded with contracts expected to be brought before Town Council in March.

All of the RFPs including awarded RFP #2022-04 Turn-key Accounting and ERP Technology Services have been utilizing the same template created with inputs from Town Attorney and Management team. RFPs have been published on Demandstar and the Town website has been utilized as well.

### **Implementation of Laserfiche, Aclarian and Community Core**

Significant effort and progress has been made under the leadership of Lisa Hendrickson. Please see her report for details on status.

### **Stormwater and Fire Fees**

A resolution will be need to be adopted at the February 8 Council Meeting for us to begin the process of having the option of including these fees on the 2023 Tax Bill. The necessary advertisements (4 weeks of publication) have take place prior to the meeting.



### **Hurricane Ian Reimbursement**

The team met with FEMA representatives onsite January 30 in Town Hall to review the initial scoping meeting and identify documentation needed to receive reimbursement for expenses incurred by the Town of Kenneth City. All work hours used to work with FEMA is also eligible for reimbursement. Most likely outcome will be for the Town to get reimbursed for hours worked by Imagine That staff, Police Department and Public works to prepare for, ride out and cleanup after the hurricane including the ongoing documentation. The amount paid to vendors for debris removal (Wastepro) is also expected to be captured, along with reimbursement for utilization of town assets (vehicles and equipment)



**TO:** Rob Duncan, Interim Town Manager  
**FROM:** Lisa Hendrickson, Senior Consultant  
**SUBJECT:** Monthly Task Order Report  
**DATE:** February 2, 2023

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Below please find updates and reports of the activities within my respective Task Orders. The information provided is aligned with the performance-based budget adopted this year.

### **Exhibit I: Implementation of New Technology Solutions**

The hours on this task order have been reached, however there is still some work to be completed. This includes the implementation of SAFEbuilt Building Services and the Aclarian Turn-Key Accounting and ERP Solution. These projects are ongoing and require day-to-day oversight, testing, and collaboration with providers.

- With SAFEbuilt there is still minimal hands-on application required onsite due to the enormous amount of paper files needed to be used as reference for consistent realtor and title company requests for searches. This hands-on application time is approximately 5 hours per week.
- The updated fee schedule, passed by Resolution 2022-17 on 12/14/22 is a current topic of review as we are receiving feedback from contractors regarding the increased fees. The Interim Town Manager and SAFEbuilt's Operations Director will meet to discuss the revenues and expenses after the first quarter of 2023 and bring forward any recommendations for change to the fee schedule by Resolution.
- We are on task with Aclarian implementation and the project timelines. We are live with Phase 1 of 3 implementation and are in the process of training users in phase 1. We have just begun the third month of a six-month implementation plan and are making great progress toward effective and efficient service delivery.

### **Exhibit J: Business Tax Receipts (BTRs)**

There are four businesses that have not renewed their BTR for 2022/2023 totaling \$ 973.33. Three of the four have been turned over to Code Enforcement for a five-day courtesy warning and compliance. The fourth is an insurance carrier that may no longer be doing business in Kenneth City and is under review.

A BTR module in Aclarian will be turned on and set up for future handling of BTRs. Thus, eliminating the need for Tyler Technology. A cancellation letter has been issued to Tyler Technology by the Town Manager.

Lastly, as new businesses open, and current businesses close these BTRs will need to be handled accordingly by the Clerk or their designee.

### **Exhibit L: Document Management**

Laserfiche is up and running. The Clerk and I have one remaining week left of a ten-week implementation and training schedule. We are fully focused on going paperless. 18 boxes of building files have been transferred to Information Consultants and for a minimal fee, student workers are preparing and scanning documents into Laserfiche. The next component is to create an online portal for transparency and SAFEbuilt access to historical building files.

***As my task orders come to completion, I expect to transition out of the Town of Kenneth City by February 28, 2023.***



**TO:** Rob Duncan, Interim Town Manager  
**FROM:** Michelle Berger, Consultant, Imagine That Performance  
**SUBJECT:** Monthly Report  
**DATE:** February 2, 2023

Below find updates and reports of the activities within Tasks H and M, as assigned to me. The information provided is reflective of the work in January and is aligned with the performance-based budget adopted this year.

**Exhibit H – Grant Research, Writing and Submission**

**Recreational Trail Program**

As discussed, I attended the virtual workshop conducted by the Department of Environmental Protection’s (DEP) about its next funding cycle’s application process. Below offers some additional information that I learned.

Project proposals may address the following Recreational Trail Needs: construction of new recreational trails (with restrictions for new trails on Federal lands); maintenance and restoration or renovation of existing recreational trails; development and rehabilitation of trailside and trailhead facilities; and recreational trail linkages. For this application purpose, trails are defined and considered a thoroughfare or track across land or water, used for recreational purposes such as bicycling, hiking/jogging/running or similar activities, equestrian activities, overnight and long distance backpacking, roller skating, in-line skating, non-motorized aquatic or water activities

including canoeing and kayaking, and vehicular travel by motorcycle, four-wheel drive or all terrain, off-road vehicles, or dune buggies. Applicants may submit only one application. Applications must involve only one project site. A grantee with two incomplete RTP projects by the closing date of the application submission period is not eligible to apply. All grant awards must be matched. “Match” means the provision of cash or in-kind services by the grantee in addition to the RTP funds. Value of real property or inmate labor are ineligible match sources.

RTP Match Requirements

Total Project Cost	RTP Grant	Local Match	Point Value
\$100,000	\$50,000	\$50,000	5
\$100,000	\$60,000	\$40,000	3
\$100,000	\$80,000	\$20,000	1

The RTP grant is provided on a 50:50, 60:40, or 80:20 (Program/Grantee) matching basis. The more match provided, the more points awarded.

Perhaps the biggest challenge will be providing proof of the Town’s site control over the entire area, since some of the trails we intend to connect belong to the county. That said, the application will provide the intended trail and amenities information where the Town owns the land, leading up to the next owner’s boundaries. Site control documents must include an adequate legal description of the parcel(s) comprising the project site, such that RTP staff can compare same with the boundary map submitted with the application and evaluate whether the applicant is able to adequately control the project site.

As you know, there is no guarantee that applying for grants means the Town will be awarded a grant(s). It is my intention to apply to those grantors that are most aligned with the Town’s prioritized projects and have the highest likelihood of paying out (awarding). This particular award for trails is capped at a \$500,000 ask.

I am working to best understand how to garner the proper site plan controls and mapping prior to the March 1<sup>st</sup> deadline.

### **Building Resilient Infrastructure and Communities**

The Town is a bit early in the grant process for this grant opportunity. First, it really requires a more shovel ready project to be quantitatively evaluated (point score) and given enough points to win an award in this competitive process. A project's cumulative score from both the qualitative and technical evaluations will determine its priority order among projects considered in the national competition.

Benefit-Cost Analysis (BCA) is a method that determines the future risk reduction benefits of a hazard mitigation project and compares those benefits to its costs. The result is a benefit-cost ratio. Applicants and subapplicants must use FEMA-approved methodologies and tools—such as the BCA Toolkit—to demonstrate the cost-effectiveness of their projects.

Without having a project through the design phases and permitting (shovel ready) or an appropriately completed benefit-cost analysis, the Town is not qualified to submit an application at this time.

### **State Appropriations Request**

A presentation to Council during the December regular meeting resulted in the Council approving a resolution to authorize a State Appropriations Request for the Lake Lori Stormwater Project in the amount of \$300,000. After Representative Linda Chaney's visit to the Council meeting on January 11th, Representative Chaney made the recommendation to increase the request to \$500,000. All documents were prepared for the Mayor's signature.

### **Exhibit M – Special Assessment Analysis and Execution**

Public hearing notifications were run each week throughout the month to notify the public of the hearing scheduled for February 8<sup>th</sup>, 2023, where the Council will consider the intent to move forward with a non ad-valorem collection method for fire services and stormwater management. Information was shared with the Town Attorney for consideration of piggyback opportunities for savings with professional services.



**TO:** Rob Duncan, Interim Town Manager  
**FROM:** Mike Vieno, Police Chief  
**SUBJECT:** Monthly Police Department Report  
**DATE:** February 2, 2023

Below find updates and reports of the activities within the Police Department. The information provided is aligned with the performance-based budget adopted this year.

**Admin & EE Support:**

The Police Department has filled the vacant Part-time Records Clerk Position. Interviews have been conducted and are continuing with qualified candidates for the vacant Senior Administrative Assistant Position. Both of these positions will be a significant undertaking with specialized training and specialized Criminal Justice System access associated with these roles.

**Patrol**

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

Officers on midnight shift placed Third Watch and If I Were a Thief notices throughout the Town as they checked closed business locations after hours. Officers conducted House Checks as requested by homeowners whose property was unattended.

**2023 YEAR DATA- CURRENT YEAR:**

Month/ 2023	Calls for service	Business & Residential Area Checks	Thief / Watch Programs	Community Contact/ Assist Citizen	Directed Patrol
<i>January</i>	74	3744	373	218	323
<i>February</i>					
<i>March</i>					
<i>April</i>					
<i>May</i>					
<i>June</i>					
<i>July</i>					
<i>August</i>					
<i>September</i>					
<i>October</i>					

<i>November</i>					
<i>December</i>					
<b>Yearly Totals</b>	<b>74</b>	<b>3744</b>	<b>373</b>	<b>218</b>	<b>323</b>

**Impact of Patrols & Activities:**

<b>Month/ 2023</b>	<b>Reports + Supplements</b>	<b>AOA</b>	<b>Alarm</b>	<b>SAO Referrals</b>	<b>APAD Arrests</b>	<b>Arrests / NTA</b>	<b>Crash Investigations</b>	<b>Traffic Warnings</b>	<b>Traffic Citations</b>
<i>January</i>	122	17	8	4	0	11	16	98	13
<i>February</i>									
<i>March</i>									
<i>April</i>									
<i>May</i>									
<i>June</i>									
<i>July</i>									
<i>August</i>									
<i>September</i>									
<i>October</i>									
<i>November</i>									
<i>December</i>									
<b>Yearly Totals</b>	<b>122</b>	<b>17</b>	<b>8</b>	<b>4</b>	<b>0</b>	<b>11</b>	<b>16</b>	<b>98</b>	<b>13</b>

Reports and Supplements include FIR, Incident, and Offense Reports. Stats consist of those who are full time, assigned to light duty, and Reserve.

**2022 YEAR DATA- PREVIOUS YEAR:**

<b>Month/ 2022</b>	<b>Calls for service</b>	<b>Business &amp; Residential Area Checks</b>	<b>Thief / Watch Programs</b>	<b>Community Contact/ Assist Citizen</b>	<b>Directed Patrol</b>
<i>January</i>	73	5422	296	221	571
<i>February</i>	74	3416	264	225	452
<i>March</i>	79	3050	361	243	470
<i>April</i>	59	2971	314	181	335
<i>May</i>	78	3277	322	173	361
<i>June</i>	80	2741	229	194	185
<i>July</i>	79	2079	258	140	139
<i>August</i>	74	2597	252	144	214
<i>September</i>	83	3225	345	209	366
<i>October</i>	76	2893	326	201	364
<i>November</i>	73	3010	271	188	258
<i>December</i>	84	3965	276	164	224
<b>Yearly Totals</b>	<b>912</b>	<b>38646</b>	<b>3514</b>	<b>2283</b>	<b>3939</b>

**Impact of Patrols & Activities:**

<b>Month/ 2022</b>	<b>Reports + Supplements</b>	<b>AOA</b>	<b>Alarm</b>	<b>SAO Referrals</b>	<b>APAD Arrests</b>	<b>Arrests / NTA</b>	<b>Crash Investigations</b>	<b>Traffic Warnings</b>	<b>Traffic Citations</b>
<i>January</i>	107	6	10	4	0	7	8	36	14
<i>February</i>	110	8	5	1	0	9	11	38	15
<i>March</i>	120	8	12	4	0	11	11	38	17
<i>April</i>	106	8	7	1	0	3	17	27	13

<i>May</i>	136	7	7	3	0	6	16	88	32
<i>June</i>	110	7	10	2	0	5	8	52	11
<i>July</i>	111	9	5	4	0	12	11	64	21
<i>August</i>	109	16	7	3	0	9	11	72	8
<i>September</i>	106	6	12	2	1	10	12	79	18
<i>October</i>	112	12	4	2	0	7	18	74	29
<i>November</i>	104	8	3	3	0	10	5	94	27
<i>December</i>	109	21	3	4	0	7	12	73	22
<b>Yearly Totals</b>	<b>1340</b>	<b>116</b>	<b>85</b>	<b>33</b>	<b>1</b>	<b>96</b>	<b>140</b>	<b>735</b>	<b>227</b>

Reports and Supplements include FIR, Incident, and Offense Reports. Stats consist of those who are full time, assigned to light duty, and Reserve.



## CIS Investigations

### Monthly Stats January 2023 – Detective S. Gibson

Number of cases started with: 26, with 10 more waiting to be assigned

Number of cases ended with: 29, with 7 more waiting to be assigned

#### New cases assigned for the month

FELONY	9
MISDEMEANOR	
NON-CRIMINAL	1

#### Case dispositions

INACTIVATED	4
CLOSED WITH MISDEMEANOR ARREST	
CLOSED WITH FELONY ARREST	
CLOSED UNFOUNDED	1
CLOSED OTHER	2
CLOSED SAO REFERRAL	
CLEARED WITH WAIVER	

#### Other Activity

SURVEILLANCES	
PHOTOPACKS	
EVIDENCE STATUS REQUESTS	
INITIAL REPORTS	
SUPPLEMENTS	13
WARRANTS	
TOUCH DNA PROCESSING / BUCCALS	7
SUSPECTS RESULTING FROM TOUCH DNA	
OTHER: CCTV FOOTAGE, CELL TRACKING, D/L	4
SUBPOENAS	1
JAIL RECORDINGS	19
REPORTS REVIEWED	37
CONTACT ATTEMPTS	6
INTERVIEWS	2
TRANSPORTING PROPERTY/EVIDENCE	17
RECOVERED STOLEN PROPERTY	
BOLOS	
APADS	0



## Accreditation

An accreditation program has long been recognized as a means of maintaining the highest standards of professionalism. Accreditation is the certification by an independent reviewing authority that an entity has met specific requirements and prescribed standards. Law enforcement agencies and Inspectors General in Florida can attain accredited status through the Commission for Florida Law Enforcement Accreditation, Inc. The agency is compelled to operate within specific guidelines. It is accountable to the Commission. The agency must stay in compliance with the standards set forth by the Commission in order to retain its accreditation.

**The Kenneth City Police Department is currently a CFA Florida Accredited Law Enforcement Agency.**

## Traffic

All Town officers have been conducting traffic stops to educate drivers on traffic infractions and traffic safety issues. Further, the agency deterrent vehicle (ghost car) has been placed at different business/roadway locations throughout the Town to deter traffic violations/criminal activity. Town residents and local businesses are supportive of the ghost car placement and we continue to receive positive feedback. Officers also reacted to several resident concerns and conducted Directed Patrols addressing those concerns.

<b>Month/ 2023</b>	<b>Crash Investigations</b>	<b>Traffic Warnings</b>	<b>Traffic Citations</b>
<i>January</i>	<b>16</b>	<b>98</b>	<b>13</b>
<i>February</i>			
<i>March</i>			
<i>April</i>			
<i>May</i>			
<i>June</i>			
<i>July</i>			
<i>August</i>			
<i>September</i>			
<i>October</i>			
<i>November</i>			
<i>December</i>			
<b>Yearly Totals</b>	<b>16</b>	<b>98</b>	<b>13</b>

## Special Events



The Community Policing Section Currently has a “Coffee with a Cop” event scheduled with one of our Town business partners RaceTrac on February 10, 2023 10:00AM to 11:30 AM. All residents, Businesses, Council Members, and Town Staff are encouraged to come out.

## Community Outreach

Officers have been patrolling the Town on mountain bikes, and the Polaris patrol vehicle, as time permits. This was well received by many town residents.

Officers continue to be active in the community, by making citizen contacts, handing out police stickers, coloring books, and bicycle lights.

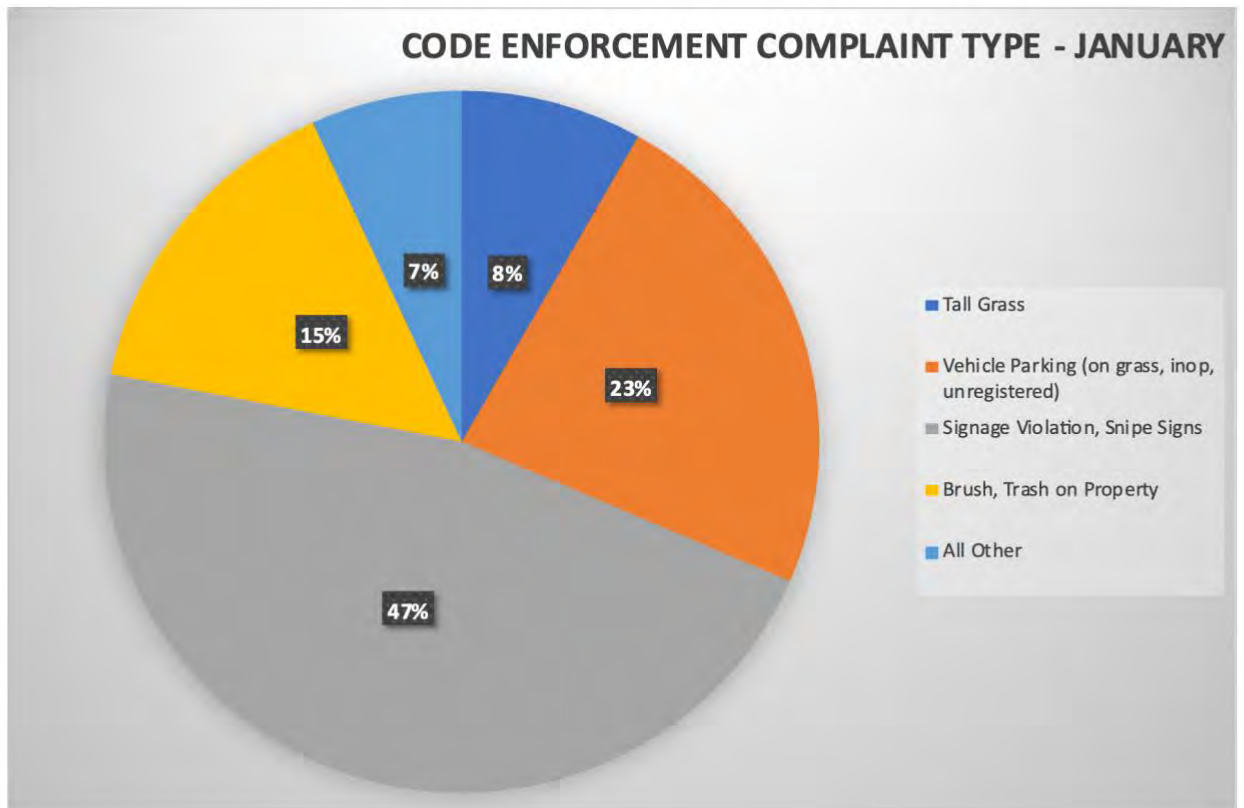
The Community Policing Section donated two found bicycles to Pinellas Hope Homeless Shelter in support of our community partner.

### *Operation Medicine Cabinet*

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

## Code Enforcement

The police department conducted 73 code compliance investigations both residential and businesses in January. Sgt. Andy Izrailov and other department officers continue to investigate town code violations. Officer Andy DeLay conducted several city ordinance violation sweeps, resulting in numerous ordinance violation investigations.





**TO:** Rob Duncan, Interim Town Manager  
**FROM:** Keith Bodeker, Interim Public Works Supervisor  
**SUBJECT:** Monthly Public Works Department Report  
**DATE:** February 2, 2023

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Below find updates and reports of the activities within Public Works. The information provided is aligned with the performance-based budget adopted this year.

### **Emergency Response**

DPW staff met with several members of FEMA to discuss funding reimbursement for Hurricane Ian.

### **Stormwater (Stormwater Maintenance)**

The DPW staff continues to inspect and clean storm inlets within Town limits. Staff met with Advanced Engineering to complete our annual MS4 permit and submitted it to FDEP. This year's permit will be audited by FDEP at a later date in 2023 that is yet to be determined. Town staff continues to coordinate with Pinellas County and their design team regarding the upcoming Improvements for the Joe's Creek project.

### **Streets & Sidewalks (Roadway Maintenance)**

Staff has coordinated several pothole repairs with Pinellas County, since these repairs were within the County Right-Of-Way. DPW has also contacted Pinellas County utilities to have a water main segment lowered that was recently found during routine inspections around Town.

### **Vehicle and Equipment Maintenance**

DPW staff has been focused during the month of January on getting all of our small engine assets serviced and tuned up. We are currently about 75% through with this, since there is a need to rotate pieces of equipment out and still have items to do work with.

### **Special Events & Community Hall**

An open house event was held at the DPW building for Council members and the general public.

### **Mowing**

The 46<sup>th</sup> Avenue Trail area and Ernst Park were mowed and maintained as well as around Community Hall and Police Department.

### **Beautification and Trees**

Several locations in town had small tree limbs cut back to make traffic regulatory signs more visible and DPW staff has begun to pressure wash the gazebo at Schleck Park. Several large segments of vegetative debris were cut back and disposed of in the 60<sup>th</sup> Street ditch.

### **Park Maintenance**

Regular maintenance of picking up debris and emptying the trash cans continues.

### **Janitorial**

Town staff continues its regular maintenance and cleaning of the following building: Town Hall, Community Hall, Police Department, and Public Works. Staff has also made several trips for needed supplies.

**Employee & Administration**

The Public Works Department continued to be short staffed for the last month, with only having one other full time employee (who is on light duty restrictions) besides the interim Public Works Supervisor. Staff is continuing to learn learning the new Aclarian accounting system and help refine it.