



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

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

Immediately to Follow Workshop

May 4, 2022

Community Hall

- A. Call to Order
- B. Public Comment – (limited to 3 minutes)

Please state your name and address for the record. Public participation is encouraged. If you are addressing the Council, step to the podium and state your name and address for the record. Public comments can also be submitted by email to the Town Clerk at Town57@kennethcityfl.org, written comments must be received by 4pm on the day of the meeting and will be read aloud during the meeting. Please limit your comments to 400 words as the comments are limited to three minutes.

- C. Action Agenda
 - 1. Town Manager
 - *See Exhibits in Workshop packet
 - 2. Town Accountant
 - CPA Scope of Services
 - Exhibit 1: Current Contract
 - Exhibit 2: Sample Job Descriptions
 - Exhibit 3: Accountant Salary Survey, Pinellas County
 - 3. Code Enforcement
 - Exhibit 4: Job Description
- D. Manager Attorney Comments
- E. Mayor/Council Comment
- F. Adjournment

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



Date: 4/01/2022

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

Dear Town of Kenneth City:

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

I. SCOPE OF SERVICES

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

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

II. MANAGEMENT RESPONSIBILITIES

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

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

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

III. OTHER RELEVANT INFORMATION

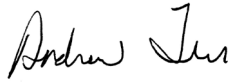
Services will begin as of April 1, 2022, and automatically renew annually with a starting weekly contract amount of \$1,030 for an annual contract amount of \$53,560 with an annual increase allotment of 3%. The fee is based upon anticipated cooperation with Town personnel. If significant additional time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

IV. PUBLIC RECORDS

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

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

Sincerely,



Name Title Date

Andrew Tess, CPA



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

Finance/Accounting Specialist

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

Opening Date: March 21, 2016

Closing Date: Open until filled

General Description of Duties

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

Examples of Essential Job Functions

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

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

Minimum Training & Experience

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

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

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

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

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

Must possess a valid Florida Driver's License.

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

ADA Compliance

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

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

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

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

Town of Kenneth City

Position: Non-Exempt

Code Enforcement

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

Summary:

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

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

Responsibilities:

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

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

Essential Functions:

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

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

Knowledge, Skills and Abilities:

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

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

Additional Responsibilities/Requirements:

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

Job Environment:

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

Physical and Mental Requirements

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

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

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

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

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

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

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

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

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

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