



Town Council Workshop

Discussion on Town Manager Position



KENNETH CITY
FLORIDA

January 5, 2023

Rob Duncan
Interim Town Manager

Workshop Discussion

- Structured Initial Town Council Comments
- Last Six Months (July – December 2022)
- Next Twelve Months (January – December 2023)
- 2024 and Beyond
- Choosing a Path – Discussion on Options



Town Council – Share Initial Thoughts

- What was most impactful during the last 6 months?
- What is most important to you for the next 12 months?
- What would you really like to get out of this workshop?



Last Six Months
(July – December 2022)



July – December 2022 Council Meetings and Workshops

[Special Council Meeting July 13, 2022](#)

[Council Meeting July 13, 2022](#)

[Special Council Meeting July 21, 2022](#)

[Council Workshop August 3, 2022](#)

[Council Meeting August 10, 2022](#)

[Special Council Meeting August 17, 2022](#)

[Special Council Meeting August 29, 2022](#)

[Town Council Meeting - September 14, 2022](#)

[Town Council Meeting October 3, 2022](#)

[Town Council Meeting October 12, 2022](#)

[Town Council Meeting - November 16, 2022](#)

[Town Council Meeting December 14, 2022](#)

(Links above will open Agenda Packets on Kenneth City website)



Notable New Information Delivery

July – December 2022

	Item	By
July 13	<i>Draft Revenue Analysis</i> Tentative Agenda Document through September	JP Murphy Jocilyn Martinez
July 21	<i>Initial CIP Presentation / Discussion</i> <i>Program Based Budget Overview</i>	Michelle Berger JP Murphy
August 3	Facilitated Discussion with Florida League of Cities	Dr. Scott Paine
August 10	<i>ARPA, 5 Year CIP, Initial Draft of Revenues and Expenses</i>	JP Murphy
August 17	47 th Avenue Parking – New alternative to options discussed in 2021 <i>Code Enforcement Options</i>	Rob Duncan Lisa Hendrickson
August 29	<i>Building/Permitting Services Options</i> Out of Scope Report – Additional Task Order Needs	Lisa Hendrickson Rob Duncan
September 14	Financial Management Policy	JP Murphy
October 3	<i>Completed Budget Document for Approval – includes ARPA and 5 Year CIP</i>	JP Murphy
October 12	After Action Brief – Hurricane Ian <i>Presentation of Master Contracts List</i>	JP Murphy Lisa Hendrickson
November 16	Explanation and discussion of the 8 items voted on by council	Multiple
December 14	Lake Lori Stormwater Management Project & State Appropriations Request	Rob Duncan

Notable Town Council Actions

July – December 2022

Date	Action Agenda and/or Discussion Items	Vote
July 13	Approve Interim Attorney Agreement with Sara Johnston or Weiss Serota Approve Comprehensive Plan Amendment Approve Resolution 2022-03 Town Signatories Approve Attorney RFP Selection and motion to negotiate contract with Weiss Serota Extension of emergency contract with Aclarian (initial authorized 6/27 by Interim Town Manager) Council Consensus for formal solicitation of Turnkey ERP/Accounting Services Council Consensus for rotation of moment of silence amongst Council at beginning of meeting Option to bring in Florida League of Cities for Council Workshop on August 3	5-0 5-0 5-0 5-0 5-0 Consensus Consensus Consensus
July 21	Set the Maximum Millage to 5.4373	5-0
August 10	Approve FY23 Law Enforcement Ancillary Contract Approve Interlocal Agreement with Forward Pinellas Table agenda items 4-8 until August 17	5-0 5-0 5-0
August 17	Discussion on Code Enforcement Options – Police Department provide Code Enforcement Services Revisit 47 th Ave Parking – option discussion – new angled parking spaces behind Community Hall	Consensus Consensus
August 29	Approve Town Attorney Contract with Weiss Serota Motion to piggyback off Bushnell contract for Building Department Services with Safebuilt	5-0 5-0
September 14	Approve Resolution 2022-04 for Tentative Millage Rate Approve Resolution 2022-05 First Reading of Budget Approve Additional Task Orders with Imagine That Performance (H, I, J)	4-0 3-1 4-0

Notable Town Council Actions

July – December 2022

	Action Agenda and/or Discussion Items	Vote
October 3 (September 29)	Approve Resolution 2022-06 for Final Millage Rate Approve Resolution 2022-07 Second Reading of Budget Approve Resolution 2022-08 Ratification of State of Local Emergency Approve Resolution 2022-09 Financial Management Policy	5-0 3-2 5-0 5-0
October 12	Selection for RFP Turnkey Solution for Accounting Services – Aclarian First Reading of Ordinance 2022-658 Special Magistrate Additional Imagine That Performance Task Orders (L & M)	5-0 5-0 5-0
November 16	Approve Additional Task Order with Imagine That Performance (N) Approve Pipe Replacement on 5694 46th Avenue N Approve Second Reading of Ordinance 2022-658 Special Magistrate Approve First Reading Ordinance 2022-659 Amending Chapters 74 and 82 Approve Resolution 2022-14 Establishment of ARPA Special Revenue Fund Approve Resolution 2022-15 FY22 Budget Amendment Approve Building Development Services Piggyback Contract Approve Acclarian Turnkey Staffing and ERP Solution	4-1 5-0 5-0 5-0 5-0 5-0 5-0 5-0
December 14	Approve of Second Reading Ordinance 2022-659 Amending Chapters 74 and 82 Approve of Resolution 2022-16 Removal and Disposal of Assets and Exhibit A Approve of Resolution 2022-17 Building Permit Fees and Exhibit A Approve of Resolution 2022-18 Lake Lori Stormwater Improvements Motion to Direct Staff to Pursue All Future Grant Funding Options for Lake Lori Project	4-0 4-0 4-0 4-0 4-0



Task Order Review

Recurring

C: Interim Town Manager

G: Interim Town Clerk

N: Public Works Supervisor

Project Based

D: Accounting & Code Enforcement

E: Revenue Analysis & Professional Services Solution Identification

F: Annual Budget Preparation & Compliance

H: Grant Research, Writing, & Submission

I: Implementation of New Technology Solutions

J: Business Tax Receipts

K: Emergency - Hurricane Ian

L: Records & Documents Management

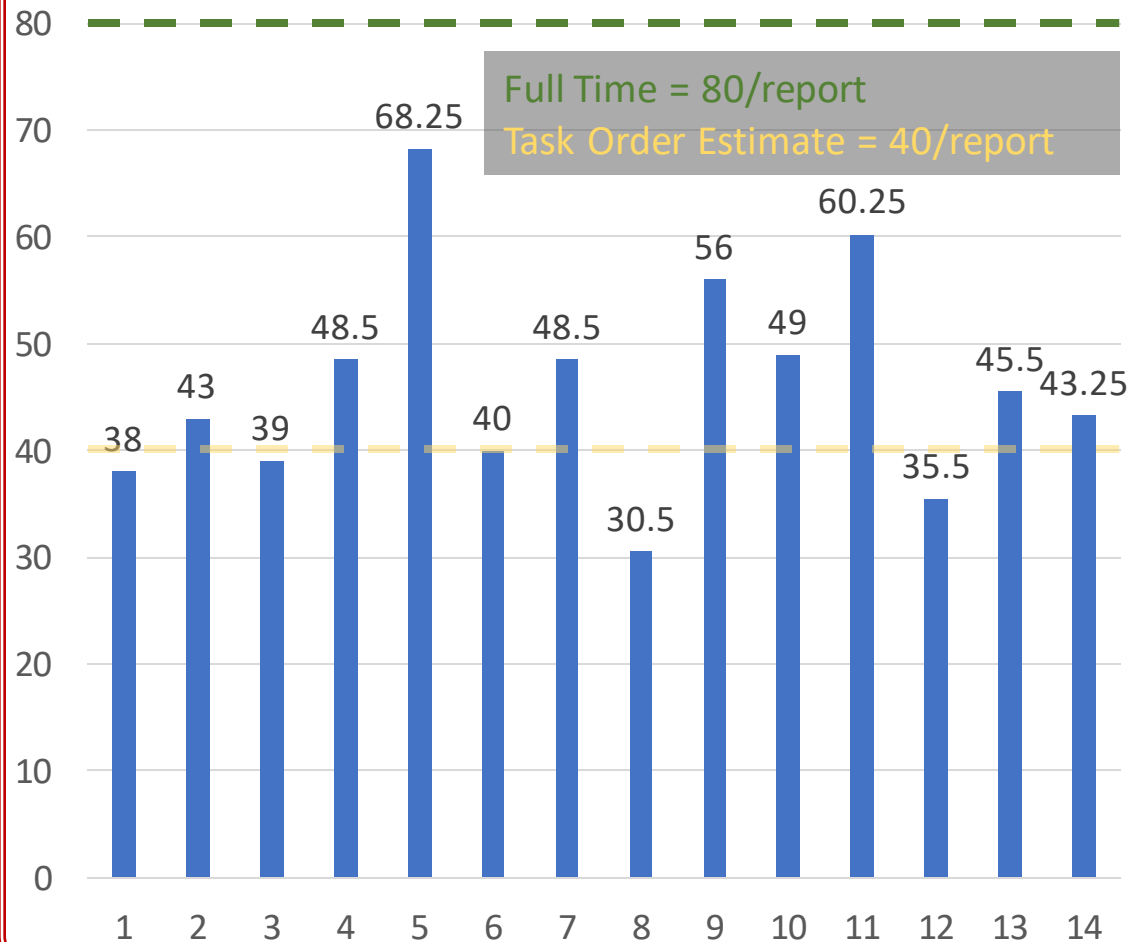
M: Special Assessment Analysis & Execution

Interim Town Manager

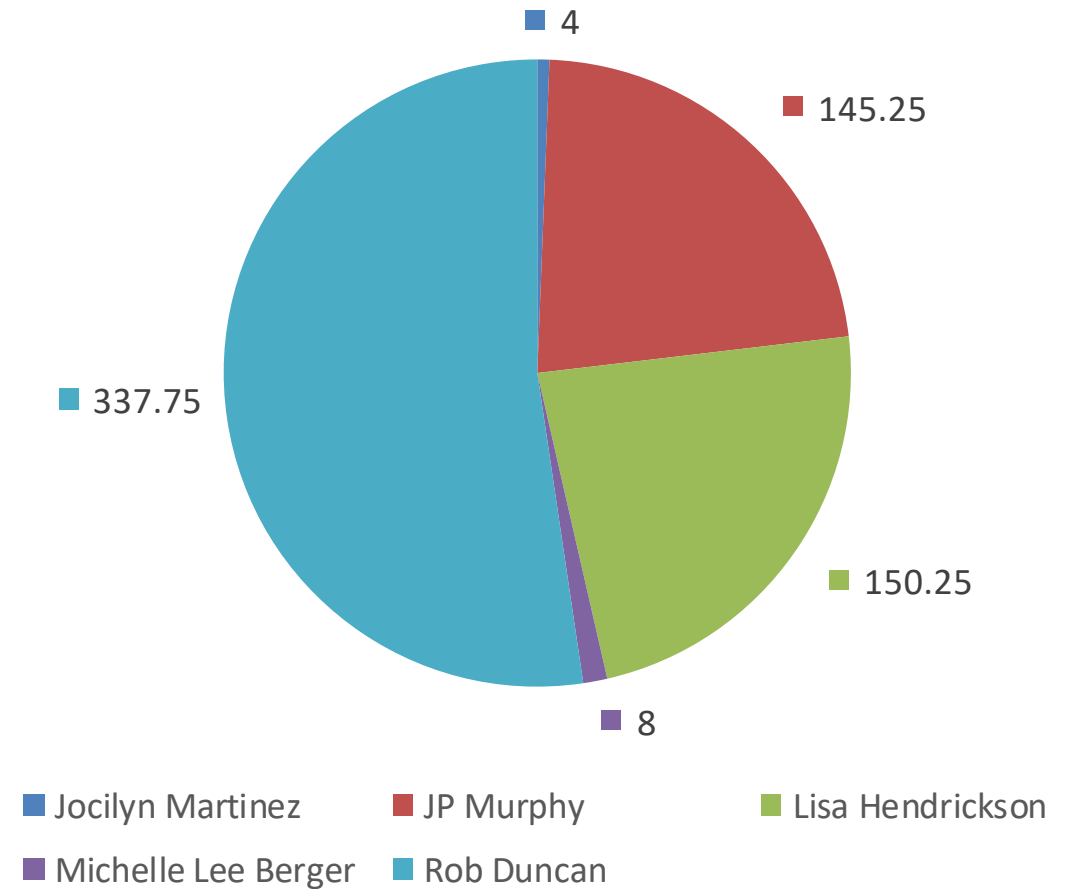
June 13 – December 25



Hours by Report Number



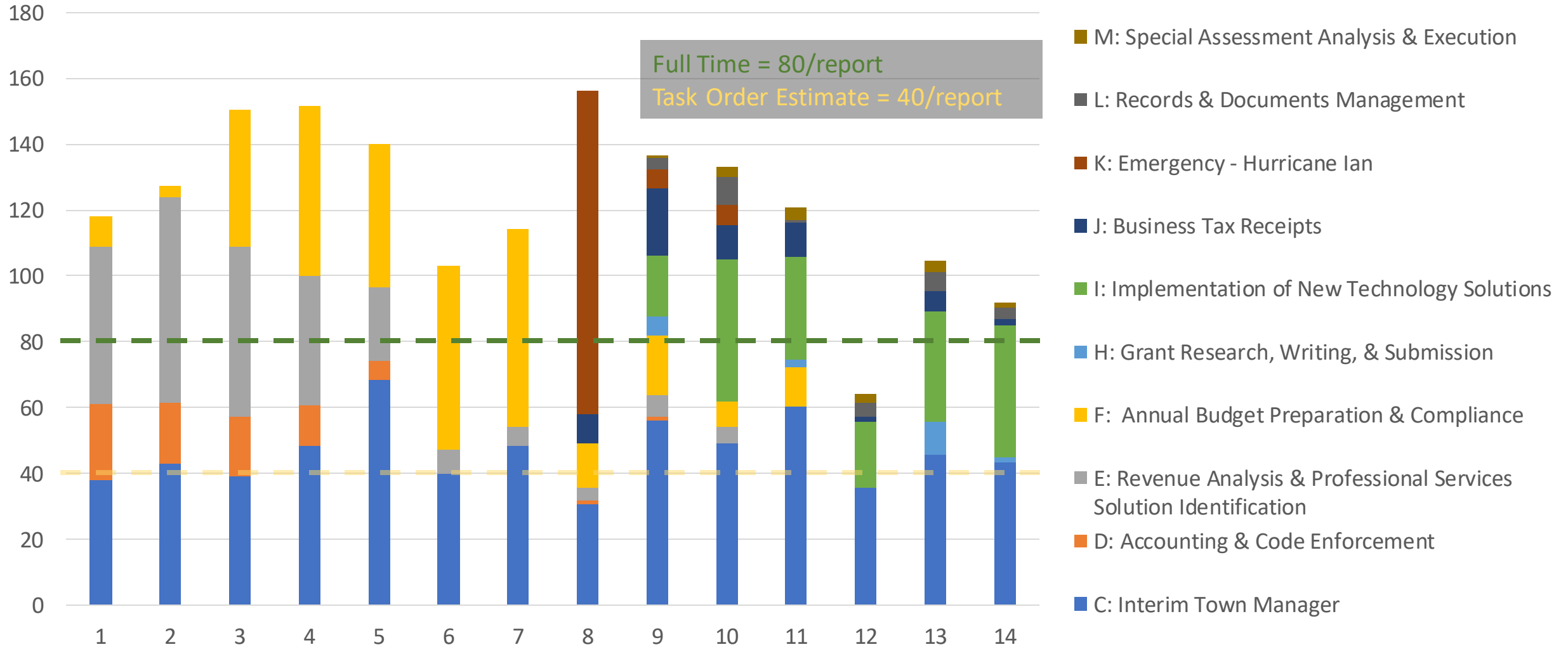
Hours by Consultant



Average of 22.74 Hours / Week on Recurring Functions

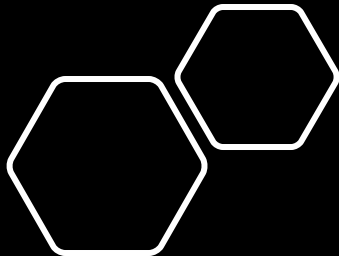
All Town Manager Level Tasks

June 13 – December 25



Average of 60.79 Hours / Week on all Functions

				EXHIBIT C	EXHIBIT D	EXHIBIT E	EXHIBIT F	EXHIBIT G	EXHIBIT H	EXHIBIT I	EXHIBIT J	EXHIBIT K	EXHIBIT L	EXHIBIT M	EXHIBIT N
Report	Invoice #	Invoice \$	Dates	Interim Town Manager	Accounting and Code Enforcement	Revenue Analysis and Professional Services	Annual Budget Preparation and Compliance	Interim Town Clerk	Grant Research, Writing & Submission	Implementation of New Technology Solutions	Business Tax Receipts	Emergency Services - Hurricane Ian	Records / Document Management	Special Assessment Analysis and Execution	Public Works
1	1252	\$ 15,703.75	6/13-6/26	38.00	23.00	48.00	9.25	10.25							
2	1259	\$ 18,752.50	6/27-7/10	42.50	18.50	63.00	3.50	28.50							
3	1267	\$ 22,120.00	7/11-7/24	39.00	18.00	52.00	41.50	36.75							
4	1272	\$ 20,827.50	7/25-8/7	48.50	12.00	39.50	51.50	21.00							
5	1278	\$ 19,030.00	8/8-8/21	68.25	6.00	22.25	43.50	19.25							
6	1285	\$ 14,436.25	8/22-9/4	40.00	0.00	7.00	56.25	16.00							
7	1287	\$ 15,361.25	9/5-9/18	48.50	0.00	5.50	60.25	12.00							
8	1291	\$ 9,050.00	9/19-10/2	30.50	1.25	4.00	13.50	20.00	0.00	0.00	8.75	98.25	0.00	0.00	
9	1328	\$ 18,952.50	10/3-10/16	56.00	1.25	6.50	18.00	21.00	5.75	18.50	20.75	5.50	3.75	0.50	
10	1329	\$ 17,826.25	10/17-10/30	49.00	0.00	5.00	8.00	13.00	0.00	43.00	10.50	6.00	8.75	3.00	
11	1330	\$ 21,858.75	10/31-11/13	60.25	0.00	0.00	12.00	18.50	2.25	31.25	10.25	0.00	1.00	3.75	102.00
12	1333	\$ 12,806.25	11/14-11/27	35.50	0.00	0.00	0.00	15.00	0.00	20.00	1.50	0.00	4.25	0.00	76.00
13	1334	\$ 17,561.25	11/28-12/11	37.50	0.00	0.00	0.00	19.50	10.25	33.50	6.00	0.00	6.00	3.50	74.25
14	1341	\$ 19,582.50	12/12-12/25	43.25	0.00	0.00	0.00	46.75	1.50	40.25	2.00	0.00	3.50	1.50	77.50
15															
16															
17															
18															
19															
Total Hours		\$243,868.75		636.75	80.00	252.75	317.25	297.50	19.75	186.50	59.75	109.75	27.25	12.25	329.75
Recurring Total \$		\$122,856.25		\$79,593.75				\$26,775.00							\$16,487.50
One Time Total \$		\$133,156.25			\$10,000.00	\$ 31,593.75	\$ 39,656.25		\$ 2,468.75	\$ 23,312.50	\$7,468.75	\$ 13,718.75	\$ 3,406.25	\$ 1,531.25	
Agreement Values			Estimate	20/week	80	240	300	10-20/week	200	200	180		400	480	40/week
			Remaining		0.00	-12.75	-17.25		180.25	13.50	120.25		372.75	467.75	
			Average	22.74				10.63							38.47





Next Twelve Months
(January – December 2023)



Tentative Agendas – 2023 Calendar Year

January 2023

- Council Workshop – Town Manager Position Review and Discussion
- Representative Chaney
- Engineer of Record Selection (RFP 2022-05) and approval to negotiate contract
- Resolution for Signing Authority (add Lisa Hendrickson)
- Council Workshop – Public Works Building Tour and Discussion
- Approval of IT Provider (RFP 2022-06) and approval to negotiate Contract
- Decision on Travel to St. Augustine for Re-accreditation Certificate from CFA

February 2023

- Approve resolution of intent for Stormwater Assessment
- Approve resolution of intent for Fire Assessment
- Auditor Contract?
- Approval of Engineer of Record Contract
- Approval of IT Contract

Tentative Agendas – 2023 Calendar Year

March 2023

- Swearing-In of Councilmembers
- Certification of Re-accreditation of Police Department
- Demo – Software (Building Department)
- Ordinance Update – Land Development Code
- Strategic Planning

April 2023

- Budget Calendar for FY24
- CAFR Report?
- 47th Ave Parking Update
- Update on Implementation Status for Aclarian & Laserfishe Solution

May 2023

- Spring Event Recap Presentation
- Demo – Software (Aclarian)
- Preliminary Budget Discussion / Workshop

Tentative Agendas – 2023 Calendar Year

June 2023

- Preliminary Budget Discussions
- Disposal of Assets – 3 Police Cars

July 2023

- Budget Workshop
- Approve Maximum Millage Rate

August 2023

- Forth of July Recap Presentation
- Budget Workshop
- Demo – Software (Laserfishe)
- Approve FY24 Law Enforcement Ancillary Contract
- Approve Interlocal Agreement with Forward Pinellas

September 2023

- First Reading Approve Resolution for FY24 Millage Rate
- First Reading Approve Resolution for FY24 Budget
- Second Reading Approve Resolution for FY24 Millage Rate
- Second Reading Approve Resolution for FY24 Budget

Tentative Agendas – 2023 Calendar Year

Other Items

Comprehensive Plan

Community Rating System

Charter Review

Volunteer Boards (Board of Adjustments, Planning and Zoning)

Chapter 54

Grant Funding Update

State Appropriations Update

IT Technology Assessment and/or Implementation Update



Kenneth City's Future (2024 and Beyond)



A Safe, Friendly Small Town



What demonstrates current status?



What have we done to improve?



What are next strategic initiatives?



How will progress be measured?



Who is accountable for results?

Recommended Path



Know Thyself

Assessments and
Analysis of Current



Design The Future

Professionally
Facilitated Session(s)



Strategic Initiatives

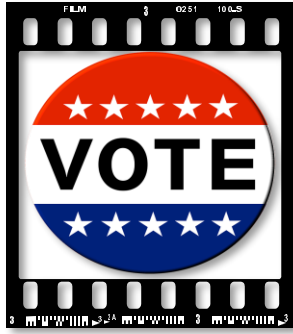
Implement with
Defined Measurables



Ensure Commitment

Professionally
Facilitated Follow-up

Kenneth City Town Manager Timeline



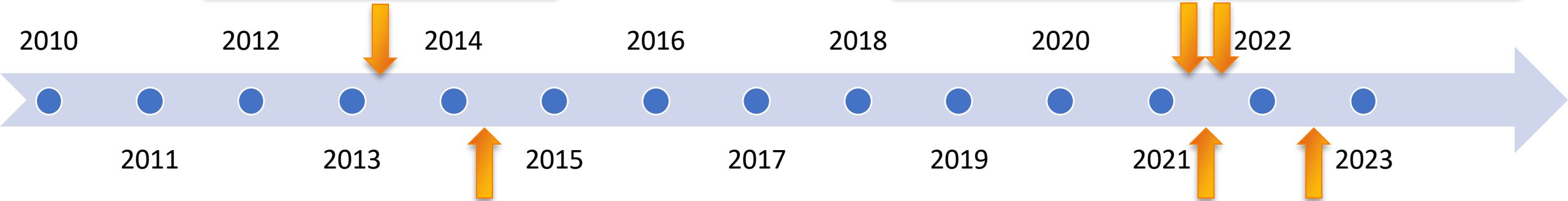
Council Manager Referendum
March 2013



Lynne Ladner
May 12, 2021 – June 11, 2021



Pete Cavalli
September 1, 2021 – June 26, 2022



2010

2012

2014

2016

2018

2020

2022

2011

2013

2015

2017

2019

2021

2023

Matthew Campbell
March 2014 – March 16, 2021

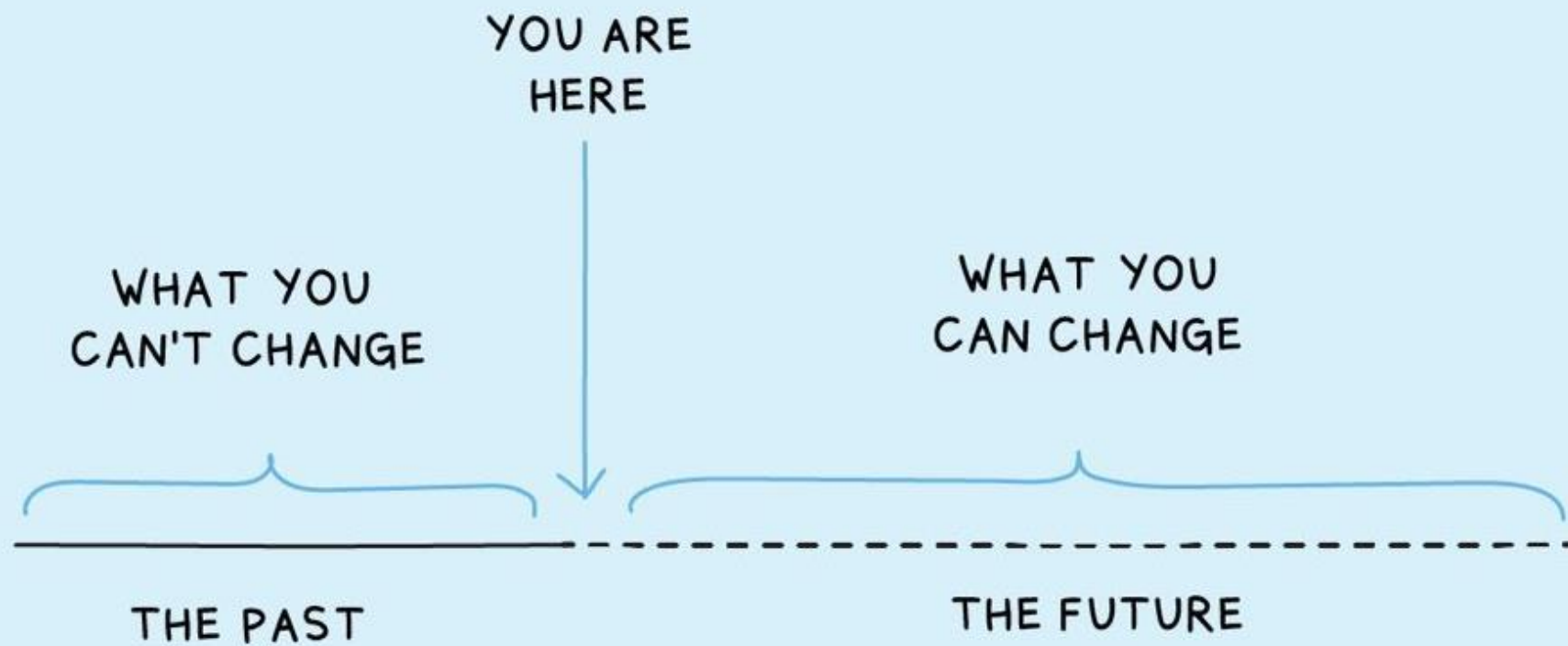
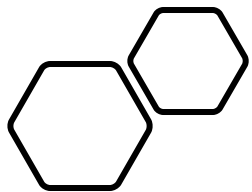


Steve Spina
June 12, 2021 – August 31, 2021



Rob Duncan
June 27, 2022 – Present





Town Council Discussion



What are your key priorities for the next 12 months?



What **MUST** be accomplished **BEFORE** a new Town Manager begins?



How will Town Council work together to make the Town Manager job a desirable one?

Additional Detailed Data

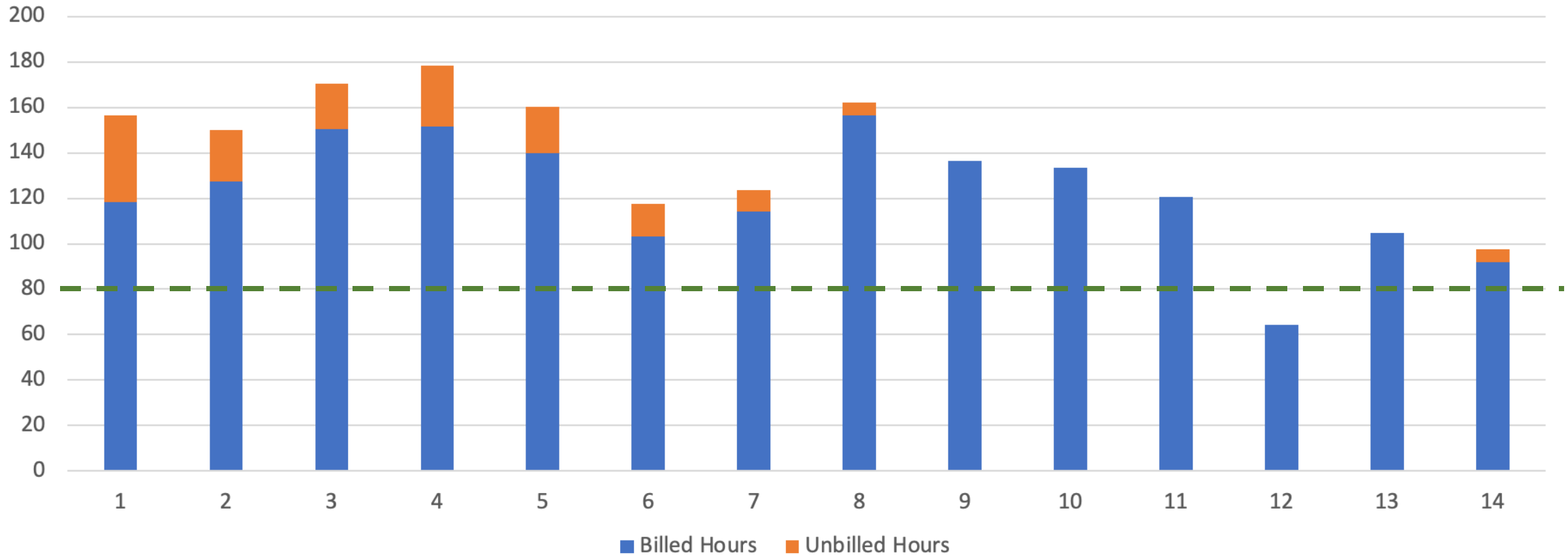
The background is a complex, layered collage of data visualization elements. It includes several line graphs with fluctuating data points, bar charts with varying heights, a pie chart with three segments, and a data table with multiple rows and columns. The entire collage is set against a dark, semi-transparent grid. The text 'Additional Detailed Data' is prominently displayed in the center in a white, sans-serif font. Various numbers and symbols are scattered throughout the background, adding to the data-centric theme.

All Town Manager Level Tasks

June 13 – December 25



Overall Billed & Unbilled Hours
by Report Number



Full Time = 80/report

Total Hours by Consultant

June 13 – December 25

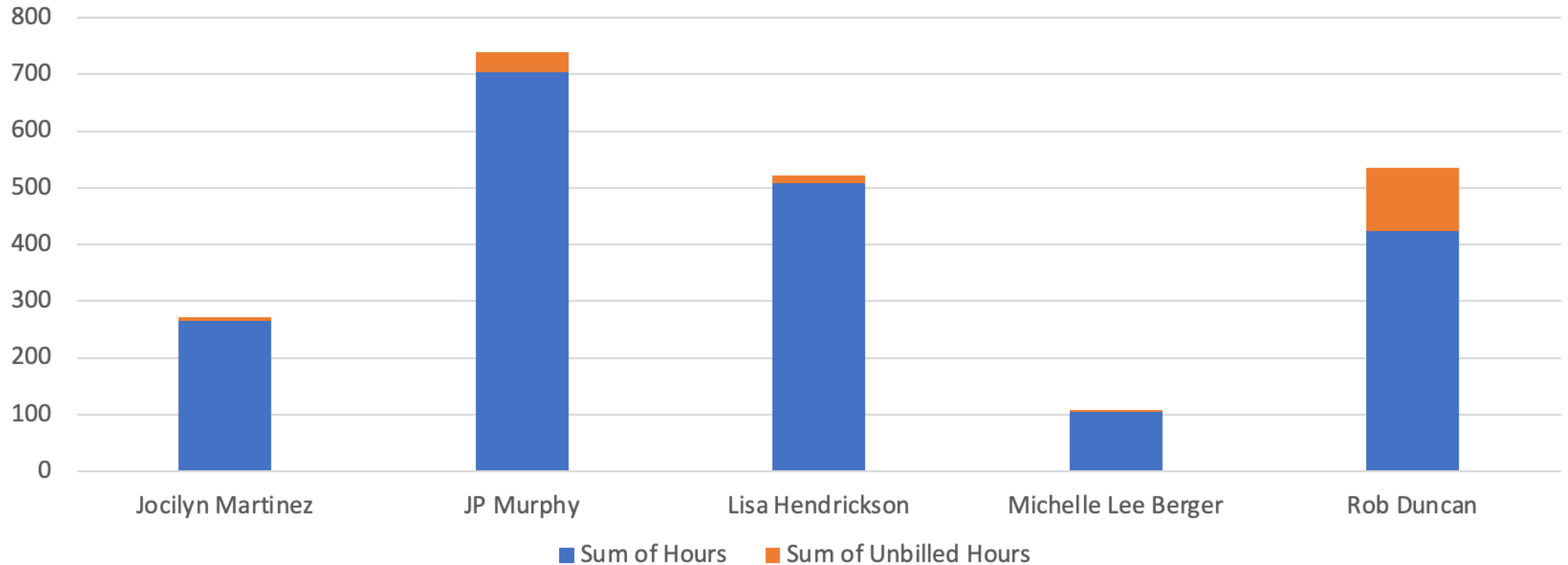
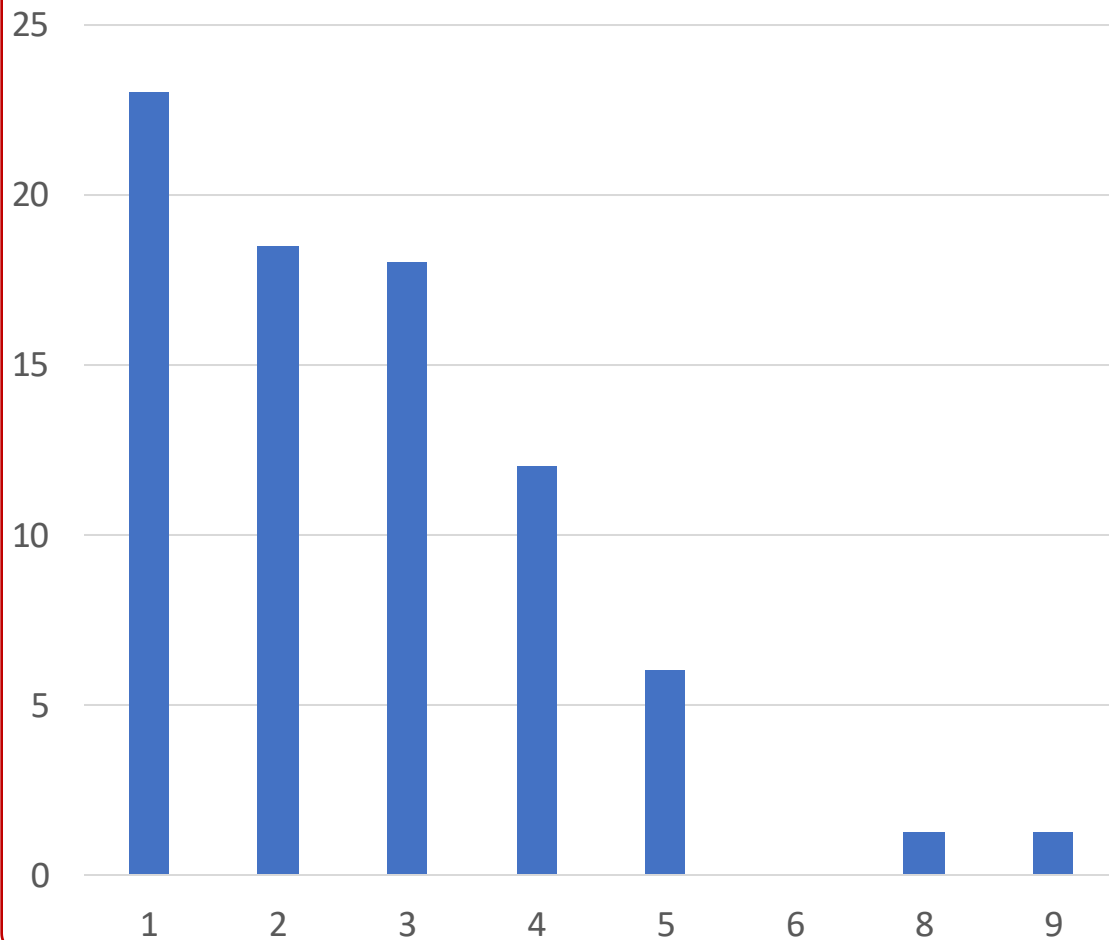


Exhibit D:

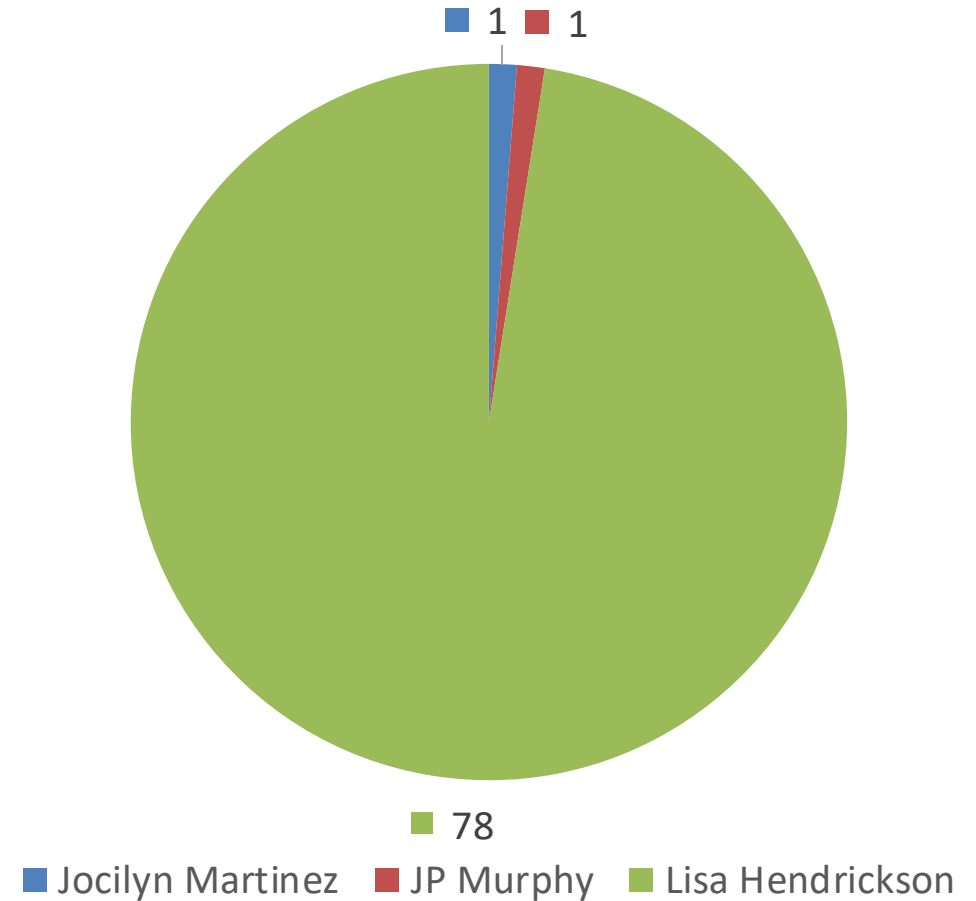
Accounting & Code Enforcement



Hours by Report Number



Hours by Consultant



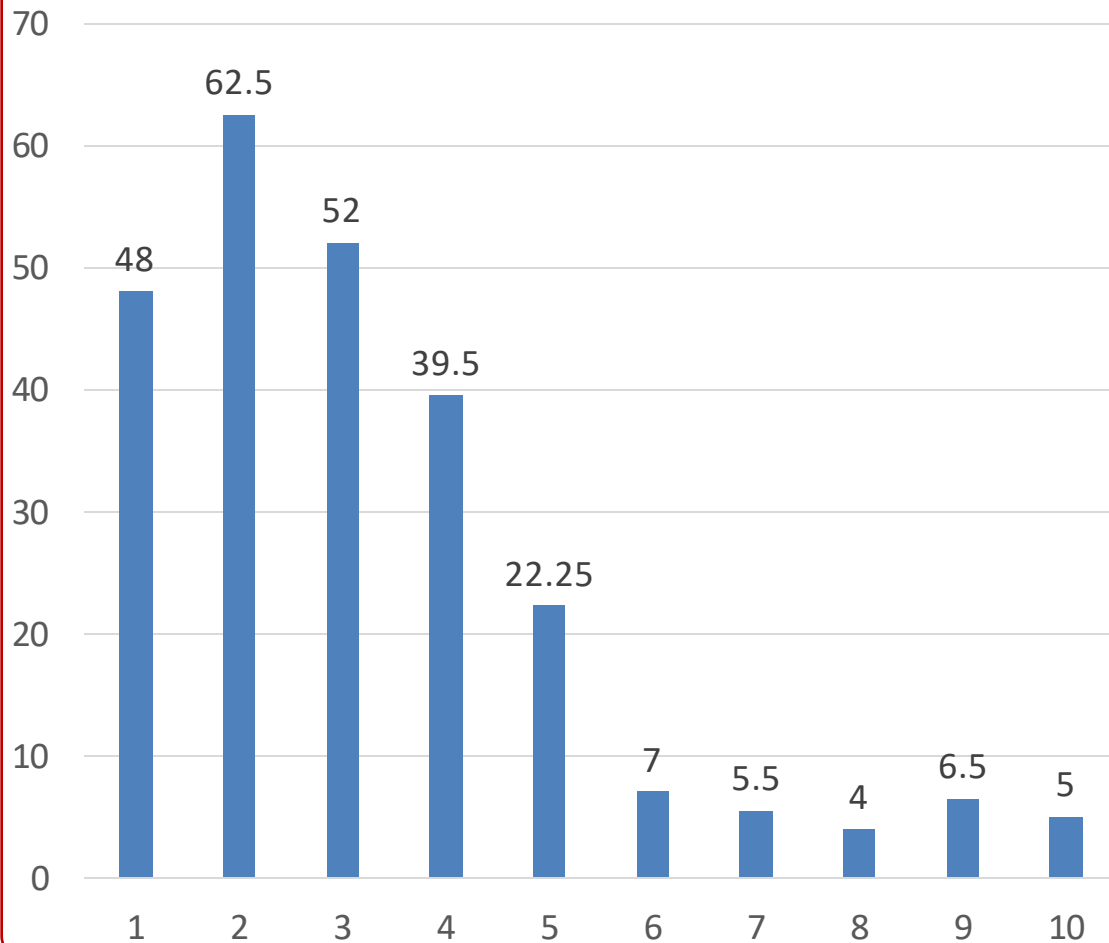
June 13, 2022 – December 25, 2022

Exhibit E:

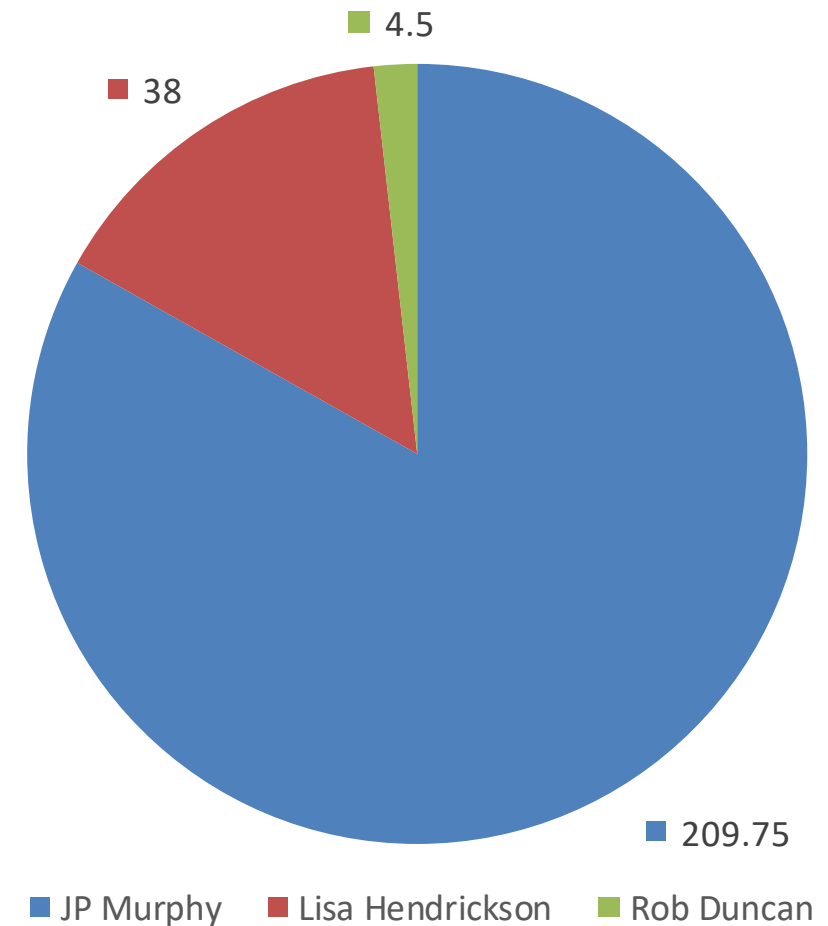


Revenue Analysis & Professional Services Solution Identification

Hours by Report Number



Hours by Consultant



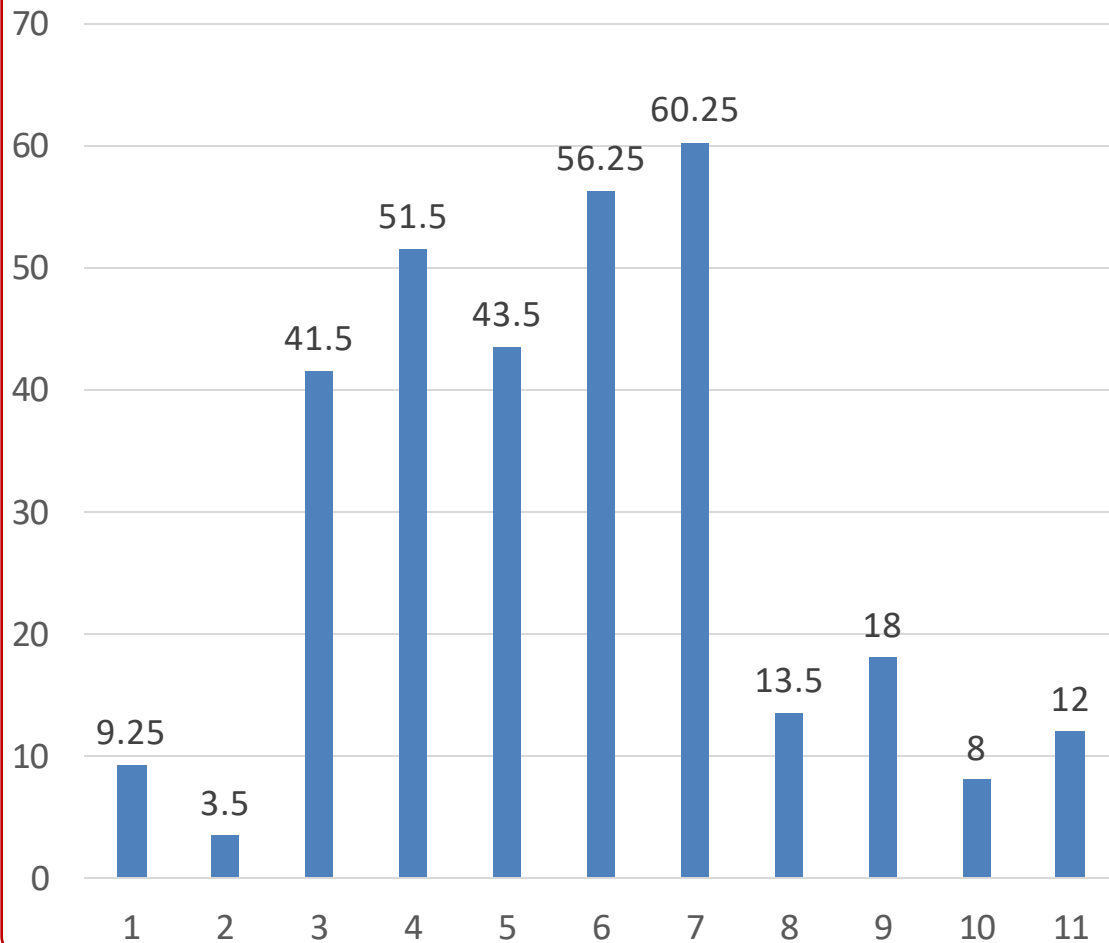
June 13, 2022 – December 25, 2022

Exhibit F:

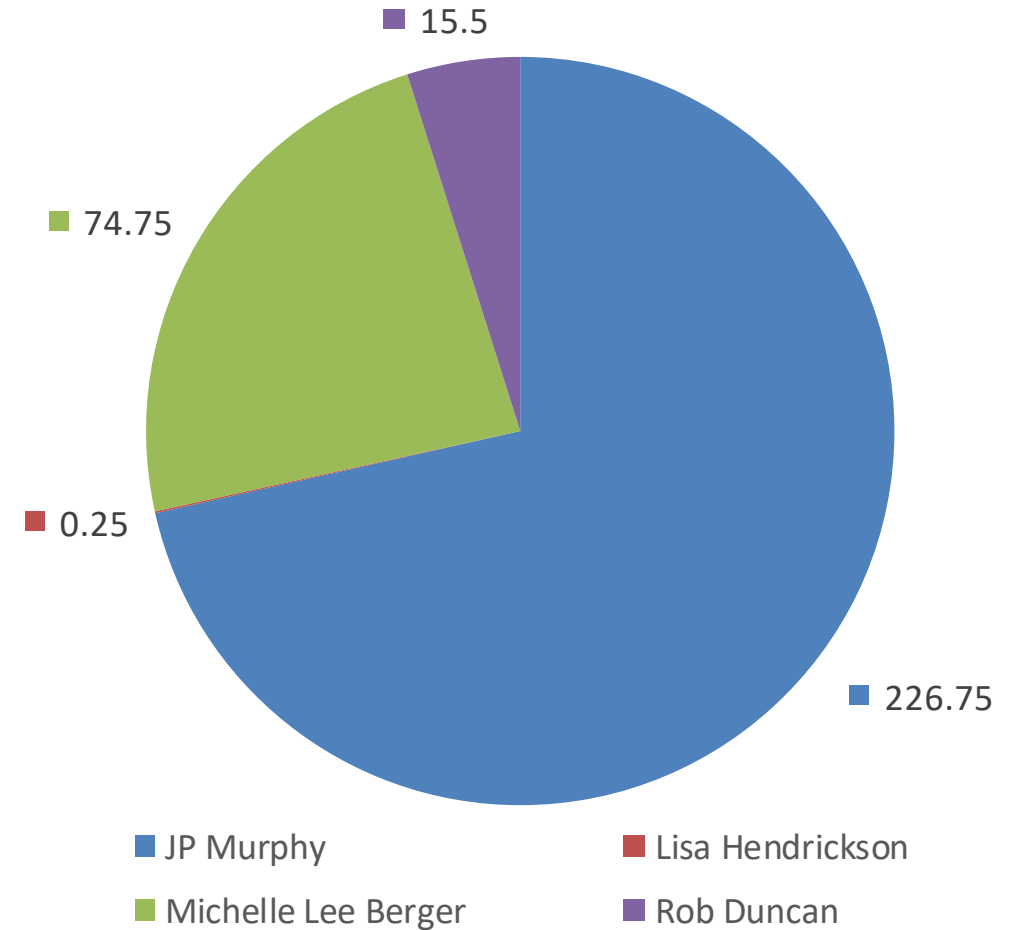
Annual Budget Preparation & Compliance



Hours by Report Number



Hours by Consultant



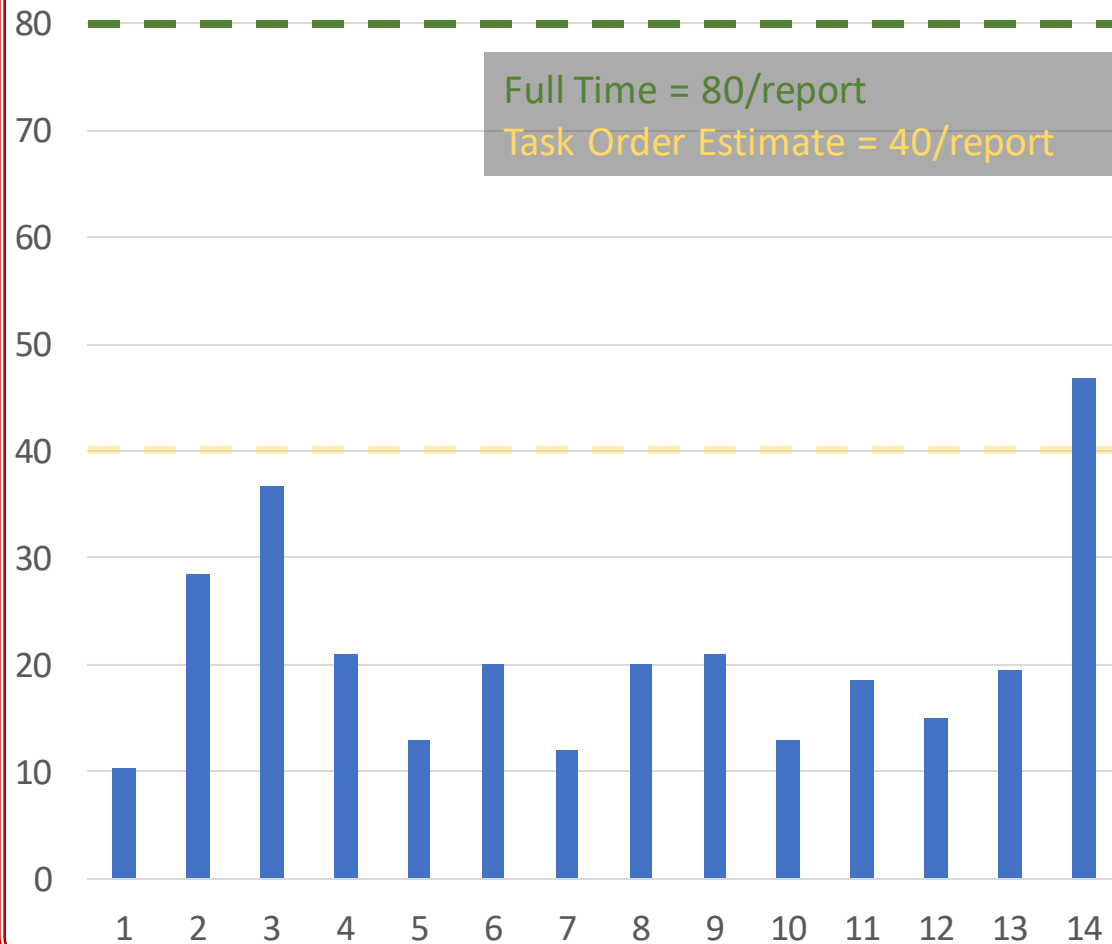
June 13, 2022 – December 25, 2022

Exhibit G:

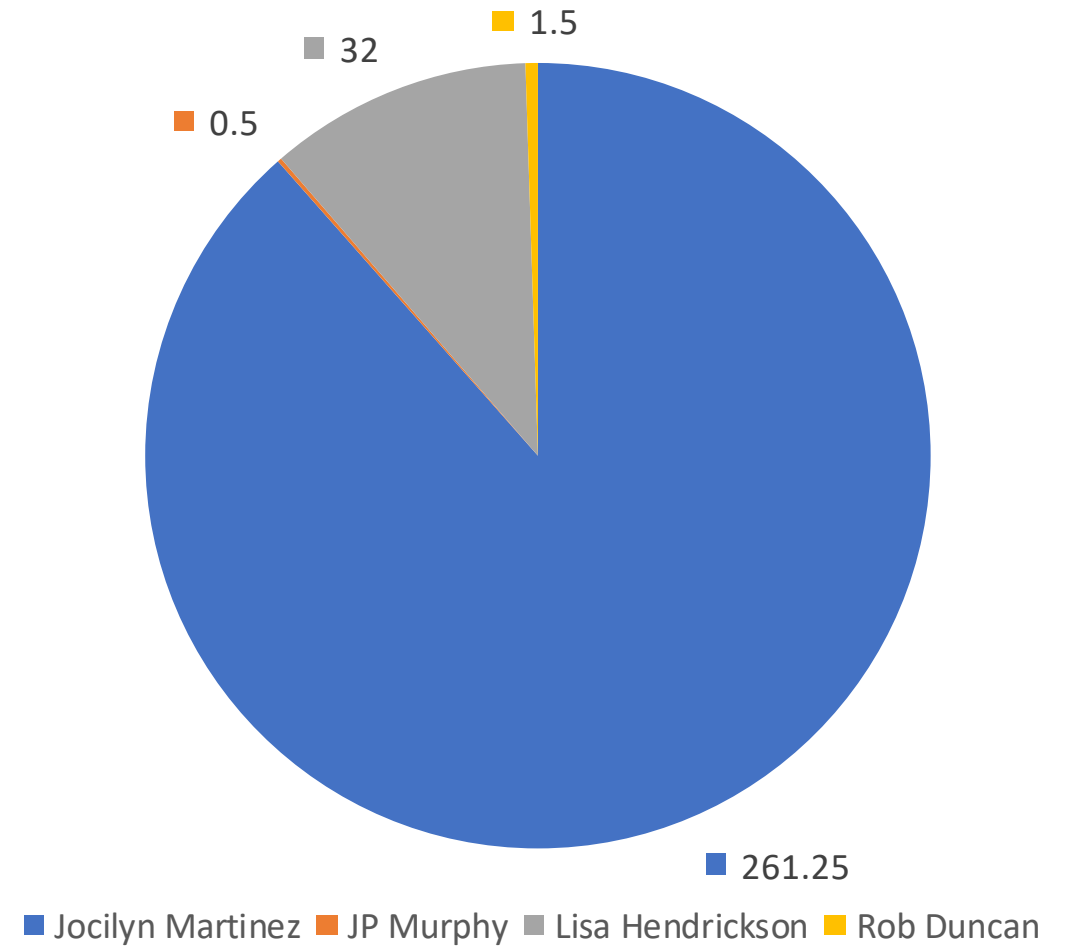
Interim Town Clerk



Hours by Report Number



Hours by Consultant



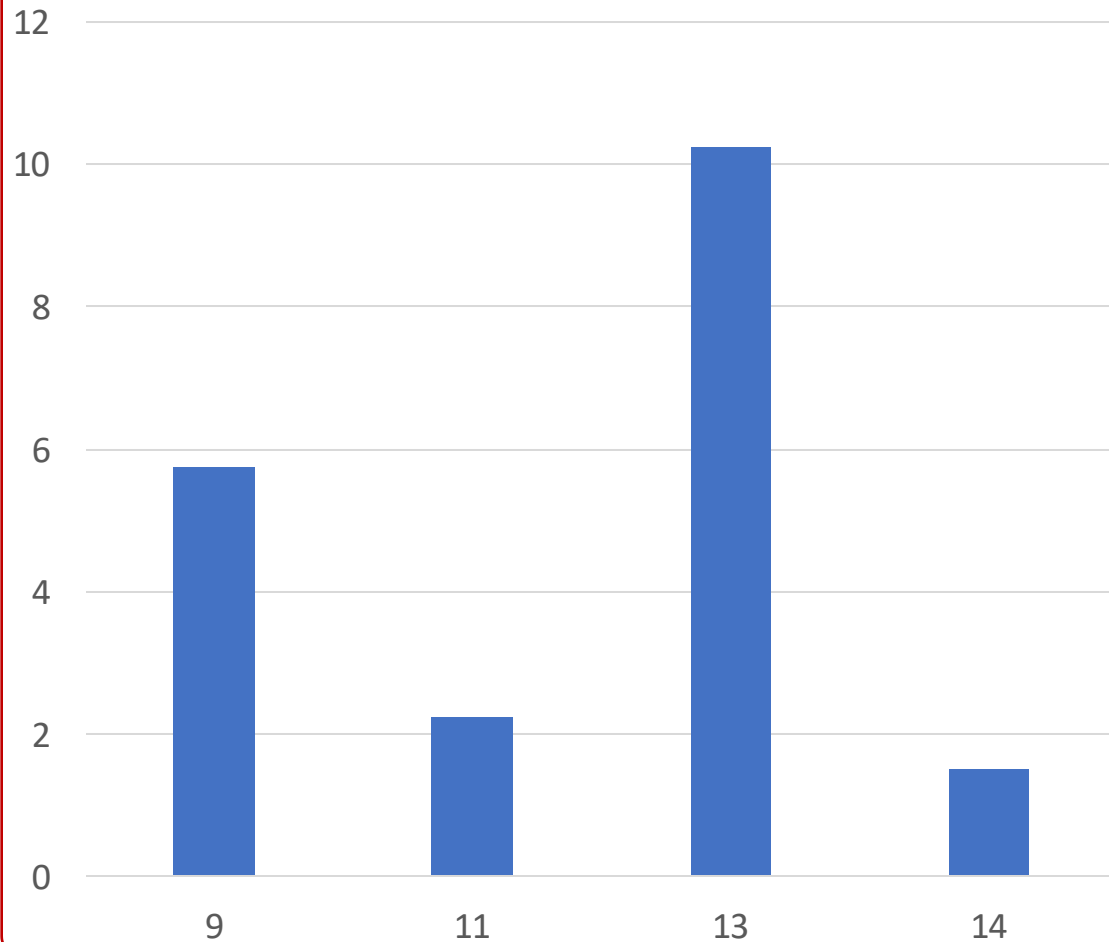
June 13, 2022 – December 25, 2022

Exhibit H:

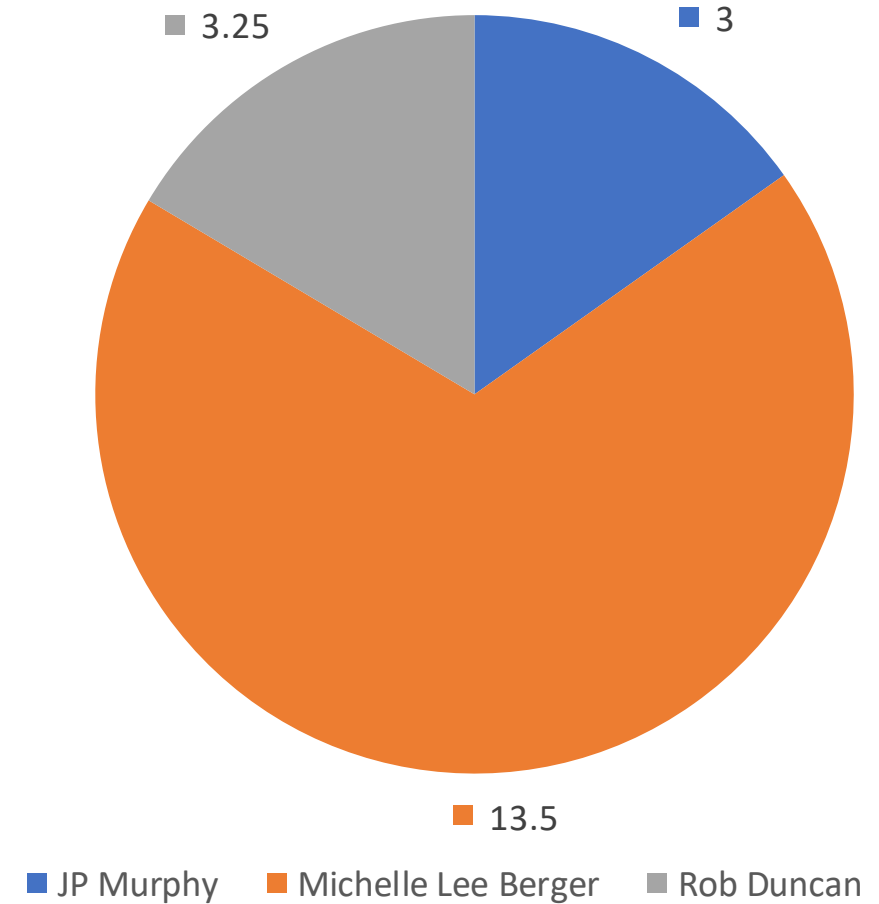
Grant Research, Writing, & Submission



Hours by Report Number



Hours by Consultant



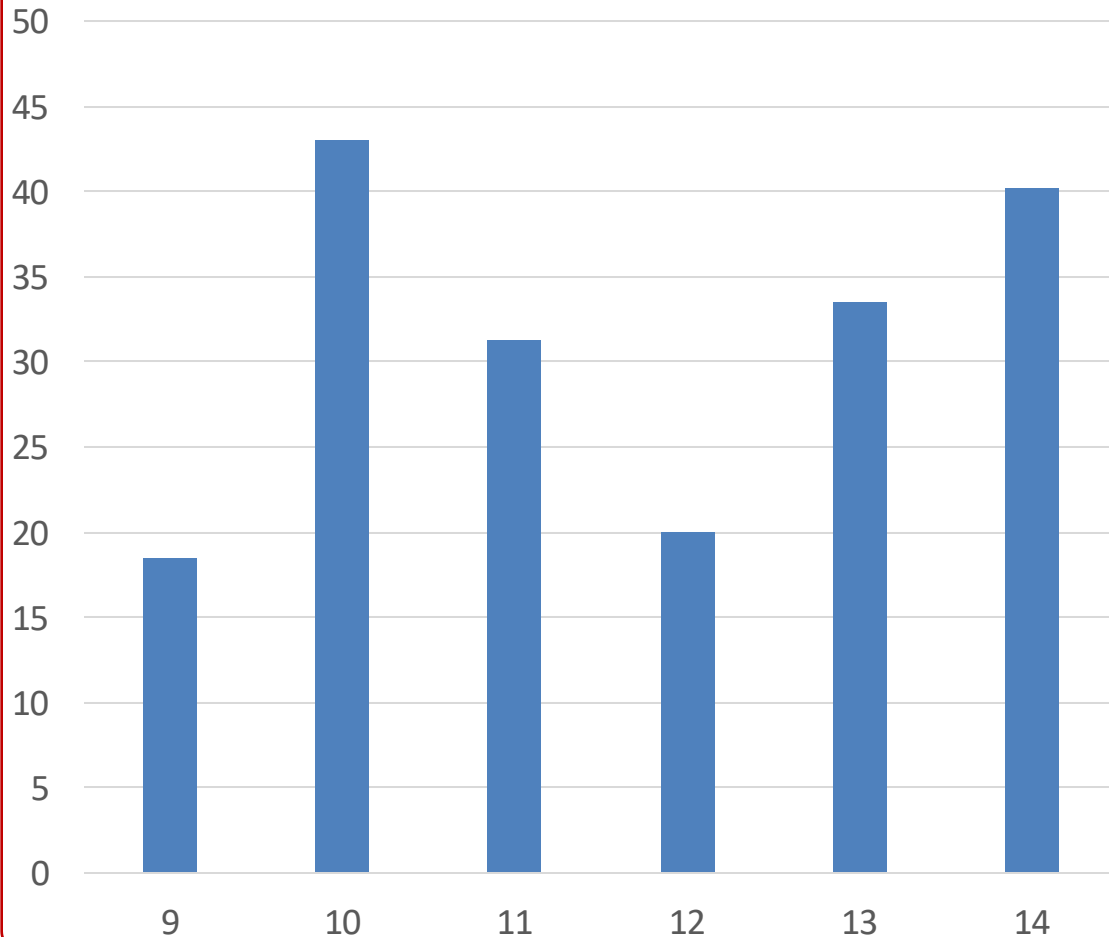
June 13, 2022 – December 25, 2022

Exhibit I:

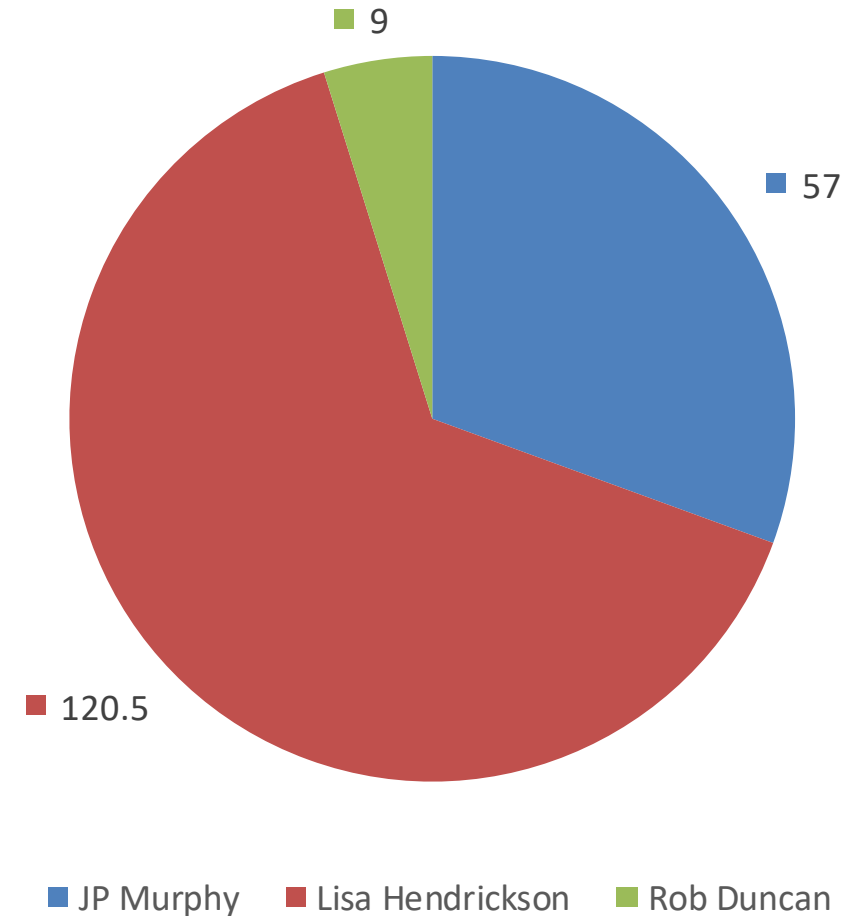
Implementation of New Technology Solutions



Hours by Report Number



Hours by Consultant



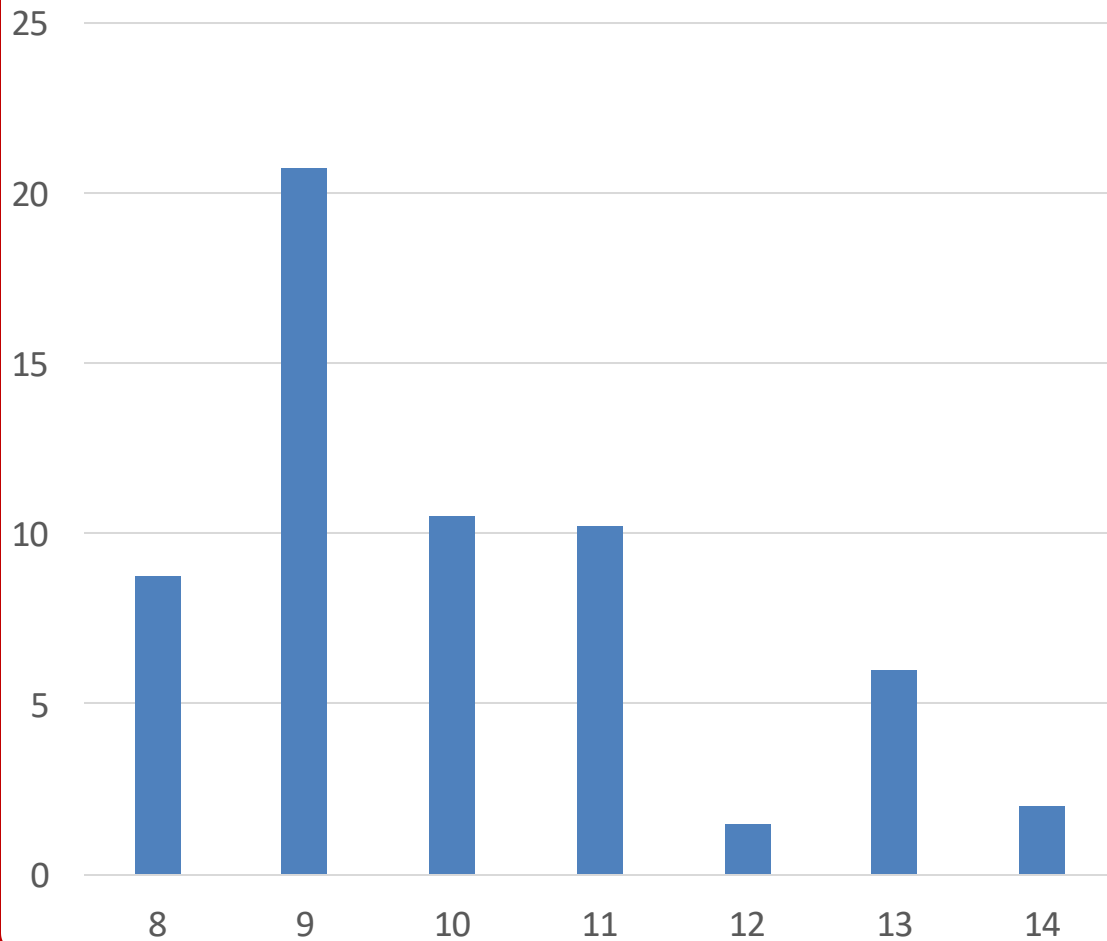
June 13, 2022 – December 25, 2022

Exhibit J:

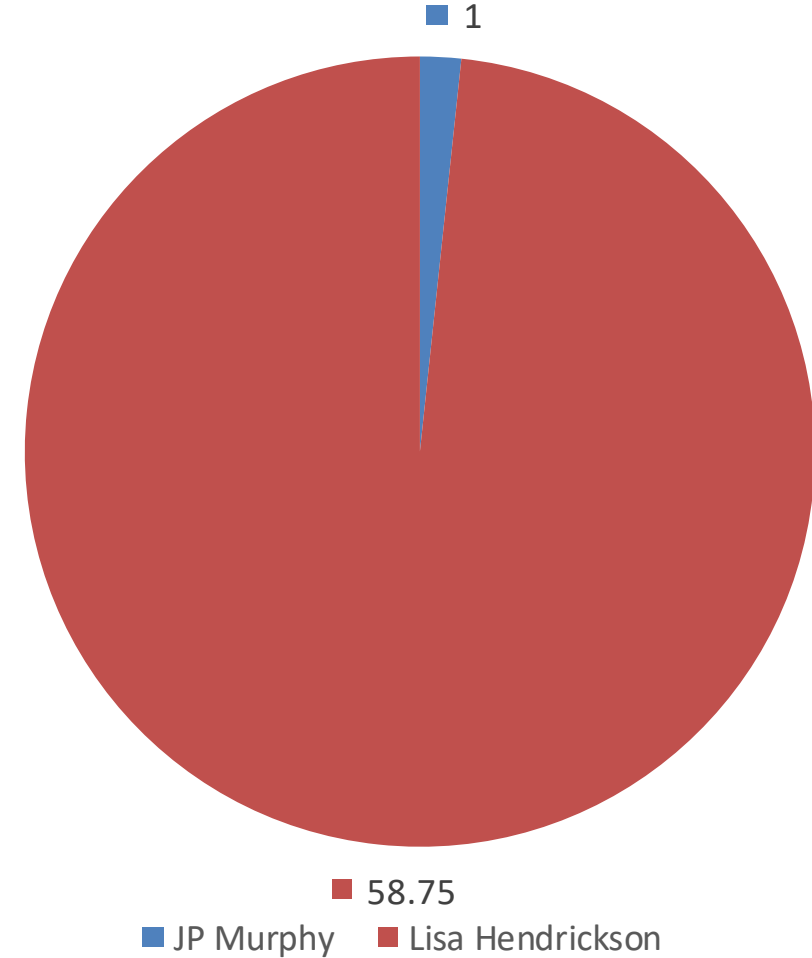
Business Tax Receipts



Hours by Report Number



Hours by Consultant



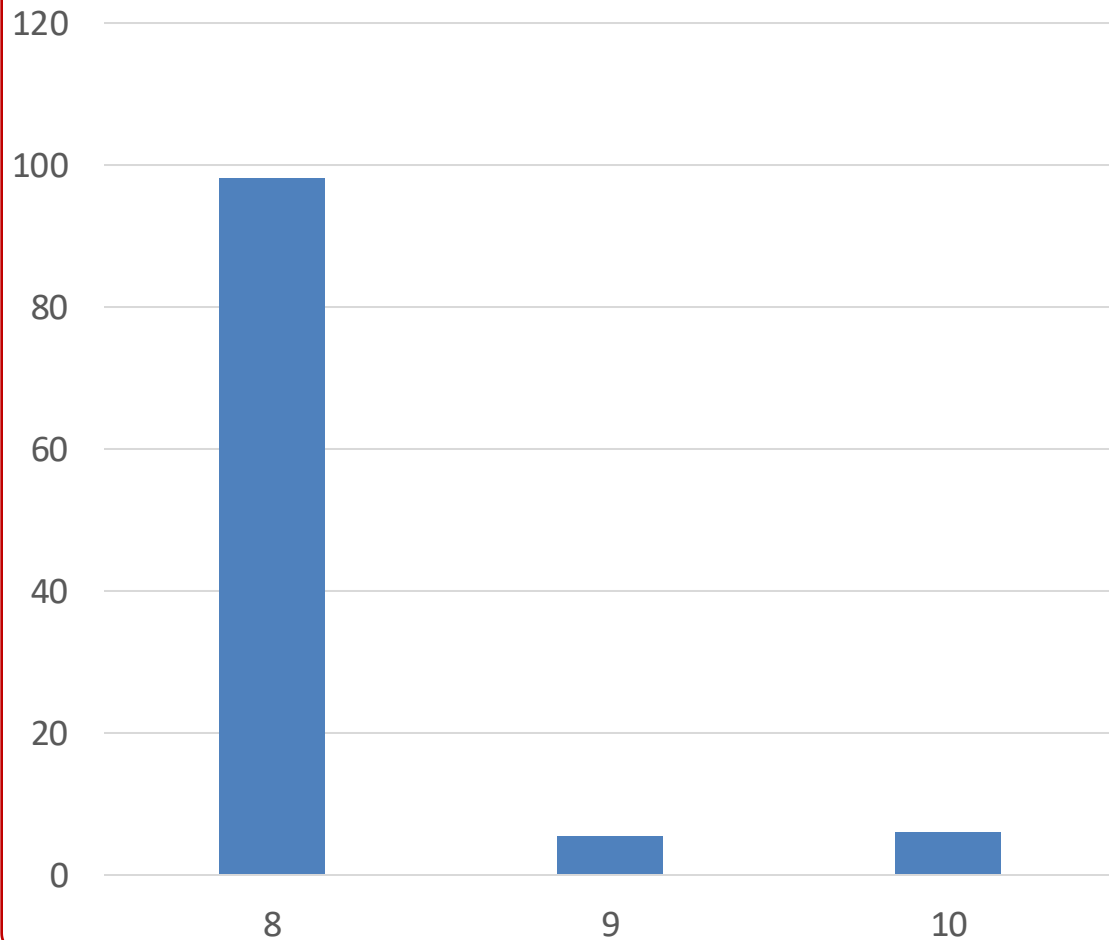
June 13, 2022 – December 25, 2022

Exhibit K:

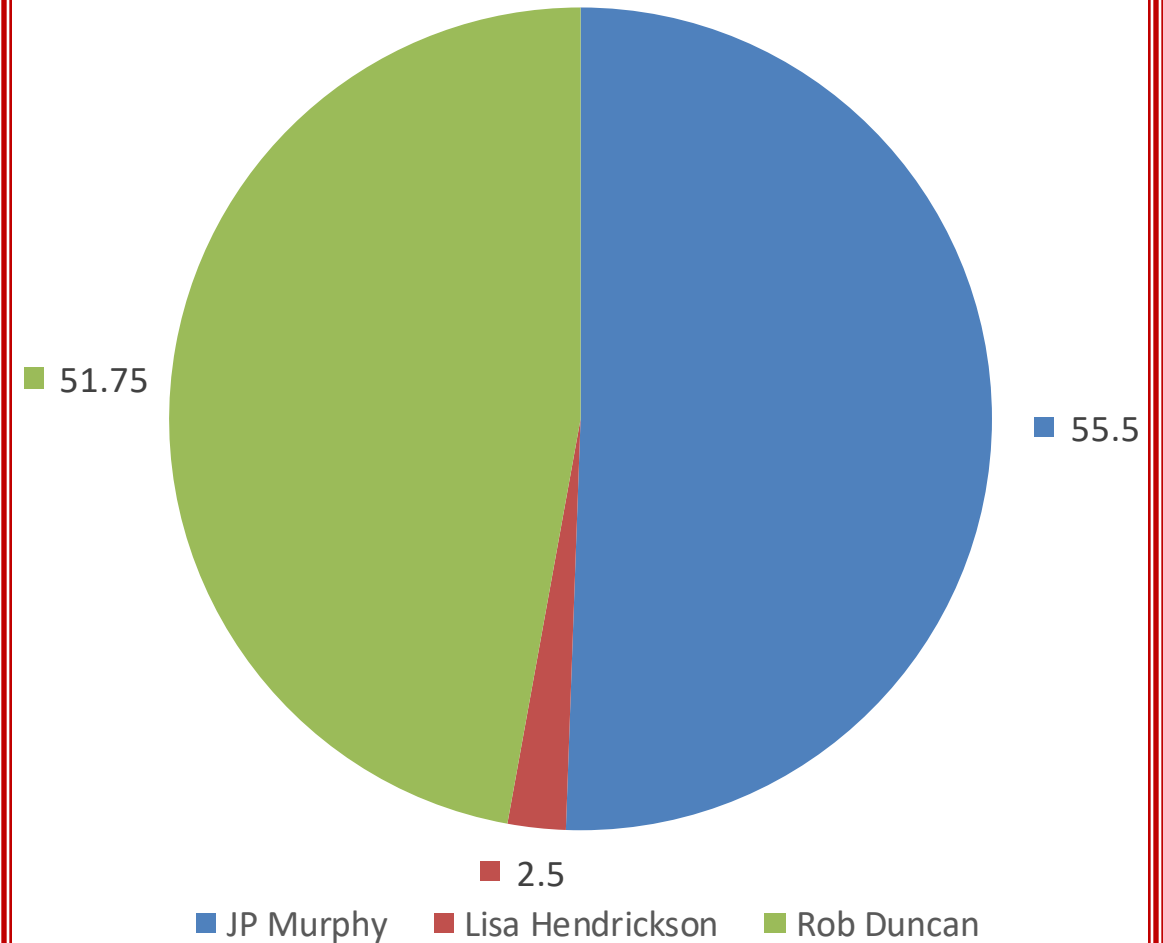
Emergency - Hurricane Ian



Hours by Report Number



Hours by Consultant



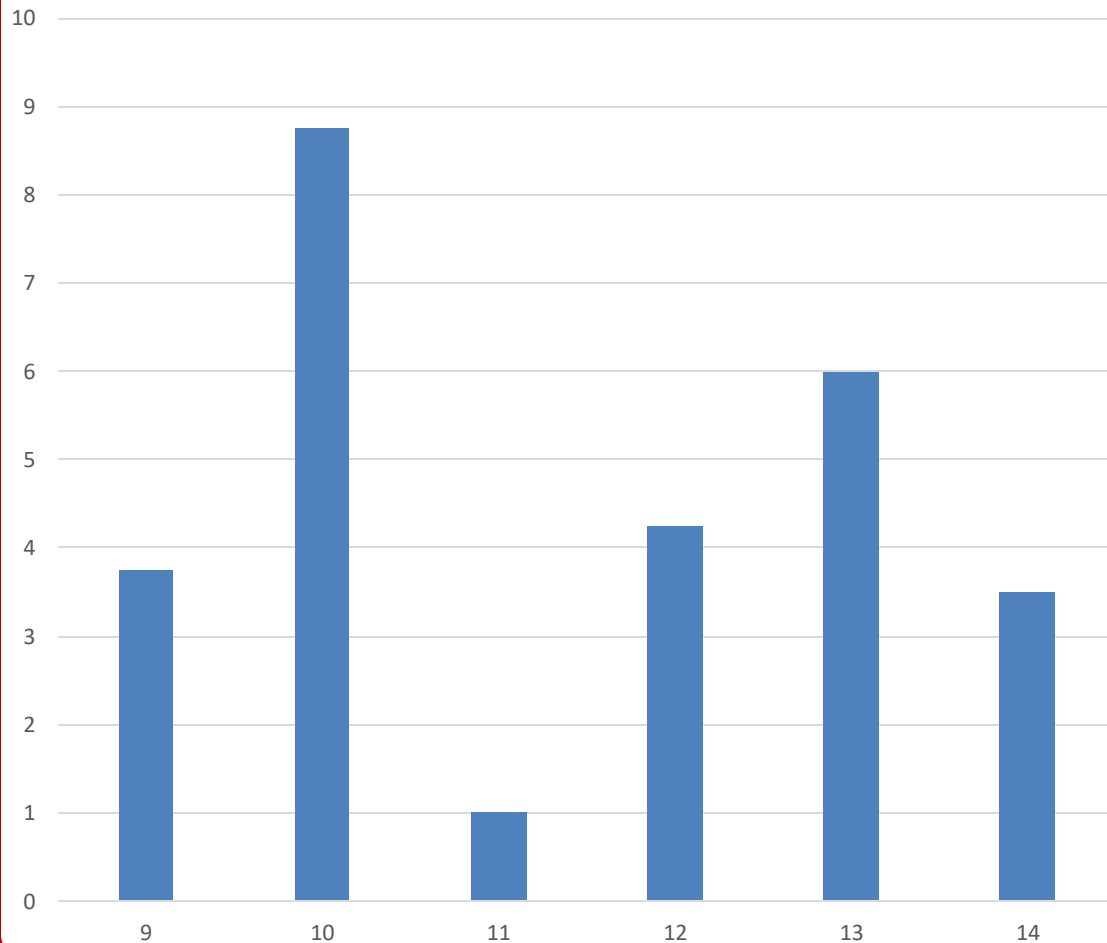
June 13, 2022 – December 25, 2022

Exhibit L:

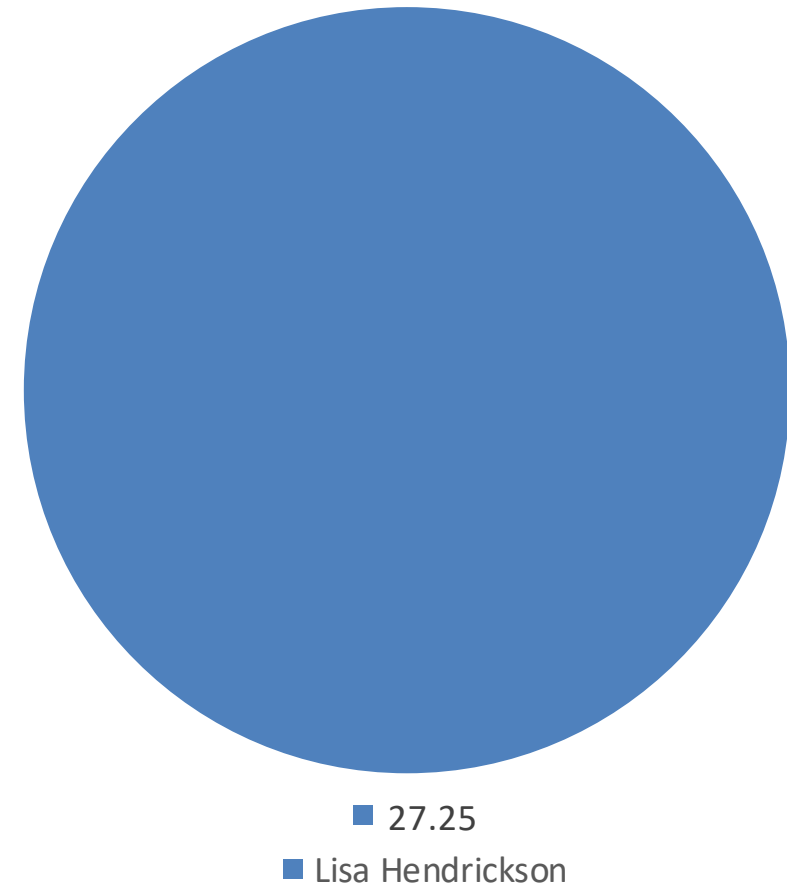
Records & Documents Management



Hours by Report Number



Hours by Consultant



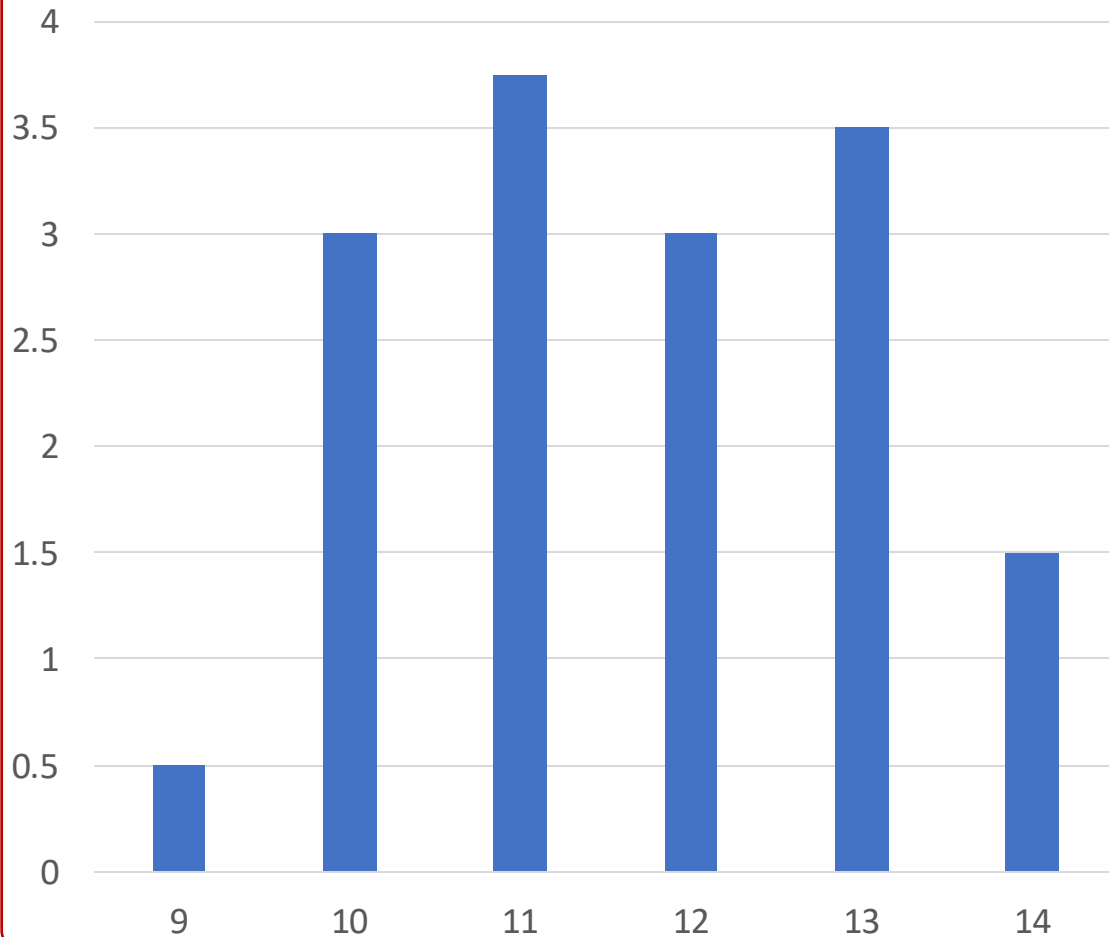
June 13, 2022 – December 25, 2022

Exhibit M:

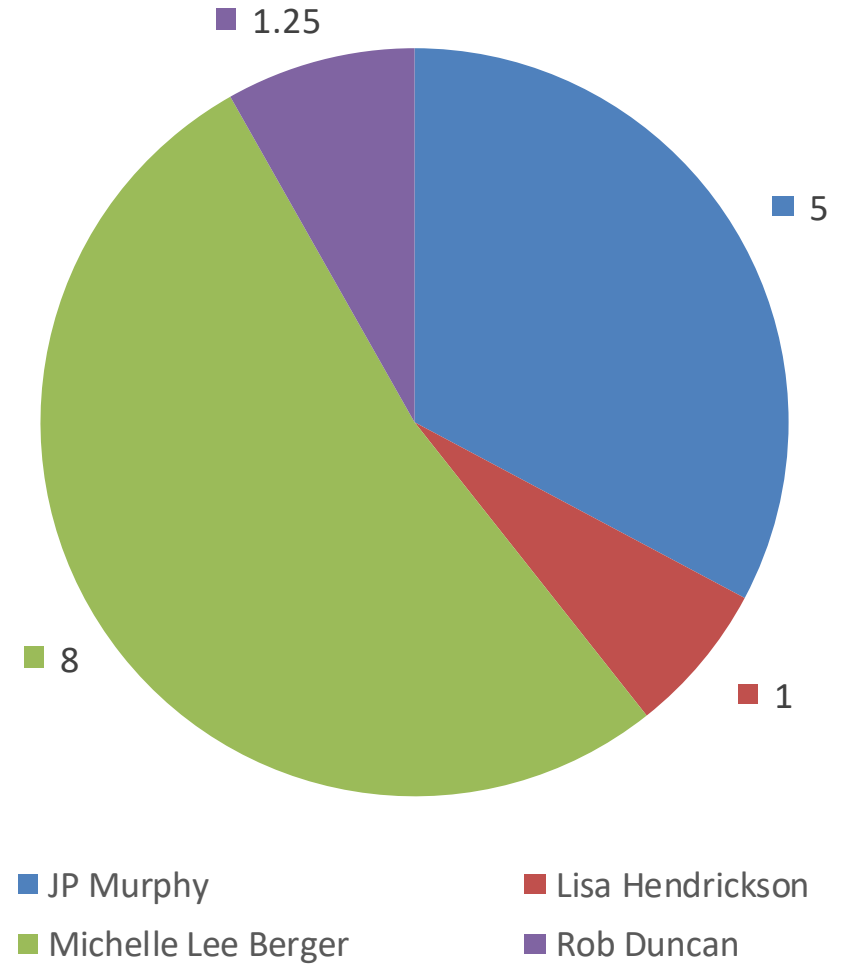
Special Assessment Analysis & Execution



Hours by Report Number



Hours by Consultant



June 13, 2022 – December 25, 2022