



THE TOWN OF KENNETH CITY, FLORIDA

Council Meeting

PUBLIC NOTICE

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

6:30pm

May 11, 2022

Community Hall

- A. Call to Order
- B. Invocation and Pledge of Allegiance
- C. Roll Call
- D. Consent Agenda
 - 1. April Meeting Minutes
 - a. 04/13/2022 Council Meeting
 - b. 04/27/2022 Special Council Meeting and Workshop
- E. 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.
- F. Action Agenda
 - 1. Procurement Ordinance No. 2022-657
 - a. ORDINANCE NO. 2022-657
 - 2. Executive Search for Town Manager Updates
 - a. Invitation to Bid Exhibits
- G. Department Reports
 - 1. Public Safety
 - a. KCPD stats
 - b. Fire Department Report and Hurricane Preparedness presentation
 - i. Suzanne Boisvert, Hurricane Season Forecast
 - 2. Public Works
 - 3. Building, Planning and Zoning
 - a. KC Building Stats
- H. Officer Reports (Manager, Clerk, Attorney)
 - 1. Town Financial Summary & GL Variance Report
- I. Mayor/Council Comment
- J. Adjournment

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



THE TOWN OF KENNETH CITY, FLORIDA

Council Meeting Minutes
April 13, 2022

A. Call to Order

B. Invocation and Pledge of Allegiance

C. Roll Call

Present were Councilmember Noble, Councilmember Cummings, Councilmember Roberts, Mayor Howell, Town Manager Cavalli, Attorney Mora and Town Clerk Ana Cabezas. Vice Mayor Zemaitis was not present.

D. Administration of Oath of Office, Councilmember Noble

Attorney Mora swore in Councilmember Noble.
Councilmember Cummings appointed Vice Mayor.

E. PSTA Board of Directors

Town Manager Cavalli presented to the Council two candidates for seats on the PSTA Board of Directors, Dr. Jim Oliver, Vice Mayor from Seminole and Ms. Bonnie Quick, Commissioner from South Pasadena. The Council voted unanimously for Dr. Oliver.

No public comment.

F. Consent Agenda

March Meeting Minutes
03/09/2022 Council Meeting

Request to move Consent Agenda items 2 *Accella Software Contract* and 3 *Department of Economic Opportunity, evaluation and appraisal* to Action Agenda made by Councilmember Noble.

Motion to approve Consent Agenda made by Councilmember Noble.
Second was offered by Councilmember Cummings.
All in favor
Motion to approve Consent Agenda passed

G. Public Comment

No public comment.

H. Action Agenda

1. Solid Waste contract

Manager Cavalli provided an overview of Solid Waste Hauler selection process and upcoming transition.

Mayor Howell spoke briefly. Councilmember Noble asked that residents be properly notified of the upcoming transition. Manager Cavalli further discussed efforts being made by Waste Pro to communicate to particulars to residents about the upcoming transition. Councilmember Roberts inquired about recycling. The Town attorney responded to questions from council.

Mayor asked for public comment.

Ian Boyle from Waste Connections addressed the council.

Ellen Dalvo of 4726 58th Street N. spoke about her satisfaction with Waste Connections services.

Motion to approve selecting Waste Pro as the Town's new Solid Waste hauler by Councilmember Noble. A second was offered by Vice Mayor Cummings.

All were in favor. Motion passed unanimously.

2. Accounting and Finance contract

Town Manager provided an overview of the working relationship he has with Town's CPA Andy Tess and asked the council to approve of his new, revised contract agreement.

Councilmember Noble asked that the CPA's scope of services be better defined. There was a discussion regarding the current role of the CPA and the Town's current accounting software.

Town CPA, Andy Tess commented briefly.

No public comments

Mayor Howell suggested a workshop to discuss the accounting contract and the interpretation of the Town charter. Workshop scheduled for April 27, 2022.

3. Chapter 54

Attorney Mora gave a brief update and reminder on what was discussed at previous council meetings and workshops. He provided context for the FAQ that was presented in the council packet.

There was a discussion. The mayor expressed the need for finalizing chapter 54. Councilmember Noble said she believed Chapter 66 needed to be

workshopped as well, for sake of harmonizing the chapters. Attorney Mora said that he could produce a document for chapter 66, similar to the FAQ he produced for chapter 54, and that he would make an effort to “succinctly summarize it.” The Council stated that they wished for the contradictions between both chapters to be identified, prior to the meeting.

Motion to accept the FAQ *as-is* and as a final workshop product was halted. A workshop will be scheduled to discuss Chapter 54 and 66 will be scheduled.

4. Administrative Policy and Procedure

Manager Cavalli introduced the policy amendment and Attorney Mora provided a summary and context. A motion was requested by the Manager to approve the policy amendment.

Public comment

Fran Howell 4931 56th Way N. who spoke in favor of the Chief of Police stepping in for Town Manager in absence since he has been in the town the longest.

Councilmember Roberts stated that she felt the Clerk should take on the roll in absence since she is already in the office and the Chief would not necessarily understand the daily duties of Town Hall.

There was a discussion.

Councilmember Noble - Yes

Vice Mayor Cummings - Yes

Mayor Howell – Yes

Councilmember Roberts - No

Motion passed by general consensus

5. 2022-23 Budget Calendar

Manager Cavalli stated he would like to arrange a budget workshop with Pam Brancacio for May 11th.

The Council provided a consensus to hold the workshop on the 11th.

6. Accela Contract

Councilmember Noble spoke about workflow “as-is” and her concerns about in-house capability and how the contract is currently written. Councilmember Noble said the contract contemplates an “as-is” approach which could potentially lead to costing the Town more money in the long run. A discussion ensued. Manager Cavalli stated that we could move forward from this and that we will be meeting with Tyler Technology on Friday.

There was a discussion regarding code enforcement options.

Attorney Mora asked the council to provide specific direction to the administration regarding the Accela contract, such as what do they wish to see in lieu of what was presented. There was further discussion.

There was no public comment.

Manager Cavalli said he would bring it back to a workshop.

7. Comprehensive Plan, Department of Economic Opportunity
Attorney Mora provided an overview of the document concerning the Town's Comprehensive Plan and the role Forward Pinellas will serve in helping the Town amend parts of the Comprehensive Plan with the goal of attaining and maintaining statutory compliance. There was a brief discussion.

Motion to approve the Evaluation and Appraisal Review Letter was requested.

There was no public comment.

Motion to approve the Evaluation and Appraisal Review Letter was provided by Councilmember Noble. A second was given by Vice Mayor Cummings.

The motion passed by roll call vote:

Councilmember Noble	Yes
Councilmember Roberts	Yes
Vice Mayor Cummings	Yes
Mayor Howell	Yes

I. Mayor/Council Comments

Councilmember Noble asked that each of the contracts that were provided in the meeting packet be workshopped.

Attorney Mora recapped each of the workshops the council body has requested thus far, at this meeting. He asked that the council go through the list of contracts and to prioritize which contracts they wish to workshop and when. The Council body decided that the contracts will be workshopped based on expiration dates at a later date.

J. Department Reports

Public Works

DPW supervisor Ken Moore, provided updates on the projects they are currently working on.

Justin Keller of Advanced Engineering & Design, Inc. discussed progress of the Watershed Management Plan and provided the council and residents a

presentation on the specifics on the watershed topography of Kenneth City, possible future projects, and the possibility of grant opportunities.

A discussion followed.

Keller shared that he would return in June with more information and updates

Public Safety

Chief Vieno shared the March traffic statistics (education, citations and warnings). He went on to discuss upcoming events such as Movies in the Park and the 4th of July event.

***Fire Department**

Pinellas Park Fire Chief, Brett Schlatterer provided the March statistics and general department updates.

K. Officer Reports

Town Clerk

Clerk Cabezas shared that Kenneth City residents will soon have more competitive options for internet services. Frontier is scheduled to install fiber optic services across 90% of the Town by December of 2022. Clerk Cabezas announced that she has taken over Town's payroll duties from the CPA, and that she was awarded a scholarship from ICMA towards to use towards her CMC.

Town Attorney

Attorney Mora provided a brief update on legislative updates.

Code-Enforcement

Brief discussion regarding how to proceed on filling the position.

L. Mayor/Council Comments

The council body discussed scheduling workshops for pending agenda items. Attorney Mora reviewed all the items that are to be set for future workshops. Mayor Howell stated they will be scheduled at a later date.

M. Adjournment

Motion to adjourn the meeting was made by Vice Mayor Cummings

Second was made by Councilmember Roberts

All in favor

Meeting was adjourned at 9:34pm

Notice: This meeting and all City Council Meetings, Special Workshops, Hearings and Committee Meetings are posted in advance on the Town's letterboards as well as the Town's website, newsletters and Facebook pages.



THE TOWN OF KENNETH CITY, FLORIDA

Special Council Meeting Minutes
April 27, 2022

A. Call to Order

B. Invocation and Pledge of Allegiance

C. Roll Call

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

D. Public Comment

Robert Arrison, 6048 45th Ave. N

Inquired about code enforcement issues and expressed gratitude to Town Council and Administration for the remodeling and improvements to the VFW Memorial on 46th Ave.

Anna Dotson, 6397 43rd Ave. N

Asked the Town to consider providing improvements to the park/playground in the 43rd Avenue neighborhood. She also expressed concern regarding a dip in the street in front of her neighbor's house.

E. Action Agenda

Solid Waste Contract

Manager Cavalli provided a brief summary of the anticipated agreement between the solid waste and recyclables hauler, Waste Pro and the Town. He shared updates regarding the upcoming transition and negotiated scope of services. The Manager asked the council for their approval to enter into contract with Waste Pro.

Public Comment

Janice Stir, 5500 46th Ave N

Ms. Stir asked why the Town was switching over to a new garbage collector. Manager Cavalli responded to her question.

Ellen Dalvo, 4726 58th St N

Ms. Dalvo asked questions about the costs for services and the speed of drivers through 58th Street.

There was further discussion.

Councilmember Roberts made a motion to approve the contract and agreement with Waste Pro. Councilmember Zemaitis offered a second.

The motion passed by a roll call vote.

Councilmember Noble	Yes
Councilmember Roberts	Yes
Councilmember Zemaitis	Yes
Vice Mayor Cummings	Yes
Mayor Howell	Yes

After the motion passed, Mayor Howell stated that he would like to read a specially prepared statement. The letter he read was as follows:

Several months ago, during a Town meeting, I asked our Town Manager, Pete Cavalli to summarize chapter 54 along with all the comments of the public and the council at that meeting. I also asked him to bring it back to the council for review and a vote in order for it to be implemented. At this point we still don't have a final plan for chapter 54 ready for a vote. After that, Pete chose to relieve our Code Enforcement Officer of his position with no replacement for that position. At the last council meeting, Pete told the Council that his plan for Codes was to subcontract that department with Pinellas County. Pete stated in his office to me that he intended to [quote] "wash his hands of the Town Codes Department." Three of our four Councilmembers present at that meeting told him, no. Still, he has continued with this plan. Also at our last council meeting, Pete brought accounting contractor Andrew Tess which expired March 31, 2022, for renewal. Stated in Mr. Tess's contract there were three weeks paid vacation. This is a subcontractor paid on a 1099. I stated that vacations are for employees, not subcontractors. I then asked to see the contract. Mr. Tess stepped up to speak and stated that all his contracts included a paid vacation. The council told Pete we needed to see previous contracts for Mr. Tess for comparison before any decision could be made. It seemed to irritate Mr. Tess that his contract was being questioned and at that point he picked up his materials and left the meeting. A few days later, I received an email from Town Hall with a 60-day notice from Andrew Tess of his choice to vacate his position as Town accountant. The notice included Mr. Tess's plan to use 3 weeks paid vacation on an alternating schedule. I went to Town Hall to speak to our manager about this. Pete went through his office and his computer looking for a signed contract. He found nothing. As I waited in Pete's office, he went to ask Ana, our Town Clerk if she had a copy of the contract. After a few minutes, she came to Pete's office and stated that there is not a signed contract. Pete then called Randy Mora, our Town Attorney on speaker phone and asked him if he

had a copy of the signed contract. Randy stated that he would go through his emails to find it and let me know. I asked Pete if he was planning to pay Mr. Tess 3 weeks' vacation, without proof of a signed, executed contract and Pete said to me, [quote] "I'm backing Andy on this." Pete then literally pointed his finger at me and said, "this ones on you." I then told Pete, Okay. I will handle the situation.

When I took the position as Mayor of Kenneth City, I took an oath to represent the residents of the Town to my best ability. I take that oath seriously, as I'm a longtime resident. Guarding against the possible misuse of funds of this Town is part of that position. After much thought, I decided to seek outside professional counsel on all of this. Therefore, I reached out to Rob Duncan of Imagine That who provided services to our Town during a difficult transition. I asked Mr. Duncan to attend this workshop, and to be present in the Town Council with our options on how to proceed at this point. With all this in mind, I feel that it is necessary to us to schedule a special council meeting as soon as possible for the council to discuss our options. At that meeting, we have a representative from Imagine That to advise the council.

Thank you.

A discussion followed.

Councilmember Roberts negated remarks made by Mayor Howell. There was some back and forth among the councilmembers. There were discussions regarding decorum, historical accounting issues, upcoming workshops and

Mayor Howell stated that he would like to schedule a special meeting to determine what specific accounting services the Town would need, versus can be completed by the Town Clerk, in effort to save the Town money. Mayor Howell stated that he would like to engage with a special consultant present for this special meeting.

The Town Attorney advised the Council body that they would need to take any special actions prior to adjourning the meeting.

The Town Manager, Pete Cavalli asked if he could speak. At this point he read a letter advising the Council of his resignation effective this night, April 27th, 2022. Manager Cavalli offered the council a 60-day notice which ends on June 26th, 2022. *Resignation letter attached.

A discussion ensued between the Councilmembers.

There were discussions regarding what the Town's priorities were for future workshops, special council meetings and the need to close the night's meeting, thereby cancelling the scheduled workshop.

Mayor Howell asked legal counsel regarding whether the council body needed to accept the Manager's resignation. The Attorney provided clarification regarding terms of the Manger's contract.

A workshop and special meeting were scheduled for May 4th to discuss recruiting a new Town Manager, Code Enforcement Officer and Accountant.

The mayor opened the floor to public comment.

Robert Arrison, 6048 45th Ave. N

Commented that he'd seen more improvements in the last 5 months than he'd seen in the last 5 years. He suggested the Council try to repair their relationship with Manager Cavalli rather than starting over with a new manager therefore saving the Town money.

Donald Kinney 6144 46th Ave N

Commented on removing councilmembers, instead of the Town Manager.

Ellen Dalvo, 4726 58th St N

Asked Mayor Howell whose decision it was to bring the consultant, Imagine That to the Town meeting, stating the Mayor had no right to do so. She spoke of the Town's decision to transition to a manager-council form of government. She commended Pete for his accomplishments.

Larry Hautt, 6114 49th Ave N

Commented on legal culpability and comments made by Town Council regarding *hostile environments*.

Janice Stir, 5500 46th Ave N

Spoke about the community improvements she has witnessed in the last 6 months and wished Manager Cavalli well.

Cindi Hite, 6514 43rd Ave N

Spoke about the community improvements she has witnessed in the last 6 months and commended the work Manager Cavalli has done. She pled with the Council to "get it's act together."

Jeff Pfannes, 4494 61st LN N

Encouraged the council to work things out with Manager Cavalli rather than starting anew with a new manager.

Connie Boeburg (sp?) (did not provide address)

Encouraged the councilmembers to take advantage of the free training councilmember Roberts mentioned earlier.

Fran Howell, 4931 56th way N

Spoke in defense of her husband, Robert Howell regarding a comment made by the previous speaker.

H. Adjournment

Motion to adjourn the meeting was made by Councilmember Roberts

Second was made by Councilmember Zemaitis

All in favor

Meeting was adjourned at 7:52pm

Respectfully submitted by
Ana Cabezas
Town Clerk

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ORDINANCE NO. 2022-657

AN ORDINANCE OF THE TOWN OF KENNETH CITY, FLORIDA, CREATING DIVISION 1 OF ARTICLE VII OF CHAPTER 2 OF THE TOWN CODE RELATING TO PROCUREMENT RULES TO ADD NEW PROVISIONS NECESSARY TO FACILITATE EFFICIENT AND LEGALLY COMPLIANT PROCUREMENT ACTIVITIES; MAKING RELATED FINDINGS; AND PROVIDING FOR SEVERABILITY, CODIFICATION, AND AN EFFECTIVE DATE.

WHEREAS, § 5.14 of the Town Charter sets forth the general provisions governing the solicitation and procurement of goods and services for the Town;

WHEREAS, the Town Council possesses the authority to add to and subtract from the Town’s Code of Ordinances in a manner consistent with the content of the Town Charter;

WHEREAS, the town’s professional procurement staff and the Town Attorney have advised the Town Council that modern public procurement methods have become more complex and, as the Town has grown its procurement rules should be improved to account for the various methods of procurement available to the town, and to ensure compliance with statutes applicable to municipal procurement; and

WHEREAS, in light of the foregoing, the Town of Kenneth City Council finds that it is in the Town’s best interests to adopt the new and updated procurement regulations set forth in this Ordinance.

NOW, THEREFORE BE IT ORDAINED by the Town Council of Town of Kenneth City, Florida, that:

SECTION 1. The Town Council hereby creates and codifies Chapter 2, Article VII (Finance), Division 1 (Procurement Code) within Subpart A of the Town’s General Ordinances, which shall read as follows:

DIVISION 2. – PROCUREMENT CODE

Sec. 2-401. – Title and purpose.

This division shall be known and may be cited to as the Town of Kenneth City procurement code. The purpose of this division is to provide for the fair and equitable treatment of all persons involved in public purchasing by the town, to maximize the purchasing value of public funds in procurement, and to provide safeguards for maintaining a procurement system of quality and integrity.

Sec. 2-402. – Application.

(a) This division applies to solicitations and contracts entered into for the purchase of goods, services, and construction. Any current or subsequent amendment shall only apply to solicitations and contracts issued and entered into by the town after the effective date of this division, unless the parties agree to its application to solicitations and contracts issued and entered into prior to the effective date.

(b) This division is to be construed in a manner consistent with any applicable provision of the general and special laws of the State of Florida and shall not apply to the extent any provision is in conflict therewith, provided, however, the provisions of this division may supersede such general or special law where the general or special law permits such an application or interpretation.

Sec. 2-403. – Exclusions from this division.

This division does not govern procurement of the following:

(a) *Grants and gifts.* This division shall not apply to purchases made with the proceeds from any grant, gift, bequest, or donation to the extent the application of this division would conflict with the requirements, conditions, or limitations attached to the grant, gift, bequest, or donation.

(b) *Lease or purchase of real property.* This division shall not apply to the acquisition of real property by lease, license or purchase, unless the council determines to acquire such interest by a competitive solicitation.

(c) *Legal services.* This division shall not apply to retaining services of law firms or other outside counsel for any reason, nor to expert witnesses, appraisal services, trial consultants or similar persons of firms deemed by the town council as necessary to address the town's legal needs. Such firms or persons shall be selected by the town council or, when authorized by council, the town attorney.

(d) *Non-profit funding agreements.* Funds expended by the town in the form of grants to non-profit entities performing economic development, social services, or similar public purposes.

(e) Insurance policies. This division shall not apply to the purchase of insurance policies to protect the property and other interests of the town.

(f) Where specified by general law, ordinance or policies. This division shall not apply to any purchase governed by explicit provisions of general law or other town ordinance or council policies unless the solicitation indicates the applicability of this division, and this division shall apply only to the extent set out in the solicitation.

(g) Town bonds. This division shall not apply to professional services required for the issuance of town bonds and town investments related thereto.

(h) Dues, memberships and subscriptions. This division shall not apply to the payment of dues for memberships in professional or trade organizations, professional licenses, and trade publications or subscriptions.

(i) Sale or conveyance of town owned real property. This division shall not apply to the sale, conveyance or other disposition of real property owned by the town or any interest therein.

(j) Legal advertisements and postage. This division shall not apply to the town's acquisition of legal advertisements, nor to the cost of postage, shipping or courier services.

(k) Lobbying services. This division shall not apply to the town's acquisition of professional lobbyist services.

(l) Title abstracts and title insurance. This division shall not apply to funds expended for real property title abstracts or title insurance.

(m) Utilities. This division shall not apply to the town's acquisition of any utility, including electricity, gas, and communications services.

(n) Professional development. This division shall not apply to costs incurred in authorized professional development activities including registration, lodging, travel and meal costs to attend trade or professional seminars, trainings and conferences.

(o) Items for resale. This division shall not apply to the acquisition of items purchased for resale to the public.

(p) Instructional materials. This division shall not apply to the acquisition of instructional materials or copyrighted materials being purchased from the owner of the copyright.

(q) Town sponsored events. This division shall not apply to expenditures related to town sponsored events, including venue and amusement rentals, entertainment and food.

(r) Service/maintenance agreements. Agreements to maintain or service equipment or software previously acquired by the town are not covered by this division.

Notwithstanding the foregoing, with the exception of the acquisition of utility services with rates established by the Florida Public Service Commission, a contract for the purchase of commodities or services exempted in this section must be approved by the council if the contract requires the expenditure of more than \$25,000.

Sec. 2-404. – Small dollar purchases.

Purchases of commodities or services with an aggregate annual cost of less than \$2,500.00 may be made directly by the acquiring department. For purchases of commodities or services with an aggregate annual cost of mor than \$2,500, but less than \$5,000, the department head shall first secure two or more written price quotes to be submitted with the requisition, before a purchase order is issued. To the extent the services being acquired may generate a significant risk of loss, the acquiring department shall first consult with the town manager or designee regarding the need to require the vendor to provide enhanced insurance coverage.

Sec. 2-405. – Intermediate purchases.

Purchases of commodities or services with an aggregate annual cost between \$5,000.00 and \$10,000.00 will be acquired only after obtaining a minimum of three (3) written quotes, telephone quotes or proposals. After quotes are received, purchase orders will be issued to the responsive, responsible vendor which has quoted the most acceptable products or services at the lowest cost.

Sec. 2-406. – Purchases requiring formal solicitation.

Purchases of commodities or services with an aggregate annual cost exceeding \$10,000.00 will be performed by the use of a formal invitation to bid, request for proposals, invitation to negotiate or request for qualifications, depending on the desired commodity or service. Solicitations in this category shall be published as broadly as practicable to obtain robust competitive responses, to include online solicitation distribution providers, the town’s website, newspaper or trade publication advertisements, and directly sending the solicitation to known vendors.

Sec. 2-407. – Minimum solicitation requirements.

Solicitations for sealed bids shall include specifications and all contractual terms and conditions applicable to the procurement, shall incorporate, directly or by reference to, the standards and conditions upon which the bids will be evaluated and selected, and, in solicitations for other than sealed bids, shall include the manner in which negotiations shall be conducted.

Sec. 2-408. – Cancellation of solicitations.

An invitation for bids, a request for proposals, or other solicitation may be canceled, or any or all bids, proposals or offers may be rejected in whole or in part when it is determined to be in the best interests of the town. The reasons therefor shall be made part of the town’s files. Each solicitation issued by the town shall state that the solicitation may be canceled and that any bid, proposal, or offer may be rejected in whole or in part for good cause when in the best interest of the town. Notice of cancellation shall be published or posted in the same manner as notice of the solicitation.

The notice shall identify the solicitation, explain the reason for cancellation and, where appropriate, explain that an opportunity will be given to compete on any resolicitation or any future procurements of similar items.

Sec. 2-409. – Source selection and waiver of competition.

(a) The methods and policies governing the selection of sources shall be those established in this division, or by administrative procedures and standards adopted by the town council, and may include, but shall not be limited to, competitive sealed bids, proposals, requests for qualifications, invitations to negotiate, proposals submitted for competitive negotiation, proposals for designated professional services, noncompetitive purchases, purchases with limited competition, emergency purchases, sole source purchases, piggyback and cooperative purchases, and any adopted exceptions to the competitive selection procedure.

(b) Where not otherwise prohibited by law, the town council is authorized to provide for the limited or complete waiver of competitive source selection policies and procedures upon a determination that the likely, non-speculative cost of competitive purchasing would exceed any potential savings and benefit to the town, or upon a determination that the acquisition of the goods or services should be provided by a unique source or provider based upon particular skills and expertise. Waivers may also be authorized by the town council for any purchase where emergency conditions or urgent demands for commodities or services render competitive source selection policies an obstacle to the timely fulfillment of the Town’s ordinary functions and duties. Recommendations to the town council for all such determinations shall be made in writing. In the event emergency conditions prohibit the convening of the town council to grant a waiver of competition and compliance with normal procurement procedures, the town manager is authorized to approve of such a waiver. Procurement activities which otherwise would have required town council approval must be ratified by the council at its first regular meeting after the emergency condition has ceased.

Sec. 2-410. – Construction contracts.

(a) If a contract for construction of buildings or infrastructure is estimated, in accordance with generally accepted cost accounting principles, to cost more than the threshold amounts set forth in Florida Statutes § 255.20, such contract shall be competitively awarded to a licensed contractor fully legally authorized to conduct business in Florida by use of the competitive solicitation rules set forth in that statute.

(b) The selection procedures shall be consistent with this division and policies and procedures adopted by the town council. In addition to such other solicitation publication methods used by the town, construction projects projected to cost more than \$200,000 must be advertised in the manner set forth in Florida Statutes § 255.0525(2)-(5).

(c) Projects shall not be divided so as to evade the threshold amounts listed in Florida Statutes § 255.20. Unless otherwise defined by law, as used in that subsection, the term “project” shall not include those portions of multiyear capital improvement projects not funded beyond the current fiscal year. The term shall also not include any series of construction activities on a new or existing town facility which, if aggregated, would exceed the threshold amounts, but which were not

undertaken contemporaneously with each other, were not part of an overall coordinated construction or renovation effort, and which were not performed under the same construction permit.

Sec. 2-411. – Certain professional services.

(a) Unless prevented from doing so based on a valid public emergency, when the town procures architecture, professional engineering, landscape architecture, or registered surveying and mapping services, it shall, when such services must be procured for a project, the basic construction cost of which is estimated by the town to exceed the category five threshold amount, or for a planning or study activity when the fee for professional services exceeds the threshold amount provided in category two, as those categories are set forth in Florida Statutes § 287.017, engage in the competitive solicitation process set forth in Florida Statutes § 287.055.

(b) Nothing in subsection (a) above shall be construed to prohibit a continuing contract, as defined by Florida Statutes § 287.055(2)(g), between an architecture, professional engineering, landscape architecture, or registered surveying and mapping services firm and the town.

Sec. 2-412. – Design-build procedures.

(a) *Public announcement.* The town shall publicly advertise in a uniform and consistent manner on each occasion when design-build services are required except in cases of public emergencies as declared by the town council. The advertisement shall include a general description of the project and shall indicate how, and the time within which, interested design-build firms may apply for consideration.

(b) *Legal qualification.* Any firm or individual desiring to provide design-build services to the town must first be determined legally qualified. To be legally qualified:

(1) Firms must be properly certified to engage in contracting through a certified or registered general contractor or a certified or registered building contractor as the qualifying agent;

(2) Firms must be properly certified to practice or to offer to practice engineering, architecture, or landscape architecture; and

(3) The firm shall be duly qualified to perform its proposed service under any other applicable law.

(c) *Selection committee.* A selection committee appointed by the town manager and including the town manager, or designee, shall be used to evaluate and rank the design-build firms and their responses for recommendation to the town council.

(d) *Solicitation.* The town manager or the town manager's designee shall develop a request for proposals (RFP) to solicit proposals from interested, qualified design-build firms. Except as

otherwise provided in Florida Statutes § 287.055(9)(c), with the use of a qualifications-based selection process, the RFP shall contain as a minimum the following:

- (1) The design criteria package defined in Florida Statutes § 287.055(2)(j).
- (2) The criteria, procedures, and standards for the evaluation of design-build contract proposals, based on price, technical and design aspects of the public construction project, weighted for the subject.
- (3) Requirements for determining qualifications of firms proposing, such as license, list of subcontractors, architect and engineer, and references.
- (4) Terms and conditions of proposed agreement.
- (5) Other items as required by procedures, laws, ordinances, or prevailing circumstances.

(e) Selection.

(1) All information required by the RFP shall be submitted in a sealed manner (which may include sealed envelope if the submission is required to be in that form or via an electronic proposal submission system if the town requires submission in that manner). Except as otherwise provided in Florida Statutes § 287.055(9)(c), with the use of a qualifications-based selection process, all proposed designs and price proposals shall be submitted separately via the same sealed submission process and which will be opened and considered by the selection committee for shortlisted firms only.

(2) The selection committee shall review all proposals (except the separately-submitted proposed designs and price proposals) and shall create a shortlist of no less than three design-build firms as the most qualified, based on the qualifications, availability, and past work of the firms, including the partners or members thereof. In evaluating the proposals and preparing the shortlist, the committee shall consult with the design criteria professional concerning the evaluation of the responses submitted by the design-build firms. Once the committee has shortlisted, except as otherwise provided in Florida Statutes § 287.055(9)(c), with the use of a qualifications-based selection process, the committee shall open the separate envelopes containing the proposed design solutions and the price submitted by the shortlisted firms. The committee shall then rank the shortlisted firms based upon the evaluation criteria and procedures set forth within the request for proposal. The committee may, if necessary, require verbal presentations from all firms in order that the qualifications and/or proposals may be clarified.

(3) After the committee has ranked the shortlisted firms based upon the award criteria set forth within the request for proposal, the ranking shall be presented to the town council which may approve, disapprove or request modifications to the recommended rankings be brought back at a subsequent meeting. Following the ranking by the town council, the town's procurement staff (assisted as needed by relevant town staff and professional consultants) shall attempt to negotiate a contract within the parameters of the design criteria

package or the results of the qualifications-based selection process and in accordance with town council ranking.

(f) Contract.

(1) Under the oversight of the town manager, the town's procurement staff (assisted as needed by relevant town staff and professional consultants) shall negotiate a design-build contract at a price which the town manager determines is fair, competitive and reasonable. If the town is unable to negotiate a satisfactory contract with the first ranked firm, then it shall formally terminate negotiations with such firm and then undertake negotiations with the second ranked firm and shall continue this process until a satisfactory contract is negotiated.

(2) The contract negotiated by the staff shall be submitted to the town council for consideration and approval.

(g) Public emergencies. If a public emergency is declared by the town council and a design-build procurement must proceed during such emergency, a negotiating committee may be formed by the town manager and authorized to negotiate with the best qualified design-build firm available at that time for the design and construction of a capital project. To the extent practical, the town shall solicit letters of interest in order to determine the best qualified design-build firm available at the time. The contract negotiated by such committee shall be subject to the approval of the town council.

(h) Conflict between procedure and law. In the event Florida Statutes § 287.055 is subsequently amended such that its requirements conflict with the provisions of this procedure, the provisions of the statute shall prevail and the town manager shall make such recommendations for revision to these procedures as to conform them to the law.

Sec. 2-413. – Sole source procurement.

(a) Commodities or contractual services. Commodities or contractual services available only from a single source may be excepted from any otherwise applicable solicitation requirements provided in this code. When the town believes that desired commodities or contractual services are available only from a single source, the purchasing agent shall electronically post a description of the commodities or contractual services sought for a period of at least five (5) business days. The description must include a request that prospective vendors provide information regarding their ability to supply the commodities or contractual services described. Posting shall not be required for desired small dollar commodities or contractual services. If it is determined in writing by the purchasing agent after reviewing all relevant information, including information received from prospective vendors as a result of a required posting, that the commodities or contractual services are in fact available only from a single source, the town may enter into a sole source agreement.

(b) Construction materials. In any case where the town seeks to purchase materials for the construction, modification, alteration, or repair of any town-owned facility from a sole source, the town council must first make the written findings required by Florida Statutes § 255.04.

Sec. 2-414. – Cooperative procurement, piggybacking.

(a) Cooperative procurement. Unless otherwise prohibited by law or grant agreement terms, the purchasing agent is authorized to negotiate with other public procurement officials for the conduct of a joint procurement on behalf of each participating public agency where, in the judgment of the town manager, doing so would leverage the benefits of volume purchases, create clear delivery and/or supply chain advantages, and/or create a demonstrable and substantial reduction of administrative time and expense. Examples of cooperative procurement events can include joint solicitations or use of a third-party aggregator or broker.

(b) Piggybacking.

- (1) In any agreement for the acquisition of goods or services between the town and a vendor which has resulted from a competitive solicitation process, the purchasing agent is authorized to include a term authorizing the agreement to be utilized by other public agencies to acquire the same goods or services.
- (2) The purchasing agent is authorized to acquire goods or services by use of an existing agreement between a vendor and another public agency where such agreement has resulted from a competitive solicitation process. Purchases made in this manner should not substantially differ in specification, scope, quality or price from the terms of the initial agreement. The piggybacking agreement must be consistent with the parameters, requirements and restrictions of the initial agreement.

Sec. 2-415. – Best value procurement.

Unless otherwise prohibited by law, in addition to soliciting commodities or services based on a lowest responsive responsible bidder standard, the purchasing agent is authorized to conduct a solicitation based on best value. The value of procured commodities or services is generally determined by a comparison of costs and benefits. These include comparison of all the benefits from what the town receives and how it uses what it receives, against the costs to purchase, use, and where relevant dispose of it. Value includes the costs and resources necessary to conduct the procurement, purchase price, fiscal tracking and processing costs, storage, maintenance and other operational costs, costs for needed training and special insurance costs. The factors to be considered and statement of who will be evaluating the factors shall be included or referenced in any solicitation issued using the best value procurement method.

Sec. 2-416. – Public records compliance.

Pursuant to Florida Statutes, Section 119.0701, in any agreement entered into by the town wherein the contractor is acting on behalf of the town, the contractor must:

- (a) Keep and maintain public records that ordinarily and necessarily would be required by the town in order to perform the service.

(b) Provide the public with access to public records on the same terms and conditions that the town would provide the records and at a cost that does not exceed the cost provided in Florida Statutes, Chapter 119 or as otherwise provided by law.

(c) Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law.

(d) Meet all requirements for retaining public records and transfer, at no cost, to the town all public records in possession of contractor upon termination of the agreement and destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. All records stored electronically must be provided to the town in a format that is compatible with the town's information technology systems.

Sec. 2-417. – Trade secrets.

(a) Florida law provides that trade secret information, as defined in Florida Statutes § 812.081(1)(c), is confidential and exempt from public records disclosure.

(b) Upon receipt of a response to a procurement solicitation, the town will not be aware that a bid, proposal, or other response contains such information. Therefore, bidders, proposers or other persons or entities responding to town solicitations must specifically and clearly identify all portions of their responses which are believed to be a trade secret, as defined by the law, and must, as to each such designation, provide the basis upon which the designated information is a trade secret. The mere designation of an entire submission as “confidential” will be insufficient to comply with this requirement. Absent some unusual justification, a bidder's or proposer's contract price shall not constitute a trade secret.

(c) While the town will, to the extent possible, cooperate in any court action a bidder, proposer or responder may bring against any third-party requesting to inspect and copy portions of a response asserted to be a trade secret, if a bidder, proposer or responder fails, prior to the submission of their materials to the town, to specifically and clearly designate information therein as a trade secret and to provide the supporting explanation for the designation, the right to assert the exemption may be lost, and the information may be subject to inspection and copying as otherwise provided for under Florida's Public Records Act.

(d) In the event any record designated as a trade secret is requested under the Act, procurement staff will consult with the town's legal counsel and, if the town's legal counsel agrees with the designation, the town will assert the exemption and redact the relevant materials. If the town's legal counsel disagrees with the designation, town staff will inform the bidder, proposer or responder and that person or entity may file an injunctive or declaratory judgment action and seek such emergency orders as desired to protect the information.

Sec. 2-418. – Unauthorized purchases, ethical conduct, sanctions.

(a) Prohibition. Except as provided in this division, it shall be a violation of this division for any town officer, employee, or other person, to knowingly and willingly order the purchase of any goods, or make any contract for goods or services, sell, trade or dispose of material within the purview of this division in the name of or on behalf of the town, except as provided by policies of the town council, and the town shall not be bound by any purchase order or contract made contrary to the provisions herein.

(b) Ethical conduct and sanctions. In addition to any sanctions provided for in the town's personnel policies or sections of this code, any town employee who violates subsection (a) above, or any statute concerning ethical conduct in procurement may, when found by the town manager to have committed such violation, be required to forfeit all or any part of any accrued leave balances he/she may otherwise have as of the date the violation is confirmed by the town manager. In determining whether such forfeiture shall be required, the town manager shall consider the nature and severity of the offense, the relative financial or legal harm to the town, the employee's prior disciplinary record and whether the employee was in a managerial or special trust position.

Sec. 2-419. – Conflicts of interest.

(a) Prohibiting contracts where conflicts are found to exist. The town shall not engage in contracts with consultants or professionals whose prior record, work history and experience indicate ongoing business relationships that may be substantially in conflict with the duties and services that will be required by the town.

(b) Standards and regulations for the determination of potential conflicting contractual obligations. The town manager or designee shall develop standards and regulations for the prospective determination of potential conflicting contractual obligations that may impair the performance of the professionals or consultants solicited by the town. The standards and regulations shall set forth appropriate requirements based upon the nature and scope of the services that are to be procured and shall be narrowly tailored so as to not unduly restrict competition, while assuring the town of undivided loyalty and services of the highest quality. The standards and regulations may require, but shall not be limited to, the inclusion of the following in a request for proposals, invitation for bids, announcement or other solicitation or contract for professional or consulting services:

- (1) An affidavit providing that the professional or consultant is not currently engaged or will not become engaged in any obligations, undertakings or contracts that will require the professional to maintain an adversarial role against the town or that will impair or influence the advice or recommendations provided to the town;
- (2) The disclosure of all potentially conflicting contractual relationships and the full disclosure of contractual relationships deemed to raise a serious question of conflicts.

(c) Consequences for violation of ethical standards. In addition to any other penalty or consequence provided for in law or this code, any professional or consultant submitting false

information to or on behalf of the town, disclosing or releasing information concerning an actual or planned procurement activity which information is deemed confidential or is otherwise not known to the general public or otherwise repeatedly failing to comply with the town's ethical standards and regulations shall be deemed to be in violation of this code and shall be subject to prosecution, state ethics complaints, reporting to professional or licensing authorities, contract cancellation, suspension or debarment, or any combination thereof, as the town deems appropriate.

(d) Professional and consultant defined. Professional or consultant as used in this section shall be deemed to include those contractors who, as individuals or duly organized business entities, have been or will be retained by the town for the purpose of providing recommendations or advice related to planning level or policy level decisions, or who will be engaged in the collection of data or research that will provide the basis for such decisions or future plans and actions of the town, as well as those who will be retained to supervise and monitor the performance of contractors or subcontractors of any nature.

Sec. 2-420. – Lobbying limitations.

After the issuance of any solicitation, or during renegotiation of an existing contract, no prospective offerors or their agents, representatives or persons acting at the request of such offerors shall contact, communicate with, or discuss any matter relating to the solicitation or the renegotiation with any town officers, agents or employees other than the designated purchasing agent, unless otherwise provided for in the solicitation or otherwise directed by the purchasing agent. This prohibition includes copying such persons on written communications with the purchasing agent, but does not apply to presentations made to evaluation committees or at a town council meeting where the council is considering approval of a proposed contract, and ends upon execution of the final contract or when the solicitation has been canceled or the renegotiation efforts are terminated. Renegotiation will be deemed to have commenced upon vote of the council directing renegotiation or written notice from the purchasing agent to the existing contractor instituting a renegotiation process. Failure to adhere to this section will result in the offender's bid or proposal being disqualified from further consideration.

Sec. 2-421. – Prohibition against award to certain persons or entities.

No person or business entity shall be awarded a contract by the town for the provision of commodities or services if that person or entity:

(a) Has been convicted of bribery or attempting to bribe a public officer or employee of the town, the State of Florida, or any other public entity, including but not limited to the Government of the United States, any state, or any local government authority in the United States, in that officer's or employee's official capacity; or

(b) Has been convicted of a conspiracy or collusion among prospective offerors in restraint of freedom of competition, by agreement to offer a fixed price, or otherwise; or

(c) Has been convicted of a violation of an environmental law that, in the reasonable opinion of the town manager, establishes reasonable grounds to believe the person or business entity will not conduct business in a responsible manner; or

(d) Has made an admission of guilt of such conduct described in subsections (a), (b) or (c) above, which is a matter of record, but has not been prosecuted for such conduct, or has made an admission of guilt of such conduct, which is a matter of record, pursuant to formal prosecution.

Sec. 2-422. – Protests.

(a) *Purpose and intent.* The purpose of this section is to provide an expedient administrative remedy for those participating in the town’s procurement process. The proceedings under this section are not intended to be, and shall not be interpreted as judicial or quasi-judicial, unless otherwise clearly specified. It is not the intent of the town to provide any rights to protesters not otherwise required by law. Rather, the town’s intent in creating a process for administrative review of solicitation award protests is to allow for errors in the solicitation process to be raised for the benefit of the taxpayers. Successful participation in any protest review does not ensure an award of a contract, and the town expressly reserves all rights it has under law.

(b) *Opportunity to protest.* Any actual bidder, proposer, or contractor who is aggrieved in connection with the notice of intent to award a contract (protestor), where such grievance is asserted to be the result of a violation of the requirements of this procurement code or any applicable provision of law by the officers, agents, or employees of the town, may file a protest to the procurement agent.

(c) *Protest procedure and requirements.*

(1) The protest shall be made in writing and filed with the procurement division by 4:00 p.m. on the fifth business day following the date of the electronic posting of the notice of intent to award. A protest is considered filed upon receipt by the procurement office. Failure to file a written protest within the time period specified shall constitute a waiver of the right to protest.

(2) The written protest shall identify the protesting party and the solicitation involved, including a statement of the grounds on which the protest is based and the applicable statutes, laws, ordinances or other legal authorities which the protestor deems applicable to the grounds for the protest.

(3) The protest shall not include challenges to the solicitation requirements, chosen procurement method, the evaluation criteria, the relative weight of the evaluation criteria, the formula specified for assigning points to the evaluation criteria in its protest, or the protestor’s opinion regarding its qualifications or the qualifications of other responding vendors.

- (4) The procurement process shall not be stayed during the protest process unless the procurement agent, in his or her discretion, deems it to be in the best interests of the town to stay the process.
- (d) Authority to resolve protests. The procurement agent shall have the authority to settle and resolve a protest concerning the intended award of a contract. The procurement agent shall promptly investigate the protest and issue a written decision within thirty (30) days of the date the protest is received.
- (e) Review of the procurement agent's protest decision.
- (1) Following the procurement agent's written decision on the protest, protestor may file a request for a review of the procurement agent's decision with the town manager. The request for review shall be made in writing and filed with the procurement office by 4:00 p.m. on the fifth business day following notification of the procurement agent's decision.
- (2) The town manager shall issue a written decision within thirty (30) days of the date the request for review is received.
- (f) Final decision. The decision of the town manager shall be final and conclusive as to the protest.
- (g) Protest bond or security. The town council may, by separate resolution, establish a requirement for a protest bond. If a protest bond is required, the written protest must be accompanied by a security in the form of a protest bond (in a form and with such terms as approved by the town attorney) or cash in the amount set by the council. If the town manager determines that the protest does not require reversal of the town's initial decision, the town shall be entitled to recover the amount of the protest bond or security.

SECTION 2. For purposes of codification of any existing section of the Town of Kenneth City Code herein amended, words **underlined** represent additions to original text, words **~~stricken~~** are deletions from the original text, and words neither underlined nor stricken remain unchanged.

SECTION 3. If any section, subsection, sentence, clause, provision or word of this Ordinance is held unconstitutional or otherwise legally invalid, same shall be severable and the remainder of this Ordinance shall not be affected by such invalidity, such that any remainder of the Ordinance shall withstand any severed provision, as the town Council would have adopted the Ordinance and its regulatory scheme even absent the invalid part.

SECTION 4. The Codifier shall codify the substantive amendments to the Town of Kenneth City Code contained in Section 1 of this Ordinance as provided for therein, and shall not codify the exordial clauses nor any other sections not designated for codification.

SECTION 5. Pursuant to Florida Statutes § 166.041(4), this Ordinance shall take effect immediately upon adoption.

ADOPTED ON FIRST READING on the ___ day of _____, 2022, by the Town of Kenneth City Council.

ADOPTED ON SECOND AND FINAL READING on the ___ day of _____, 2022, by the Town of Kenneth City Council.

Robert Howell, Mayor

ATTEST:

Ana Cabezas, Town Clerk

287.057 Procurement of commodities or contractual services.—

(1) The competitive solicitation processes authorized in this section shall be used for procurement of commodities or contractual services in excess of the threshold amount provided for CATEGORY TWO in s. [287.017](#). Any competitive solicitation shall be made available simultaneously to all vendors, must include the time and date for the receipt of bids, proposals, or replies and of the public opening, and must include all contractual terms and conditions applicable to the procurement, including the criteria to be used in determining acceptability and relative merit of the bid, proposal, or reply.

(a) *Invitation to bid.*—The invitation to bid shall be used when the agency is capable of specifically defining the scope of work for which a contractual service is required or when the agency is capable of establishing precise specifications defining the actual commodity or group of commodities required.

1. All invitations to bid must include:
 - a. A detailed description of the commodities or contractual services sought; and
 - b. If the agency contemplates renewal of the contract, a statement to that effect.
2. Bids submitted in response to an invitation to bid in which the agency contemplates renewal of the contract must include the price for each year for which the contract may be renewed.
3. Evaluation of bids must include consideration of the total cost for each year of the contract, including renewal years, as submitted by the vendor.
4. The contract shall be awarded to the responsible and responsive vendor who submits the lowest responsive bid.

ARTICLE III. - TOWN MANAGER

Section 3.01. - Appointment.

There shall be a town manager who shall be the chief administrative officer of the town. The town manager shall be responsible to the council for the administration of all town affairs. The town manager shall be appointed by the town council, and shall serve at the pleasure of the town council. The Town Manager shall be a Certified Public Manager or possess, at minimum, a Bachelor's Degree in Public Administration or related field and a minimum of three (3) years experience therein. The compensation of the town manager shall be fixed by the council. The town manager need not be a resident of the town or Florida at the time of his or her appointment.

Section 3.02. - Acting town manager.

By letter filed with the council, the town manager shall designate, subject to the approval of the council, a qualified town administrative officer to exercise the powers and to perform the duties of town manager during his or her temporary absence or disability. During such absence or disability, the council may revoke such designation at any time and thereupon shall appoint another officer of the town to serve until the town manager shall return or his or her disability shall cease.

Section 3.03. - Powers and duties.

The town manager shall:

- (1) Execute the laws and administer the government of the town except as limited in this Charter.
- (2) Appoint and, when necessary for the good of the town, remove all officers and employees of the town, except as s/he may authorize the head of a department or office to appoint and remove subordinates in such department or office, unless these powers are otherwise limited by law.
- (3) Prepare the budget annually and submit it to the town council.
- (4) Prepare and submit to the town council, as of the end of the fiscal year, a complete report on finances and administrative activities of the town for the preceding year.
- (5) Keep the town council advised of the financial condition and future needs of the town and make such recommendations as may seem desirable to the town manager.
- (6) Perform such other duties as may be prescribed by this Charter or may be required by the town council not inconsistent herewith.



Welcome to the Town of Kenneth City, Florida

POSITION AVAILABLE: TOWN MANAGER

– DEADLINE JUNE 25, 2021

The Town of Kenneth City is a small town that has long been committed to controlling its own destiny as a distinct, sustainable, and sovereign municipality. The town's sense of community is deeply rooted in the citizens respect for each other. They believe in the history and setting the guidelines for the own future. Kenneth City has been growing over the years and the current population is around 5,200.

The Town is in the midst of a rapidly redeveloping north/south residential corridor in central Pinellas County, which has a population of 910,542. Surrounding schools include Hollins High School, which has the Cambridge Program, the Academy of Entertainment Arts, and a Culinary program. The Cambridge / AICE program of study at Hollins High School offers students one of the most demanding and rigorous college preparatory programs in the world. Surrounding schools include an IB high school. The community already has urban trail links, which are currently being renovated to connect to the scenic Pinellas Trail. Kenneth City also has beautiful greenway parks, some of which include a Gazebo that they use for events and a Splash Pad at the main playground located in James P. Ernst Park.

Kenneth City is a gateway to the City of St. Petersburg with a less than 20-minute drive to the downtown area or the beach. The Town is in the midst of a rapidly redeveloping north/south residential corridor in central Pinellas County, population 910,542.

The community already has urban trail links and greenway parks. St. Petersburg is home to numerous museums including: The Dali, the Museum of Fine Arts, the James Museum, Imagine Museum, and the St. Petersburg Museum of History. St. Petersburg also hosts championship teams such as the Tampa Bay Rays as well as the New York Yankees for Spring Training. Kenneth City is just a quick drive to I-275, where you can head south to Ellenton Outlet Malls or north to Tampa. With such convenient access visiting downtown Tampa, home of the 2021 Super Bowl Champions the Tampa Bay Buccaneers and the Stanley Cup Champions the Tampa Bay Lightning, eating well and attending sporting events have never been easier.

Pinellas County also includes the tourist destinations like Clearwater Beach, Fort Desoto, and Tarpon Springs within its 24 total cities. Kenneth City offers easy access to the numerous Gulf of Mexico beaches, many of which have made the list of best beaches in the country.

Kenneth City Town Government

The Town was incorporated in 1957. It is .75 square miles with a stable residential base and commercial areas along the main east/west corridor. In 2013, Kenneth City amended its Charter and transitioned to a Council-Manager form of government.

The town council is made up of four members each elected for a two-year term and the mayor elected for a three-year term. Kenneth City has adopted term limits of not more than three consecutive two-year terms for council members and not more than two consecutive three-year terms for the mayor.

Kenneth City has its own Police and Public Works departments, with an emphasis on community safety as well as road and stormwater improvements. Fire Services and Water and Sewer are contracted out to neighboring jurisdictions, even though the town has the own local Fire Station. With 24 cities in a high-density county, it is a common practice to share services or resources between communities.

The annual Town General Fund budget for Fiscal Year 2020-2021 of \$2.8 Million. Additionally, Kenneth City participates in the Pennies for Pinellas program to fund capital improvements and with FY 20-21 expenditures budgeted at \$1.7 Million.

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

The Town of Kenneth City has developed and adopted a mission and vision for the community and has identified their core values to achieve the mission and vision. To foster a productive and successful collaboration between Council, Staff and residents a pledge of Core Values of Civility has been adopted.



Qualifications for the next Town Manager

The Town Manager serves at the pleasure of the Town Council and is appointed by a majority vote of the Council for a term fixed by an employment agreement. The Town Council has expressed the desire that the next Manager have a Bachelor's degree from an accredited 4-year college or University with a degree or major course work in public administration, business administration, or a closely related field and preferably a minimum of five years' work experience as a top-level municipal or public sector administrator. Preference will be given to candidates that have a Masters degree in Public Administration and/or ICMA Credentialed Manager designation. Residency is a not a Charter requirement. Even so residency within Kenneth City or in close proximity to the Town is strongly desired, for emergency management purposes.

Knowledge, Skills, and Abilities for the Town Manager

Through the recruitment process, the Council has identified several priorities for the new Town Manager:

- Economic Development, annexations to square off boundaries, and commercial/retail redevelopment of existing commercial properties.
- Successful Grant experience to assist with infrastructure needs, such as stormwater.
- Intergovernmental partnerships within Pinellas County to address roadways.
- Review and Preparation of the Town Budget and Town Policies and Procedures.
- Formation of a staff team
- Effective and open communication with the Council, with priorities set annually and quarterly progress reports provided to the Council. The Town Council desires enhanced transparency to its residents regarding its priorities, and progress of its projects.



Selection process for next Town Manager

Application and Selection Process

To apply, submit a cover letter, resume and three professional and personal references each by **Friday, June 25 at 5 p.m.** to Randy@cityattorneys.legal, with the phrase "KC MANAGER APPLICATION," in the subject line.

Compensation

The Town is offering this position with a willingness to provide competitive compensation commensurate with a candidate's experience and duties, using the Florida League of Cities data for similar size towns, as a reference.

All submittals are public record within the State of Florida. Successful applicants will be interviewed in July and August 2021 and will be subject to a background check. For additional information about the Town visit

www.kennethcityfl.org

<https://www.facebook.com/townofkennethcity>

The Town of Kenneth City is an Equal Opportunity Employer and encourages women, minorities, and veterans to apply. A veteran's preference will be awarded per Florida law





THE TOWN OF KENNETH CITY, FLORIDA

Invitation to Bid

**For
Executive Search Firm to Recruit and Fill Position of
Town Manager**

**On behalf of
Town Council**

**ITB DUE DATE AND TIME
June 6, 2022 @ 4:00 p.m.**

CONTACT
at (727) 498-8948
E-MAIL: cabezasa@kennethcityfl.org

LOCATION
Kenneth City Town Hall
6000 54th Avenue North, Kenneth City, FL 33709

INVITATION TO BID

ACCEPTING BIDS FOR	Executive search for position of Town Manager
SUBMIT BID TO	cabezasa@Kennethcityfl.org (Ana Cabezas, Town Clerk)
BID OPENING DATE & TIME	May 12, 2022, at 12:00 p.m.
BID CLOSING DATE & TIME	June 6, 2022, at 4:00 p.m.

The Town of Kenneth City, Florida will be accepting bid proposals for the project listed above. Bids received after the bid closing date and time listed above will not be accepted.

The Town of Kenneth City is pleased to invite you, as one of the firms deemed qualified to perform the services needed for a Florida municipality, to submit proposals to provide the Town of Kenneth City assistance with recruitment and onboarding of our next Town Manager. The Town of Kenneth City desires to have this position filled no later than **July 15, 2022**. This is an Invitation to Bid intended to vet qualified HR consulting or recruiting firms to augment our HR and recruitment capacity.

If you are interested in submitting a bid, please deliver said bid to the email address indicated above. Bids must be prepared and submitted by the bid closing date. All bids received by the above-mentioned deadline shall be reviewed by an evaluation committee consisting of the current Town Manager, Town Clerk and Attorney. The evaluation committee will prepare a short list of eligible firms which will then be scheduled for presentations/interviews before the Town Council. You are reminded to only bid on the item designated above. Any additional items, services, and tasks will not be considered at this time. The Town of Kenneth City has the right to reject any and all bids at its discretion.

The successful firm will be able to demonstrate experience in Executive Recruitment campaigns, establish screening criteria for candidates, and articulate a communications and recruitment plan. The most qualified firm will be able to build and manage a **national recruitment campaign** for the position. In addition, the successful firm will conduct the search for the role mentioned above and incur all associated costs of the search to include listing, screening, coordination of interviews with the Town Council, and final salary negotiation with the assistance of the Town Attorney and the current Town Manager. The entire cost of the executive search must also be included in the bid.

If you have any questions or concerns or require clarification prior to bidding, please contact the Town Clerk, Ana Cabezas.

If selected, you will receive a Bid Award Notice, which will advise the selected firm of the date, time, and location of the project kick-off that must take place before work can start. After the kick-off, a Notice to Proceed will be issued by the Town.

Thank you for your time and consideration of this Invitation to Bid.

Sincerely,

Peter Cavalli, MPA
Town Manager

GENERAL INFORMATION

1. Legal Name	
2. DBA (if Applicable)	
3. Mailing Address	
4. Telephone Number	
5. Fax Number	
6. Website	
7. DUNs Number	
8. Federal Employer Identification Number (EIN) or Tax Identification Number (TIN)	
9. Chief Executive Officer	Name: Title: Phone: Email:
10. Primary Point of Contact for Project	Name: Title: Phone: Email:

Anticipated Town Manager Qualifications

The Town Manager serves at the pleasure of the Town Council and is appointed by a majority vote of the Council for a term fixed by an employment agreement. The Town Council has expressed the desire that the next Manager have a Bachelor's degree from an accredited four-year college or university with a degree or major course work in public administration, business administration, or a closely related field. It is also preferable that a candidate possess a minimum of five years' work experience as a top-level municipal or public sector administrator. Preference will be given to candidates that have a Masters degree in Public Administration and ICMA Credentialed Manager designation. Residency is not a Charter requirement. Even so, residency within the Town of Kenneth City or in close proximity to the Town is strongly desired for emergency management purposes.

Charter Responsibilities

The Town's Charter provides that the Town Manager shall:

- Execute the laws and administer the government of the town except as otherwise limited in the Charter.
- Appoint and, when necessary for the good of the town, remove all officers and employees of the town, except as s/he may authorize the head of a department or office to appoint and remove subordinates in such department or office, unless these powers are otherwise limited by law.
- Prepare the budget annually and submit it to the town council.
- Prepare and submit to the town council, as of the end of the fiscal year, a complete report on finances and administrative activities of the town for the preceding year.
- Keep the town council advised of the financial condition and future needs of the town and make such recommendations as may seem desirable to the town manager.
- Perform such other duties as may be prescribed by this Charter or may be required by the town council not inconsistent herewith

Desired Knowledge, Skills, and Abilities

Through the recruitment process, the Council has identified several priorities for the new Town Manager:

- Effective and open communication with the Town Council, Town staff, and residents with priorities set annually and quarterly progress reports provided to the Council. The Town Council desires enhanced transparency to its residents regarding its priorities, and progress of its projects
- Formation of a collaborative staff and team
- Economic development, annexation process, and commercial/retail redevelopment of existing commercial properties
- Intergovernmental partnerships with Pinellas County to address roadways
- Review and preparation of the Town budget and Town policies and procedures
- Successful grant experience to assist with infrastructure needs, such as stormwater

Compensation

The Town is offering this position with a willingness to provide competitive compensation commensurate with a candidate's experience and duties.

Executive Search Firms – references from other government agencies

Colin Baenziger

Former Councilmember Neil de Jesus – City of Cooper City

Used CB&A twice. Easy to contact, get a hold of. Used at Cooper City and as interim city manager in Delray Beach. Thorough, he has experience with other firms and found CB to be more accessible and flexible. CB&A has experience with Florida searches – has a “great stable of candidates”- Has not had any issues with them. They don’t try to influence your selection process.

Mayor Chris Hoffman, City of Jacksonville Beach

Very satisfied with CB&A. Very organized with good resources. Positive experience, professional services and they recruited a number of high quality candidates. The city manager they hired is still with the city and doing an outstanding job.

Mayor Brad Dantzler, City of Winter Haven.

He (CB & A) did a good job, we were very successful with our job search. He’s a professional and will do a good job for you. Best of luck.

Mayor Jim Hill, City of Sebastian

Sebastian was extremely pleased with DB&A. They helped locate a city manager, produced five very qualified candidates to the Council and the City Council hired their current manager unanimously.

Ann Toney-Deal, city manager, City of Seminole

Ann Toney-Deal was recruited by CB&A when she looked to reentered the public manager workforce. She said Colin Baenziger is a straight shooter, uses a tried and true methodology to link managers with communities, listens to what City Council’s wishes are and presents a beautiful and honest community profile of the city they are serving. She said he has a “good stable of candidates” provides a well vetted list of candidates and added that the firm “is the grandfather of contemporary recruiting in Florida.”

GovHR

Natasha Terrell, HR manager – Broward County.

Nothing negative to say about GovHR. Timeliness in responses, very responsive, offered good candidates, conducted a successful search, were pro-active. Broward did end up hiring an internal candidate.

Barry Burton, county administrator, Pinellas County.

I've used them (GovHR) several times here in Pinellas County for different positions. They always do a great job. They are responsive, know the govt industry and are good at outreach to recruit candidates. I have them working on my Director or Development vacancy right now. All

Good things to say, Barry

Bill Mutz, Mayor, City of Lakeland

It was very positive and they (GovHR) provided some less traditional candidates (as well as the norm) in the process. They were easy to work with, commitments were on time, and their communication with candidates and scheduling both the Zoom and in-person were all on point. I have no adverse areas to report. If you need more info than this, please let me know specifically and I will be happy to respond, as well.

S. Renee Narloch & Associates

Theresa Smalling, Director of HR & Risk Management, City of Dunedin

I would highly recommend Renee – she was instrumental in recruiting our current city manager, as well as our Directors of Finance & Community Development. She also assisted with the recruitment of the City Clerk and the Director of Communications, so as you can see, she has a proven successful track record with the City of Dunedin.

Slavin

Jackie Wehmeyer, HR director, City of Parkland

Slavin was second choice, had originally hired Mercer, but recruiter passed away. Slavin was great to work with, very responsive, kept to budget and timeline. It was a seamless process and if Commission changed their mind on something, Slaviin rolled with it. It wasn't a political process, very transparent and "we knew what to expect."

Sharon Kraynik, HR director, City of Mount Dora

I was happy with the experience and final out of the city manager's search we conducted with Slavin Management Consultants. This was our 3rd time using the group.

Strategic Government Resources did not provide references, but they did provide a list of clients serviced.

SGR EXECUTIVE RECRUITMENT SERVICES

JULY 2021

(Pricing is valid for 90 days)



Strategic Government Resources

P.O. Box 1642, Keller, Texas 76244

Office: 817-337-8581

JJ Peters, President of Executive Recruitment

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Company Profile

Background

Strategic Government Resources, Inc. (SGR) exists to help local governments become more successful by Recruiting, Assessing, and Developing Innovative, Collaborative, and Authentic Leaders. SGR was incorporated in 2002 with the mission to facilitate innovative leadership in local government. SGR is fully owned by former City Manager Ron Holifield, who spent two high-profile decades in city management and served as a City Manager in several cities.

SGR's Core Values are Customer Service, Integrity, Philanthropy, Continuous Improvement, Agility, Collaboration, Protecting Relationships, and the Golden Rule.

SGR is a **full-service firm**, specializing in executive recruitment, interim placements, online training, onsite training, leadership development, psychometric assessments, strategic visioning retreats, one-on-one employee coaching, and other consulting services designed to promote innovation, team building, collaboration, and continuous improvement in local governments. SGR has approximately 700 local government clients in 47 states for all of our business lines combined. SGR has been, and continues to be, a leader in spurring innovation in local government.

SGR has 24 full-time employees, 2 part-time employees, 17 recruiters, and a number of consultants who function as subject matter experts on a variety of projects.

SGR's corporate headquarters is in the Dallas/Fort Worth Metroplex. SGR also has virtual offices in California, Colorado, Florida, Minnesota, New York, North Carolina, Ohio, Oklahoma, Oregon, and Pennsylvania.

SGR Executive Leadership – Recruitment

- Ron Holifield, Chief Executive Officer
- Jennifer Fadden, President, Chief Operating Officer
- JJ Peters, President of Executive Recruitment

View all SGR team members and bios at: governmentresource.com/about-us/meet-the-team

SGR's Unique Qualifications

Extensive Network of Prospects

SGR is intent on being a leader in executive recruitment, and we believe it is imperative to be proactive in our mission to build a workforce that represents the communities we serve. SGR reaches an extensive and diverse pool of prospects by utilizing our unequaled network of prospects.

- SGR's Servant Leadership e-newsletter, where your position will be announced, reaches nearly 50,000 subscribers in all 50 states.
- We will send targeted emails to opt-in subscribers to SGR's Job Alerts.
- Your position will be posted on SGR's Website, GovernmentResource.com, which has more than 36,000 visitors per month.
- Your position will be posted on SGR's Job Board, SGRjobs.com, which averages more than 16,000 unique visitors per month and has over 1,600 jobs listed at any given time.
- SGR provides a comprehensive social media marketing campaign that includes custom-made graphics and distribution on Facebook, Twitter, Instagram, and LinkedIn.
- SGR frequently partners with local government associations including League of Women in Government and the Local Government Hispanic Network.
- Approximately 65% of semifinalists selected by our clients learned about the open recruitment through via our website, servant leadership e-newsletter, job board, social media, job alert emails, or personal contact.

Collective Local Government Experience

Our recruiters have years of experience in local government and both regional and national networks of relationships. The entire executive recruitment group works as a team to leverage their networks to assist with each recruitment. SGR team members are active on a national basis, in both local government organizations and professional associations. Many SGR team members frequently speak and write on issues of interest to local government executives. SGR can navigate all of the relevant networks as both a peer and insider.

Equal Opportunity Commitment

SGR strongly believes in equal employment opportunity. SGR does not discriminate and believes that equal opportunity is an ethical issue. SGR quite simply will not enter into an engagement with an entity or organization that directs, or expects, that bias should or will be demonstrated on any basis other than those factors that have a bearing on the ability of the candidate to do the job. You can anticipate that SGR will make a serious and sincere effort to encourage qualified applicants from underrepresented demographic groups to apply. Although SGR obviously cannot, and would not, guarantee the makeup of the semifinalist or finalist groups, SGR does have relationships and contacts nationwide to encourage the meaningful participation of underrepresented minority groups, and we continue to evaluate and improve our processes by embedding a lens of equity and inclusion into our recruitment practices.

Listening to Your Unique Needs

SGR devotes a significant amount of time to actively listening to your organization and helping you define and articulate your needs. We work hard to conduct a comprehensive recruitment that is unique to you. SGR devotes a tremendous amount of energy to understanding your organization's unique culture, environment, and local issues to ensure a great "fit" from values, philosophy, and management style perspectives.

Trust of Candidates

SGR has a track record of remarkable confidentiality and providing wise counsel to candidates and next generation leaders; we have earned their trust. As a result, SGR is often able to get exceptional prospects to become candidates, even if they have declined to become involved in other recruitment processes. Candidates trust SGR to assess the situation well, communicate honestly and bluntly, and maintain their confidentiality to the greatest extent possible.

Accessibility & Communication

Your executive recruiter is accessible at all times throughout the recruitment process and can be reached by candidates or clients, even at night and on weekends, by cell phone or email. In addition, the recruiter communicates with active applicants on a weekly basis and sends Google alerts articles to keep the applicants informed about the community and opportunity.

Comprehensive Evaluation and Vetting of Candidates

SGR offers a candidate screening process that prevents surprises and ensures in-depth understanding. Our vetting process includes:

- Prescreening questions and technical review of resumes
- Cross communication between our recruiters about candidates who have been in previous searches for greater understanding of background and skills
- Comprehensive written questionnaires to gain different insights than typically available on a resume
- Online pre-recorded video interviews that allow search committee members, at their convenience, to view candidates in an interview setting prior to the finalist stage of the recruitment process
- Comprehensive media reports that go far beyond automated Google/LexisNexis searches and are customized to each candidate based on where they have lived and worked
- Comprehensive automated and anonymous reference checks that provide deep insights on candidates' soft skills from a well-rounded group of references
- Psychometric assessments (supplemental cost)
- Comprehensive background checks completed by a licensed private investigation firm
- Advanced exercise, customized to the organization, for finalist candidates

Recruitment Methodology

A full-service recruitment typically entails the following steps:

1. Organizational Inquiry and Analysis

- Develop Recruitment Plan and Timeline
- Individual Interviews with Key Stakeholders
- Development of Position Profile Brochure

2. Advertising and Marketing, Communication with Applicants and Prospects

3. Initial Screening and Review

4. Search Committee Briefing to Facilitate Selection of Semifinalists

5. Evaluation of Semifinalist Candidates

- Written Questionnaires
- Recorded Online Interviews
- Media Searches - Stage 1

6. Search Committee Briefing to Facilitate Selection of Finalists

7. Evaluation of Finalist Candidates

- Comprehensive Media Searches - Stage 2
- Comprehensive Background Investigation Reports
- DiSC Management Assessments (supplemental service)
- First Year Game Plan or Other Advanced Exercise

8. Interview Process

- Face-to-Face Interviews
- Stakeholder Engagement (may occur earlier in process)
- Deliberations
- Reference Checks (may occur earlier in process)

9. Negotiations and Hiring Process

- Determine the Terms of an Offer
- Negotiate Terms and Conditions of Employment
- Press Release (if requested)

Step 1: Organizational Inquiry and Analysis

Develop Recruitment Plan and Timeline

SGR will meet with the client at the outset of the project to finalize the recruitment plan and timeline. At this time, SGR will also request that the client provide us with photos and information on the community, organization, and position to assist us in drafting the position profile brochure.

Individual Interviews with Key Stakeholders

SGR devotes tremendous energy to understanding your organization's unique culture, environment, and goals to ensure you get the right match for your particular needs. Fully understanding your organizational needs is the most critical part of conducting a successful executive recruitment. In consultation with the Search Committee, SGR will develop a list of individuals to meet with about the position. Individual interviews may include members of the Search Committee, key staff members, peers in other organizations, and/or community leaders to find out more about the position, special considerations, and the political environment. These interviews last approximately 30-60 minutes each and identify issues that may affect the dynamics of the recruitment, as well as develop a composite understanding of the organization's preferences. This process helps with organizational buy-in and will assist us in developing the position profile.

Development of Position Profile Brochure

Following the individual interviews, SGR will develop a draft position profile brochure that is reviewed and revised in partnership with your organization until we are in agreement that it accurately reflects the sought-after leadership and management characteristics.

Step 2: Advertising and Marketing, Communication with Applicants and Prospects

Advertising and Marketing

The Executive Recruiter and client work together to determine the best ways to advertise and recruit for the position. SGR's Servant Leadership e-newsletter, where your position will be announced, reaches nearly 50,000 subscribers in all 50 states. We will also send targeted emails to opt-in subscribers to SGR's Job Alerts. Your position will be posted on SGR's Website, GovernmentResource.com, and on SGR's Job Board, SGRjobs.com. SGR provides a comprehensive social media marketing campaign that includes custom-made graphics and distribution on Facebook, Twitter, Instagram, and LinkedIn. Ads are also typically placed in various state and national publications, targeting the most effective venues for reaching qualified candidates for that particular position.

Communication with Prospects

SGR communicates with interested prospects on ongoing basis during the recruitment process. Outstanding prospects often will not submit a resume until they have done considerable homework on the available position. A significant number of inquiries will be made, and it is essential that the executive search firm be prepared to answer those questions with fast,

accurate, and complete information, and in a warm and personal manner. This is one of the first places a prospective candidate will develop an impression about the organization, and it is an area in which SGR excels.

Communication with Active Applicants

Handling the flow of resumes is an ongoing and significant process. On the front end, it involves tracking resumes and promptly acknowledging their receipt. It also involves timely and personal responses to any questions or inquiries. SGR communicates frequently with applicants to ensure they stay enthusiastic and informed about the opportunity. SGR utilizes Google Alerts and sends weekly update emails to active applicants regarding the organization and community.

Step 3: Initial Screening and Review

SGR uses a triage process to identify high-probability, medium-probability, and low-probability candidates. The triage ranking is focused on overall assessment based on interaction with the applicant, qualifications, any known issues regarding previous work experience, and evaluation of cultural fit with the organization.

In contrast with the triage process described above, which focuses on subjective assessment of the resumes and how the candidates present themselves, we also evaluate each candidate to make sure that the minimum requirements of the position are met, and which of the preferred requirements are met. This sifting process assesses how well candidates’ applications fulfill the recruitment criteria outlined in the Position Profile.

Step 4: Search Committee Briefing / Selection of Semifinalist Candidates

At this briefing, SGR will provide a comprehensive progress report and facilitate the selection of up to 12 semifinalists. The presentation will include summary information on the process so far, the candidate pool overall, and any trends or issues, as well as a briefing on each candidate and their credentials. No other firm offers this level of reporting detail and transparency.

Step 5: Evaluation of Semifinalist Candidates

Reviewing resumes is an important and valuable step in the executive recruitment process. However, the simple fact is that resumes can be misleading. They tell you nothing about the individual’s personal qualities or his/her ability to get along with other people. Resumes can also exaggerate or inflate accomplishments or experience. SGR’s responsibility is to go more in-depth than the resume to ensure that those candidates who continue in the process are truly outstanding. SGR’s goal is to have a clear understanding of the person behind the resume and what makes him/her an outstanding prospect for you. The evaluation of semifinalist candidates includes follow-up when appropriate to ask any questions about underlying issues.

Written Questionnaires

SGR will ask semifinalist candidates to complete a comprehensive written exercise designed to provide greater insight into candidate thought processes and communication styles. SGR's written instrument is custom designed around the priorities identified by the Search Committee and usually includes questions focusing on key areas of particular interest to the client. This written instrument will be included in the semifinalist briefing book along with cover letters and resumes submitted by the candidates.

Recorded Online Interviews

SGR will ask semifinalist candidates to complete online interviews. This provides a very insightful, efficient and cost-effective way to gain additional insights to utilize in selecting finalists you want to invite for an onsite interview. The recorded online interviews allow the Search Committee to evaluate technological competence, demeanor, verbal communication skills, and on-camera presence. Online interviews also convey to candidates that the organization is using leading edge technology in its business processes and provide an opportunity for the Search Committee to ask candidates questions on specific topics of special interest. Links to view the online interviews are emailed to the Search Committee members for viewing at their convenience prior to selection of finalist candidates.

Media Searches - Stage 1

"Stage 1" of our media search process involves the use of the web-based interface Nexis Diligence™. This platform is an aggregated subscription-based platform that allows access to global news, business, legal, and regulatory content. These media reports at the semifinalist stage have proven helpful by uncovering issues that may not have been previously disclosed by prospective candidates. The recruiter will communicate any "red flags" to the Search Committee immediately upon discovery.

Step 6: Search Committee Briefing / Selection of Finalist Candidates

Prior to this briefing, SGR will provide each member of the Search Committee with a briefing book on the semifinalist candidates. The briefing book includes cover letters, resumes, and completed questionnaires. The link to view the online interviews is emailed separately to Search Committee members. The purpose of this briefing is to facilitate narrowing the list to up to 5 finalists who will be invited for personal interviews.

Step 7: Evaluation of Finalist Candidates

Comprehensive Media Searches - Stage 2

"Stage 2" of our media search process includes the web-based interface Nexis Diligence™ along with Google as a supplementary tool. By utilizing both, we can provide our clients with an enhanced due diligence process to help vet potential candidates in an efficient and comprehensive manner, which reduces the risk of overlooking important information.

The Stage 2 media search consists of a more complex search, which also includes social media platforms, and has proven helpful in analyzing possible adverse news about the candidate by uncovering issues that may not have been previously disclosed by the candidate. The media search gives the Search Committee an overview of the type and extent of press coverage that a candidate has experienced over the course of their career. View a sample media report at: <http://bit.ly/SGRSampleMediaReport>.

Comprehensive Background Investigation Reports

Through SGR's partnership with a licensed private investigation firm, we are able to provide our clients with comprehensive background screening reports that include the detailed information listed below. View a sample background report at: bit.ly/SGRSampleBackgroundReport.

- Social Security number trace
- Address history
- Driving history/motor vehicle records
- Credit report (if desired)
- Federal criminal search
- National criminal search
- County wants and warrants for previous 10 years
- Global homeland security search
- Sex offender registry search
- State criminal search (for current and previous states of residence)
- County civil and criminal search (for every county in which candidate has lived or worked) for previous 10 years
- Education verification
- Employment verification (if desired)
- Military verification (if desired)

DiSC Management Assessments (supplemental service)

SGR uses a DiSC Management assessment tool, which is among the most validated and reliable personal assessment tools available. The DiSC Management assessment analyzes and reports comprehensively on the candidate's preferences in five vital areas: management style, directing and delegating, motivation, development of others, and working with his/her own manager. View a sample report at: bit.ly/SGRDiscProfileSample. For assessments of more than two candidates, a DiSC Management Comparison Report is included, which provides a side-by-side view of each candidate's preferred management style. View a sample comparison report at: bit.ly/SGRDiscTeamReport.

First Year Game Plan or Other Advanced Exercise

SGR will work with your organization, if desired, to develop an advanced exercise for the finalist candidates. One example of such an exercise is a "First Year Game Plan," a process where finalist candidates are provided with the contact information for elected officials, key staff, and community leaders and then given free rein to make contact with all of them in advance and use those insights to develop a "first year game plan" based on what they know so far.

Feedback is received from the key contacts on their impressions of the finalist candidates from the interactions with the candidates prior to the interviews. This exercise provides the opportunity to evaluate candidates' written and interpersonal communication skills, as well as critical analysis skills.

Step 8: Interview Process

Face-to-Face Interviews

SGR will schedule interviews at a date/time convenient to your organization. This process can be as simple, or as complex, as your organization desires. SGR will help you determine the specifics and assist in developing the interview schedule and timeline. SGR will prepare sample interview questions and will participate throughout the process to make it smooth and efficient.

Stakeholder Engagement

At the discretion of the Search Committee, we will work closely with your organization to engage stakeholders in the recruitment process. Our recommendation is that we design a specific stakeholder engagement process after we learn more about the organization and the community. Different approaches work best in different communities. We will collaborate with your organization to determine which option, or combination of options, will be the most effective for the unique needs of the organization.

- Stakeholder survey (supplemental service, can be provided at an additional cost)
- Interviewing community leaders at the outset of the recruitment;
- Holding a public forum for citizen engagement at the outset of the recruitment;
- Community leader reception;
- Meet and greet;
- Search Committee and key community leader dinner meeting;
- "Round Robin" forum meetings with various community groups during a multi-day interview process.

Deliberations

SGR will facilitate a discussion about the finalist interviews and assist the Search Committee in making a hiring decision or in deciding whether to bring back one or more candidates for a second interview.

Reference Checks

SGR uses a progressive and adaptive automated reference check system to provide insights on candidates' soft skills from a well-rounded group of references. References may include elected officials, direct supervisors, direct reports, internal organizational peers, professional peers in other organizations, and civic leaders. SGR's reference check platform is anonymous, which is proven to encourage more candid and truthful responses, in turn providing organizations with more meaningful and insightful information on candidates. SGR provides a written summary report to the organization once all reference checks are completed. The timing of reference

checks may vary depending on the specific search process and situation. If the names of the finalists are made public prior to interviews, SGR will typically contact references prior to the interview process. If the names of the finalists are not made public prior to interviews, SGR will typically wait until the organization has selected its top candidate before calling references in order to protect candidate confidentiality.

Step 9: Negotiations and Hiring Process

Determine the Terms of an Offer

Upon request, SGR will provide appropriate employment agreement language and other helpful information to assist you in determining an appropriate offer to extend to your candidate of choice.

Negotiate Terms and Conditions of Employment

SGR will assist to whatever degree you deem appropriate in conducting negotiations with the chosen candidate. SGR will determine and define any special needs or concerns of the chosen candidate, including anything that could be a complicating factor. SGR is experienced and prepared to help craft win-win solutions to negotiation “log-jams.”

Press Release (if requested)

Until you have “sealed the deal,” you need to be cautious in order to avoid the embarrassment of a premature announcement that does not work out. You also want to try to notify all senior staff and unsuccessful candidates before they read about it in the newspaper. SGR will assist with this coordination and with drafting any announcements or press releases.

Satisfaction Surveys

SGR is committed to authentically following the golden rule by providing prompt, professional and excellent communication and always treating every client with honor, dignity and respect. We ask clients and candidates to complete a brief and confidential survey after the completion of their recruitment. This helps us strive to continuously improve our processes and meet the changing needs of the workforce.

Supplemental Service: Post-Hire Team Building Workshop

SGR can provide a customized team building workshop after you hire for the position. SGR utilizes I-OPT, which is a validated measurement tool that shows how a person perceives and processes information. Because people “see” different things when they assess a situation, they are motivated to take various courses of action, so understanding you and your colleagues’ I-OPT Profiles will enable you to work much more effectively as a team. This service can be provided at an additional cost. View sample I-OPT reports at: bit.ly/sampleIOPReports.

Projected Schedule

Schedule will be adjusted at the outset of the search to meet the organization’s needs.

Task	Weeks
<ul style="list-style-type: none"> • Contract Executed • Develop Recruitment Plan, Timeline • <u>Individual Interviews with Key Stakeholders</u> 	Week 1
<ul style="list-style-type: none"> • <u>Deliverable</u>: Position Profile Brochure • Search Committee Reviews and Approves Brochure 	Weeks 2-3
<ul style="list-style-type: none"> • Advertising and Marketing • Accept Applications • Communication with Prospects and Applicants 	Weeks 4-7
<ul style="list-style-type: none"> • Initial Screening and Review 	Week 8
<ul style="list-style-type: none"> • <u>Search Committee Briefing</u> / Select Semifinalists • Questionnaires and Recorded Online Interviews • Media Searches - Stage 1 	Week 9
<ul style="list-style-type: none"> • <u>Deliverable</u>: Semifinalist Briefing Books and Online Interviews 	Week 10
<ul style="list-style-type: none"> • <u>Search Committee Briefing</u> / Select Finalist Candidates 	Week 11
<ul style="list-style-type: none"> • Comprehensive Media Searches - Stage 2 • Comprehensive Background Investigation Reports • DiSC Management Assessments (supplemental service) • First Year Game Plan or Other Advanced Exercise 	Weeks 12-13
<ul style="list-style-type: none"> • <u>Deliverable</u>: Finalist Briefing Books 	Week 14
<ul style="list-style-type: none"> • <u>Face-to-Face Interviews</u> • Stakeholder Engagement (may occur earlier in process) • Deliberations • Reference Checks (may occur earlier in process) • Negotiations and Hiring Process 	Week 15

Recruitment Costs & Service Guarantee

Not-to-Exceed Price: **\$24,900**

Not-to-exceed price includes:

- **Professional Service Fee - \$18,500**
- **Expenses:**
 - **Position Profile Brochure & Marketing - \$1,500**
 - Production of a professional position profile brochure
 - Custom-designed graphics for social media and email marketing
 - Announcement in SGR's 10 in 10 Leadership and Innovation e-newsletter
 - Two (2) email blasts to SGR's opt-in Job Alert subscribers for the relevant job category
 - Featured job placement on SGR's website
 - Featured ad on SGR's job board
 - Promotions on SGR's social media pages – Facebook, Twitter, LinkedIn, and Instagram
 - **Semifinalist Recorded Online interviews** for up to twelve (12) semifinalists - **\$225 each**
 - **Comprehensive Media Reports** for up to five (5) finalists - **\$500 each**
 - **Comprehensive Background Investigation Reports** for up to five (5) finalists - **\$400 each**
 - **Comprehensive Reference Checks** with individual reports for up to five (5) finalists - **\$225 each**
 - **Up to Two (2) onsite visits** by the Recruiter to the Organization. Meals are billed back at a per diem rate of \$10 for breakfast, \$15 for lunch, and \$25 for dinner. Mileage will be reimbursed at the current IRS rate. All other travel-related expenses are billed back at actual cost, with no markup for overhead. **Travel will be dependent on COVID restrictions in place at the time and take into consideration the health and safety of team members of both SGR and the Organization.**

Supplemental Services

The supplemental services listed below are not included in the not-to-exceed price:

- **Ad placements, as approved by the organization, will be billed back at actual cost with no markup for overhead.**
- There may be an additional charge for changes made to the Position Profile Brochure after the brochure has been approved by the organization and the position has been posted online.

- Additional online interviews (over and above the twelve (12) included in the not-to-exceed price above) are offered for \$225 per candidate.
- Additional comprehensive media reports (over and above the five (5) included in the not-to-exceed price above) are offered for \$500 per candidate.
- Additional background investigation reports (over and above the five (5) included in the not-to-exceed price above) are offered for \$400 per candidate.
- Additional reference checks (over and above the five (5) included in the not-to-exceed price above) are offered for \$225 per candidate.
- There is a cost of \$175 per candidate for the DiSC Management Profile.
- Semifinalist and finalist briefing materials will be provided to the search committee via an electronic link. Should the organization request printing of those materials, the reproduction and shipping of briefing materials will be outsourced and be billed back at actual cost.
- Additional in-person visits (over and above the two (2) in-person visits included in the not-to-exceed price above) by the Recruiter will be billed over and above the not-to-exceed price. Meals are billed back at a per diem rate of \$10 for breakfast, \$15 for lunch, and \$25 for dinner. Mileage will be reimbursed at the current IRS rate. All other travel-related expenses are billed back at actual cost, with no markup for overhead.
- Candidates are reimbursed directly by the organization for travel expenses.
- SGR will conduct a Stakeholder Survey for \$1,000. SGR provides recommended survey questions and sets up an online survey. Stakeholders are directed to a web page or invited to take the survey by email. A written summary of results is provided to the organization.
- If desired, the Recruiter will travel to the communities of the finalist candidates to conduct onsite visits. Site visits will be charged at a day rate of \$1,000 per day, plus travel expenses. Meals are billed back at a per diem rate of \$10 for breakfast, \$15 for lunch, and \$25 for dinner. Mileage will be reimbursed at the current IRS rate. All other travel-related expenses are billed back at actual cost, with no markup for overhead.
- A half-day onsite post-hire team building workshop is offered for \$4,000, plus travel expenses and \$150 per person for I-OPT reports.
- In the unexpected event the organization requests that unusual out of pocket expenses be incurred, said expenses will be reimbursed at the actual cost with no mark up for overhead.
- If the organization desires any supplemental services not mentioned in this section, an estimate of the cost and hours to be committed will be provided at that time, and no work shall be done without approval. Supplemental services will be billed out at \$250 per hour.

Billing

The professional service fee for the recruitment is billed in three equal installments during the course of the recruitment. The initial installment is billed after the position profile brochure has been created. The second installment is billed after semifinalists are selected. The final installment is billed at the conclusion of the recruitment. Expenses and supplemental services will be billed with each of the three installments, as appropriate.

Service Guarantee

SGR guarantees that you will be satisfied with the results of the full service recruitment process, or we will repeat the entire process one additional time and charge only for expenses. Additionally, if you select a candidate (that SGR has fully vetted) who resigns or is released within 18 months of their hire date, SGR will repeat the process one additional time and charge only for expenses. If the organization circumvents SGR's recruitment process and selects a candidate who did not participate in the full recruitment process, the service guarantee is null and void. We also guarantee that we will not directly solicit a candidate we bring to you for another job.

MARKETING & APPLICATION MANAGEMENT RECRUITMENT PACKAGE

pricing as of July 2021

MARKETING & APPLICATION MANAGEMENT RECRUITMENT PACKAGE

\$9,950

Components of this search package include:

- **Development of a Position Profile Brochure** - Utilizing information and photos provided by the organization, SGR's professional graphic designers and copywriters will develop a position profile brochure that is reviewed and revised in partnership with your organization until it accurately describes your community/organization, the position, and your ideal candidate.
- **Marketing** - Approximately 65% of semifinalists selected by our clients learn about the open recruitment via our website, servant leadership e-newsletter, job board, social media, job alert emails, or personal contact. SGR's marketing strategy includes:
 - Marketing period of 30-45 days
 - Custom-made graphics
 - Announcement in SGR's servant leadership e-newsletter, which reaches over 48,000 subscribers in all 50 states
 - Post on SGR's website (GovernmentResource.com), which has more than 36,000 visitors per month
 - Featured Ad on SGR's Job Board (SGRjobs.com), the 2nd largest local government job board in the nation, which averages more than 16,000 unique visitors per month and has over 1,600 jobs listed at any given time
 - Targeted job blast to our profession-specific Job Alert opt-in subscriber database
 - Promotion on SGR's social media networks (Facebook, Twitter, Instagram, LinkedIn)
 - Develop list of ad placement recommendations
 - Write ad language
 - Place ads (pass-through cost of ad placements not included)
- **Application Management & Screening** – SGR's recruiter will:
 - Receive resumes and cover letters on behalf of the organization through SGR's applicant tracking system
 - Communicate with applicants throughout the application submittal period
 - Evaluate resumes
 - Conduct a virtual briefing with the organization after the position closes
 - Send emails to retain or release applicants after the briefing with the organization
 - Provide application materials of retained applicants to the organization
 - Hand off search to the organization



CONTACT US

Cindy Stanfield | CindyStanfield@GovernmentResource.com

Main Office: 817-337-8581 | www.GovernmentResource.com



JOB MARKETING & ADVERTISING

pricing as of July 2021

JOB BOARD

SGR's Job Board (SGRjobs.com) is the 2nd largest local government job board in the nation, averages more than 16,000 unique visitors per month, and has 1,600 jobs listed at any given time.

JOB BOARD AD **\$99 Each**

One-time job posting for 30 days

JOB BOARD SUBSCRIPTION **\$369 per Calendar Year**

Unlimited job postings on SGR's Job Board for one calendar year

SGR has an extensive network of subscribers to our profession-specific opt-in Job Alert emails.

JOB BLAST **\$249 Each**

Targeted email to our profession-specific Job Alert subscriber database

- Logo and link to your organization's website
- Marketing language written by SGR
- Click-to-Tweet link

JOB BLAST PLUS PACKAGE **\$299 Each** (*savings of \$49*)

One-time job posting for 30 days on SGR's Job Board plus a Job Blast

JOB BLAST



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JOB MARKETING & ADVERTISING

pricing as of July 2021

Take advantage of SGR's social media networks to reach passive and active candidates. SGR creates a custom-made graphic and promotes your position on SGR's website, Facebook, Twitter, Instagram, and LinkedIn.

DIGITAL TALENT MARKETING

DIGITAL TALENT MARKETING (DTM) PACKAGE \$399 Each

- Custom-made graphic
- One-time promotion across SGR's social media networks
- Posted on SGR's website for 30 days (GovernmentResource.com)
- One-time job posting for 30 days on SGR's Job Board (SGRjobs.com)

DTM PLUS PACKAGE \$599 Each (savings of \$49) DTM Package, plus a Job Blast

For complete details on DTM and DTM Plus bit.ly/sgr-dtm

MARKETING & NETWORK BOOST \$2,500 Each

DTM Plus Package, plus:

- Development of a professional position profile brochure
- Development of a list of ad placement recommendations
- Draft ad language

Position Profile Brochure \$1,950 Each

Utilizing information and photos provided by the organization, SGR's professional graphic designers and copywriters will develop a position profile brochure that is reviewed and revised in partnership with your organization until it accurately describes your community/organization, the position, and your ideal candidate. The polished, professional brochure will then be provided to the organization in .pdf format.



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CANDIDATE EVALUATION & VETTING

pricing as of July 2021

QUESTIONNAIRE

\$225 per Candidate

An SGR recruiter will develop a written exercise that is customized to the priorities and key areas of interest identified by the organization. SGR will distribute the questionnaire to the candidates, evaluate the questionnaires, and hold a virtual briefing with the organization.

RECORDED ONLINE INTERVIEW

\$225 per Candidate

A recorded online interview allows the organization to evaluate technological competence, demeanor, verbal communication skills, and on-camera presence. SGR will provide a list of recommended questions to the organization, prompt the candidates to complete the interview, and email a link to the organization to view the interview.

REFERENCE CHECKS

\$225 per Candidate

SGR uses a progressive and adaptive automated reference check system to provide insights on candidates' soft skills from a well-rounded group of references. SGR's reference check platform is anonymous, which is proven to encourage more candid and truthful responses. SGR provides a written summary report to the organization once all reference checks are completed. A minimum of eight (8) references must be provided by each candidate, and six (6) responsive references are required to produce a written report.

BACKGROUND INVESTIGATION REPORT - \$400 per Candidate

Through SGR's partnership with a licensed private investigation firm, we are able to provide organizations with comprehensive background screening reports. View a sample background investigation report at: bit.ly/SGRSampleBackgroundReport
Background reports include:

- Social Security verification
- Address history verification
- Driving record (MVR)
- Federal criminal records search
- National criminal database search
- Global homeland security search
- Sex offender records search
- State criminal court search (for current and previous states of residence)
- County criminal, civil, and wants/warrants search (for every county in which candidate has lived or worked) for previous 10 years
- Credit report (if desired)
- Education verification
- Employment verification (if desired)
- Military verification (if desired)

COMPREHENSIVE MEDIA REPORT

\$500 per Candidate

SGR uses a proprietary media search process to go far beyond automated media searches. The media reports are put into an easy-to-read format with the candidate's name highlighted each time it appears. View a sample media report at:

bit.ly/SGRSampleMediaReport



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DISC® MANAGEMENT ASSESSMENT

\$175 per Candidate

The DiSC® Management assessment analyzes the candidate's preferences in five vital areas: management style, directing and delegating, motivation, development of others, and working with his/her own manager.

View a sample report at:

bit.ly/SGRDiscProfileSample

For assessments of two (2) or more candidates, a DiSC® Management Comparison Report is included at no charge, which provides a side-by-side view of each candidate's preferred management style.

View a sample comparison report at:

bit.ly/SGRDiscTeamReport

I OPT ASSESSMENT

\$175 per Candidate

I Opt® stands for Input Output Processing Template. It is a tool that measures how a person perceives and processes information, which has a profound impact on what motivates a person, how a person "sees" an issue, and how that person interacts with others on team projects. Understanding one's own I Opt® Profile makes it possible to be more self-aware. Understanding another's I Opt® Profile helps predict how they will approach any given situation. The cost per candidate includes the Individual Strategic Style Report, Change Management Report, and Emotional Impact Report.

bit.ly/sampleIOPReports

FINALIST EVALUATION PACKAGE

\$1,000 per Candidate

(savings of \$300)

- Reference Checks
- Background Investigation Report
- Comprehensive Media Report
- DiSC Management Assessment



CONTACT US

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SGR Executive Recruitment Clients 2013 to Present Include:

Arizona

- Avondale
- Chandler

Arkansas

- Fort Smith
- Hot Springs

Colorado

- Arvada
- Aurora
- Brighton
- Combined Regional Communications Authority (Fremont County)
- Commerce City
- Craig
- Durango
- Englewood
- Erie
- Golden
- Gunnison
- Lamar
- Mountain View Fire Protection District
- Northglenn
- Vail
- Wheat Ridge

Connecticut

- Clinton
- Fairfield
- Hartford
- Manchester
- South Windsor
- Tolland
- Wethersfield

Florida

- Boynton Beach
- Brevard County
- Clermont
- DeLand
- Fernandina Beach
- Fort Lauderdale
- Government Services Group, Inc.
- Green Cove Springs
- Jupiter
- Lakeland
- Lee County
- Nassau County
- North Port
- Ormond Beach
- Palm Coast
- Plant City
- Port St. Lucie
- Sarasota County
- Tamarac
- Winter Haven

Georgia

- Albany
- Alpharetta
- Covington
- Johns Creek

Indiana

- Clarksville

Iowa

- Ames
- Davenport
- Des Moines Water Works

Kansas

- Coffeyville
- Hutchinson
- Iola
- Johnson County
- Johnson County Park & Recreation District
- Lawrence
- Lenexa
- Mission Hills
- Olathe
- Overland Park
- Shawnee
- Topeka
- Wyandotte County/Kansas City, Kansas
- Valley Center

Kentucky

- Paducah

Louisiana

- Shreveport

Maryland

- Cecil County Government

Michigan

- Ann Arbor
- Kalamazoo County Consolidated Dispatch Authority
- Midland
- Muskegon Heights

Minnesota

- Blaine
- Chanhassen

Mississippi

- Hancock County Port and Harbor Commission

Missouri

- Ballwin
- Cameron
- Cape Girardeau
- Grandview
- Joplin
- Lebanon
- Monett
- Nevada Housing Authority
- Nixa
- Parkville
- Riverside
- Sikeston
- Smithville
- Springfield
- St. Charles

Montana

- Bozeman
- Great Falls

Nevada

- Clark County
- Las Vegas
- Washoe County

New Mexico

- Farmington
- Four Corners Economic Development Corp.
- Lea County

New York

- Briarcliff Manor
- Port Chester

North Dakota

- Mountrail-Williams Electric Cooperative
- Williston

Ohio

- Beavercreek
- Franklin County

Oklahoma

- Altus
- Bethany
- Broken Arrow
- Chickasha
- Choctaw
- Glenpool
- Grove
- Lawton
- Miami
- Miami Office of Economic Development
- Oklahoma Municipal League
- Owasso
- Stillwater

Oregon

- Clackamas County
- Eugene
- Eugene-Springfield Fire and EMS
- Lane Regional Air Protection Agency
- Sandy
- Sherwood
- Springfield
- Tigard

Pennsylvania

- Kennett Square

Tennessee

- Johnson City
- Murfreesboro

Texas

- Abilene
- Addison
- Alamo Heights
- Alice
- Allen
- Alvin
- Amarillo
- Angleton
- Anna
- Argyle
- Arlington
- Austin
- Azle
- Bastrop
- Bastrop Economic Development Corp.
- Bay City
- Baytown
- BCFS Health & Human Services
- Bedford
- Bell County
- Bellaire
- Belton
- Boerne
- Breckenridge
- Brenham
- Bridgeport
- Brownsville
- Brushy Creek Regional Utility Authority
- Bullard

Texas, continued

- Burkburnett
- Burleson
- Canadian
- Canyon
- Capital Area of Texas Regional Advisory Council (CATRAC)
- Carrollton
- Castroville
- Cedar Park
- Celina
- Citizens for Progress
- Clute
- Coleman
- College Station
- Colleyville
- Commerce
- Copperas Cove
- Corpus Christi
- Dallas County
- Dallas County Park Cities M.U.D.
- Del Rio
- Denison
- Denison Area Chamber of Commerce
- Denton
- Denton County Fresh Water Supply District 1-A
- Denton County Transportation Authority (DCTA)
- DeSoto
- Dickinson
- Duncanville
- Edinburg
- El Paso
- El Paso Metropolitan Planning Organization
- Elgin

Texas, continued

- Ennis
- Euless
- Fairview
- Farmers Branch
- Fate
- Ferris
- Flower Mound
- Forney
- Fort Worth
- Freeport
- Fulshear
- Garland
- Georgetown
- Georgetown Chamber of Commerce
- Gonzales Economic Development Corp.
- Granbury
- Grand Prairie
- Grapevine
- Green Valley Special Utility District
- Harris County ESD No. 48
- Henderson
- Highland Park
- Humble
- Hutto
- Hutto Community Development Corp.
- HJV Associates
- Irving
- Jacksonville
- Jacksonville Economic Development Corp.
- Joshua
- Katy
- Kaufman
- Kilgore
- Killeen
- Kingsville

Texas, continued

- Kyle
- Lago Vista
- Lake Dallas
- Lake Worth
- Lakeway
- Lamesa
- Lancaster
- League City
- Leander
- Levelland
- Levelland Economic Development Corp.
- Liberty Hill
- Lindale
- Little Elm
- Lockhart
- Longview
- Longview Economic Development Corp.
- Lubbock
- Lubbock Power & Light
- Marble Falls
- Marshall
- McKinney
- McKinney Economic Development Corp.
- Memorial Villages Police Department
- Mesquite
- Messer Rockefeller & Fort
- Midland
- Mineral Wells
- Missouri City
- Montgomery
- Mount Pleasant
- Mount Pleasant Economic Development Corp.
- MPACT CDC
- Nacogdoches
- Nederland

Texas, continued

- New Braunfels
- North Central Texas Council of Governments (NCTCOG)
- North East Texas Regional Mobility Authority
- North Hays County Emergency Services District No. 1
- North Richland Hills
- North Texas Emergency Communications Center (NTECC)
- Odessa
- Orange
- Palestine
- Paris
- Pearland
- Pecos City
- Pflugerville
- Piney Point Village
- Plainview
- Plano
- Port Arthur
- Port Lavaca
- Port Neches
- Portland
- Princeton
- Red Oak
- Reeves County
- Richardson
- Riverbend Water District
- Rockwall Economic Development Corp.
- Round Rock
- Round Rock ISD
- Rowlett
- Royse City Community Development Corp.
- Saginaw

Texas, continued

- San Angelo
- San Marcos
- San Marcos/Hays County EMS
- San Patricio County Economic Development Corp.
- Santa Fe
- Seagoville
- Sealy
- Sherman Economic Development Corp.
- Snyder
- Socorro
- South Grayson Special Utility District
- South Padre Island
- Southlake
- Stephenville
- Sunnyvale
- Sweetwater
- Tarrant County 9-1-1 District
- Taylor
- Temple
- Terrell
- TexAmericas Center
- Texas City
- The Colony
- Trophy Club Municipal Utility District
- Tyler
- Upper Brushy Creek Water Control & Improvement District
- Venus
- Victoria
- Waco
- Waxahachie
- Weatherford
- Webster
- West Lake Hills
- West University Place

Texas, continued

- Westworth Village
- Wichita Falls
- Willow Park
- Wills Point
- Wilmer

Virginia

- Orange County

Washington

- Bainbridge Island
- Bellevue
- Blaine
- Burien
- Des Moines
- Richland
- Shoreline
- Snohomish County Fire District #5
- Snoqualmie
- Spokane
- Spokane Regional Transportation Council
- Spokane Valley
- Whitworth Water District #2

Wyoming

- Campbell County
- Casper

From: [Randy Mora](#)
To: Colin@cb-asso.com
Cc: [Pam Brangaccio](#); [Steve Spina](#); [Jocilyn Martinez](#)
Subject: RE: Kenneth City | Manager Background Search (Call Follow-Up)
Attachments: [image001.png](#)

Colin,

Following up on the exchange below. The Town Council will be identifying its primary and secondary choices for the position on Friday.

Is CBA able to provide a cost and time estimate for conducting a background check for the two identified candidates, if relayed to your firm by Monday.

Thank you,

Randy Mora

From: Randy Mora
Sent: Thursday, July 22, 2021 3:32 PM
To: Colin@cb-asso.com
Cc: Pam Brangaccio <pbrangaccio@cfl.rr.com>; Steve Spina <SpinaS@Kennethcityfl.org>; Jocilyn Martinez <MartinezJ@kennethcityfl.org>
Subject: Kenneth City | Manager Background Search (Call Follow-Up)

Colin,

It was a pleasure speaking with you a few moments ago concerning CBA's potential ability to conduct background checks on the Town of Kenneth City's candidates for the Town Manager position.

As I indicated on our call, the Town of Kenneth City has worked with Senior Advisor Pam Brangaccio to recruit candidates for the vacant Town Manager position for the Town of Kenneth City. The Town Council has narrowed the field of candidates to six (6) people (in no particular order): (1) Martk Kutney (Brooksville, FL); (2) Patrick Marsh (Fitchburg, WI); (3) Ricardo Mendez (West Palm Beach); (4) William Vance (Lauderdale by the Sea); (5) Timothy Rhode (Hartland, WI); and (6) Peter Cavalli (P-Tech Instructor). The Town Council will be interviewing the candidates next week on July 28, 29 and 30. We presently anticipate the Town Council will identify their top 2 preferred candidates on Friday, the 30th – subject to contract negotiations and background checks. The Manager's position is presently occupied on an interim basis by Dr. Steve Spina, who has agreed through a consulting firm to serve through August 11.

Consequently, the Town is motivated to conduct the background check process in as expeditious manner as practicable. I would appreciate CBA's insight/cost proposal re: conducting criminal/financial/internet searches for the six candidates. Alternatively, I would also appreciate insights on the cost/timeline on which CBA could conduct those searches *and* contact references for

the final two candidates if provided the information on Friday the 30th.

I sincerely appreciate your time and consideration of this matter.

Respectfully,

Randy D. Mora, Esq., B.C.S.
Town Attorney, Town of Kenneth City



Trask Daigneault, LLP
Harbor Oaks Professional Center
1001 South Fort Harrison Avenue, Suite 201
Clearwater, Florida 33756
Phone: (727) 733-0494
Fax: (727) 733-2991
Email: randy@cityattorneys.legal

CONFIDENTIALITY, DISCLOSURE, AND WIRING INSTRUCTION NOTICES

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Wiring Instruction Notice. **FURTHER**, WE DO NOT ACCEPT OR REQUEST CHANGES TO WIRING INSTRUCTIONS VIA EMAIL OR FACSIMILE, PLEASE CALL TO VERIFY. IF YOU RECEIVE AN EMAIL CONTAINING WIRE TRANSFER INSTRUCTIONS, CALL OUR OFFICE IMMEDIATELY TO VERIFY THE INFORMATION PRIOR TO SENDING FUNDS.

Kenneth City Police Department Stats

Month/ 2022	Service Summary					Arrests					Traffic					Crime Prevention & Outreach				
	Calls for service	Reports + Supplements	AOA	Alarm	SAO Referrals	APAD Arrests	Arrests / NTA	Crash Investigations	Traffic Warnings	Traffic Citations	Business & Residential Area Checks	Thief / Watch Programs	Community Contact/Assist Citizen	Directed Patrol						
January	73	107	6	10	4	0	7	8	36	14	5422	296	221	571						
February	74	110	8	5	1	0	9	11	38	15	3416	264	225	452						
March	79	120	8	12	4	0	11	11	38	17	3050	361	243	470						
April	59	106	8	7	1	0	3	17	27	13	2971	314	181	335						
May																				
June																				
July																				
August																				
September																				
October																				
November																				
December																				
Yearly Totals	285	443	30	34	10	0	30	47	139	59	14859	1235	870	1828						

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

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

Volunteer hours running total for the year is 293 hours. These hours are donated to the Town of Kenneth City by 5 volunteers and 5 Reserve Officers.

Chief

KCPD Monthly Stats April 2022

Detective S. Gibson

Number of cases started with: 22, with 7 more waiting to be assigned

Number of cases ended with: 25, with 5 more waiting to be assigned

New cases assigned for the month

FELONY	12
MISDEMEANOR	
NON-CRIMINAL	4

Case dispositions

INACTIVATED	4
CLOSED WITH MISDEMEANOR ARREST	
CLOSED WITH FELONY ARREST	
CLOSED OTHER	8
CLOSED SAO REFERRAL	
CLEARED WITH WAIVER	1

Other Activity

SURVEILLANCES	3
PHOTOPACKS	
EVIDENCE STATUS REQUESTS	2
INITIAL REPORTS	1
SUPPLEMENTS	16
WARRANTS	
TOUCH DNA PROCESSING / BUCCALS	2
SUSPECTS RESULTING FROM TOUCH DNA	
OTHER: CCTV FOOTAGE, CELL TRACKING, D/L	3
SUBPOENAS	2
JAIL RECORDINGS	13
REPORTS REVIEWED	31
CONTACT ATTEMPTS	4
INTERVIEWS	8
TRANSPORTING PROPERTY/EVIDENCE	7
RECOVERED STOLEN PROPERTY	
BOLOS	
APADS	



KCPD Community Policing & Code Compliance Overview

April, 2022

Sergeant Andy Izrailov, Supervisor, COMMUNITY POLICING

The Kenneth City Movie in the Park, Community policing event was held during the Month of April (April 15th). This was a community policing/town event, which drew approximately 200 to 300 attendees. Numerous police, town staff and DPW personnel participated in this event. Officer Emely Cruz and Officer Mark McKenney conducted the DEA National Prescription Take Back Day, during the Month of April (April 30th). 143 pounds of prescription medication was collected during this event.

Upcoming community policing/town events are: “Kenneth City Fishing Event” held on May 21st. and the 4th of July Kenneth City Festival. Preparations are being made for all upcoming community policing events. Sgt. Andy Izrailov and Officer Emely Cruz will be attending all upcoming events.

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

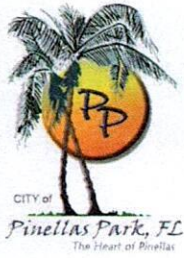
The Police Department continues to maintain Operation Medicine Cabinet, which allows residents to drop off old or unwanted prescription medication for safe disposal. The police department further conducted several in progress code compliance investigations.

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

All Town officers have been conducting traffic stops to educate drivers on traffic infractions and traffic safety issues. Further, the agency deterrent vehicle (ghost car) has been placed at numerous business/roadway locations throughout the Town to deter traffic violations/criminal activity.

Town residents and local businesses are supportive of the ghost car placement and we continue to receive positive feedback.

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



City of
PINELLAS PARK, FLORIDA

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

FIRE DEPARTMENT REPORT
 KENNETH CITY COUNCIL MEETING
 May 11, 2022

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

RESPONSES IN KENNETH CITY

TYPE OF RESPONSE	MONTH	YEAR TO DATE	
	April	2022	2021
MEDICAL	136	544	484
VEHICLE COLLISION	9	21	14
FIRE RELATED CALLS	11	44	20
TOTAL RESPONSES	156	609	518

ENGINE 16 RESPONSES

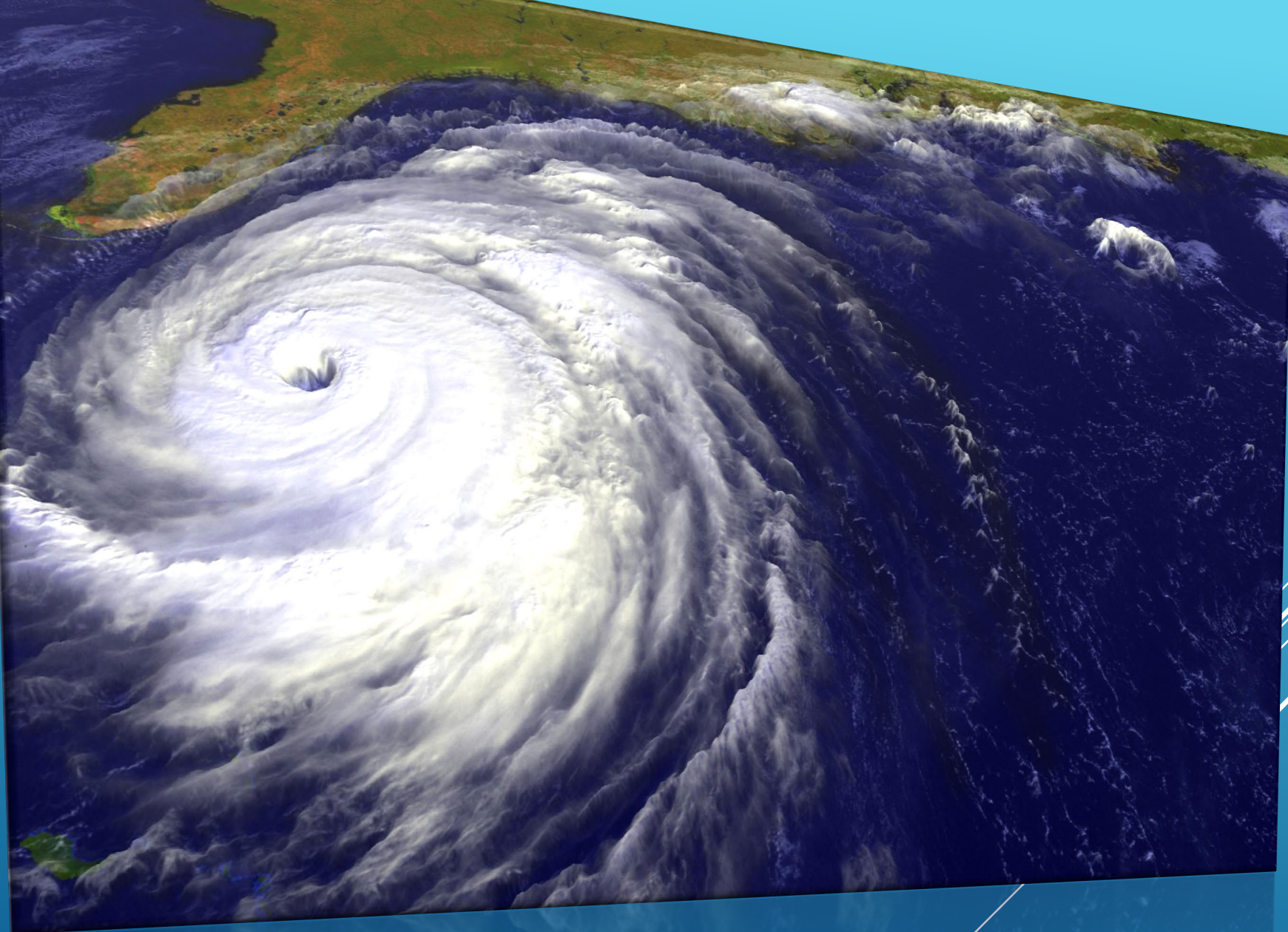
TYPE OF RESPONSE	IN KENNETH CITY			OUTSIDE KENNETH CITY			TOTAL RESPONSES		
	MONTH	YEAR TO DATE		MONTH	YEAR TO DATE		MONTH	YEAR TO DATE	
	April	2022	2021	April	2022	2021	April	2022	2021
MEDICAL	33	189	150	72	181	150	105	370	300
VEHICLE COLLISION	4	10	6	17	87	65	21	97	71
FIRE RELATED CALLS	8	32	15	33	106	216	41	138	231
TOTAL RESPONSES	45	231	171	122	374	431	167	605	602

LIFE SAFETY MANAGEMENT SERVICES

TYPE OF SERVICE PERFORMED	MONTH	YEAR TO DATE	
	April	2022	2021
INSPECTIONS	3	95	208
FALSE ALARMS	6	20	11
PLANS REVIEW	4	17	3
SMOKE ALARMS INSTALLED	14	16	0
PUBLIC EDUCATION PROGRAMS	0	0	2
PROGRAM ATTENDANCE	0	0	0

Respectfully submitted,

Brett Schlatterer, Fire Chief



2022 ATLANTIC HURRICANE SEASON



City of
Pinellas Park
**EMERGENCY
MANAGEMENT**



2022 HURRICANE SEASON FORECAST*

*Early forecast from Colorado State University – April 7
NOAA forecast expected late May

NAMED STORMS

19

HURRICANES

9

MAJOR HURRICANES

4



City of
Pinellas Park
**EMERGENCY
MANAGEMENT**



2021 Atlantic Hurricane Season

by the numbers



21

Named storms

Average is fourteen

Ana	Larry
Bill	Mindy
Claudette	Nicholas
Danny	Odette
Elsa	Peter
Fred	Rose
Grace	Sam
Henri	Teresa
Ida	Victor
Kate	Wanda
Julian	

7

Hurricanes

Average is seven

4

Major hurricanes

Average is three

5

Rapidly intensifying storms

Elsa, Grace, Ida, Larry, Sam

8

Storms hitting the U.S. coastline

7th

Consecutive year with a named storm forming before June 1st



NOAA Hurricane Hunters

58

Hurricane eyewall passages

462.2

Flight hours

1,310

Dropsondes deployed

to gather vital atmospheric data



NOAA underwater hurricane gliders

66

Glider deployments

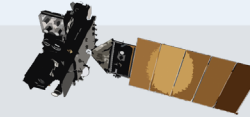
2,309

Glider days

78,328

Temperature and salinity profiles

These help improve forecasts for current storms



15

NOAA weather satellites in operation

6th

consecutive above-normal season

Previous record: 4 from 1998 to 2001

59

Facebook Live broadcasts

from the National Hurricane Center



City of
Pinellas Park
EMERGENCY MANAGEMENT



2022 HURRICANE SEASON NAMES

ALEX	LISA
BONNIE	MARTIN
COLIN	NICOLE
DANIELLE	OWEN
EARL	PAULA
FIONA	RICHARD
GASTON	SHARY
HERMINE	TOBIAS
IAN	VIRGINIE
JULIA	WALTER
KARL	



City of
Pinellas Park
EMERGENCY
MANAGEMENT



COUNTY HURRICANE EXERCISE



Pinellas County Hurricane Amaranth Exercise

Exercise Plan
March 22, 2022

Participants in the 2022 Pinellas County Hurricane Exercise tested communications, special needs, and sheltering coordination during the week.



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SPECIAL NEEDS REGISTRY

- The Special Needs Evacuation Assistance Program is for individuals who have no other evacuation plan and need government sheltering and/or transportation assistance during an emergency.
- Transportation is provided to general shelters, special needs shelters, or a healthcare facility.
- Special needs sheltering is provided for those that meet certain criteria and are unable to make any other arrangements for shelter during an emergency.
- Pinellas Park Fire Department manages the Special Needs Program for the residents of Pinellas Park and Kenneth City.



City of
Pinellas Park
**EMERGENCY
MANAGEMENT**



SPECIAL NEEDS REGISTRY

Pinellas Park Fire Department conducts an annual update of registrants with postcard mail outs and phone calls.

Special Needs Evacuation Assistance

Are you registered with Pinellas County's Special Needs Evacuation Assistance Program?

Has your information changed in the past year?

**Call Pinellas Park Fire Department
(727)369-5776**

**Leave your name and phone number when prompted.
PPFD will contact you to update your information
in the Special Needs Registry.**



Please call before **May 1, 2022
Hurricane Season Starts June 1**



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NEW SPECIAL NEEDS APPLICATION

- Pinellas County developed a new application to manage the registry database and transportation routing.
- The system went through testing in early May. Formal training will take place late May for all fire department Special Needs Coordinators.

Welcome to the
Pinellas County Special Needs Registry



+ Add Home Save Load Clear

TOTAL IN YOUR DISTRICT
338 Registrants
100% of all Special Needs Applicants

YOUR REGISTRANTS IN THE LAST 30 DAYS
338 Registrants
100% of registrants are from the past 30 days

REQUIRING TRANSPORT
338 Registrants
Estimated based on application responses

CURRENT OUTLOOK
Normal Operations
Take a breather! Pinellas County is not currently operating under a 5-Day cone.

Registrants in the Last 30 Days

Search and Filter

+ Add Home Save Load Clear

TOTAL IN YOUR DISTRICT
338 Registrants
100% of all Special Needs Applicants

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Estimated based on application responses

CURRENT OUTLOOK
Normal Operations
Take a breather! Pinellas County is not currently operating under a 5-Day cone.

Transportation Locations

+ Add Location

ID	Location Name	Type	Status	Address	EMS Grid	Evac Level	Actions
1	Dunedin Highland	General Population	Available for Routing	70 Patricia Avenue DUNEDIN, FL 34698	241A	E	✎
4	Test	General Population	Available for Routing	400 s ft harrison ave CLEARWATER, FL 33756	286B	Non Evac	✎
5	Johns Hopkins	Pet-Friendly	Available for Routing	150 Marina Plaza DUNEDIN, FL 34698	218A	A	✎
11	PSC	Embarkation Point	Unavailable	9020 Ulmerton Rd LARGO, FL 33771	404B	D	✎
14	Carwise MS	General Population	Unavailable	3301 BENTLY DR PALM HARBOR, FL 34684	108A	Non Evac	✎
15	Boca Ciega HS	General Population	Unavailable	924 58TH ST S ST PETERSBURG, FL 33707	667A	E	✎
16	Belleair ES	General Population	Unavailable	1156 Lakeview Rd CLEARWATER, FL 33756	306A	Non Evac	✎
17	Dunedin Community Center	General Population	Unavailable	1920 PINEHURST RD DUNEDIN, FL 34698	186A	D	✎



City of
Pinellas Park
**EMERGENCY
MANAGEMENT**



HURRICANE PREP REMINDER



**HURRICANE SEASON
JUNE 1-NOV 30**

ALWAYS BE DISASTER READY!

- ✓ Check your evacuation zone so you'll know if and when you should evacuate.
- ✓ Residents living in mobile homes or manufactured homes must ALWAYS evacuate no matter what zone they're in.
- ✓ Create an emergency plan and keep it updated.
- ✓ Sign up for emergency notifications to stay informed.

www.pinellas-park.com/em
Look up your zone at: storm.pinellascounty.org

KNOW YOUR RISK • CREATE A PLAN • STAY INFORMED



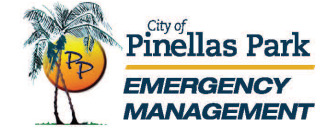
Emergency and Community Notification Service for Pinellas County, Local Municipalities and the Sheriff's Office

 **ALERT
Pinellas**

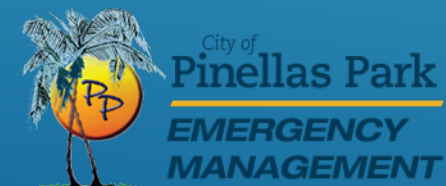
Emergency Notification Service

Receive alerts about emergencies and other important community news by signing up for Alert Pinellas, an emergency notification service for Pinellas County, Local Municipalities, and the Sheriff's Office. This service is free to our residents. It allows you to sign up to receive urgent messages on a variety of situations, such as severe weather, boil water notices, missing persons, or evacuations.

Sign up for Alert Pinellas at
www.pinellascounty.org/alertpinellas



Hurricane season preparedness reminders for citizens.





2022 Season

2022 ALL HAZARDS PREPAREDNESS GUIDE

KNOW YOUR RISK

MAKE A PLAN

STAY INFORMED

GET INVOLVED

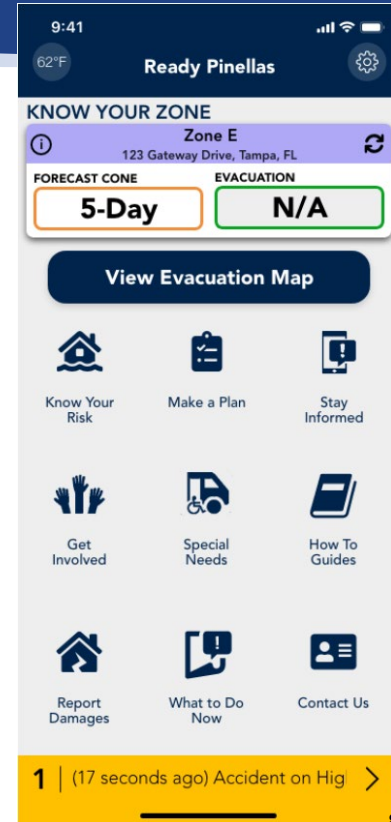
The 2022 All Hazards Preparedness Guide is the product of a partnership between Pinellas County Emergency Management and the Tampa Bay Times Newspaper in Education Program (NIE) to give students and their families the tools of All Hazards Preparedness and serve as a resource throughout the year.

Cover photo: "Prepared Pinella" ensures that her family is prepared before an emergency happens. For more information on all hazard preparedness, visit pinellascounty.org/emergency.



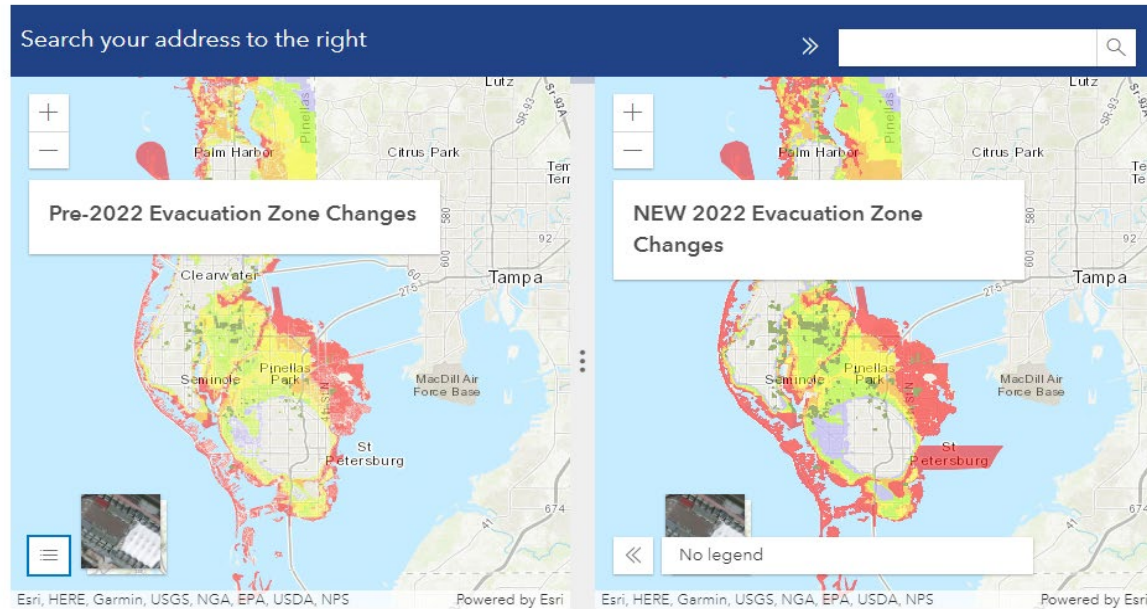
Website and App

- **Streamlined**
 - **Easier to follow and find pertinent information**
 - **Emergency Information Page**
 - Shelter locations
 - Real time information



Updated Evacuation Zones

View Evacuation Zone Changes



Changes to Evacuation Zones

- Based on the 2020 Census, **92,954 people** changed to a new evacuation level
 - ~**66,000 people** went from a lower risk evac level to a higher risk evac level (i.e. B -> A, C -> B)
 - ~**27,000 people** went from a higher risk level to a lower risk level
- Healthcare Facility Changes
 - 5 from non-evacuation to evacuation
- Updated our Mobile Home data – 265 parks - 44,709 units
 - 15 parks were removed (992 units)
 - Added 1,299 mobile homes not in parks

IMPORTANT:
YOUR EVACUATION ZONE
HAS CHANGED

KNOWING YOUR EVACUATION ZONE ahead of hurricane season can save your life. Evacuations are ordered when there's risk of deadly storm surge.

LOOK UP YOUR ZONE TODAY AT: storm.pinellascounty.org

Other ways to look up your evacuation zone:

- Find it on your Pinellas County Utilities bill
- Download the new Ready Pinellas mobile app
- If your property has a landline, call (727) 453-3150

REMEMBER: Your evacuation zone is different than your flood zone.

QUESTIONS: Call (727) 464-3800 or chat online: <http://bit.ly/PinellasChat>

Pinellas County complies with the Americans with Disabilities Act. To obtain accessible formats of this document, please call (727) 464-4062 (V/TDD). 4/2022



TOWN OF KENNETH CITY

A SAFE, FRIENDLY SMALL TOWN

6000 54th Avenue North - Kenneth City, Florida 33709

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

town57@kennethcityfl.org | www.kennethcityfl.org

TO: TOWN CLERK

From: Gary Strait, Plans Examiner

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

Number of Permits Issued: **31**

Total Fees Collected: **\$ 2631.69**

The Following Permits Were Issued:

Building 14

Electric 5

Mechanical 7

Plumbing 3


Engineering 2

Landscaping 0

Gas 0

Fire 0

Sign 0

 5/2/22

DATE	ADDRESS	APPLICANT	OWNER	PERMIT #	TYPE	DESCRIPTION	ISSUE DA	VALUATION	PLAN RE	TIF	DCADBP1	T & E FEE	PERMIT F	TOTAL
04/01/22	5745 40TH AVE #154	DON'S PLUMBING OF ST PETE	KLOUDA	22-04-001	PLBG	WATER HEATER REPLACE	04/01/22	\$1,050.00	\$0.00	\$0.00	\$4.00	\$2.00	\$40.00	\$46.00
04/01/22	5132 LAKE CHARLES DR	LOMBARDI ELECTRIC	HILL	22-04-002	BLDG	SOLAR PV SYSTEM	04/01/22	\$29,920.00	\$112.50	\$0.00	\$8.44	\$10.00	\$195.00	\$315.94
04/01/22	5132 LAKE CHARLES DR	LOMBARDI ELECTRIC	HILL	22-04-002	ELEC	SOLAR PV SYSTEM	04/01/22	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$40.00	\$40.00
04/01/22	4348 61ST LN	ANCHOR AIR CONDITIONING	OFFERPAD	22-04-003	MECH	MECHANICAL REPLACEMENT	04/04/22	\$4,350.00	\$0.00	\$0.00	\$4.00	\$2.00	\$40.00	\$46.00
04/06/22	4325 58TH WAY #424	HOME DEPOT	MCHAIR	22-04-004	BLDG	WINDOW REPLACEMENT	04/05/22	\$4,797.00	\$30.00	\$0.00	\$4.00	\$5.00	\$50.00	\$59.00
04/07/22	6502 43RD AVE	SOUTHERN PRO RESTORATION	KATES	22-04-005	BLDG	ROOF REPLACEMENT	04/06/22	\$5,900.00	\$0.00	\$0.00	\$4.00	\$5.00	\$65.00	\$74.00
04/08/22	5745 40TH AVE #256	ALBRIGHT ROOFING	KATES	22-04-006	BLDG	ROOF REPLACEMENT	04/07/22	\$8,100.00	\$0.00	\$0.00	\$4.00	\$5.00	\$80.00	\$89.00
04/08/22	4152 55TH WAY #928	UNITED AIR CONDITIONING	GERES	22-04-007	MECH	MECHANICAL REPLACEMENT	04/08/22	\$5,848.00	\$0.00	\$0.00	\$4.00	\$2.00	\$40.00	\$46.00
04/08/22	4152 55TH WAY #928	DISCOUNT FENCE	MCCALL	22-04-008	ENG	MECHANICAL REPLACEMENT	04/08/22	\$1,875.00	\$0.00	\$0.00	\$0.00	\$0.00	\$45.00	\$50.00
04/12/22	5289 61ST WAY #955	AIR RESCUE	JULIEN	22-04-009	MECH	FENCE REPLACEMENT	04/08/22	\$1,875.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5.00	\$40.00
04/12/22	6225 43RD AVE	RELIANT HEATING & AIR	HANER	22-04-010	MECH	MECHANICAL REPLACEMENT	04/12/22	\$11,325.00	\$0.00	\$0.00	\$4.00	\$2.00	\$40.00	\$46.00
04/13/22	6427 43RD AVE	JAMES K HAFKE PLUMBING	HUNTER	22-04-011	MECH	MECHANICAL REPLACEMENT	04/12/22	\$8,232.00	\$0.00	\$0.00	\$4.00	\$2.00	\$40.00	\$46.00
02/16/22	4892 56TH WAY	ROY YEAGER CONSTRUCTION	PYLE	22-04-012	PLBG	REPLACE INT SEWER LINES	04/13/22	\$13,225.00	\$0.00	\$0.00	\$4.00	\$2.00	\$40.00	\$46.00
04/14/22	5043 LAKE CHARLES DR	ARMORTECH WINDOWS AND DOORS	FAIR PRICE	22-04-013	BLDG	INTERIOR REMODEL	04/19/22	\$16,800.00	\$60.00	\$0.00	\$4.50	\$10.00	\$120.00	\$194.50
04/18/22	4143 56TH ST #902	BEST HOME SERVICES	LAUER	22-04-014	BLDG	WINDOW REPLACEMENT	04/14/22	\$12,706.00	\$50.00	\$0.00	\$4.00	\$5.00	\$100.00	\$159.00
04/19/22	6557 44TH AVE	ALBRIGHT FAMILY ROOFING	SOUTH	22-04-015	ELEC	NEW CIRCUIT	04/18/22	\$250.00	\$0.00	\$0.00	\$4.00	\$2.00	\$40.00	\$46.00
04/19/22	6158 49TH AVE	MITCHELL ROOFING	MALDANAD	22-04-016	BLDG	ROOF REPLACEMENT	04/19/22	\$9,610.00	\$0.00	\$0.00	\$4.00	\$5.00	\$55.00	\$59.00
04/20/22	4745 LAKE CHARLES DR	OVERHEAD DOOR OF CLEARWATER	WELLNER	22-04-017	BLDG	ROOF REPLACEMENT	04/19/22	\$9,400.00	\$0.00	\$0.00	\$4.00	\$5.00	\$55.00	\$59.00
04/21/22	5704 55TH TERR	COASTAL GREEN ENERGY SOLUTION	LAKATOS	22-04-018	BLDG	GARAGE DOOR REPLACEMENT	04/20/22	\$2,445.00	\$25.00	\$0.00	\$4.00	\$5.00	\$50.00	\$64.00
04/22/22	5448 58TH ST	MISTER SPARKY	KLINGINSMIT	22-04-019	BLDG	WINDOW REPLACEMENT	04/21/22	\$12,650.00	\$50.00	\$0.00	\$4.00	\$5.00	\$100.00	\$159.00
04/22/22	4383 61ST WAY	SOLAR BEAR	ALL STAR PR	22-04-020	ELEC	PANEL REPLACEMENT	04/22/22	\$4,900.00	\$0.00	\$0.00	\$4.00	\$2.00	\$40.00	\$46.00
04/22/22	4383 61ST WAY	SOLAR BEAR	BALDWIN	22-04-021	BLDG	SOLAR PV SYSTEM	04/22/22	\$28,434.00	\$110.00	\$0.00	\$8.25	\$10.00	\$180.00	\$308.25
04/25/22	6044 47TH AVE	HANDYMAN ROOFING	BALDWIN	22-04-021	ELEC	SOLAR PV SYSTEM	04/22/22	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$40.00	\$40.00
04/25/22	various	FRONTIER	DECKER	22-04-022	BLDG	ROOF REPLACEMENT	04/25/22	\$9,000.00	\$0.00	\$0.00	\$4.00	\$5.00	\$60.00	\$69.00
04/25/22	various	ST PETE PLUMBING	DECKER	22-04-023	ELEC	FIBER OPTIC	04/25/22	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
04/26/22	4300 58TH ST #1815	TOTAL AIR	SFR ACQUIS	22-04-024	PLBG	SEWER LINE REPLACEMENT	04/26/22	\$8,775.00	\$0.00	\$0.00	\$4.00	\$2.00	\$40.00	\$46.00
04/27/22	5289 61ST WAY	CLASSIC CONSTRUCTION	BUTCHER	22-04-025	MECH	MECHANICAL REPLACEMENT	04/26/22	\$6,252.00	\$0.00	\$0.00	\$4.00	\$2.00	\$40.00	\$46.00
04/27/22	4325 58TH WAY #1430	AMERICAN DESIGN AIR	HANER	22-04-026	BLDG	ROOF REPLACEMENT	04/27/22	\$10,000.00	\$0.00	\$0.00	\$4.00	\$5.00	\$55.00	\$59.00
04/28/22	6400 46TH AVE #301	BAY AREA HEATING & COOLING	HINK	22-04-027	MECH	MECHANICAL REPLACEMENT	04/27/22	\$4,070.00	\$0.00	\$0.00	\$4.00	\$2.00	\$40.00	\$46.00
04/28/22	6381 43RD AVE	A OLD TIME ROOFING	MEDEIROS F	22-04-028	MECH	MECHANICAL REPLACEMENT	04/28/22	\$10,403.00	\$0.00	\$0.00	\$4.00	\$2.00	\$40.00	\$46.00
04/28/22			D & G BEAUT	22-04-029	BLDG	ROOF REPLACEMENT	04/28/22	\$6,500.00	\$0.00	\$0.00	\$4.00	\$2.00	\$40.00	\$46.00
								\$437.50			\$113.19	\$116.00	\$1,965.00	2,631.69



TOWN OF KENNETH CITY, FLORIDA

OVERVIEW

This financial overview reflects the Town's overall unaudited financial condition through **March 2022**. Except as noted below, revenues and expenditures are generally on target for the 6 completed month(s) (50%) of the fiscal year. The Town's fiscal year begins on October 1st.

GENERAL FUND

With 6 months (50%) of the fiscal year complete, General Fund revenues are on pace with current year projections and prior year trends. Through **March** the Town has collected a total of **\$1,916,698** or 60% of projected revenues. For this same period, the General Fund has expended **\$1,563,343**, or 49% of budgeted expenditures.

General Fund	Budget	YTD Actual	Percent
Revenues	\$ 3,194,180	\$ 1,916,698	60%
Expenditures	\$ 3,194,180	\$ 1,563,343	49%

Ad Valorem taxes are the general funds largest source of revenue and account for approximately 42% of the total revenues. Other sources of revenue include franchise fees, public service tax, state revenue sharing and licenses/permits.

The General Fund includes all services that are funded through general taxes. It includes all Town programs except for those that pertain to Town infrastructure and can be funded through the Capital Improvement Fund.

REVENUES

Overall revenues are being collected at a rate similar to prior years and are in line with budgeted estimates. Ad valorem revenue is collected early in the fiscal year.

Revenues	Budget	YTD Actual	Current Month	YTD % Received
Ad Valorem	\$ 1,121,550	\$ 1,058,833	\$ 14,101	94%
Franchise Fees	\$ 372,400	\$ 194,870	\$ 29,752	52%
Public Svc. Tax	\$ 399,000	\$ 226,810	\$ 38,961	57%
Licenses & Permits	\$ 153,950	\$ 76,700	\$ 37,426	50%
Revenue Sharing	\$ 635,925	\$ 348,406	\$ 62,714	55%
Other	\$ 37,840	\$ 11,078	\$ 4,236	29%
Reserves	\$ 473,515	\$ -	\$ -	
Total	\$ 3,194,180	\$ 1,916,697	\$ 187,190	60%

EXPENDITURES

The following table shows the expenditures budgeted for each department. The table illustrates a snapshot of how much each department is spending each month and throughout the budget year. With 50% of the fiscal year completed the Town has expended 49% of its General Fund expenditures.

Expenses	Budget	YTD Actual	Current Month	YTD % Expended
General Govt.	\$ 752,815	\$ 353,718	\$ 61,194	47%
Law Enforcement	\$ 1,602,115	\$ 828,626	\$ 154,495	52%
Fire Control	\$ 310,000	\$ 149,674	\$ 25,566	48%
Building/Permitting	\$ 94,490	\$ 45,258	\$ 7,645	48%
Emergency & Disaster Relief	\$ 7,500	\$ 566	\$ 26	8%
Public Works	\$ 404,110	\$ 176,328	\$ 36,210	44%
Culture/Recreation	\$ 23,150	\$ 9,173	\$ 2,447	40%
Total	\$ 3,194,180	\$ 1,563,343	\$ 287,583	49%

BEAUTIFICATION FUND

With 6 months (50%) of the fiscal year complete, Beautification Fund revenues/expenses are on pace with current year projections. Through **March** the Town has collected a total of **\$0**, or **0%** of projected revenues. For this same period, the Beautification Fund has expended **\$5,000**, or **19%** of budgeted expenditures.

General Fund	Budget	YTD Actual	Percent
Revenues	\$ 27,000	\$ -	0%
Expenditures	\$ 27,000	\$ 5,000	19%

The Beautification Fund is used to account for red light camera revenues that have been earmarked for projects aimed at beautifying the Town of Kenneth City.

CASH AND INVESTMENTS

Approximately 90% of the City’s funds (\$5.119 – million) are being held in a Public Fund Interest Checking account with Fifth Third Bank (\$4.606 million). The remaining balance is held with PMA Financial Network invested in FL Safe a local government investment pool (\$509K).

General Fund	Market Value
Cash	\$ 2,002,999
FL Safe	\$ 509,829
Total	\$ 2,512,828

Beautification Fund	
Cash	\$ 390,448

Capital Fund	
Cash	\$ 2,215,863

CAPITAL IMPROVEMENT FUND

With 6 months (50%) of the fiscal year complete, Capital Improvement Fund revenues are higher than current year projections due to State and County project reimbursements from prior years. Through **March** the Town has collected a total of **\$836,982**, or **85%** of projected revenues. For this same period, the Capital Improvement Fund has expended **\$84,002**, or **9%** of budgeted expenditures.

General Fund	Budget	YTD Actual	Percent
Revenues	\$ 986,130	\$ 836,982	85%
Expenditures	\$ 986,130	\$ 84,002	9%

The Capital Improvement Fund is used to account for intergovernmental revenue that is restricted in use for infrastructure improvements, as well as other funds received and expended for construction, renovation, expansion and major improvements of various Town facilities, acquisitions of land and other large nonrecurring projects.

SUMMARY

This monthly financial summary is based on detailed revenue and expense reports that are produced by the Town’s finance department. If you would like additional information, or have any questions about the report, please contact Andrew Tess in the Finance Department at (727) 498-8948.

Kenneth City

For the Period: 10/1/2021 to 3/31/2022

	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 001 - GENERAL FUND							
Revenues							
Dept: 000.000							
311.000 ADVALOREM TAX	1,121,200.00	1,121,200.00	1,056,043.63	14,100.88	0.00	65,156.37	94.2
311.200 ADVALOREM TAX (DELINQUENT)	350.00	350.00	2,789.23	0.00	0.00	-2,439.23	796.9
313.100 ELECTRICITY FRANCHISE	280,000.00	280,000.00	144,898.29	22,331.51	0.00	135,101.71	51.7
313.300 RECYCLING	0.00	0.00	3,648.00	0.00	0.00	-3,648.00	0.0
313.400 GAS FRANCHISE	4,400.00	4,400.00	2,068.27	0.00	0.00	2,331.73	47.0
313.600 COMMUNICATIONS SERVICE TAX	88,000.00	88,000.00	44,256.39	7,420.42	0.00	43,743.61	50.3
314.100 ELECTRICITY UTILITY TAX	318,000.00	318,000.00	183,385.03	27,458.55	0.00	134,614.97	57.7
314.300 WATER UTILITY TAX	81,000.00	81,000.00	43,425.37	11,502.41	0.00	37,574.63	53.6
316.000 BUSINESS TAX RECEIPTS	75,000.00	75,000.00	23,051.56	105.00	0.00	51,948.44	30.7
321.000 BUSINESS TAX RECEIPTS	0.00	0.00	0.00	0.00	0.00	0.00	0.0
322.000 BUILDING PERMITS	76,000.00	76,000.00	50,860.29	36,044.18	0.00	25,139.71	66.9
322.001 TECH & ENH	1,550.00	1,550.00	938.00	197.00	0.00	612.00	60.5
322.002 TRANS IMPACT FEE TRUST FUND	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00	0.0
322.003 DEPT BUS PROFESSIONAL REG	0.00	0.00	1,565.10	929.67	0.00	-1,565.10	0.0
329.000 OTHER LICENSE & PERMITS	400.00	400.00	285.00	150.00	0.00	115.00	71.3
331.203 POLICE DEPT GRANTS	2,975.00	2,975.00	0.00	0.00	0.00	2,975.00	0.0
331.350 STORMWATER GRANT	0.00	0.00	0.00	0.00	0.00	0.00	0.0
331.500 FEMA Fed Reimbursement	0.00	0.00	0.00	0.00	0.00	0.00	0.0
334.390 RECYCLING GRANT	3,750.00	3,750.00	0.00	0.00	0.00	3,750.00	0.0
334.500 FEMA State Reimbursement	0.00	0.00	0.00	0.00	0.00	0.00	0.0
335.120 STATE REVENUE SHARING	211,000.00	211,000.00	118,901.99	19,816.99	0.00	92,098.01	56.4
335.121 STATE REVENUE SHARING 22.49	0.00	0.00	0.00	0.00	0.00	0.00	0.0
335.150 ALCOHOLIC BEVERAGE LICENSE	2,500.00	2,500.00	1,742.75	0.00	0.00	757.25	69.7
335.180 HALF CENT SALES TAX	352,700.00	352,700.00	194,722.11	31,897.06	0.00	157,977.89	55.2
335.410 GASOLINE TAX REFUND	0.00	0.00	5,054.94	5,054.94	0.00	-5,054.94	0.0
337.300 Local Govt Grant - Physical En	0.00	0.00	0.00	0.00	0.00	0.00	0.0
338.300 GAS TAX COUNTY COMMISSIONERS	63,000.00	63,000.00	27,984.30	5,945.19	0.00	35,015.70	44.4
341.201 INTERNAL SERVICE FUND FEES	0.00	0.00	0.00	0.00	0.00	0.00	0.0
341.900 OFF DUTY DETAIL (PD)	5,000.00	5,000.00	6,048.00	0.00	0.00	-1,048.00	121.0
347.200 PARKS & RECS FEES	0.00	0.00	189.00	0.00	0.00	-189.00	0.0
351.100 COURT & CITATION FINES	6,000.00	6,000.00	2,649.18	490.61	0.00	3,350.82	44.2
351.900 RED LIGHT CAMERA'S	0.00	0.00	0.00	0.00	0.00	0.00	0.0
361.100 INTEREST INCOME	8,000.00	8,000.00	812.08	138.15	0.00	7,187.92	10.2
361.320 INTEREST INCOME-TAX COLLECTOR	0.00	0.00	0.00	0.00	0.00	0.00	0.0
362.000 HALL RENTALS	3,000.00	3,000.00	1,258.13	975.00	0.00	1,741.87	41.9
364.410 SALE OF USED EQUIP.	0.00	0.00	0.00	0.00	0.00	0.00	0.0
369.100 FDOT Traffic Light Maintenance	8,890.00	8,890.00	0.00	0.00	0.00	8,890.00	0.0
369.900 MISCELLANEOUS INCOME	5,000.00	5,000.00	1,695.29	1,482.14	0.00	3,304.71	33.9
369.910 TRASH COLLECTION	750.00	750.00	365.00	150.00	0.00	385.00	48.7
369.920 PD Donations	1,200.00	1,200.00	-1,938.97	1,000.00	0.00	3,138.97	-161.6
381.000 INTER-FUND GROUP TRANSFERS IN	0.00	0.00	0.00	0.00	0.00	0.00	0.0
389.000 BORROWED FROM RESERVE	473,515.00	473,515.00	0.00	0.00	0.00	473,515.00	0.0
Dept: 000.000	3,194,180.00	3,194,180.00	1,916,697.96	187,189.70	0.00	1,277,482.04	60.0
Revenues	3,194,180.00	3,194,180.00	1,916,697.96	187,189.70	0.00	1,277,482.04	60.0
Expenditures							
Dept: 000.000							
922.000 EMPLOYEES PENSION FUND	0.00	0.00	0.00	0.00	0.00	0.00	0.0
931.200 EXTRAORDINARY LEGAL FEES	0.00	0.00	0.00	0.00	0.00	0.00	0.0
Dept: 000.000	0.00	0.00	0.00	0.00	0.00	0.00	0.0
Dept: 000.511 LEGISLATIVE SALARY							
911.000 LEGISLATIVE SALARY	14,400.00	14,400.00	7,200.00	1,200.00	0.00	7,200.00	50.0
921.000 FICA TAXES	1,150.00	1,150.00	550.80	91.80	0.00	599.20	47.9
LEGISLATIVE SALARY	15,550.00	15,550.00	7,750.80	1,291.80	0.00	7,799.20	49.8

Kenneth City

For the Period: 10/1/2021 to 3/31/2022

	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 001 - GENERAL FUND							
Expenditures							
Dept: 000.512 EXECUTIVE SALARY							
911.001 EXECUTIVE SALARY	6,000.00	6,000.00	3,000.00	500.00	0.00	3,000.00	50.0
921.000 FICA TAXES	515.00	515.00	229.50	38.25	0.00	285.50	44.6
EXECUTIVE SALARY	6,515.00	6,515.00	3,229.50	538.25	0.00	3,285.50	49.6
Dept: 000.513 FINANCIAL & ADMINISTRATIVE							
912.000 SALARIES	0.00	0.00	0.00	0.00	0.00	0.00	0.0
912.100 TOWN MANAGER	96,500.00	96,500.00	48,025.04	11,036.55	0.00	48,474.96	49.8
912.101 TOWN CLERK'S SALARY	58,500.00	58,500.00	29,250.00	6,750.00	0.00	29,250.00	50.0
912.105 SALARY REMIBURSEMENT	0.00	0.00	0.00	0.00	0.00	0.00	0.0
912.200 ADMINISTRATIVE EMPLOYEES	66,560.00	66,560.00	26,634.25	6,368.00	0.00	39,925.75	40.0
912.250 PART-TIME SEASONAL	0.00	0.00	0.00	0.00	0.00	0.00	0.0
912.300 PT ACCOUNTANT	67,200.00	67,200.00	37,660.36	8,200.00	0.00	29,539.64	56.0
914.000 OVERTIME	0.00	0.00	204.00	96.00	0.00	-204.00	0.0
921.000 FICA TAXES	16,950.00	16,950.00	7,467.11	1,819.88	0.00	9,482.89	44.1
922.000 EMPLOYEES PENSION FUND	26,590.00	26,590.00	4,691.66	855.07	0.00	21,898.34	17.6
923.000 EMPLOYEES HEALTH INSURANCE	44,170.00	44,170.00	19,348.07	3,680.96	0.00	24,821.93	43.8
923.001 EMPLOYEES DISABILITY INSURANCE	2,530.00	2,530.00	1,703.35	303.47	0.00	826.65	67.3
923.050 DEPENDANT HEALTH CARE	19,200.00	19,200.00	1,600.00	400.00	0.00	17,600.00	8.3
932.100 AUDITOR'S FEE	14,500.00	14,500.00	0.00	0.00	0.00	14,500.00	0.0
932.200 ENGINEER'S FEE	4,000.00	4,000.00	0.00	0.00	0.00	4,000.00	0.0
949.500 APPLICANT SCREENING	0.00	0.00	143.50	0.00	0.00	-143.50	0.0
FINANCIAL & ADMINISTRATIVE	416,700.00	416,700.00	176,727.34	39,509.93	0.00	239,972.66	42.4
Dept: 000.514 LEGAL COUNSEL							
931.100 ATTORNEY RETAINER	48,000.00	48,000.00	18,125.00	7,250.00	0.00	29,875.00	37.8
931.200 EXTRAORDINARY LEGAL FEES	15,000.00	15,000.00	16,774.50	7,918.00	0.00	-1,774.50	111.8
LEGAL COUNSEL	63,000.00	63,000.00	34,899.50	15,168.00	0.00	28,100.50	55.4
Dept: 000.515 COMPREHENSIVE PLANNING							
912.000 SALARIES	0.00	0.00	1,280.00	0.00	0.00	-1,280.00	0.0
913.000 PLANNING & ZONING CONSULTING	7,500.00	7,500.00	5,096.50	0.00	0.00	2,403.50	68.0
913.001 PLANNING & ZONING UPDATES	1,500.00	1,500.00	0.00	0.00	0.00	1,500.00	0.0
921.000 FICA TAXES	0.00	0.00	97.92	0.00	0.00	-97.92	0.0
931.400 NPDES	9,000.00	9,000.00	6,204.65	0.00	0.00	2,795.35	68.9
COMPREHENSIVE PLANNING	18,000.00	18,000.00	12,679.07	0.00	0.00	5,320.93	70.4
Dept: 000.519 OTHER GENERAL GOVERNMENT							
912.000 SALARIES	0.00	0.00	0.00	0.00	0.00	0.00	0.0
921.000 FICA TAXES	0.00	0.00	0.00	0.00	0.00	0.00	0.0
922.000 EMPLOYEES PENSION FUND	0.00	0.00	0.00	0.00	0.00	0.00	0.0
923.000 EMPLOYEES HEALTH INSURANCE	0.00	0.00	0.00	0.00	0.00	0.00	0.0
924.000 WORKMEN'S COMPENSATION	63,605.00	63,605.00	0.00	0.00	0.00	63,605.00	0.0
925.000 UNEMPLOYMENT COMPENSATION	0.00	0.00	0.00	0.00	0.00	0.00	0.0
931.000 STAFF TRAINING	2,600.00	2,600.00	2,219.25	1,479.00	0.00	380.75	85.4
934.000 CONTRACTURAL SERVICES	7,750.00	7,750.00	2,328.12	354.50	0.00	5,421.88	30.0
940.000 TRAVEL & MEETING EXPENSE	2,100.00	2,100.00	989.62	0.00	0.00	1,110.38	47.1
941.000 COMMUNICATIONS - TELEPHONE	7,000.00	7,000.00	3,627.01	638.14	0.00	3,372.99	51.8
941.100 COMMUNICATIONS - CELL/LAPTOPS	0.00	0.00	80.78	0.00	0.00	-80.78	0.0
942.000 POSTAGE, FREIGHT ETC	550.00	550.00	361.95	17.99	0.00	188.05	65.8
943.100 ELECTRICITY	8,000.00	8,000.00	3,759.86	1,407.37	0.00	4,240.14	47.0
943.200 WATER & SEWER	2,000.00	2,000.00	803.25	0.00	0.00	1,196.75	40.2
945.000 INSURANCE (FIRE,CASUALTY,LIAB)	90,870.00	90,870.00	77,240.00	0.00	0.00	13,630.00	85.0
946.000 REPAIRS & MAINT - BLDG	1,500.00	1,500.00	756.25	0.00	0.00	743.75	50.4
946.100 REPAIRS VEHICLES	0.00	0.00	0.00	0.00	0.00	0.00	0.0
946.200 REPAIRS & MAINTENANCE - EQUIP	100.00	100.00	0.00	0.00	0.00	100.00	0.0
946.500 COMPUTER MAINTENANCE	12,000.00	12,000.00	6,040.32	318.20	0.00	5,959.68	50.3
946.501 WEBSITE	9,000.00	9,000.00	681.44	0.00	0.00	8,318.56	7.6
947.000 PRINTING	2,900.00	2,900.00	2,688.94	274.64	0.00	211.06	92.7

Kenneth City

For the Period: 10/1/2021 to 3/31/2022	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 001 - GENERAL FUND							
Expenditures							
Dept: 000.519 OTHER GENERAL GOVERNMENT							
947.100 OTHER PRINTING	600.00	600.00	0.00	0.00	0.00	600.00	0.0
948.000 ADVERTISING (JOB POSTINGS)	200.00	200.00	195.00	0.00	0.00	5.00	97.5
948.100 PROMOTIONAL ACTIVITIES	1,200.00	1,200.00	356.86	0.00	0.00	843.14	29.7
949.110 ADVERTISING - LEGAL	3,200.00	3,200.00	1,556.24	0.00	0.00	1,643.76	48.6
949.210 ELECTION EXPENSE	6,000.00	6,000.00	6.70	0.00	0.00	5,993.30	0.1
951.000 OFFICE SUPPLIES	2,700.00	2,700.00	3,973.58	88.06	0.00	-1,273.58	147.2
952.100 GASOLINE	0.00	0.00	0.00	0.00	0.00	0.00	0.0
952.101 OIL & FILTERS	0.00	0.00	0.00	0.00	0.00	0.00	0.0
952.300 UNIFORMS & GEAR	200.00	200.00	0.00	0.00	0.00	200.00	0.0
952.410 CLEANING SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00	0.0
954.000 DUES & SUBSCRIPTIONS	3,500.00	3,500.00	4,082.98	0.00	0.00	-582.98	116.7
964.000 OFFICE & BLDG EQUIP (NEW)	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00	0.0
964.010 BLDG FURNITURE	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00	0.0
999.000 MISCELLANEOUS	1,000.00	1,000.00	3,828.84	107.71	0.00	-2,828.84	382.9
999.100 OFF DUTY DETAIL (PD)	2,475.00	2,475.00	2,854.00	0.00	0.00	-379.00	115.3
OTHER GENERAL GOVERNMENT	233,050.00	233,050.00	118,430.99	4,685.61	0.00	114,619.01	50.8
Dept: 000.521 PUBLIC SAFETY - LAW ENFORCEMEN							
911.003 CHIEF'S SALARY	90,000.00	90,000.00	44,809.59	3,530.98	0.00	45,190.41	49.8
912.000 SALARIES	0.00	0.00	0.00	0.00	0.00	0.00	0.0
912.102 OFFICERS SALARY	460,033.00	460,033.00	214,601.55	53,110.44	0.00	245,431.45	46.6
912.201 CLERK'S SALARY	50,000.00	50,000.00	24,854.47	5,769.24	0.00	25,145.53	49.7
912.301 SEASONAL PART-TIME SALARIES	25,050.00	25,050.00	12,530.19	3,041.25	0.00	12,519.81	50.0
912.401 LIEUTENANT SALARY	84,097.00	84,097.00	41,342.73	6,702.19	0.00	42,754.27	49.2
912.501 SERGEANTS SALARY	179,142.00	179,142.00	91,390.85	20,756.26	0.00	87,751.15	51.0
914.000 OVERTIME	22,000.00	22,000.00	12,743.63	1,801.74	0.00	9,256.37	57.9
914.200 COURT TIME PAY	2,000.00	2,000.00	0.00	0.00	0.00	2,000.00	0.0
914.300 HOLIDAY PAY	23,000.00	23,000.00	18,706.91	2,877.93	0.00	4,293.09	81.3
914.500 NIGHT DIFFERENTIAL PAY	15,000.00	15,000.00	13,637.64	3,282.20	0.00	1,362.36	90.9
915.000 SALARY INCENTIVE PAY (AA-BA)	9,500.00	9,500.00	3,870.00	620.00	0.00	5,630.00	40.7
921.000 FICA TAXES	73,425.00	73,425.00	36,317.11	7,655.02	0.00	37,107.89	49.5
922.000 EMPLOYEES PENSION FUND	191,888.00	191,888.00	109,318.36	17,225.01	0.00	82,569.64	57.0
923.000 EMPLOYEES HEALTH INSURANCE	154,600.00	154,600.00	74,208.08	12,813.87	0.00	80,391.92	48.0
923.001 EMPLOYEES DISABILITY INSURANCE	5,500.00	5,500.00	2,483.28	356.44	0.00	3,016.72	45.2
923.050 DEPENDANT HEALTH CARE	24,000.00	24,000.00	6,814.80	1,335.80	0.00	17,185.20	28.4
925.000 UNEMPLOYMENT COMPENSATION	0.00	0.00	0.00	0.00	0.00	0.00	0.0
931.000 STAFF TRAINING	2,500.00	2,500.00	579.99	0.00	0.00	1,920.01	23.2
934.000 CONTRACTURAL SERVICES	39,780.00	39,780.00	37,380.78	1,200.00	0.00	2,399.22	94.0
940.000 TRAVEL & MEETING EXPENSE	6,000.00	6,000.00	3,337.94	889.00	0.00	2,662.06	55.6
941.000 COMMUNICATIONS - TELEPHONE	14,000.00	14,000.00	6,226.83	1,343.34	0.00	7,773.17	44.5
941.100 COMMUNICATIONS - CELL/LAPTOPS	0.00	0.00	1,051.31	0.00	0.00	-1,051.31	0.0
942.000 POSTAGE, FREIGHT ETC	700.00	700.00	26.09	0.00	0.00	673.91	3.7
943.200 WATER & SEWER	2,000.00	2,000.00	157.83	0.00	0.00	1,842.17	7.9
946.100 REPAIRS VEHICLES	25,000.00	25,000.00	8,238.38	956.11	0.00	16,761.62	33.0
946.200 REPAIRS & MAINTENANCE - EQUIP	1,800.00	1,800.00	116.25	0.00	0.00	1,683.75	6.5
946.201 REPAIRS & MAINTENANCE - RADAR	1,000.00	1,000.00	312.00	312.00	0.00	688.00	31.2
946.300 REPAIRS RADIO	1,500.00	1,500.00	262.72	154.04	0.00	1,237.28	17.5
946.400 VEHICLE EQUIP CERT & CHECKS	700.00	700.00	361.60	261.60	0.00	338.40	51.7
946.500 COMPUTER MAINTENANCE	6,000.00	6,000.00	4,827.67	1,357.41	0.00	1,172.33	80.5
947.000 PRINTING	2,500.00	2,500.00	1,129.53	200.67	0.00	1,370.47	45.2
948.000 ADVERTISING (JOB POSTINGS)	0.00	0.00	0.00	0.00	0.00	0.00	0.0
948.001 PUBLIC RELATIONS MATERIAL	1,300.00	1,300.00	27.20	0.00	0.00	1,272.80	2.1
949.200 PARKING TICKETS & HANDLING	0.00	0.00	0.00	0.00	0.00	0.00	0.0
949.201 ATS EXPENSE	0.00	0.00	0.00	0.00	0.00	0.00	0.0
949.202 RED LIGHT CAMERA STATE EXP	0.00	0.00	0.00	0.00	0.00	0.00	0.0
949.500 APPLICANT SCREENING	3,000.00	3,000.00	2,242.00	42.00	0.00	758.00	74.7
949.600 PRISONER EXPENSE	2,000.00	2,000.00	645.00	0.00	0.00	1,355.00	32.3
951.000 OFFICE SUPPLIES	1,500.00	1,500.00	215.20	124.01	0.00	1,284.80	14.3

Kenneth City

For the Period: 10/1/2021 to 3/31/2022	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 001 - GENERAL FUND							
Expenditures							
Dept: 000.521 PUBLIC SAFETY - LAW ENFORCEMEN							
952.100 GASOLINE	0.00	0.00	19,236.77	3,368.51	0.00	-19,236.77	0.0
952.101 OIL & FILTERS	0.00	0.00	0.00	0.00	0.00	0.00	0.0
952.200 TIRES & BATTERIES	24,150.00	24,150.00	3,248.29	334.51	0.00	20,901.71	13.5
952.300 UNIFORMS & GEAR	11,900.00	11,900.00	5,656.13	553.53	0.00	6,243.87	47.5
952.411 CAMERA, FILM, EQUIP, ETC	150.00	150.00	0.00	0.00	0.00	150.00	0.0
952.500 AMMUNITION	4,000.00	4,000.00	3,635.57	302.13	0.00	364.43	90.9
952.600 UNIFORM CLEANING	5,000.00	5,000.00	0.00	0.00	0.00	5,000.00	0.0
952.700 CRIME INVESTIGATION SUPPLIES	1,200.00	1,200.00	883.61	0.00	0.00	316.39	73.6
952.800 PERSONAL PROPERTY REPLACEMENT	100.00	100.00	0.00	0.00	0.00	100.00	0.0
954.000 DUES & SUBSCRIPTIONS	2,400.00	2,400.00	2,179.00	135.00	0.00	221.00	90.8
964.000 OFFICE & BLDG EQUIP (NEW)	300.00	300.00	0.00	0.00	0.00	300.00	0.0
964.010 BLDG FURNITURE	0.00	0.00	0.00	0.00	0.00	0.00	0.0
964.300 OTHER NEW EQUIPMENT	20,500.00	20,500.00	13,391.08	70.84	0.00	7,108.92	65.3
980.300 POLICE DEPT GRANTS	0.00	0.00	0.00	0.00	0.00	0.00	0.0
980.500 Electricity	8,200.00	8,200.00	4,586.51	1,527.56	0.00	3,613.49	55.9
999.000 MISCELLANEOUS	3,700.00	3,700.00	616.33	90.68	0.00	3,083.67	16.7
999.200 COMMUNITY POLICING	0.00	0.00	425.49	393.78	0.00	-425.49	0.0
PUBLIC SAFETY - LAW ENFORCEMEN	1,602,115.00	1,602,115.00	828,626.29	154,495.09	0.00	773,488.71	51.7
Dept: 000.522 PUBLIC SAFETY - FIRE CONTROL							
934.000 CONTRACTURAL SERVICES	310,000.00	310,000.00	149,674.43	25,566.28	0.00	160,325.57	48.3
PUBLIC SAFETY - FIRE CONTROL	310,000.00	310,000.00	149,674.43	25,566.28	0.00	160,325.57	48.3
Dept: 000.524 PROTECTIVE INSPECTION							
934.000 CONTRACTURAL SERVICES	91,740.00	91,740.00	44,988.00	7,645.00	0.00	46,752.00	49.0
946.500 COMPUTER MAINTENANCE	500.00	500.00	0.00	0.00	0.00	500.00	0.0
946.600 COMPUTER SOFTWARE	0.00	0.00	0.00	0.00	0.00	0.00	0.0
947.000 PRINTING	250.00	250.00	270.00	0.00	0.00	-20.00	108.0
951.000 OFFICE SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00	0.0
954.000 DUES & SUBSCRIPTIONS	0.00	0.00	0.00	0.00	0.00	0.00	0.0
999.000 MISCELLANEOUS	2,000.00	2,000.00	0.00	0.00	0.00	2,000.00	0.0
PROTECTIVE INSPECTION	94,490.00	94,490.00	45,258.00	7,645.00	0.00	49,232.00	47.9
Dept: 000.525 EMERGENCY & DISASTER RELIEF							
983.000 DISASTER PREPAREDNESS AIDS	7,500.00	7,500.00	566.44	25.58	0.00	6,933.56	7.6
EMERGENCY & DISASTER RELIEF	7,500.00	7,500.00	566.44	25.58	0.00	6,933.56	7.6
Dept: 000.534 GARBAGE/SOLID WASTE SERVICE							
900.000 TRASH COLLECTION	0.00	0.00	0.00	0.00	0.00	0.00	0.0
900.210 RECYCLING GRANT	3,750.00	3,750.00	0.00	0.00	0.00	3,750.00	0.0
GARBAGE/SOLID WASTE SERVICE	3,750.00	3,750.00	0.00	0.00	0.00	3,750.00	0.0
Dept: 000.541 TRANSPORTATION-DEPT.PUBLIC WKS							
912.000 SALARIES	0.00	0.00	0.00	0.00	0.00	0.00	0.0
912.104 DPW FOREMAN	60,000.00	60,000.00	29,999.97	6,923.07	0.00	30,000.03	50.0
912.202 DPW SALARIES	98,500.00	98,500.00	49,433.00	11,520.00	0.00	49,067.00	50.2
914.000 OVERTIME	4,000.00	4,000.00	1,186.65	180.00	0.00	2,813.35	29.7
921.000 FICA TAXES	12,430.00	12,430.00	6,146.68	1,420.85	0.00	6,283.32	49.5
922.000 EMPLOYEES PENSION FUND	19,500.00	19,500.00	5,636.95	1,242.07	0.00	13,863.05	28.9
923.000 EMPLOYEES HEALTH INSURANCE	44,160.00	44,160.00	14,700.81	2,760.72	0.00	29,459.19	33.3
923.001 EMPLOYEES DISABILITY INSURANCE	3,000.00	3,000.00	1,549.03	256.41	0.00	1,450.97	51.6
923.050 DEPENDANT HEALTH CARE	4,800.00	4,800.00	0.00	0.00	0.00	4,800.00	0.0
931.000 STAFF TRAINING	2,400.00	2,400.00	115.98	0.00	0.00	2,284.02	4.8
934.100 STREET SWEEPING	3,800.00	3,800.00	2,875.52	1,437.76	0.00	924.48	75.7
934.200 GROUNDS/LAKE MAINTENANCE	11,000.00	11,000.00	3,689.69	153.13	0.00	7,310.31	33.5
940.000 TRAVEL & MEETING EXPENSE	500.00	500.00	0.00	0.00	0.00	500.00	0.0
941.100 COMMUNICATIONS - CELL/LAPTOPS	1,520.00	1,520.00	181.50	45.36	0.00	1,338.50	11.9

Kenneth City

For the Period: 10/1/2021 to 3/31/2022	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 001 - GENERAL FUND							
Expenditures							
Dept: 000.541 TRANSPORTATION-DEPT.PUBLIC WKS							
943.000 Gas Utility	700.00	700.00	180.57	0.00	0.00	519.43	25.8
943.100 ELECTRICITY	12,000.00	12,000.00	3,355.83	603.90	0.00	8,644.17	28.0
943.110 STREET LIGHTING	51,000.00	51,000.00	14,360.69	4,778.95	0.00	36,639.31	28.2
943.200 WATER & SEWER	3,000.00	3,000.00	2,858.68	0.00	0.00	141.32	95.3
943.210 TRAFFIC LIGHTS & MAINTENANCE	20,400.00	20,400.00	17,011.63	863.24	0.00	3,388.37	83.4
943.400 BEAUTIFICATION	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00	0.0
946.000 REPAIRS & MAINT - BLDG	7,500.00	7,500.00	3,429.95	757.00	0.00	4,070.05	45.7
946.100 REPAIRS VEHICLES	4,000.00	4,000.00	793.09	0.00	0.00	3,206.91	19.8
946.200 REPAIRS & MAINTENANCE - EQUIP	7,000.00	7,000.00	9,575.71	2,455.23	0.00	-2,575.71	136.8
946.320 Parks Maintenance	6,000.00	6,000.00	3,839.55	160.88	0.00	2,160.45	64.0
946.500 COMPUTER MAINTENANCE	500.00	500.00	158.26	158.26	0.00	341.74	31.7
946.700 GENERATOR MAINTENANCE	5,200.00	5,200.00	0.00	0.00	0.00	5,200.00	0.0
947.000 PRINTING	250.00	250.00	0.00	0.00	0.00	250.00	0.0
948.000 ADVERTISING (JOB POSTINGS)	0.00	0.00	0.00	0.00	0.00	0.00	0.0
951.000 OFFICE SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00	0.0
952.100 GASOLINE	3,675.00	3,675.00	692.62	332.03	0.00	2,982.38	18.8
952.101 OIL & FILTERS	0.00	0.00	0.00	0.00	0.00	0.00	0.0
952.200 TIRES & BATTERIES	0.00	0.00	0.00	0.00	0.00	0.00	0.0
952.300 UNIFORMS & GEAR	1,500.00	1,500.00	93.51	9.98	0.00	1,406.49	6.2
952.400 SMALL TOOLS	2,025.00	2,025.00	632.53	0.00	0.00	1,392.47	31.2
952.410 CLEANING SUPPLIES	1,500.00	1,500.00	985.06	136.13	0.00	514.94	65.7
952.440 MINOR MATERIALS	0.00	0.00	0.00	0.00	0.00	0.00	0.0
952.510 CHEMICALS	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00	0.0
953.000 ROAD MAT & SUPP MAINT & REPAIR	1,500.00	1,500.00	255.00	0.00	0.00	1,245.00	17.0
954.000 DUES & SUBSCRIPTIONS	250.00	250.00	118.00	0.00	0.00	132.00	47.2
963.100 STREET & TRAFFIC SIGNS	0.00	0.00	0.00	0.00	0.00	0.00	0.0
963.200 TRAFFIC MARKING SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00	0.0
963.300 STREET REPAIRS & IMP(MAJOR)	0.00	0.00	0.00	0.00	0.00	0.00	0.0
963.400 DRAIN MAINT & IMPROVEMENTS	0.00	0.00	0.00	0.00	0.00	0.00	0.0
964.200 NEW MACHINERY (OTHER)	1,500.00	1,500.00	0.00	0.00	0.00	1,500.00	0.0
964.300 OTHER NEW EQUIPMENT	3,500.00	3,500.00	1,426.47	0.00	0.00	2,073.53	40.8
999.000 MISCELLANEOUS	3,500.00	3,500.00	1,044.80	14.71	0.00	2,455.20	29.9
TRANSPORTATION-DEPT.PUBLIC WKS	404,110.00	404,110.00	176,327.73	36,209.68	0.00	227,782.27	43.6
Dept: 000.569 OTHER HUMAN SERVICES							
982.100 NEIGHBORLY SENIOR SERVICE	0.00	0.00	0.00	0.00	0.00	0.00	0.0
982.200 SPCA	0.00	0.00	0.00	0.00	0.00	0.00	0.0
982.300 OTHER AGENCY SUPPORT	4,000.00	4,000.00	2,000.00	0.00	0.00	2,000.00	50.0
982.400 STATION 16 TOYS FOR TOTS	400.00	400.00	0.00	0.00	0.00	400.00	0.0
OTHER HUMAN SERVICES	4,400.00	4,400.00	2,000.00	0.00	0.00	2,400.00	45.5
Dept: 000.571 CULTURE/RECREATION -LIBRARIES							
901.000 LIBRARY FEES	5,000.00	5,000.00	2,700.00	1,000.00	0.00	2,300.00	54.0
912.000 SALARIES	0.00	0.00	0.00	0.00	0.00	0.00	0.0
921.000 FICA TAXES	0.00	0.00	0.00	0.00	0.00	0.00	0.0
951.000 OFFICE SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00	0.0
966.000 BOOKS, PUBLICATIONS, MATERIALS	0.00	0.00	0.00	0.00	0.00	0.00	0.0
CULTURE/RECREATION -LIBRARIES	5,000.00	5,000.00	2,700.00	1,000.00	0.00	2,300.00	54.0
Dept: 000.572 PARKS/ RECREATION/BUILDINGS							
912.000 SALARIES	0.00	0.00	0.00	0.00	0.00	0.00	0.0
921.000 FICA TAXES	0.00	0.00	0.00	0.00	0.00	0.00	0.0
922.000 EMPLOYEES PENSION FUND	0.00	0.00	0.00	0.00	0.00	0.00	0.0
923.000 EMPLOYEES HEALTH INSURANCE	0.00	0.00	0.00	0.00	0.00	0.00	0.0
934.000 CONTRACTURAL SERVICES	0.00	0.00	0.00	0.00	0.00	0.00	0.0
934.001 OTH SERVICES YOGA	0.00	0.00	0.00	0.00	0.00	0.00	0.0
943.100 ELECTRICITY	0.00	0.00	0.00	0.00	0.00	0.00	0.0
946.000 REPAIRS & MAINT - BLDG	0.00	0.00	0.00	0.00	0.00	0.00	0.0

REVENUE/EXPENDITURE REPORT

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Kenneth City

For the Period: 10/1/2021 to 3/31/2022	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 001 - GENERAL FUND							
Expenditures							
Dept: 000.572 PARKS/ RECREATION/BUILDINGS							
949.001 RECREATION FEE REIMBURSEMENT	500.00	500.00	0.00	0.00	0.00	500.00	0.0
952.300 UNIFORMS & GEAR	0.00	0.00	0.00	0.00	0.00	0.00	0.0
952.410 CLEANING SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00	0.0
963.010 MAINTENANCE - PARKS	0.00	0.00	0.00	0.00	0.00	0.00	0.0
963.020 BEAUTIFICATION	0.00	0.00	0.00	0.00	0.00	0.00	0.0
964.210 NEW EQUIPMENT	0.00	0.00	0.00	0.00	0.00	0.00	0.0
PARKS/ RECREATION/BUILDINGS	500.00	500.00	0.00	0.00	0.00	500.00	0.0
Dept: 000.574 SPECIAL EVENTS							
900.100 GEN (COUNCIL MTG,COFFEE,ETC)	0.00	0.00	0.00	0.00	0.00	0.00	0.0
900.200 SPECIAL EVENTS	4,000.00	4,000.00	2,437.92	1,056.05	0.00	1,562.08	60.9
900.400 HOLIDAY DECORATIONS	4,000.00	4,000.00	2,034.53	391.23	0.00	1,965.47	50.9
900.500 VOLUNTEER APPRECIATION	500.00	500.00	0.00	0.00	0.00	500.00	0.0
900.800 OTHER	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00	0.0
SPECIAL EVENTS	9,500.00	9,500.00	4,472.45	1,447.28	0.00	5,027.55	47.1
Dept: 000.589 UNALLOCATED FUNDS							
900.220 CONTINGENCY	0.00	0.00	0.00	0.00	0.00	0.00	0.0
999.999 Interfund transfer Out	0.00	0.00	0.00	0.00	0.00	0.00	0.0
UNALLOCATED FUNDS	0.00	0.00	0.00	0.00	0.00	0.00	0.0
Expenditures	3,194,180.00	3,194,180.00	1,563,342.54	287,582.50	0.00	1,630,837.46	48.9
Net Effect for GENERAL FUND	0.00	0.00	353,355.42	-100,392.80	0.00	-353,355.42	0.0
Change in Fund Balance:			353,355.42				

REVENUE/EXPENDITURE REPORT

Kenneth City

For the Period: 10/1/2021 to 3/31/2022

	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 100 - RED LIGHT CAMERA FUND							
Revenues							
Dept: 000.000							
351.900 RED LIGHT CAMERA'S	2,000.00	2,000.00	0.00	0.00	0.00	2,000.00	0.0
389.000 BORROWED FROM RESERVE	25,000.00	25,000.00	0.00	0.00	0.00	25,000.00	0.0
Dept: 000.000	27,000.00	27,000.00	0.00	0.00	0.00	27,000.00	0.0
Revenues	27,000.00	27,000.00	0.00	0.00	0.00	27,000.00	0.0
Expenditures							
Dept: 000.000							
931.200 EXTRAORDINARY LEGAL FEES	0.00	0.00	0.00	0.00	0.00	0.00	0.0
949.201 ATS EXPENSE	0.00	0.00	0.00	0.00	0.00	0.00	0.0
949.202 RED LIGHT CAMERA STATE EXP	0.00	0.00	0.00	0.00	0.00	0.00	0.0
949.203 REFUNDS	0.00	0.00	0.00	0.00	0.00	0.00	0.0
949.204 REVITALIZATION	0.00	0.00	5,000.00	0.00	0.00	-5,000.00	0.0
949.205 MAGISTRATE RLC	0.00	0.00	0.00	0.00	0.00	0.00	0.0
949.206 BAILIFFS RLC	0.00	0.00	0.00	0.00	0.00	0.00	0.0
949.207 CLERK RLC	0.00	0.00	0.00	0.00	0.00	0.00	0.0
964.300 OTHER NEW EQUIPMENT	0.00	0.00	0.00	0.00	0.00	0.00	0.0
Dept: 000.000	0.00	0.00	5,000.00	0.00	0.00	-5,000.00	0.0
Dept: 000.514 LEGAL COUNSEL							
931.200 EXTRAORDINARY LEGAL FEES	0.00	0.00	0.00	0.00	0.00	0.00	0.0
LEGAL COUNSEL	0.00	0.00	0.00	0.00	0.00	0.00	0.0
Dept: 000.519 OTHER GENERAL GOVERNMENT							
934.000 CONTRACTURAL SERVICES	0.00	0.00	0.00	0.00	0.00	0.00	0.0
OTHER GENERAL GOVERNMENT	0.00	0.00	0.00	0.00	0.00	0.00	0.0
Dept: 000.541 TRANSPORTATION-DEPT.PUBLIC WKS							
934.000 CONTRACTURAL SERVICES	0.00	0.00	0.00	0.00	0.00	0.00	0.0
TRANSPORTATION-DEPT.PUBLIC WKS	0.00	0.00	0.00	0.00	0.00	0.00	0.0
Dept: 000.572 PARKS/ RECREATION/BUILDINGS							
962.100 FACADE / ECONOMIC DEVELOPMENT	15,000.00	15,000.00	0.00	0.00	0.00	15,000.00	0.0
964.000 OFFICE & BLDG EQUIP (NEW)	5,000.00	5,000.00	0.00	0.00	0.00	5,000.00	0.0
964.300 OTHER NEW EQUIPMENT	2,000.00	2,000.00	0.00	0.00	0.00	2,000.00	0.0
999.000 MISCELLANEOUS	5,000.00	5,000.00	0.00	0.00	0.00	5,000.00	0.0
PARKS/ RECREATION/BUILDINGS	27,000.00	27,000.00	0.00	0.00	0.00	27,000.00	0.0
Expenditures	27,000.00	27,000.00	5,000.00	0.00	0.00	22,000.00	18.5
Net Effect for RED LIGHT CAMERA FUND	0.00	0.00	-5,000.00	0.00	0.00	5,000.00	0.0
Change in Fund Balance:			-5,000.00				

Kenneth City

For the Period: 10/1/2021 to 3/31/2022

	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 300 - CAPITAL PROJECTS FUND							
Revenues							
Dept: 000.000							
312.600 INFRASTRUCTURE TAX	581,000.00	581,000.00	339,464.15	134,333.36	0.00	241,535.85	58.4
331.204 PARK GRANT	0.00	0.00	0.00	0.00	0.00	0.00	0.0
331.350 STORMWATER GRANT	12,500.00	12,500.00	0.00	0.00	0.00	12,500.00	0.0
338.000 FROM OTHER LOCAL UNIT	0.00	0.00	497,227.77	0.00	0.00	-497,227.77	0.0
381.000 INTER-FUND GROUP TRANSFERS IN	0.00	0.00	0.00	0.00	0.00	0.00	0.0
389.000 BORROWED FROM RESERVE	392,630.00	392,630.00	0.00	0.00	0.00	392,630.00	0.0
Dept: 000.000	986,130.00	986,130.00	836,691.92	134,333.36	0.00	149,438.08	84.8
Dept: 000.534 GARBAGE/SOLID WASTE SERVICE							
331.204 PARK GRANT	0.00	0.00	0.00	0.00	0.00	0.00	0.0
GARBAGE/SOLID WASTE SERVICE	0.00	0.00	0.00	0.00	0.00	0.00	0.0
Dept: 000.572 PARKS/ RECREATION/BUILDINGS							
331.204 PARK GRANT	0.00	0.00	0.00	0.00	0.00	0.00	0.0
PARKS/ RECREATION/BUILDINGS	0.00	0.00	0.00	0.00	0.00	0.00	0.0
Revenues	986,130.00	986,130.00	836,691.92	134,333.36	0.00	149,438.08	84.8
Expenditures							
Dept: 000.519 OTHER GENERAL GOVERNMENT							
962.010 BLDG ADD & EXPANSION(INFRAST)	0.00	0.00	0.00	0.00	0.00	0.00	0.0
962.100 FACADE / ECONOMIC DEVELOPMENT	15,000.00	15,000.00	0.00	0.00	0.00	15,000.00	0.0
964.000 OFFICE & BLDG EQUIP (NEW)	50,000.00	50,000.00	0.00	0.00	0.00	50,000.00	0.0
964.100 NEW VEHICLES	66,000.00	66,000.00	0.00	0.00	0.00	66,000.00	0.0
OTHER GENERAL GOVERNMENT	131,000.00	131,000.00	0.00	0.00	0.00	131,000.00	0.0
Dept: 000.521 PUBLIC SAFETY - LAW ENFORCEMEN							
962.010 BLDG ADD & EXPANSION(INFRAST)	0.00	0.00	0.00	0.00	0.00	0.00	0.0
964.000 OFFICE & BLDG EQUIP (NEW)	0.00	0.00	0.00	0.00	0.00	0.00	0.0
964.001 NEW RADIOS	0.00	0.00	0.00	0.00	0.00	0.00	0.0
964.100 NEW VEHICLES	0.00	0.00	53,160.00	0.00	0.00	-53,160.00	0.0
964.300 OTHER NEW EQUIPMENT	0.00	0.00	0.00	0.00	0.00	0.00	0.0
PUBLIC SAFETY - LAW ENFORCEMEN	0.00	0.00	53,160.00	0.00	0.00	-53,160.00	0.0
Dept: 000.541 TRANSPORTATION-DEPT.PUBLIC WKS							
943.120 STREET LIGHTING-INFRASTRUCTURE	0.00	0.00	0.00	0.00	0.00	0.00	0.0
943.310 TRAFFIC CONTROL-INFRASTRUCTURE	0.00	0.00	0.00	0.00	0.00	0.00	0.0
946.210 GASOLINE TANK INFRASTRUCTURE	0.00	0.00	0.00	0.00	0.00	0.00	0.0
963.310 STREETS-INFRASTRUCTURE	400,000.00	400,000.00	0.00	0.00	0.00	400,000.00	0.0
963.410 DRAINS - INFRASTRUCTURE	217,130.00	217,130.00	17,242.25	0.00	0.00	199,887.75	7.9
964.100 NEW VEHICLES	0.00	0.00	0.00	0.00	0.00	0.00	0.0
964.200 NEW MACHINERY (OTHER)	28,000.00	28,000.00	0.00	0.00	0.00	28,000.00	0.0
964.300 OTHER NEW EQUIPMENT	100,000.00	100,000.00	0.00	0.00	0.00	100,000.00	0.0
TRANSPORTATION-DEPT.PUBLIC WKS	745,130.00	745,130.00	17,242.25	0.00	0.00	727,887.75	2.3
Dept: 000.572 PARKS/ RECREATION/BUILDINGS							
962.010 BLDG ADD & EXPANSION(INFRAST)	0.00	0.00	0.00	0.00	0.00	0.00	0.0
963.000 INFRASTRUCTURE- P&R	100,000.00	100,000.00	0.00	0.00	0.00	100,000.00	0.0
963.010 MAINTENANCE - PARKS	0.00	0.00	0.00	0.00	0.00	0.00	0.0
963.020 BEAUTIFICATION	10,000.00	10,000.00	13,600.00	0.00	0.00	-3,600.00	136.0
964.100 NEW VEHICLES	0.00	0.00	0.00	0.00	0.00	0.00	0.0
PARKS/ RECREATION/BUILDINGS	110,000.00	110,000.00	13,600.00	0.00	0.00	96,400.00	12.4
Expenditures	986,130.00	986,130.00	84,002.25	0.00	0.00	902,127.75	8.5

REVENUE/EXPENDITURE REPORT

Kenneth City

For the Period: 10/1/2021 to 3/31/2022

	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Net Effect for CAPITAL PROJECTS FUND	0.00	0.00	752,689.67	134,333.36	0.00	-752,689.67	0.0
Change in Fund Balance:			752,689.67				
Grand Total Net Effect:	0.00	0.00	1,101,045.09	33,940.56	0.00	-1,101,045.09	