

Ray Bagshaw
Mayor

Malcolm Henley
Council Member

Judy Beardslee
Council President

Jim Bozeman
Council Member

Neil Powell
Council Member

John Dowless
Council Member

**CITY COUNCIL AGENDA
REGULAR MEETING
City Hall – Council Chamber
405 Larue Avenue, Edgewood, Florida
Tuesday, July 19, 2011
6:30 p.m.**

WELCOME! We are very glad you have joined us for today's Council meeting. If you are not on the agenda, please complete an appearance form and hand it to the City Clerk. When you are recognized, state your name and address. The Council is pleased to hear relevant comments; however a five-minute limit has been set by Council. Large groups are asked to name a spokesperson. Robert's Rules of Order guide the conduct of the meeting. **PLEASE SILENCE ALL CELLULAR PHONES AND PAGERS DURING THE MEETING.** "THANK YOU" for participating in your City Government.

A. CALL TO ORDER

B. INVOCATION

C. PLEDGE OF ALLEGIANCE

D. CONSENT AGENDA

1. Approve the minutes of:

- March 15, 2011 Regular Council Meeting (Pgs. 1 – 11)
- March 30, 2011 Special Council Meeting (Pgs. 12 – 14)
- April 7, 2011 Special Council Meeting (Pgs. 15 – 18)
- April 7, 2011 Council Workshop (Pgs. 19 – 21)

(Items on the consent agenda are defined as routine in nature, therefore, do not warrant detailed discussion or individual action by the Council. Any member of the Council may remove any item from the consent agenda simply by verbal request prior to consideration of the consent agenda. The removed item(s) are moved to the end of New Business for discussion and consideration.)

E. PRESENTATIONS

1. Commendation Award – Officer Chris Meade
2. Holland & Reilly – Report regarding "Engagement to Perform Advisory Services – October 2009 – December 2010 (Pgs. 22 – 45)

F. PUBLIC HEARINGS (ORDINANCES – SECOND READINGS & RELATED ACTION)

None.

G. UNFINISHED BUSINESS

1. GATSO Agreement (Red Light Camera) (Pgs. 46 – 78)
2. Review/Consider Replacement of incandescent traffic signal light bulbs
3. Newsletter (Proposed articles from Council Members Powell and Dowless and Police Chief Marcus; Pgs. 79 – 82)
4. Review/Consider Final Revisions to Personnel Policies (Pgs. 83 – 193)

H. NEW BUSINESS

1. Set tentative millage rate for Fiscal Year 2011/2012 for operating purposes and set date for public hearing on proposed budget for Fiscal Year 2011/2012. (Recommended date: September 6, 2011) (Pgs. 194 – 197)

I. GENERAL INFORMATION (No action required)

J. CITIZEN COMMENTS

K. BOARDS & COMMITTEES

L. STAFF REPORTS

1. Police Chief
 - Second Quarter Police Activity Report (Pgs. 198 – 200)
2. City Clerk

M. MAYOR & COUNCIL REPORTS

N. ADJOURNMENT

UPCOMING MEETINGS:

August 16, 2011.....City Council Regular
Sept. 20, 2011.....City Council Regular
October 18, 2011.....City Council Regular

You are welcome to attend and express your opinion. Please be advised that Section 286.0105, Florida Statutes state that if you decide to appeal a decision made with respect to any matter, you will need a record of the proceedings and may need to ensure that a verbatim record is made. In accordance with the American Disabilities Act (ADA), if any person with a disability as defined by the ADA needs special accommodation to participate in this proceeding, he or she should telephone the City Clerk at (407) 851-2920.

**EDGEWOOD CITY COUNCIL
REGULAR MEETING – MARCH 15, 2011**

On Tuesday, March 15, 2011, the Edgewood City Council held its regularly scheduled meeting at Edgewood City Hall, 405 Larue Avenue, Edgewood, Florida. Council President Judy Beardslee called the meeting to order at 6:30 p.m. Council Member Powell gave the invocation, followed by the Pledge of Allegiance, led by Council President Beardslee.

Council President Beardslee welcomed Orange County Mayor Teresa Jacobs and Orange County Commissioner Jennifer Thompson.

Council President Beardslee deferred to City Clerk Meeks who noted the following attendance and, confirmed there was a quorum.

Attendees:

Council President Judy Beardslee
Council Member Neil Powell
Council Member Jim Bozeman
Council Member Malcolm Henley

Excused Absence:

Mayor Michael Teague
Council Member Dave Willis

Staff:

City Clerk, Bea L. Meeks
Police Chief, Pete Marcus
City Attorney, Drew Smith
City Planner Ellen Hardgrove



ORGANIZATIONAL MEETING

1. Final Certification of Election

City Clerk Meeks reported that there was no final certification of election results because the candidates were unopposed; therefore the City held no election.

2. Introduction of Orange County Mayor Teresa Jacobs
3. Administer oath of Office to newly elected City Council members

Council President Beardslee called on Orange County Mayor Jacobs for the ceremonial swearing in of Council Members John Dowless and Neil Powell and Mayor Ray Bagshaw. [City Clerk

Meeks, a Notary Public for the State of Florida, performed the official swearing-in prior to the Council meeting]

Orange County Mayor Jacobs thanked Council for their work and commended them for their endeavors; Mayor Jacobs recognized her staff that was in attendance. Mayor Jacobs expressed her feelings and love for local government, and their importance to government

Council President Beardslee recognized Orlando Boy Scout Troop #23, represented by three boy scouts in attendance.

4. Election of Council President

Council Member Powell nominated current Council President Beardslee for Council President; with Second by Council Member Dowless and nomination was approved by unanimous vote.

5. Council President to designate areas of responsibility (not already under the jurisdiction of the Mayor)

The following designations were made:

Council Member Powell	-Public Works
Council Member Bozeman	-Cypress Grove Liaison (meets 1 st Monday at 7 pm)
Council Member Dowless	-HAINC
Council Member Bozeman	-Code Enforcement
Council Member Henley	-Land Development/Master Plan
Council President Beardslee	-Finance & Budget

PRESENTATIONS

1. Certificate of Appreciation

Council President Beardslee thanked Council Member Willis and Mayor Teague for their service to the City, and noted that the City had plagues to present to both. Chief Marcus said he will deliver the plagues to Willis and Teague, as both were unable to attend the Council meeting.

2. Presentation by Chief Marcus

Chief Marcus gave a brief video presentation after, stating that what was being shown does not happen in the City. Chief Marcus introduced Officer Scott Zane, who also handles the City's IT. The video was a presentation about video cameras which help to reduce complaints against officers. The videos attach to a taser gun which cost approximately \$10,000, which includes the purchase of three additional tasers that he said the Police Department needs. Council Member Powell asked for a breakdown, and wanted to know if the officers only carry a taser

when they are on duty. Chief Marcus said they will be issued to each officer. Council President Beardslee asked about maintenance cost and projected life span. Chief Marcus said maintenance is low, and that the cameras come with a 1-year warranty. All officers currently have tasers. Chief Marcus confirmed for Dr. Powell that the current tasers have no trade-in value. City Attorney Smith confirmed for Beardslee that the camera would not hurt from a liability standpoint, particularly if the person tased claims excessive use. Chief Marcus said the City averages about five forced uses in a year. Council President Beardslee extended her thanks to the department for the quality of life the City has because of the protection of the police department. Chief Marcus said he will be presenting a formal proposal. Council President Beardslee said she will be meeting with Mayor Bagshaw in the next few weeks regarding the budget and they can discuss the tasers at that time.

ORDINANCES

None

PUBLIC HEARINGS

None

UNFINISHED BUSINESS

1. Consideration/Approval: Red Light Camera

City Clerk Meeks provided Council with a copy of Exhibit C, the proposed locations for red light cameras. In response to Council President Beardslee, City Attorney Smith explained the purpose of the attached Holly Hill agreement, and how it relates to the City piggy-backing, and that there has to be an approved contract to be able to do the traffic study. Chief Marcus confirmed that Holden and Hoffner are not the City's lights. City Attorney Smith confirmed for Council President Beardslee that State law requires 30-days notice before cameras are installed. City Attorney Smith said he is not aware of any changes that have been made that affect red lights. Council Member Powell questioned paragraph 1, section 2.1 of the Agreement under Compensation, regarding money coming from the fees when collected. Chief Marcus said the company's fee comes out from the top and if no funds are generated, they receive no funds and write it off at the end of the year. City Attorney Smith deferred to 2.1.6 however, Council Member Powell said it's still confusing. City Clerk Meeks said the fees were brought up in the December 21, 2011 meeting and council was told that the City pays nothing. City Attorney Smith said he will send a letter confirming the fees.

Council Member Powell moved to approve, with Second by Council President Beardslee; followed with question by Council Member Bozeman, who asked how much in fines are generated now, and Chief Marcus said he couldn't say without the information in front of him. He said the City receives \$29.00 per ticket, of which \$2.00 is restricted to the Education Fund.

He said the City averages 2500 to 2800 citations issued city wide; he is unable to break down by what is from running a red light.

Council Member restated his Motion to approve the Agreement as written sending a letter stating the agreement is cost-neutral to the City, and condition the approval on their acceptance of the letter, including operation and installation. Council Member Dowless asked who brought the red light camera to council and the reason, and Council President Beardslee explained it wasn't to generate revenues, it is because of traffic safety on Orange Avenue. Chief Marcus explained to Council Member Dowless that the camera serves as a 3-party witness. City Attorney Smith confirmed for Council Member Bozeman that legislation removed the issue of cameras in the right of way. City Attorney Smith said the issue regarding State rights-of-way has been resolved.

Public Comments Related to Red Light Cameras

Resident, Ryle Lancaster said he received a ticket in Brooksville, Florida as a result of a red light camera, agrees with use of camera if it is to save lives. He just doesn't want lights to have a short time span; in other words don't have a short yellow. Chief Marcus said the officers review the violations before they issue violations. Chief Marcus said they are not setting the lights up to make it easy to give citations.

Resident, JT Blanton confirmed with Chief Marcus the \$4600 cost of each light and confirmed that State and Local agencies receive funds from the citations issued. City Attorney Smith said that GATSO wants to do the study to determine if the light warrants having one as it relates to getting back their costs.

Resident, Bonnie Bagshaw says a study reveals the need for a camera then the City has a problem. Council Member Powell said the City has done several studies, and the State presented a plan that agrees a correction is needed at Holden and Orange intersection, but it affects Cypress Cove Park. The State says there are no funds, and the intersection is low on their priority list. He said that until there are funds are available, the problem will not be fixed.

Chief Marcus confirmed for resident Brian Leahy that an officer has to go to school to be trained, and that installation of red light cameras will not require hiring another officer.

Having no more comments and questions, Council President Beardslee called to question, the Motion passed unanimously.

Council President Beardslee moved Items 7 and 8 up on the agenda

7. Holden Cove – Voluntary Annexation

Planner Hardgrove reported that she, Chief Marcus and City Clerk Meeks held a telephone conference with Attorney Tom Sullivan regarding the proposed annexation of Holden Cove.

Planner Hardgrove provided the history regarding the proposed annexation of Holden Cove for the new Council members. She explained that a voluntary annexation requires all owners' signatures. She reported that there is an issue in that the City and County's development standards are not the same; she explained the differences. She said property owners with lots platted under Orange County regulations don't want builders to get stuck with having to get variances to maintain the County standards. She said there are 28 lots, of which 4 homes have been built. Council President Beardslee asked about fees and City Attorney Smith said the City can ask for the fees in the annexation agreement. Council President Beardslee said we need to look at the fees/costs. City Attorney Smith explained how you address fees in the Annexation Agreement. City Clerk Meeks explained how she handled fees for land development in past employment. Engineer Miller said there was a schedule adopted that covered most instances for pass-through fees. Council President Beardslee said that she wanted to let Council look at the fees and address procedures. She said she has on the agenda to address the area maps and planning, and look at budget as to how it fits into the City planning. Council President Beardslee referenced an agreement she heard about that the City is not included. Planner Hardgrove said she wasn't so sure that is necessary for the City to be part of a Joint Planning Agreement. Planner Hardgrove said the first step for City is to establish a boundary. Council President Beardslee said they will discuss it in the workshop that she wants to schedule later in the meeting. In response to Planner Hardgrove, Council President Beardslee said that Tom Sullivan needs to submit an application. Planner Hardgrove said they have the initial application which is a letter of interest that was submitted to former Mayor Teague. Planner Hardgrove said it needs to be amended with the new property owners, and that Mr. Sullivan said he would prepare the annexation agreement. Council President Beardslee questioned the amount of fees, and City Clerk Meeks referenced that it has already been determined that the property is compact and contiguous by Planner Hardgrove therefore, you are looking at the cost of letters to property owners, advertising and preparing the Ordinances which City Clerk Meeks said she can prepare the Ordinances. City Attorney Smith said to his knowledge, the Ordinances have not been prepared. Planner Hardgrove said County could object because of a "finger like" area. Annexation agreement will not include the County's utility area. Planner Hardgrove said that Mr. Sullivan will need to know up front if there will be any fees so that when he is talking to property owners about the annexation, he can let them know the costs. Planner Hardgrove said she will let Mr. Sullivan know that there may be fees.

Public Comments Related to Holden Cove

Resident, JT Blanton said some owners in Holden Cove attended HAINC meeting and were aware there would be some fees, and are anxious to annex.

Resident, Frank Aguilar stated his concerns about the owners not wanting to get a variance. Planner Hardgrove gave the differences in Orange County's requirements versus Edgewood's requirements. In response to Mr. Aguilar, City Attorney Smith explained that a variance required showing a hardship, which Holden Cove wouldn't be able to show.

In response to resident, Bonnie Bagshaw, City Attorney Smith said the variance to a property coming into the City is different than a variance for an existing property in the City. ***Consensus to get the agreement and take to workshop.***

Russell Home – Variances

Planner Hardgrove gave the history of this project that was presented to the Planning and Zoning Board before, and then went to Council, the application was withdrawn. She explained the grant that the Russell Home received and that the City donated \$5000 as well however, the Russell Home returned the donation to the City when they withdrew their variance application. Planner Hardgrove confirmed that the Russell Home will have to reapply. Planner Hardgrove said Engineer Miller will need to be part of the project. Mayor Bagshaw recommended that the Russell Home look at the re-configuration before they resubmit so Council doesn't have to re-address the same issues. Regina Dunay agreed with the Mayor and gave a reminder about the concern regarding the Tea Room. ***Council consensus to authorize Planner Hardgrove and Engineer Miller to work on this project.*** The Planner and Engineer were asked to keep the City Clerk apprised on the matter. Council Member Henley expressed concerns about costs to the City, and Planner Hardgrove said there is a fee for the variance. Planner Hardgrove said that she didn't think there will be any fees until they submit an application.

At the request of Council Member Bozeman, Council President Beardslee called for a 5-minute recess.

2. Website

Council President Beardslee explained that she would like to see a means to contact residence through an email alert system. Officer Zane confirmed that the system is not automated, and that there are 208 subscribers, about 150 still active. Officer Zane noted that he and City Clerk Meeks have been in discussion about the website. Officer Zane confirmed no additional costs associated with the website. With Chief Marcus' approval Council President Beardslee said she would like Officer Zane to maintain the City website until the City Clerk is "up-to-speed". Officer Zane agreed to write a newsletter article to explain the website changes. Chief Marcus confirmed for Mayor Bagshaw that Officer Zane works part time "on the streets" and part time as the City's IT personnel. Chief Marcus said that since City Clerk Meeks came on-board, communication has not been an issue. Council President Beardslee gave kudos to both departments.

Public Comments Related to Newsletter

[Inaudible] – Questioned whether or not if newsletter would become totally electronic and no longer provide a paper copy. Council President Beardslee responded to resident that she isn't in favor of not providing a paper copy but they can opt out. Officer Zane said two lists are generated, one for the newsletter and one for workshops/special meetings. Council Member

Dowless asked about interface with Facebook. City Attorney Smith explained it has to be maintained as part of records retention.

3. Let's Get Together!!!

Council President Beardslee said City Clerk Meeks had been tasked with bringing back an overview as a submittal for the Special Event Committee. Council President Beardslee said she appreciates Council Member Powell's suggested prizes, but she wasn't sure it will get the involvement.

Sara Schlossseun [ph sp] suggested the prize be a dinner for two at a local restaurant. City Attorney Smith suggested going out into the community and get prizes from local business owners. Council President Beardslee asked the committee if they would be willing to go to the local vendors to see if they are willing to donate. Council President Beardslee asked the committee to attend the April council meeting with their ideas. Council President Beardslee said her idea was \$250-500 (1st), followed by 2nd and 3rd place. Mayor Bagshaw asked the City Attorney what happens if there are only three applicants, and he said use language that says "City reserves the right to reject.

4. 1368 Windsong (Residents Requested/Code Enforcement Concerns)

Judy referred to City Attorney Smith, who said to let residents speak as they may have questions he can answer.

Charles McCanless: Problems with vagrants, police should go inside and look at the house. City Attorney Smith confirmed for Mr. McCanless that he has spoken to Lee Chotas, who has been monitoring the foreclosure of the property. Mr. McCanless said he understands part of the problem is identifying the owner.

City Attorney Smith said the banks have been dragging their feet but sale of the house is scheduled now for May 3, 2011. City Attorney Smith explained the problems associated with properties in foreclosure, as it relates to the City proceeding any further particularly as it relates to demolition.

Council President Beardslee stated that she feels the City will be in a better position to address after the May 3, 2011 scheduled foreclosure sale. City Attorney Smith confirmed there is currently a lien on the property.

Council President Beardslee confirmed that the City expended tax payer's dollars to put a fence around the property. Chief Marcus said signs have not been posted yet. He reported that he patrolled the property today and saw no signs of the fence being breached. Chief Marcus said it would help if the residents would call when they see vagrants.

Sara Chosen [ph sp]: Said there is a problem with the fence because they can lift up posts that line up with front door. Chief Marcus ask her to call the police department when she sees this being done. She said it would be helpful if the police would enter driveway to the right of the mailbox, noting that you are able to drive around the front door. Chief Marcus said he will send further instructions out to his officers based on the information Ms. Chosen gave. Ms. Chosen said she wanted to talk about the investigation, City Clerk Meeks said a copy of the investigation report is on file and Ms. Chosen can obtain a copy of it from her.

Newsletter-City Newsletter to Extend Newsletter

Council Member Bozeman confirmed for Council President Beardslee that he will have his article completed in a couple of days. City Clerk Meeks will prepare an article introducing Mayor Bagshaw and Council Member Dowless. The deadline is March 25, 2011. Mayor Bagshaw said there are some clerical errors he wants to monitor.

Mayor and Council Members agreed to hold a Special Meeting to approve newsletter, to be followed by workshop on April 7, 2011 beginning at 2:00 p.m.

Post Disaster Debris

Council President Beardslee deferred to Council Member Powell, who agreed in the February regular Council meeting, to review and bring comments to Council. Council Member Powell said essentially it's all legalese. He said everything they say they will do is associated to a cost/fee. Council Member Powell said he wants to discuss further with City Attorney Smith and be prepared to discuss in the April 7, 2011 special meeting

City Attorney Smith Drew reports that he may not be available for the April 19, 2011 regular Council meeting.

Resident, Frank Aguilar asked about the agreement and the amount the City owe FEMA. He wanted to know what the City's responsibilities were going to be. City Attorney Smith said they would work with FEMA. Mr. Aguilar wants to prevent another overpayment to FEMA and avoid the current situation.

Council President Beardslee said FEMA is almost through with large project audits; small project audits are done. Currently the estimated overpayment is \$134,000.

Council President Beardslee gave kudos to Shannon Patterson in the Police Department for handling the copious records tasks, and commended her on how she kept up with everything related to FEMA.

Council President Beardslee made the Motion to Table agenda Item J-2, Annual Review of Contracts, with Second by Council Member Dowless; the Motion passed unanimously.

Council President Beardslee made the Motion to Table agenda Item J-1, Resolution RE: Policies and Standards of newsletter, with Second by Council Member Dowless; the Motion passed unanimously.

Council President Beardslee made the Motion to Table agenda Item J-42, Agreed Upon Procedures Review, with Second by Council Member Dowless; the Motion passed unanimously.

City Attorney Smith asked Council to rescind Item J-1, Resolution RE: Policies and Standards of newsletter, and amend to move to April 7, 2011 special Meeting. ***Council President Beardslee made the Motion to rescind agenda Item J-1 and move to April 7, 2011 special Council Meeting, with Second by Council Member Dowless; the Motion passed unanimously.***

Planning & Zoning

City Clerk Meeks noted that Mayor Bagshaw submitted his written resignation from the Planning & Zoning Board; for this reason, an appointment to the Board needs to be made. Mayor Bagshaw recommended resident, Frank Aguilar.

Council President Beardslee made the Motion to appoint resident Frank Aguilar to the Planning & Zoning Board to complete the term that was held by Mayor Bagshaw; with Second by Council Member Powell; the Motion passed unanimously.

Temporary Hire-City Hall

Council President Beards said no surprise there are some problems in City Hall with respect to backlog of work particularly, finance and records retention. For this reason, she recommends approval of funds for a temporary employee to assist the City Clerk. City Attorney Smith stated that the Mayor already has some spending authority without further Council action.

Council Member Bozeman made the Motion to approve funds in the amount \$2000 however, not to exceed \$2000 for the purpose of a temporary employee to assist the City Clerk, with Second by Council President Beardslee; the Motion passed unanimously.

Resident, Frank Aguilar, asked about the Mayor's power. City Attorney Smith said the duties were reset at the beginning of the meeting.

Finger Printing Fee

Chief Marcus deferred to his Memo regarding his request to increase the fee for live scan fingerprinting, and the benefit of establishing the ability to receive credit card payments.

Council President Beardslee made the Motion to approve the fee increase for fingerprinting, including the fee for receiving payment by credit card, with Second by Council Member Dowless; the Motion passed unanimously.

Chief Marcus said he will bring a proposed Resolution to the next regularly scheduled Council meeting.

Agreed Upon Procedure Review

Council President Beardslee explained her concerns about internal cash control, internal control, referenced the fact that auditor David Donifrio thought former City Clerk Sandra Modigh was still serving as the City Clerk. She said these concerns and more will be discussed in more detail at the April 7, 2011 special Council meeting.

Council President Beardslee asked if anyone in the audience wanted to speak about something that was not on the agenda, and no one wanted to speak. Council Member Bozeman asked about Engineer Miller's attendance, as there was nothing on the Agenda related to engineering. Engineer Miller stated he was in attendance because of the Harbour Island Road project, and because the City had review of contracts on the agenda. Council President Beardslee stated that the review of contracts is something that Council is supposed to do annually. She also noted that the review of contracts was tabled until the April meeting so that Mayor Bagshaw and Council Member Dowless had time to become more familiar with the contracts. Engineer Miller confirmed that his attendance was not required and the City was not incurring a fee.

Staff Report:

Chief Marcus: Confirmed light fixed at corner of City Hall.

City Attorney Smith: None

City Clerk Meeks: None

Council Member Bozeman: None

Council Member Dowless: None

Council Member Powell reported that he has been working on a couple of projects and is still waiting on bids Harbor Island Road project.

Council President Beardslee reported that she would like to set a time to have a workshop to review potential annexation boundaries, and work towards a plan. She said the discussion should include lands the City may want to annex. Mayor Bagshaw referenced a planning meeting he went to in Orange County, and said Council may want to consider having staff from Orange County attend the meeting. Council President Beardslee confirmed with City Attorney Smith that she would like for him to attend the meeting.

Council President Beardslee asked City Attorney Smith about the requirement to have a specific dollar amount of life insurance on high risk employees. She said she wanted to make sure the City didn't fall behind. Council President Beardslee noted that some of the things considered for discussion in the April, May or June meetings may require a budget amendment.

Council Member Powell said he spoke to State Representative in our area and shared the City's wishes and desires. He encouraged everyone to contact their local legislators particularly as it related to unfunded mandates

Council Member Dowless gave the Motion to Adjourn at 10:02 p.m., with Second by Council Member Bozeman; Motion passed unanimously.

Judy Beardslee
Council President

ATTEST:

Bea L. Meeks, MMC, CPM
City Clerk

**EDGEWOOD CITY COUNCIL
SPECIAL MEETING – MARCH 30, 2011**

On Wednesday, March 30, 2011, the Edgewood City Council held special meeting at Edgewood City Hall, 405 Larue Avenue, Edgewood, Florida. Council President Judy Beardslee called the meeting to order at 3:30 p.m. Council Member Powell gave the invocation, followed by the Pledge of Allegiance, led by Council President Beardslee.

Council President Beardslee deferred to City Clerk Meeks who noted the following attendance and, confirmed there was a quorum.

Attendees:

Mayor Ray Bagshaw
Council President Judy Beardslee
Council Member Neil Powell
Council Member Jim Bozeman
Council Member Malcolm Henley
Council Member John Dowless (excused for late attendance)

Staff:

City Clerk, Bea L. Meeks
Police Chief, Pete Marcus
City Attorney, Drew Smith

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- **REVIEW, DISCUSS AND APPROVE AN AUDIT TO REVIEW THE AGREED UPON PROCEDURES OF THE INTERNAL FINANCIAL OPERATIONS AND PROCEDURES OF THE CITY**

At the open of the Special Council Meeting, Council members were provided with a proposal handout from BKHM, P.A. and Holland & Reilly, both CPA firms, who submitted quotes to perform a procedures review of the City's internal controls. Council President Beardslee noted that the purpose of the meeting was to review, discuss and approve an independent audit as it relates to the finances of the City. She said that there has been prior dialogue regarding the City's internal financial control, and that the new Mayor and Council member have had time to evaluate the procedures. Council President Beardslee announced that David Holland was in attendance for Holland & Reilly. Council President Beardslee noted the difference in the two proposals and believes it is critical to have a complete review of the City's financials for the past fifteen months. She went on to explain that Greenlee-Kurras, who has been providing the City's annual audit only look at what they ask to see; she wants someone to look at procedures and internal controls and make recommendations to Council. Council President Beardslee stated she favored Holland & Reilly's proposal.

3:40 p.m. Council Member Dowless arrived for meeting.

Council President Beardslee in response to Council Member Dowless, explained the reasons for considering the audit.

Council discussed the proposals submitted; Holland & Reilly at \$18,000 to \$19,500 for a two month review of internal procedures review, and BKHM at \$6,000 to \$7,000 for performing random samplings.

In response to questions from resident Frank Aguilar, 415 Oak Lynn, Council President Beardslee stated her concerns for not having a working budget that she can work from. It was explained that by Charter, the Mayor prepares the budget and that Council President Beardslee, by Council assignment, approves and oversees finances and budget.

Council Member Henley stated that he was not sure which way the City was going and questioned whether the internal procedures review could be done "cheaper". Council President Beardslee said that she wanted to be assured that there were no ghost payroll employees or vendors; stating she is not on a "witch" hunt.

Chief Marcus reported that his department performed a curser review after incident with former Assistant City Clerk, and felt then and now, there is a need to have a review of internal procedures review. He stated that you cannot put a price on public confidence.

Council President Beardslee said that the review is an unbudgeted item and therefore, the budget would have to be amended to accommodate the review.

Council President Beardslee made the Motion to accept the proposal of Holland & Reilly, up to \$19,500 pending the Engagement letter and authorizing the Mayor's signature. Council Member Powell Second the Motion and noted that his Second was only because he wants more time to review. Motion passed unanimously.

Council discussed holding a special meeting on April 7, 2011 to consider and approve Holland & Reilly's Engagement Letter, to be followed by a workshop to continue the review and revisions to the City's Personnel Policy; ***it was the consensus of the Council to schedule the special meeting and workshop as discussed.***

- **OTHER DISCUSSION**

Council President Beardslee asked Chief Marcus about the recent event held at Discovery Church that approximately 3000 people attended. Chief Marcus said his department was blindsided. He said that a letter was sent to the Church regarding the matter, and that his department is taking steps to insure it doesn't happen again.

Mayor Bagshaw reported to Council that his office is set up in city hall and he is available if any Council members want to meet with him.

Council Member Powell noted his attendance at the Lake Jessamine Water Advisory Board.

City Clerk Meeks reported that some employees had inquired about Colonial Life Insurance because they are interested in the benefits. City Clerk Meeks said that she has benefits with Colonial Life through her former employer, and was continuing the benefits on her own. She stated she had no objection to assisting employees with obtaining the benefits and add it as a pass-through for the employee's 100-percent contribution from their payroll check. ***Council had no objections to pursuing these benefits for the employees.***

Council Member Dowless gave the Motion to Adjourn at 10:02 p.m., with Second by Council Member Bozeman; Motion passed unanimously.

Judy Beardslee
Council President

ATTEST:

Bea L. Meeks, MMC, CPM
City Clerk

**EDGEWOOD CITY COUNCIL
SPECIAL MEETING -- APRIL 7, 2011**

On Thursday, April 7, 2011, the Edgewood City Council held a special meeting at Edgewood City Hall, 405 Larue Avenue, Edgewood, Florida. Council President Judy Beardslee called the meeting to order at 2:03 p.m. Council Member Dowless gave the invocation, followed by the Pledge of Allegiance, led by Council President Beardslee.

Council President Beardslee deferred to City Clerk Meeks who noted the following attendance and, confirmed there was a quorum.

Attendees:

Mayor Ray Bagshaw
Council President Judy Beardslee
Council Member Neil Powell
Council Member John Dowless

Absent:

Council Member Jim Bozeman (excused)
Council Member Malcolm Henley (excused)

Staff:

City Clerk, Bea L. Meeks
Police Chief, Pete Marcus
City Attorney, Drew Smith

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CONSIDERATION/APPROVAL: Red Light Camera

Council President Beardslee noted that the purpose of the meeting is to address items from previous meetings/workshops; one of the items is the Agreement related to red light cameras. City Attorney Smith confirmed that the Agreement is cost-neutral to the City. City Attorney Smith referenced pending legislation regarding "red light" cameras and noted that the Agreement may become moot. Mayor Bagshaw said that during the Metro Plan meeting he attended (4/7/11), it was indicated that the legislation will pass. In response to Chief Marcus, Mayor Bagshaw said the concern is that "big brother" is watching. City Attorney Smith said Council can proceed and if legislation is passed, it is built into Agreement that the contract will be terminated. Chief Marcus confirmed for Council President Beardslee that the traffic study has not begun yet.

Council Member Powell made the Motion to approve the Agreement as presented, with Second by Council Member Dowless; Motion to approve Agreement passed unanimously (3/0).

Council President Beardslee asked that Council be told when traffic study begins. City Attorney Smith said he will send the Agreement to City Clerk Meeks to have Mayor execute and then forward to Chief Marcus.

CONSIDERATION/APPROVAL: Crowder Gulf (Post Disaster Debris Removal Contract)

Council President Beardslee stated that Council is looking at an agreement from Crowder Gulf, as it relates to post disaster debris removal. City Attorney Smith noted that in the last meeting when this item was discussed, Council Member Powell said he had questions, and that his concerns have been satisfied. The following were some concerns Council Member Powell noted as changes:

1. Only hire legal aliens
2. Omit no smoking on City property
3. Supplied ice will be billed to City by Crowder; residence will not have to pay

Council President Beardslee questioned Item "H", related to reducing roll-off, and City Attorney Smith said he had it reduced to 5 and believed this is sufficient. Council President Beardslee questioned Item "C", as it related to contractors properly documented, and City Attorney Smith said it doesn't mean that Crowder has the burden of checking all documents however, when asked, Crowder should be able to provide.

Council Member Powell gave the Motion to approve the "Crowder" Agreement with the amendments as provided, with Second by Council President Beardslee; the Motion was unanimously approved 3/0.

Mayor Bagshaw asked if size of roll-offs had to be specified, and City Attorney Smith responded "no".

City Attorney Smith said he will send the Agreement to Crowder, who will need to agree with the City's amendments to Agreement.

Letter of Engagement/Holland & Reilly

Council President Beardslee said that she would like to have open dialogue before considering the agreement as presented. She noted that City Attorney Smith questioned the hourly rate not being broken down hourly; Partner (\$175) and CPA (\$135), with an estimation of 19 hours.

Council Member Powell said he read both proposals and that both firms seem to be qualified however, the amounts are different. Council President Beardslee said that BKHM said they only had time to do a random sampling whereas, Holland & Reilly can go over every item within two months. Council President Beardslee said she wanted to give clarification that Holland & Reilly will not be performing what is traditionally done in an audit. They will be identifying any areas

and reasonable processes and procedures wherein everything is secure. She noted that the Engagement Letter does present itself as being the traditional Engagement Letter for an audit. City Attorney Smith said that in addition to adding the hourly rates, Council asked that they include in their proposal more specificity that the Council is looking for. Council President Beardslee believes that Holland & Reilly are acutely aware of what the City is wanting. Council President Beardslee said that her goal is to address budget amendments and staffing issues. Council Member Dowless asked if Holland & Reilly will fix what they find is wrong; Mayor Bagshaw responded stating it will be placed on staff to make corrections, Council President Beardslee acknowledges that this is an expense but she does not recklessly spend tax-payers money. She said that Council has not identified the source of funds. She noted additional monies in the Election fund and then the rest will come from reserves.

Council President Beardslee made the Motion to approved the Agreed Upon Procedures review with funds coming from unrestricted reserves in an amount not to exceed \$19,000 (amendment to include in the engagement letter hourly rates as well as proposal), with Second by Council Member Dowless; the Motion passed unanimously (3/0).

Council President Beardslee said Holland & Reilly will be able to start April 18, 2011. City Attorney Smith confirmed he will incorporate the changes and forward the final agreement to City Clerk Meeks, who will get the Mayor's signature and forward to Holland & Reilly.

Other Business & Comments

Chief Marcus reported that his department has finally been able to use a truck they purchased with grant monies; it was very useful after storms that caused damage. He also noted that the change in leadership and direction of City has been noted and is very, very positive"

Mayor Bagshaw said the City may want to look at future placement of trees and the affect they have had on sidewalks, and noted the damage from the recent storms that occurred.

Council President Beardslee noted the change of the setup in Council chambers and how nice the room looks.

Council Member Powell reported on Mr. Cavezel's problems with drainage issues on Harbour Island Road. He explained the discussions and site visits that have occurred to date. Council Member Powell said that for \$2200.00, Engineer Miller has someone who will raise the ground area of concerns to affect the flow. Council Member Powell said the curbing has been compromised and is getting assistance. He noted that he would like to improve curbing around the island. Council President Beardslee noted the estimated \$27,000 need for repairing sidewalks, and said she is in favor of fixing but only when the City can identify the funds.

City Clerk Meeks noted deficits in the February Financial Statement, and it could possibly be a result of directing funds to the wrong account.

Council President Beardslee made the Motion that Holland & Reilly review the “second dollar fund” and all restricted ledgers, with Second by Council Member Powell ; Motion unanimously approved (3/0).

Council President Beardslee noted a transfer of monies out of restricted funds after an email was provided to her from City Clerk Meeks in response to questions/concerns about the Transportation funds. It is okay to do this according to City Attorney Smith if you can validate the funds were spent appropriately.

Chief Marcus said there is a need to replace a vehicle and gas pump on the City complex; money is available. He requested Council approval to sell a surplus vehicle. He said he is seeking a maximum of \$30,000. He said money is available but not in the appropriate line item. Chief Marcus, in response to Council Member Powell, said the vehicle has 80,000 miles on it, and the repairs are extensive. Chief Marcus confirmed for Council Member Powell that the car the Police Department wants to purchase is an '05. In response to Council President Beardslee, who asked if it could wait until after external audit and budget amendments, Chief said he approached the former Mayor at the first of year to replace the vehicle, and also referenced issues with the pump. Chief Marcus said he will check to see if he can get the Ford dealership to hold car until budget amendment can be done. Council President Beardslee deferred to Mayor Bagshaw. Chief Marcus confirmed for Council President Beardslee that fingerprinting monies to date are approximately \$14,000. City Attorney Smith reminded Council that a motion is not required because the Mayor has the authority to approve. ***Council President Beardslee noted the consensus of Council to approve the purchases Chief Marcus brought forward.***

Council Member Powell noted Mayor Bagshaw relations with other cities; he sees this as a positive. Mayor Bagshaw reported on his visit with County Commissioner Thompson, who questioned Edgewood's relationship with Belle Isle. Mayor Bagshaw noted he will sit on the Board for Pine Castle Pioneer Days.

Mayor Bagshaw reported on a meeting his wife attended in Orange County and that his wife was told that Edgewood needed to look out for Belle Isle as it related to annexations. He said that is why the City needs to consider the future comp plan. Council Member Powell noted again that Mayor Bagshaw is developing relations with neighboring cities and the County, which is what he has wanted.

Having no other business, the special meeting adjourned at 3:20 pm

Judy Beardslee
Council President

ATTEST:

Bea L. Meeks, MMC, CPM
City Clerk

**EDGEWOOD CITY COUNCIL
COUNCIL WORKSHOP– APRIL 7, 2011**

On Thursday, April 7, 2011, the Edgewood City Council held a workshop at Edgewood City Hall, 405 Larue Avenue, Edgewood, Florida. Council President Judy Beardslee called the meeting to order at 3:28 p.m.

The following attendance is noted and there was a quorum.

Attendees:

Mayor Ray Bagshaw
Council President Judy Beardslee
Council Member Neil Powell
Council Member John Dowless

Absent:

Council Member Jim Bozeman
Council Member Malcolm Henley

Staff:

City Clerk, Bea L. Meeks
Police Chief, Pete Marcus
Shannon Patterson
City Attorney, Drew Smith

.....
**REVIEW, DISCUSS AND RECOMMENDATION FOR ADDITIONS /DELETIONS /
REVISIONS TO CITY OF EDGEWOOD PERSONNEL POLICY**

Brief discussion regarding where Council and Staff left off in prior meeting and City Clerk Meeks noted the discussion ended at 12-1 Educational Assistance Program.

The following is noted from this workshop:

Section 12-3

- Council Member Powell questioned Funding. City Clerk Meeks gave break down of employee/employer breakdown of dental and health benefits.

- Council Member Powell noted that he was not in favor of an employee getting insurance the first day of employment. City Clerk Meeks ask City Attorney about language wherein employee reimbursed the City after a certain length of time.
- Mayor Bagshaw said he is in favor of 30-days. ***City Attorney Smith will add the 30 day waiting period.***

13-1 Holidays

- Council Member Powell questioned the holiday schedule and noted in particular, the “occasional” day. City Clerk Meeks gave dates of the approved holidays, and Council Member Powell questioned the floating holiday. ***Council President Beardslee said acquiesce and put in final Personnel Policy and then take it to vote.***

Vacation/Sick Accruals

- City Attorney Smith noted that he removed accrual rates in recent draft Personnel Policy provided. He said Council may want to get away from hourly accrual. Council President Beardslee noted that the policy does not affect the sworn police officers because of their CBA. Chief Marcus said if accruals are changed, the change should not affect the current employees. Attorney Smith said the employee will probably have more available days off, unless they are sick a lot. He said that the proposed Paid Time Off (PTO) is a trade-off for the employer and employees. ***City Attorney Smith will basically keep as is with the accrual rates.***

Eligibility (14-1)

- Council Member Powell noted that the employee should work one year before vacation. Council President Beardslee wants to see a model before she makes a decision.
- Death of family during vacation leave. City Attorney Smith said this can come out because of PTO.

Payment of Sick Leave Upon Separation or Death

- City Attorney Smith stated that permanent part-time versus temporary is distinguished.
- City Attorney Smith explained administrative leave to Council Member Powell; the admin leave is for the exempt employee who works more hours than anticipated.

FMLA

- Council Member Powell questioned pay; City Attorney Smith said not required but by law have to let employee off. ***City Attorney Smith said he will check to see if this applies to part time employees.***

14-18 Definitions

- Council Member Powell and Chief Marcus requested that the policy include Coast Guard, as it relates to Annual Military leave For Reserves and National Guard Training. **City Attorney Smith will add.**

14-19 Group Insurance Continuation

- City Attorney Smith explained how under FMLA the city will maintain the benefits during leave but not paying their salary. **City Attorney Smith confirmed he will check on this requirement.**

15-2 Minor Offenses

- Council Member Powell wants to include hygiene and clothing, as well address slander and libel against elected official. City Attorney Smith said “insubordination” towards an elected official will be broader. This offense will be major offense.
- Chief Marcus (15-1 Rules, Violations, and Disciplinary Actions) said he want language added regarding progressive discipline; said it’s addressed but not completely. **City will follow the doctrine of progressive discipline...** City Attorney Smith recommended if City goes to 1, 2 and 3 then omit verbal counseling. **It was agreed that Chief Marcus and City Attorney Smith will work on this policy together.**

It was agreed that the goal is to have the first reading in May.

Having no further discussion, the workshop adjourned at 4:58 p.m.

Judy Beardslee
Council President

ATTEST:

Bea L. Meeks, MMC, CPM
City Clerk

City of Edgewood
Engagement to Perform Advisory Services
For the period from
October 2009 to December 2010

DRAFT

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CERTIFIED PUBLIC ACCOUNTANTS
ASSOCIATION OF
CERTIFIED FRAUD EXAMINERS

Engagement to Perform Advisory Services

July __, 2011

Honorable Mayor and Members of City Council
City of Edgewood
405 Larue Avenue
Edgewood, FL 32809

We are pleased to report the completion of our engagement to perform advisory services for the City of Edgewood. The scope of our advisory services is as specified in the following paragraph.

We conducted advisory services in accordance with the *Statements on Standards for Consulting Services* established by the American Institute of Certified Public Accountants. The procedures performed and the time period covered are as specified in Appendix A. We were not engaged to and we did not conduct an audit or examination, the objective of which would be to express an opinion on the City's financial statements. Likewise, we did not conduct an examination of internal controls for the purpose of expressing an opinion on internal control. Accordingly, we do not express opinions on the City's financial statements or its internal control.

As explained in our engagement letter, our ability to complete the procedures enumerated in Appendix A depended on staff and Council availability and timely responses to our inquiries. In performing our engagement, we relied on the accuracy and reliability of information provided by City personnel. We did not audit, examine, or review the information. Please also note our engagement cannot be relied on to disclose errors, fraud, or other illegal acts that may exist. The procedures we performed in our engagement were heavily influenced by representations we received from City personnel. Accordingly, false representations could cause inappropriate or inaccurate conclusions. You, therefore, agreed to indemnify and hold us harmless for and any liability and all reasonable costs (including legal fees) we may incur in connection with claims based on our failure to develop appropriate conclusions or to detect material errors resulting from known false representations made to us by City personnel.

You agreed the procedures in Appendix A were sufficient for the City's purposes. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

Our report is intended solely for the information and use of the City Council and management of Edgewood, and is not intended to be and should not be used by anyone other than these specified parties.

Procedures Performed

1. We read the City's personnel manual, charter, City Council Minutes, latest audit report, and monthly financial reports to obtain an understanding of the nature of its activities and operations as well as the City's operating procedures. We noted the City does not have a "policy manual" detailing operating and accounting procedures. See recommendation No. 1 in the accompanying "Recommendations for the City" section of this report.
2. We conducted interviews to obtain an understanding of the control environment and internal controls. Interviewees included the Council President, Judy Beardslee, council member Dr. Ne Powell, Mayor Ray Bagshaw, City Clerk Bea Meeks, Code Enforcement Officer Debb Wallace, Police Chief Pete Marcus, Police Clerk Shannon Patterson, and the City's contract accountants, Eldon McDirmit and Marge Peters of McDirmit Davis CPAs. We also read the report prepared by council member Malcolm Henley as a result of his review of the City operations in late 2010. We were unable to interview three of the City's staff (former Mayor Michael Teague, City Clerk Karen Rounsavall, and Assistant City Clerk Sheyenne Contreras); they were no longer employed by the City. Interviews with these individuals might have affected our understanding of the procedures operating during the specified time frame.
3. We used internal control questionnaires for governmental entities to identify controls in the following areas: cash receipts, cash disbursements, payroll and computer security. We ascertained the City utilizes several accounting software packages resulting in duplication. As a result, we have several observations and recommendations – see recommendations No. 2, 3, and 5 in the accompanying "Recommendations for the City" section of this report.
4. We examined a sample of City employee personnel files to determine if they are maintained in accordance with the City's requirements. There are two sets of personnel files – one maintained at City Hall for all employees, and another set maintained at the Police Department for the police officers and staff in that department. The new City Clerk initiated some changes in the personnel file documentation and these were the files available for us to review at City Hall. As a result of this review, we have some observations and recommendations – see recommendation No. 3 in the accompanying "Recommendations for the City" section of this report.
5. We intended to obtain a listing of vendors paid during the period by utilizing the City's QuickBooks program/files. However, as explained in preceding comment No. 3 and recommendation No. 2, the accounting system utilized by City Hall is incomplete. Consequently, our review of the disbursements cycle included:
 - A. Review of the check register (generated by the City's contract accountants) for the period October 1, 2009 to December 31, 2010 for any unusual payments.
 - B. Observation of the paid invoice files maintained at City Hall.
 - C. We noted procedures employed in processing disbursements.

D. In consultation with City personnel, we made inquiries regarding certain payments and observed supporting documentation relating thereto.

We ascertained the paid invoice files were neatly and orderly maintained. Each paid disbursement was generally supported by a vendor invoice usually annotated with a supervisory approval for payment, date paid and general ledger coding. A check copy was stapled to each paid invoice. We also observed the following:

- The City has no document describing all policies and procedures related to the disbursements cycle.
- Most disbursements are routine expenditures. Certain unusual expenditures were discussed with City personnel to obtain satisfactory explanations.
- Credit cards are issued to and used by the Police Chief, former Assistant City Clerk (\$5,000 limit each), Police Department Clerk and Code Enforcement Officer (\$1,000 limit each). We noticed no excessive card usage. Monthly statements generally were supported by invoices. See Appendix B.
- Most disbursements did not include sales tax as the City is sales tax exempt. However, we did notice a number of disbursements where sales tax was paid – many arose from the use of the City credit card.
- All disbursements from the Police Department contained appropriate approval from that department (usually the Police Chief), but no approvals were noted of those departmental expenditures by City Hall personnel.
- City Hall expenditures were generally approved by the Mayor, City Clerk or Assistant City Clerk.
- It appears most disbursements are paid from invoices – a few instances were noted of payments from statements.
- In many instances, there was no evidence of the specific receipt of goods, such as a packing slip. Receiving reports are not utilized.
- No purchase order system is in place.
- The Police Department keeps a copy of all invoices it submits to City Hall for control and budget purposes.
- Authorized signatories are elected City Council members. The Mayor and City Clerk are not authorized signatories. Dual signatures are required for all disbursements over \$1,000. We noticed no deviations from these policies.
- Bank reconciliations are performed by the contract accounting firm.

As a result of this review, we have several observations and recommendations – see recommendation No. 4 in the accompanying “Recommendations for the City” section of this report.

6. We obtained a listing of City employees. Utilizing the QuickBooks files, we obtained a listing of payments made to each employee in the payroll register. We compared the list of payments made to each employee to the authorized pay rates/salaries in the employees’ personnel files – the purpose of which was to determine if any excess payments outside of the approved pay rates/salaries were identifiable.

Our review revealed no excess payments outside of the approved pay rates/salaries. Reimbursements to various employees throughout the year for certain expenses generally contained documentation in support of those payments.

7. We searched for payments made to City employees outside of the payroll module. We successfully traced the payments to appropriate supporting documentation.
8. We obtained and reviewed copies of the City's monthly bank statements which are provided to the contract accountants. The City's contract accountants perform the bank reconciliation each month; however, the City does not receive a copy of the reconciliation with the monthly accounting package. We found no discrepancies relative to the accuracy and agreement with the City's records.

The City has three bank accounts – 1) operating account, 2) payroll account, and 3) law enforcement forfeiture account. The payroll account had no activity during the period of our review – maintaining a \$0 balance throughout. Since the City employees' payroll is direct deposited into their accounts, this activity is recorded directly in the operating account – seemingly eliminating the need for the payroll account.

The law enforcement forfeiture account had minimal activity during the period under review (see Appendix C) The City's contract accountants are also tracking any activity relating to this account by using a pooled cash technique. As explained in item No. 13 following, significant confusion exists regarding the proper use of this fund.

See recommendations No. 6 and 7 in the accompanying "Recommendations for the City" section of this report.

9. We obtained an understanding of the City's internal controls relative to its bank accounts, including employee electronic access to such accounts with the purpose to identify any weaknesses and the City's possible exposure.

Access to such accounts was essentially limited to one employee – the former Assistant City Clerk, who had access to the City's operating account with the ability to transfer funds of an unlimited amount. See recommendation No. 6 in the accompanying "Recommendations for the City" section of this report.

10. We examined the City's commercial insurance policies and made specific inquiries as to the adequacy of coverage. As previously explained to the City, we are not insurance experts. Decisions regarding the adequacy of your insurance coverage should be finalized in consultation with your insurance agent.

The City has a business insurance policy with the Florida Municipal Insurance Trust (FMIT). The City has coverages in the following categories:

- General/Professional Liability
- Automobile Liability and Physical Damage
- Equipment Breakdown – Commercial Package
- Property and Allied Coverages (Real and personal property, crime and \$50,000 employee bond coverage)
- WORKERS' Compensation

Discussion was held with City Clerk Bea Meeks, Council President Judy Beardslee, Mayor Ray Bagshaw, and Police Chief Peter Marcum. City staff could not locate the current year policy – only the one for the prior year. Judy Beardslee indicated that she had met with the insurance agent in early December 2010, and questioned a lot of the coverages. She felt that the City was overinsured on the buildings, and underinsured on the contents. She also ascertained the City had not had a sit-down discussion with the insurance agent for a thorough analysis of the insurance policy in eight years. She stated the coverages could not be changed until the end of the policy year once it was in place – the only thing that would be covered would be an addition or deletion of an item such as a vehicle, which we noted was done during the prior year.

The Council President had earlier requested the Police Chief do a cursory analysis of the Police Dept. building contents. He came up with an estimated amount of \$207,200 for the building contents (the policy covers \$150,000). We found no coverage for the contents of the police vehicles. See Appendix D for an example showing the cost of the vehicle to be \$22,651 and the additional radio, computer, lighting, radar and other equipment to be an additional \$12,616 (56% additional). The Police Chief indicated the former mayor did not consult with him on any of the insurance coverages. See recommendation No. 9 in the accompanying “Recommendations for the City” section of this report.

11. We observed the City’s records pertaining to contributions to the Florida Retirement System to determine whether the proper amounts were contributed on behalf of all eligible employees. We reviewed the City’s contributions into the Florida Retirement System (FRS) for the period of our review (October 2009 to December 2010) and noted the contributions were correctly calculated based on the salary information. Salary information agreed with the payroll records. We noted proper amounts were remitted to the Florida Retirement System timely. However, see recommendation No. 10 in the accompanying “Recommendations for the City” section of this report.
12. We discussed with City management the accounting and internal control procedures for monitoring federal or state funding such as FEMA funds. Our review of the City’s financial statements for the last five years indicates the City has received no federal or state grant funding – only the monthly revenues for various taxes and fees. Consequently, it is an area where the City had devoted little attention. Many local governments receiving a significant amount of grant funding designate a “grants coordinator”. However, we do not believe the City needs such a designation due to the lack of grant funding. On the occasions where federal or state grant funding is applied for and obtained, such as FEMA funds, there should be controls to ensure the funds are properly earned and expended, and grant conditions are met. This entails more than one person be involved in the process. This is a classic segregation of duties – no one person

should be responsible for the complete transaction –“from cradle to grave”. The need for the recent accrual of a pay-back of overpaid FEMA funds validates the need for the procedures to be in place - incorporated in the accounting procedures manual addressed in recommendation No. 1. These should address the application for, monitoring of, and proper reporting of grant funds.

13. We reviewed all second dollar fund and restricted fund ledgers and balances. We ascertained the contract accountants post entries to the general ledger based on codings by City personnel, primarily the former Assistant City Clerk. During the course of the year, entries are made into various revenue and expenditure accounts coded for certain “funds” established within the Peachtree accounting system. Monthly financial statements are generated that reflect the activity in the separate funds which are:

- Roads and Streets Fund
- Police Impact Fees Fund
- Police Training Fund (Second Dollar Fund)
- Fines & Forfeitures Fund
- Law Enforcement Trust Fund (LETF)
- Fire/Rescue Impact Fees Fund
- Storm Water Fund

At year end, the contract accountants closed the activity in the various revenue and expenditure accounts to the fund balance accounts related to those “fund” accounts.

The year end audited financial statements treat only Roads and Streets as a separate “fund” (special revenue fund). The other funds are treated as “reserves” within the General Fund fund balance. There are adjusting journal entries proposed by the audit firm to change the activity in the individual fund balance reserves. We understand most of this relates to an analysis of expenditures and reclassifications to establish the reserves at the proper balance at year end. The auditors expressed an opinion on those financial statements indicating they are properly stated in accordance with generally accepted accounting principles.

There is some confusion specifically related to the “second dollar’ fund and the law enforcement trust fund (LETF) at least as far back as 2007 – brought to our attention by Police Chief Pete Marcus.

On a monthly basis, the Orange County Clerk of the Courts remits a check to the City consisting of two components – 1) fines and forfeitures and 2) law enforcement education fund, accompanied by a detailed statement. Our analysis, during the period of our review (October 2009 to December 2010), indicates monthly revenue was posted to the appropriate accounts – fines and forfeitures fund and the police training fund (second dollar fund). We did no analysis of the expenditures related to these funds.

The City has established a "law enforcement forfeiture account" (same as law enforcement trust fund or LETF) with Wachovia Bank as required by F.S. 932.7055(5)(a). This bank account is to be used to deposit the proceeds of confiscated or seized goods (e. g. vehicles). There was minimal activity in the bank account during our period of review, which was confirmed by the Police Department personnel. However, an expenditure account (No. 521590-06 – LETF Expenditures) exists in the general ledger that records other disbursements. Activity was incorrectly recorded in this account and should have been coded to the Police education or training fund. We believe these miscodings were corrected during the year-end audit.

The scope of our review did not contemplate a thorough analysis of each reserve account. We suggest greater communication and coordination between the City staff, the auditing firm and the contract accountants to ensure each party is aware of any adjustments made to the reserve accounts.

See recommendation No. 11 in the accompanying "Recommendations for the City" section of this report.

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Recommendations for the City

1. Develop an Accounting Manual

During our review of City documents to enhance our understanding of the City's operating procedures, we noted the City has no "operating" or "accounting" procedures manual to guide staff in the performance of their daily duties and responsibilities. There may be an assumption that because of the City's size and few personnel, there is no need for such a manual. However, written procedures, instructions, and duty assignments will prevent or reduce misunderstandings, errors, inefficient or wasted effort, duplicated or omitted procedures, and other situations resulting in inaccurate or untimely accounting records. A well-devised accounting manual helps to ensure all similar transactions are treated consistently and records are produced in a form desired by management. Such a document is vital during a period of transition of personnel – it will aid in the training of new employees and possibly allow for delegation to other employees of some accounting functions management performs.

The City experienced several situations that may have been prevented had such an operating manual been in place. One has to do with the proper recording of impact fees payable to the Orange County School Board, and another relates to the non-recording of a liability to the Federal Emergency Management Agency (FEMA) for over-payments made to the City by FEMA.

It will take time and effort to develop such a manual; however, we believe this time will be more than offset by time saved later in training and supervising personnel. Also, in the process of the comprehensive review of existing procedures for the purpose of developing the manual, management might discover procedures that could be eliminated or improved to make the system more efficient and effective.

2. Redundancy in Accounting System

Our review of the City's accounting system revealed a duplication of effort and redundancy in processing accounting information. The City uses two different software accounting packages – Peachtree and QuickBooks. It engages an outside accounting firm to process disbursements on a bi-weekly basis. Monthly, the accounting firm processes accounting information to generate the general ledger, check register and financial statements - the City's official accounting records.

The City uses QuickBooks primarily to process in-house payroll. The Police Department uses QuickBooks to record its disbursements to obtain more timely information and monitor results closely. Its use of QuickBooks enables the department to have up-to-the-minute information to control expenditures. City Hall staff also input disbursement information into a separate QuickBooks system to enable it to monitor its expenditures.

Consequently, the City utilizes three different accounting systems (two of which are only partial systems) with two different accounting packages being employed. Duplicated effort, decentralized processing and inconsistent controls adds accounting time, and compromises internal control. An efficient accounting system will standardize procedures, utilize one accounting package and provide for uniform oversight.

We recommend the City confer with its contract accounting firm to explore new ideas to improve the accounting process and make it more efficient. These include:

- Work toward using one software package so transactions are processed only once.
- Install and document consistent oversight and control procedures in each department for initiation, approval and data entry.
- Consider linking the accounting package between City departments electronically to improve oversight by or coordination with the outside accountant. (Certain accounting modules may be access restricted.)

3. Improvements in the Payroll Cycle

- A. Federal unemployment tax (FUTA) was paid on several employees and a Form 940 was filed indicating a total of \$362.96 was paid for calendar year 2010. The City is exempt from FUTA and should not be paying federal unemployment taxes on any employees. The City should cease this practice and steps should be taken to request a refund of those taxes.
- B. Form I-9s were not evident in many of the personnel files. This is a federal requirement and a Form I-9 should be obtained from each new employee. The Form I-9 may be maintained in each employee's personnel file, and/or a separate file may be maintained of only the Form I-9s. This may be preferable in case of a review of such forms by federal officials.
- C. Personnel files for police officers are maintained in two different locations – the Police Department and City Hall. The Police Department contains certain required documentation for accreditation purposes. Between the two files, they appear to be comprehensive. The combined personnel files should contain, at a minimum, pertinent documentation such as job applications, resumes, background checks, reference checks, employment offer letter, job descriptions, salary authorizations and pay increase authorizations, and performance evaluations. We suggest that Police Department and City Hall employees communicate to ensure policies and procedures are in place to address the contents of the respective files.
- D. We understand personnel files at City Hall during fiscal year 2010 were manila folders with certain documents placed loosely in the folder. We noted improvements were recently made (March 2011) to implement sturdier folders with dividers to segregate certain information. We also noted a recent attempt was made to incorporate a "New Hire Checklist" in each employee file. The form is intended to standardize the information and serve as a guide to obtain required documentation. This can serve as an excellent tool; however, the checklist needs to be modified and specifically tailored to the City's needs. Minimum information that should be included on the checklist – Form W-4, Form I-9, confirmation form for new hire to

State of Florida, job application, resume, certifications related to the job, background checks, drug tests results (if applicable), reference checks, employment offer letter, job descriptions, emergency contacts, direct deposit information, salary authorizations and pay increase authorizations, retirement plan enrollment forms, Section 125 benefit allocations, authorization for voluntary deductions (e.g. health insurance, PBA dues, prepaid legal plan) and performance evaluations. In addition, other desirable documents may include an employee signed acknowledgement of receipt of the personnel policy manual. We also recommend the personnel files have an identifying name label of the outside of the file to facilitate the identification of the employee. Coordination should be made between Police Department and City Hall employees to ensure the police officers' files are complete. Confer with the City attorney as to any legal implications.

- E. Time sheets for City Hall or Police Department employees had no annotation of approval by supervisory personnel. All time sheets should have appropriate approvals prior to submission for payroll processing.
- F. The City should consider the use of a payroll service company to process payroll. We understand the City did utilize a payroll service several years ago but apparently had on-going problems. Many of our clients have had great success outsourcing the payroll function to a payroll service. Due to the limited personnel at the City, this might free up some staff time to perform other vital functions at the City.

4. **Improvements in the Disbursements Cycle**

- A. An accounting policies and procedures manual should be created to document all of the requisite steps in the disbursements cycle. See recommendation No. 2 preceding.
- B. Greater care should be taken to educate employees to ensure the City is not charged sales tax as it is tax-exempt. Through the use of the City's credit card, sales tax was paid to stores such as Dollar General, Publix, Staples, Ace Hardware, Sears, Office Depot, Advance Auto Parts, Northern Tool Equipment, Best Buy, Target, Dollar Car Rental, Residence Inn, Enterprise Leasing, Home Depot, Wal-Mart, Lowes, CVS Pharmacy, and Shiner's Car Wash.
- C. Although for the most part, supporting documentation was evident and attached to the monthly credit card statements, there were some occasions where no supporting documentation was evident. We recommend instituting and enforcing a policy that all purchases on the City's credit card be supported by supporting documentation.
- D. All Police Department invoices submitted for payment should have approval of City Hall staff. Since April 2011, we understand the new Mayor is approving all invoices from the Police Department.
- E. Some evidence of the receipt of goods should be part of the invoice package submitted for payment. Initialing a packing slip or incorporating a receiving report into the system would help improve the process.

- F. Payments should be made from invoices, not monthly statements unless supporting documentation accompanies the statements.
- G. Due to the size of the City and the number of transactions, we are not advocating the use of a purchase order system, but consideration should be given to whether this might improve the purchasing system. Use of blanket purchase orders limiting total expenditures to a maximum amount could be used for certain vendors frequently used by the City.

5. **Improvements in the Cash Receipts Process**

Our review of the cash receipts process indicated the following observations and suggested improvements.

- A. The City uses a manual once-write system to post cash receipts, both for over-the-counter receipts and those received in the mail at City Hall. The system simultaneously prepares a pre-numbered receipt that may be provided to the individual for over-the-counter receipts. While this seems to work for the City due to the infrequent cash receipts activity (except at year-end when occupational license fees are due), the City should consider investing in software to automate this process.

The manual once-write pages (referred to as the “daysheet”) are provided to the contract accountant at month-end after they are manually coded for general ledger recording. The legibility of the activity and coding on the daysheets can be misinterpreted and cause miscodings in the general ledger. Also, the general ledger coding should be summarized by account number to further reduce the chance of error – this was being accomplished during the period of our review, but due to the change in personnel and reduced manpower, has not been accomplished in recent months. Recent attempts at transposing the information onto typed sheets to improve legibility has been intermittent, due to reduced manpower.

We believe these problems could be resolved by investing in a software package that would automatically record and code the activity that would be more legible for the person recording the activity in the general ledger. Alternatively, use of a formatted Excel template to capture the activity and record the general ledger coding would improve the legibility and serve the same purpose.

- B. We noted deposits in the bank were infrequent – in some months only one deposit was made for the entire month. The limited number of personnel is part of the issue. We recommend deposits be made at least once a week. We suggest coordination with the Police Department to assist in making deposits. The Police Department has more manpower, as well as providing additional security in transporting the deposits to the bank.

6. **Banking Procedures Need Improved Controls**

During the period of our review, the ability to transfer funds and access the City’s bank accounts has been limited primarily to one person – the former Assistant City Clerk. There

was no limit on the amount that could be authorized for transfer by that individual. The City has been working on ways to limit one person's ability to access and transfer funds from the City's bank account. We understand the current bank has posed some obstacles to resolving the City's concerns, and other banking solutions are being explored.

In resolving the City's concerns, consider the following:

- A. A transfer form should be utilized to initiate and authorize the transaction – this will provide permanent documentation of the activity.
- B. Access to the City's funds should have dual controls or a segregation of duties. At least two people should be involved in any transfer of funds – one to initiate the transaction, another to approve the transaction. If it is possible to get the bank to further authenticate the transfer by obtaining specific verbal authorization, that would be an enhancement to the process.
- C. After the fact review should also be performed by a designated individual, such as a council member or as an agenda item at regular council meetings.
- D. Ensure only authorized personnel are assigned PIN or access numbers allowing access to the City's bank accounts.
- E. Place limits on the amount of any transfers by the authorized individuals.
- F. The City should obtain a copy of the monthly bank reconciliation prepared by the contract accountant and review for reasonableness and agreement to the general ledger.

7. **Review Need for Payroll Bank Account**

The City maintains three bank accounts with Wachovia Bank – 1) main operating 2) payroll and 3) law enforcement trust account (see comment No. 11). The City earns interest and is paid monthly on the overall balance in the accounts. Although the bank calculates a monthly service charge for the existence and use of these accounts, the City is not actually charged a service fee due to the large balance maintained in the main operating account.

There has been no activity in the payroll account during the period of our review since employees' payroll is direct deposited in their individual accounts. Due to the lack of activity, we recommend the City consider the need to continue to maintain a separate payroll account.

8. **Ensure Compliance with Charter**

The City's Charter Section 5.09 states the City's unrestricted reserves shall not exceed 75% of gross annual revenues. We noted, as of September 30, 2010, the City's unrestricted reserves of the governmental funds approximated 87% of gross annual revenues. We recommend the City comply with its charter provisions.

We remind the City about the pending implementation of Governmental Accounting Standards Board (GASB) Statement No. 54 – *Fund Balance Reporting and Governmental Fund Type Definitions*. This pronouncement redefines elements of fund balance for governmental funds – see Appendix E for a brief summary of those provisions. As such, the City may wish to revisit the wording in its charter re: Section 5.09 to clarify its intent as it seems to conflict with the new guidance in GASB Statement No. 54.

9. **Review Coverages in Insurance Policies**

As explained in item No. 10 under Procedures Performed, we ascertained certain information concerning the City’s commercial insurance policies and have several observations and recommendations.

- A. The City should ensure it has a current copy of its insurance policy on file.
- B. Schedule an annual review with its insurance agent to ensure the coverages are adequate and up-to-date.
- C. Ensure the contents of the police vehicles are included in the coverage.
- D. Since the Police Department has a significant amount of the items and dollar amount of coverage, we recommend the Police Chief or his designee be included in the annual discussion and/or solicit his input.

10. **Improvement to Florida Retirement System Controls**

We understand only one person inputs the data into the FRS on-line system and transfers the funds to the FRS without further oversight or review. It is possible for that person to input incorrect information into the system, calculate improper contribution amounts and transmit the funds to the FRS. We recommend a procedure be in place requiring a review and approval process to ensure the amounts are correctly calculated prior to transmission.

11. **Rename Fund Balance Reserves for Clarity**

As further explained in comment No. 13 under Procedures Performed, there has been ongoing concern and confusion over several fund balance reserve accounts (funds), particularly the police training (education) fund, fines and forfeitures fund, and law enforcement trust fund (LETF). The latter fund relates to the separate bank account maintained by the City labeled the “law enforcement forfeiture account” required by F.S. 932.7055(5)(a). We believe some of the confusion is created by the similarity in names between some of the funds. During the period of our review, we ascertained that the proper amounts have been credited to the police training (education) fund and the fines and forfeitures fund -- both deposits coming from the Orange County Clerk of Courts on a monthly basis.

There was minimal activity in the law enforcement forfeiture bank account as demonstrated in Appendix C. This bank account has no check writing privileges. Disbursements are authorized by the Police Department and transfers are made to the main operating account where those expenditures are recorded. However, the general ledger contains expenditure activity in the LETF Expenditures account (general ledger account 521590-06) that is not contained in the law enforcement forfeiture bank account. We believe expenditure activity was incorrectly recorded in this account that should be coded to the police education or training fund. We believe these miscodings were corrected during the year-end audit.

Significant adjustments are made annually during the audit that affect the fund balance reserves; however, there appears to be a lack of communication between the audit firm and the contract accountants regarding these adjustments. Our review indicated the contract accountants are not knowledgeable of the reasons for the adjustments. We recommend the following:

- A. Based on discussion with the Police Department personnel (officer Ron Beardslee), the law enforcement trust fund (LETF) will be renamed the "Seizure account". We suggest the name of the bank account be changed to be identical to avoid further confusion.
- B. Activity in the law enforcement forfeiture bank account (to be renamed "Seizure account") is very sporadic due to the nature of the account. City Hall staff and Police Department personnel should coordinate with the contract accountants over the proper use of the "Seizure" bank account to avoid reconciliation problems with the general ledger account. Improved communication between the parties should improve the current problems.
- C. Improved communication between the audit firm and the contract accountants is necessary to ensure all parties understand the reasoning and support for the various adjustments to the fund balance reserves.

12. Consolidate Employee Benefit Plans

The City offers a cafeteria plan to employees who may choose among several benefits including health, dental, disability and life insurance. It also implemented over the years a number of different employee benefits from various providers, such as a prepaid legal plan, life insurance, cancer insurance, a Northwest Retirement plan, and an AFLAC plan. Some of these latter plans have only one or two participants. Management's intent was to provide a wide range of benefits for City employees. However, minimal participation and the extra administrative paperwork created by the many plans make the rationale of continuing the wide range of plans questionable.

We recommend City management review existing plans with the objective of simplifying these offerings without undermining employee benefits.

APPENDIX A

CITY OF EDGEWOOD ADVISORY SERVICES

Our engagement will cover a fifteen month period, including the City's last fiscal year from October 1, 2009 to September 30, 2010, and the three months ending December 31, 2010. Our emphasis will primarily be focused on the City's financial operations which take place at City Hall. It is not intended to include a review of the operations of the City's Police Department – only as it relates to specified financial operations in coordination with the activities at City Hall. The purpose of this engagement is to identify any weakness or risk areas, within the scope of the procedures performed, to which the City may be exposed.

Our advisory services will encompass the following enumerated procedures which you agree will be sufficient for your purposes:

1. We will read the City's personnel manual, charter, policy manual, City Council Minutes, latest audit report, and monthly financial reports to obtain an understanding of the nature of its activities and operations, as well as the City's operating procedures.
2. We will interview certain council members, City staff, the external audit firm, and the contract accounting firm to assist us in obtaining an understanding of the control environment and internal control procedures in place. We understand certain City staff in place during the time period specified above may not be available as they are no longer employed by the City. This may affect our complete understanding of the operating procedures in place during the specified time-frame.
3. We will use an internal control questionnaire designed for governmental entities to identify internal controls in place at the City in the following areas:
 - A. Cash receipts cycle
 - B. Cash disbursements cycle, including purchasing and accounts payable
 - C. Payroll cycle
 - D. Computer Security

The purpose of these procedures is to determine if the internal control procedures in place are appropriate for a municipality the size of the City of Edgewood, and recommendations for improvement.

4. We will examine a sample of City employee personnel files to determine if they are maintained in accordance with the City's requirements.
5. Utilizing the City's QuickBooks program/files, we will obtain a listing of vendors paid during the period. In consultation with City personnel, such listing will be reviewed to identify inappropriate or questionable vendors. Payments to those vendors will be traced to supporting documentation to verify their propriety.

6. We will obtain a listing of City employees. Utilizing the QuickBooks files, we will obtain a listing of payments made to each employee in the payroll register. We will compare the list of payments made to each employee to the authorized pay rates/salaries in the employees' personnel files – the purpose of which is to determine if any excess payments outside of the approved pay rates/salaries are identifiable.
7. Utilizing the City's QuickBooks files, we will perform a search for payments made to City employees outside of the payroll module. If any payments are identified, we will trace the payments to supporting documentation to determine the nature and propriety of the payments.
8. We will obtain and review copies of the City's monthly bank statements and bank reconciliations to determine their accuracy and agreement with the City's records.
9. We will obtain an understanding of the City's internal controls relative to its bank accounts, including employee electronic access to such accounts with the purpose to identify any weaknesses and the City's possible exposure.
10. We will examine the City's commercial insurance policies and make specific inquiries as to the adequacy of coverage to determine if coverage appears to be adequate from a risk standpoint (we are not insurance experts, and adequacy of your insurance coverage should also be evaluated in consultation with your insurance agent).
11. We will examine the City's records pertaining to contributions to the Florida Retirement System to determine that the proper amounts were contributed on behalf of all eligible employees.
12. We will discuss with City management accounting and internal control procedures for monitoring federal or state funding such as FEMA funds.
13. We will review all second dollar fund and restricted fund ledgers and balances.

APPENDIX B

City of Edgewood
 Credit Card Analysis
 October 1, 2009 to September 30, 2010

	Check No.	Police Department		City Hall		Total Payment
		Pete Marcus	Shannon Patterson	Debbie Wallace	Sheyenne Contreras	
Credit Limit		\$ 5,000.00	1,000.00	1,000.00	5,000.00	
October 2009	19159	69.28	101.78	171.66	260.13	602.85
November 2009	19255	3,427.33	688.39	55.17	800.53	4,971.42
December 2009	19328	1,096.56	447.78	313.89	1,120.97	2,979.20
January 2010	19388	731.91	445.18	214.88	1,026.97	2,418.94
February 2010	19478	413.86	87.00	164.84	63.28	728.98
March 2010	19599	814.06	204.54	73.89	376.24	1,468.73
April 2010	19670	2,983.01	277.65	60.94	606.32	3,927.92
May 2010	19734	139.38	58.37	699.83	1,296.09	2,193.67
June 2010	19792	30.96	-	144.30	1,995.85	2,171.11
July 2010	19853	501.92	376.45	270.16	533.37	1,681.90
August 2010	19931	-	-	566.34	265.98	832.32
	19963	2,801.66	524.08			3,325.74
September 2010	20005	725.26	109.19	107.84	257.99	1,200.28
		<u>\$ 13,735.19</u>	<u>3,326.41</u>	<u>2,843.74</u>	<u>8,603.72</u>	<u>28,503.06</u>
October 2010	20093	1,258.20	335.77	150.00	465.98	2,209.35
November 2010	20155	456.91	987.74	81.05	109.92	1,602.62
December 2010	20249	1,185.06	659.91	33.24	748.13	2,626.34

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APPENDIX C

City of Edgewood
 Law Enforcement Forfeiture Account (Wachovia Bank)
 Bank Account No. 2000028862341
 October 1, 2009 to September 30, 2010

	Deposits	Withdrawals - Transferred to Main Operating Acct.	Balance
September 2009			9,037.69
October 2009			9,037.69
November 2009			9,037.69
December 2009	500.00		9,537.69
January 2010			9,537.69
February 2010		(7,098.62)	2,439.07
March 2010			2,439.07
April 2010			2,439.07
May 2010			2,439.07
June 2010			2,439.07
July 2010	7,165.75		9,604.82
August 2010			9,604.82
September 2010		(2,600.00)	7,004.82
October 2010			7,004.82
November 2010			7,004.82
December 2010			7,004.82

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APPENDIX D

POLICE CAR AND ADD-ON EQUIPMENT

CAR COSTS	
FORD CROWN VICTORIA	\$22,651
CAGE	\$0
REAR SEAT	\$0
TRUNK BOX	\$0
GRAPHICS	\$300
RADIO	\$5,000
SIREN/LIGHT CONTROLLER	\$256
EMERGENCY LIGHTS	\$2,100
SIREN W/SPEAKER	\$300
AED (DEFIB)	\$2,000
RADAR	\$1,500
FLASHLIGHT	\$120
FIRE EXTINGUISHER	\$65
FIRST AID KIT	\$50
PPE KIT	\$15
FINGERPRINT KIT	\$75
COMPUTER STAND	\$200
NARCOTICS TEST KIT	\$50
FORM BOX	\$35
GUN RACK	\$300
CONSOLE	\$250
TOTAL	\$35,267

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14,616

APPENDIX E

GASB STATEMENT # 54

FUND BALANCE REPORTING AND GOVERNMENTAL FUND TYPE DEFINITIONS

- I. Objective is to enhance the usefulness of fund balance information by providing clearer fund balance classifications that can be more consistently applied by clarifying the existing governmental fund type definitions.
- II. Reasons why the statement was issued – critics have argued that change was needed because:
 - A. The terms used to describe the various components of fund balance (i.e. *reserved*, *unreserved*, *designated*, and *undesignated*) are scarcely intuitive and have frequently been misunderstood by financial statements users without a background in governmental accounting and financial reporting.
 - B. Governments often have applied these categories inconsistently. For example, some governments have included resources subject to self-imposed limitations within *reserved fund balance*. Other governments have used that same category for resources subject to spending limitations that are not narrower than the purpose of the fund.
 - C. Some have questioned whether the focal point for classification should be availability for expenditure, especially given the fact that many governments budget on a basis quite different from GAAP.
- III. This statement abandons the traditional focus on the availability of resources for spending to concentrate instead on “**the extent to which the government is bound to honor constraint on the specific purposes for which amounts in the fund can be spent.**”
- IV. Five specific components of fund balance are identified
 - A. **Nonspendable fund balance** (inherently nonspendable)
 1. Portion of net resources that cannot be spent because of their form
 2. Portion of net resources that cannot be spent because they must be maintained intact
 - B. **Restricted fund balance** (externally enforceable limitations on use)
 1. Limitations imposed by creditors, grantors, contributors, or laws and regulations of other governments
 2. Limitations imposed by law through constitutional provisions or enabling legislation
 - C. **Committed fund balance** (self-imposed limitations set in place **prior to the end of the period**)
 1. Limitation imposed at highest level of decision making that requires formal action at the same level to remove
 - D. **Assigned fund balance** (limitation resulting from intended use)
 1. Intended use established by highest level of decision making
 2. Intended use established by body designated for that purpose
 3. Intended use established by official designated for that purpose
 - E. **Unassigned fund balance** (residual net resources)
 1. Total fund balance in the general fund in excess of nonspendable, restricted, committed, and assigned fund balance
 2. Excess of nonspendable, restricted, and committed fund balance over total fund balance

V. Stabilization Arrangements

- A. Used to refer to economic stabilization, revenue stabilization, budgetary stabilization or other similarly intended (including “rainy day”) arrangements.
- B. May be expended only when specific circumstances exist
- C. Report in the general fund as restricted or committed if they meet the criteria set forth for these specific components of fund balance. If not, report as unassigned.
- D. Report in a special revenue fund only if the resources derive from a specific restricted or committed revenue source.

VI. Disclosure requirements related to fund balance

- A. Nonspendable fund balance – amounts not in spendable form vs. amounts that legally or contractually must be maintained intact (if not visible on the balance sheet);
- B. Committed fund balance – the highest level of decision making authority and the formal action needed to establish, modify, or rescind the commitment;
- C. Assigned fund balance – the body or official authorized to make assignments and the policy pursuant to which authorization is given;
- D. Flow assumption – for restricted vs. unrestricted;
- E. Flow assumption – for unrestricted (i.e., committed vs. assigned vs. unassigned);
- F. Significant encumbrances – by major fund and for nonmajor funds in the aggregate (as part of the required disclosure for significant commitments);
- G. Stabilization arrangements – authority for establishing, requirements for additions, conditions for spending, and the balance (if not separately displayed); and
- H. Minimum fund balance policies – a description of the policy established by the government that sets forth the minimum amount

VII. Governmental Fund Type Definitions

- A. General Fund – should be used to account for and report all financial resources not accounted for and reported in another fund
- B. Special Revenue Funds
 - 1. Amended definition – “used to account for and report the proceeds of specific revenue sources that are restricted or committed to expenditures for specified purposes other than debt service or capital projects”
 - 2. The term proceeds of specific revenue sources establishes that one or more specific restricted or committed revenues should be the foundation for a special revenue fund
 - 3. A constraint on the purpose of which resources may be used is not sufficient to justify use of a special revenue fund – the resources must also be derived from a specific revenue source (or sources).
 - 4. Should not be used to account for resources held in trust for individuals, private organizations, or other governments

5. Other resources (investment earnings and transfers from other funds, for example) also may be reported in the fund if those resources are restricted, committed, or assigned to the specific purpose of the fund.
 6. Discontinue and instead report the remaining resources in the general fund if the government no longer expects a substantial portion of the inflows will derive from restricted or committed revenue sources.
- C. Capital Projects Fund
1. Amended definition – “used to account for and report financial resources that are restricted, committed, or assigned to expenditures for capital outlays, including the acquisition or construction of capital facilities and other capital assets”.
 2. Makes it clear that this fund type is not limited to the acquisition of major capital facilities.
 3. Governments may continue to use this fund for acquisitions of items such as buses or fire trucks, for example.
- D. Debt Service Funds
1. No substantive change to the definition – “used to account for and report financial resources that are intended, committed, or assigned to expenditures for principal and interest.”
 2. Should be used to report resources that are legally mandated.
 3. Financial resources that are being accumulated of principal and interest maturing in future years should also be reported in this fund type.
- E. Permanent Funds
1. No substantive change to the definition – “used to account for and report resources that are restricted to the extent the earnings, and not principal, may be used for purposes that support the reporting government’s programs – that is, for the benefit of the government or its citizens.”
 2. Does not include private purpose trust funds
- VIII. Disclosure requirements related to fund types
- A. The purpose for each major special revenue fund – identifying which revenues and other resources are reported in each of these funds.
- IX. Effective Date and Transition
- A. Periods beginning after June 15, 2010. Early implementation is encouraged.
 - B. Fund balance reclassifications made to conform should be applied retroactively by restating fund balance for all prior periods presented.
 - C. Statistical section – changes to fund balance information may be made prospectively, although retroactive application is encouraged. If not restated, explain the nature of the differences for the prior information.

Intersection Safety Cameras

Site Analysis Report

Orange Ave & Holden Ave
Orange Ave & Gatlin Ave
Orange Ave & Mary Jess Rd
Hoffner Ave & Hansel Ave

Prepared for:

City Of Edgewood, FL
Police Department



By:



June 15, 2011

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Introduction

Gatso USA has developed a proven methodology that will provide the City Of Edgewood the most accurate, relevant information necessary to select the most at-risk intersections in need of Red Light Enforcement protection. Gatso USA has assembled a team that provides extensive expertise in their respective fields to ensure that the City receives sound and detailed information to first determine if a significant safety problem exists at each approach and then develop a safe and optimum design for the placement of the equipment.

The final decision for selection and approval of intersections rests with the City Of Edgewood. The purpose of this report is to provide information specific to sites proposed by the City which can be used within the larger context of all the other program policy considerations to select the sites most appropriate for the Red Light Camera Enforcement Program.

The report is organized as follows:

- Introduction and Methodology
- Intersection detail
- Intersection photos
- Recommendation



Methodology

The four intersections selected for this report were provided by the City's Police Dept. as part of their investigation process. The intersection of Hoffner & Hansel was surveyed at the convenience of Gatso USA. The Police Dept was very clear this intersection is currently County owned and not within the City limits of Edgewood but there had been some informal discussions in the past regarding annexation. While Gatso USA was performing the surveys at the three City owned intersections it was decided to also include this intersection.

1. Orange Ave & Holden Ave
2. Orange Ave & Gatlin Ave
3. Orange Ave & Mary Jess Rd
4. Hoffner Ave & Hansel Ave

The evaluation was conducted during the week of June 6, 2011. The physical geometric design and characteristics of each intersection were reviewed and also the ability to determine optimal image quality and constructability.

Average Daily Traffic (ADT) is considered in the preparation of this report. ADT information was found on the FDOT website.

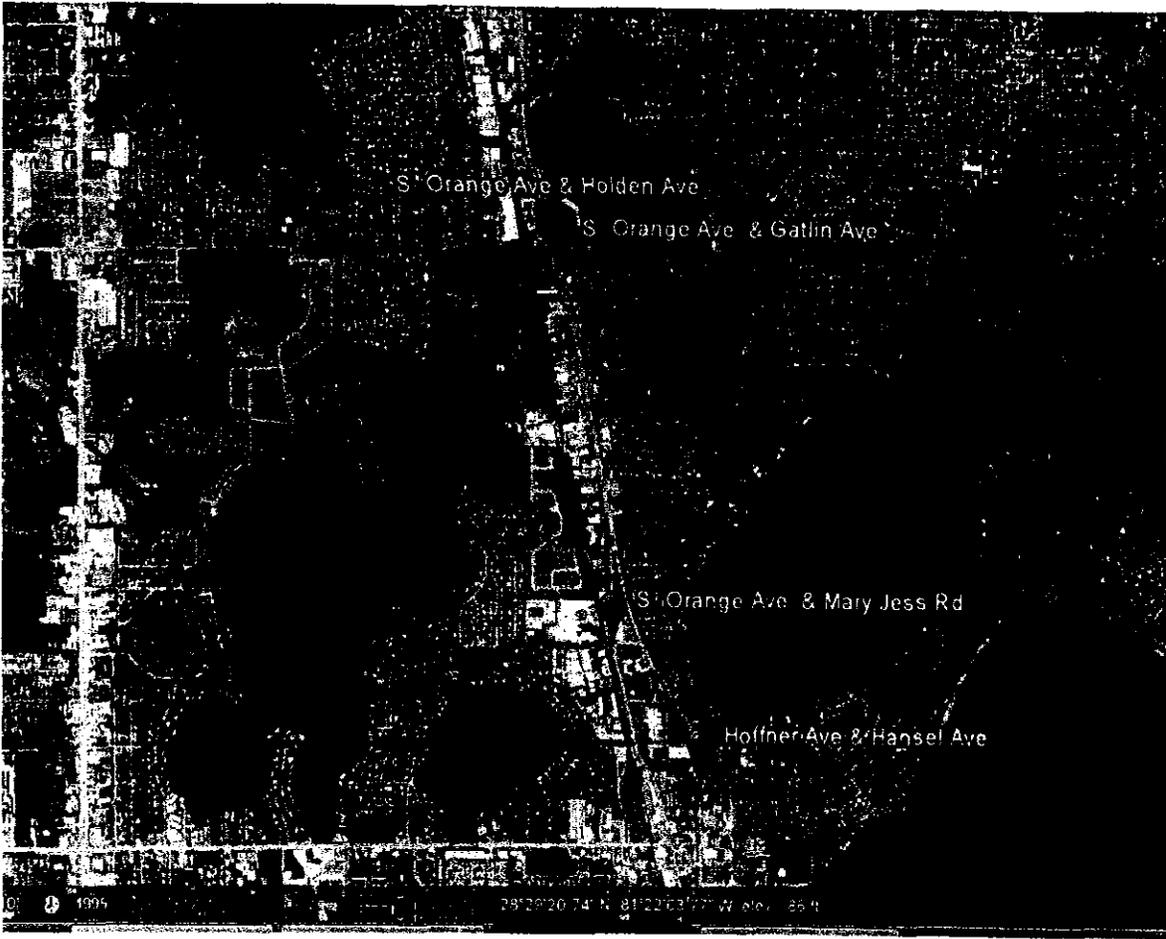
Gatso USA Implementation and Engineering staff reports

Constructability evaluations are conducted by Gatso USA engineering staff to identify any impediments to installation based on standard construction practices. Considerations include:

- Approximate location of camera equipment and any impediments to image capture
- Condition of pavement to support installation of in-ground detection loops (if desired)
- Vehicle detection loop or non-invasive vehicle detection placement issues
- Availability of electrical utility facilities
- Availability of communication utilities for data connections
- Amber time meets ITE standards
- Red light running is observed
- Engineering changes to the intersection which could reduce red light running negating the need to install cameras

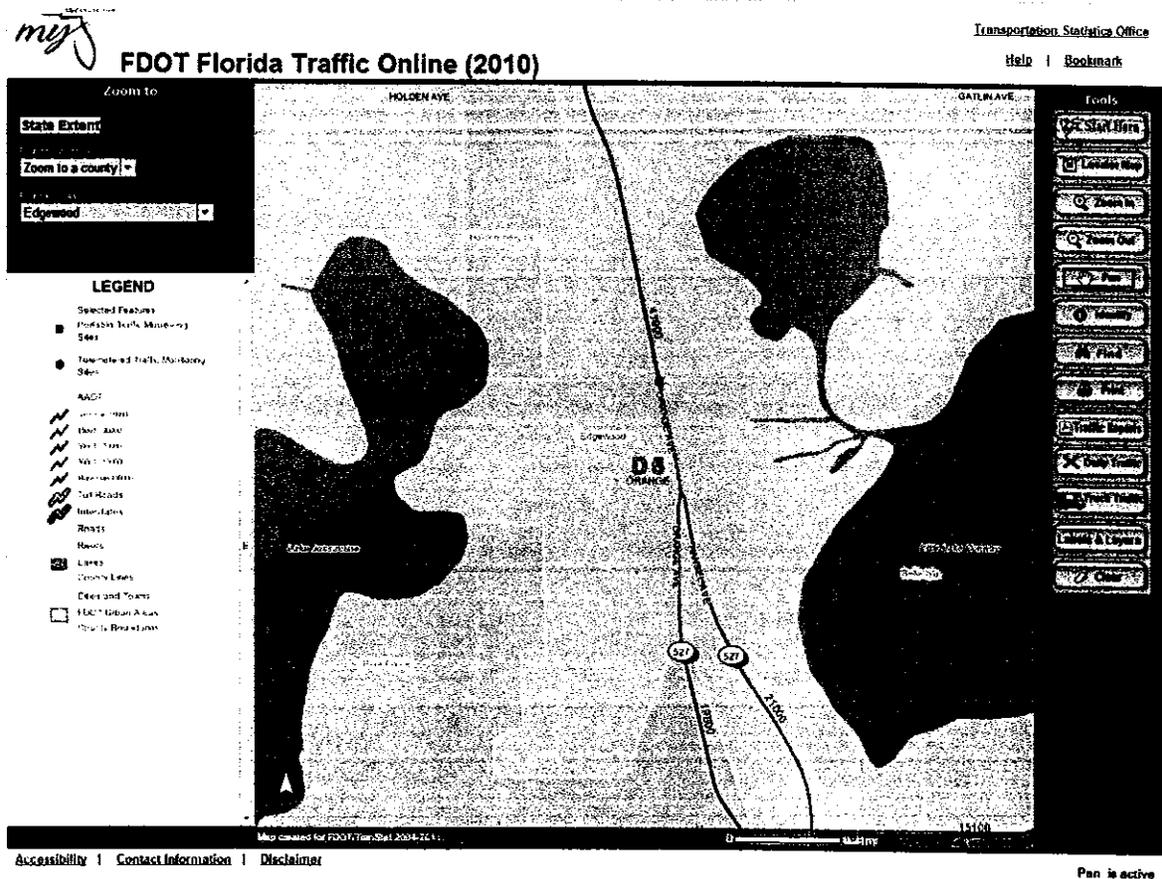


Aerial View of Intersections Studied



Average Daily Traffic

Orange Ave & Holden Ave	36,394 north of Holden on Orange 41,000 south of Holden on Orange n/a west of Orange on Holden
Orange Ave & Gatlin Ave	36,394 north of Gatlin on Orange 41,000 south of Gatlin on Orange n/a east of Orange on Gatlin
Orange Ave & Mary Jess Rd	19,500 on Orange at Mary Jess n/a east of Orange on Mary Jess n/a west of Orange on Mary Jess
Hoffner Ave & Hansel Ave	21,000 on Hansel south of Hoffner 15,100 east of Hansel on Hoffner n/a west of Hansel on Hoffner



Intersection 1: Orange Ave & Holden Ave

Intersection Profile

General Description:

Orange Ave is a major north south arterial through the center of the City of Edgewood. It also provides commuter traffic access to the City of Orlando from the south. Holden Ave east of Orange is only parking lot access. Holden to the west of Orange provides access to residential neighborhoods and communities to the west.

SE corner contains the Ft Gatlin Shopping Center, NW has a Goodyear Tire dealer, SW is Pop's Auto Care and the NE corner Wachovia Bank

Analysis:

1	What is the Posted Speed?	EB- n/a WB- 35 SB- 40 NB- 40
2	Are vehicles traveling at or over posted speed?	Yes
3	Is the approach on a steep decline or incline?	No
4	Does the street curve severely at the intersection?	No
5	Is there high pedestrian traffic?	Yes
6	Is there a crosswalk?	Yes, all but south
7	Are there pedestrian traffic signals?	Yes, all but south
8	Are there any schools nearby?	Yes, Esteem Academy
9	Is there high truck traffic?	Yes
10	Is this a T-intersection or one way streets?	Yes
11	What is the Violation Point?	Stopbar
12	Is there a slanted stop bar?	No
13	Are there any existing traffic loops?	Yes
14	What is the roadway surface made of?	Asphalt
15	Condition of pavement?	Good
16	Are there manholes/other metal objects in lanes (within 20 feet of violation point)?	No
17	Is there a parking lane or bike lane	Yes Bike lane NB
18	Are there posted parking regulation?	No
19	Where is traffic controller located?	SW
20	Is there any ownership label on the traffic controller cabinet?	No
21	Where does the TC get its power?	Concrete traffic signal tension pole adjacent
22	Is power overhead or in-ground?	Overhead
23	Are there visors on traffic lights?	Yes
24	Are back plates present?	No except WB
25	Size of signal heads?	12inch
26	Are the signal lamps LED?	Mixed
27	How many signal heads on thru approaches?	EB-2 WB-2 SB-2 NB-2
28	How many signal heads on LHT approaches?	EB-1 WB-0 SB-1 NB-1
29	Is there a RHT arrow?	NO
30	Signal heads on pole or cable strung?	Cable
31	Number of incandescent signal lamps?	N/A
32	Is cable communications visible?	Yes, east and south
33	Is telco communications visible?	No
34	Are there any cables directly overhead where the LTR pole would be installed and interfere with?	
35	if there is a median wide enough for the camera?	No

Intersection Safety Cameras

36	Is there anything fancy about the sidewalk (concrete stamping, brickwork, landscaping)?	No
37	Luminaries wattage?	Yes Watts-360 Locations-SE
38	Are there any signs or trees that might block view of camera?	No
39	Will the stopbars require repainting?	No on north-south, yes on east-west
40	Length of through lanes yellow phase?	EB-3.8 sec. WB-3.8 sec. SB-3.8 sec. NB-3.8 sec.
41	Length of LHT lanes yellow phase?	EB-3.5 sec. WB-N/A sec. SB-3.3 sec. NB-3.3 sec.
42	Were there any cars running the light while site was being observed?	Yes
43	Is the proposed camera pole location clear?	Yes except EB - trees

LANE COUNT				
	NB	EB	SB	WB
No. of Left Turn Only Lanes	1	1	1	1
No. of Left/Through Lanes				
No. of Through Lanes	2		1	
No. of Right/Through Lanes		1	1	1
No. Right Turn Only Lanes	1			

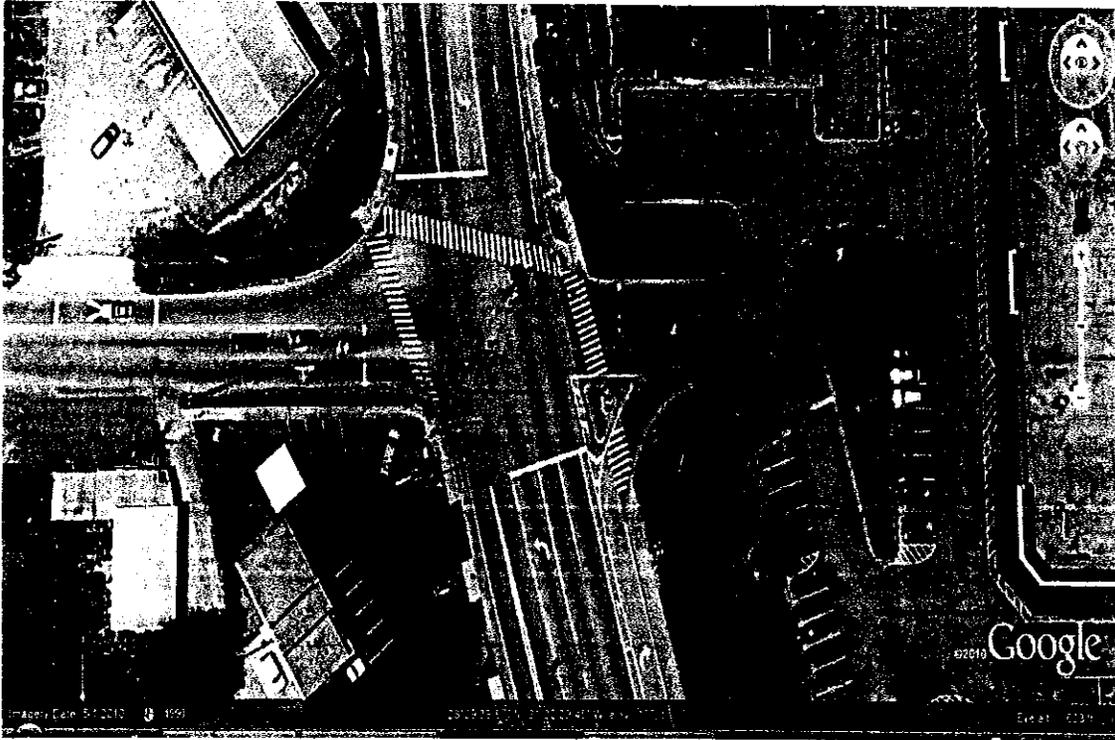
Direction	Lane 1	Lane 2	Lane 3	Lane 4	Lane 5	Lane 6	Lane 7
NB	14.5 LHT	11.4 THRU	11.6 THRU	4.9 BIKE	11.1 RHT		
WB	12.6 LHT	11.7 THRU/RHT					
SB	13.2 LHT	11.2 THRU	10.9 THRU/RHT	4.3 BIKE			
EB	12.2 LHT	12.1 THRU/RHT					

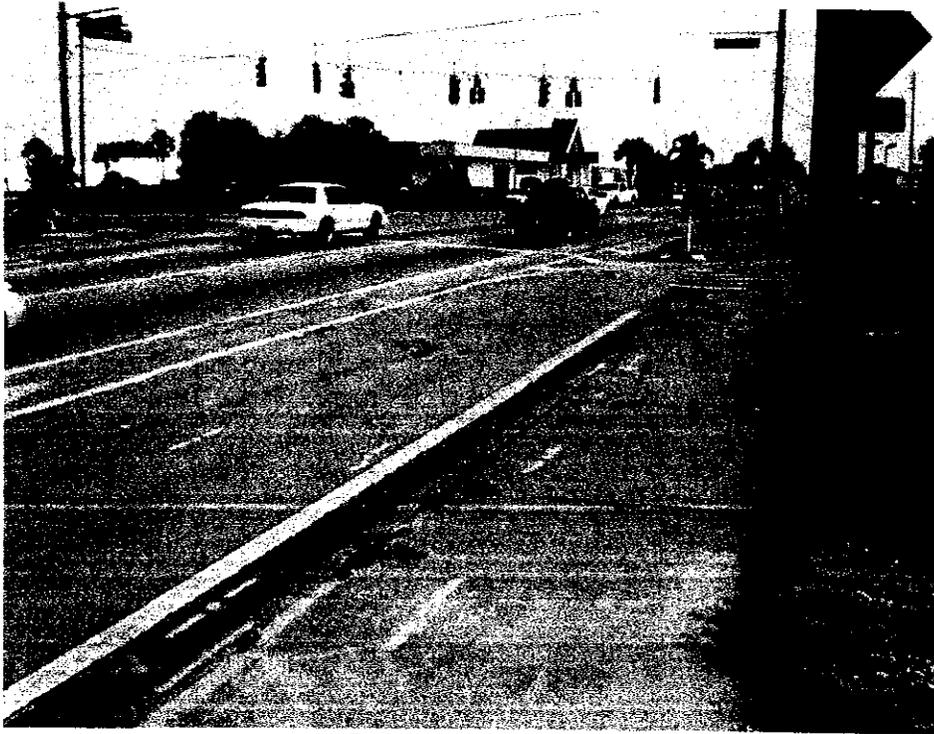
Camera Placement Issues or Other Notes:

Signal rats installed.
 Yield sign for RHT NB.
 NB sidewalk is 6'2".
 Recent utility markings on SW corner.
 WB pc at 55ft
 NB is best choice if we can fit the pole under the overhead cables.

PHOTOS

Orange Ave & Holden Ave





NB Orange @ Holden



EB Holden @ Orange



SB Orange @ Holden

Intersection 2: Orange Ave & Gatlin Ave

Intersection Profile

General Description:

Orange Ave is a major north south arterial through the center of the City of Edgewood. It also provides commuter traffic access to the City of Orlando from the south. Gatlin Ave begins at Orange Ave and runs east into residential neighborhoods and other communities east.

SE corner has a Dry Cleaners, the NW and SW is a Kwik Stop Store and strip center and the NE is the Ft Gatlin Strip Shopping Center.

Analysis:

1	What is the Posted Speed?	EB- 25 WB- N/A SB- 40 NB- 40
2	Are vehicles traveling at or over posted speed?	Yes
3	Is the approach on a steep decline or incline?	No
4	Does the street curve severely at the intersection?	No
5	Is there high pedestrian traffic?	Yes
6	Is there a crosswalk?	Yes, east leg only
7	Are there pedestrian traffic signals?	Yes, east leg only
8	Are there any schools nearby?	Yes, Esteem Academy west of intersection
9	Is there high truck traffic?	Yes
10	Is this a T-intersection or one way streets?	Yes
11	What is the Violation Point?	Stopbar
12	Is there a slanted stop bar?	No
13	Are there any existing traffic loops?	Yes, NB
14	What is the roadway surface made of?	Asphalt
15	Condition of pavement?	Good
16	Are there manholes/other metal objects in lanes (within 20 feet of violation point)?	No
17	Is there a parking lane or bike lane	Yes, Bike NB
18	Are there posted parking regulation?	No
19	Where is traffic controller located?	NE
20	Is there any ownership label on the traffic controller cabinet?	No
21	Where does the TC get its power?	Concrete traffic tension pole adjacent
22	Is power overhead or in-ground?	Overhead
23	Are there visors on traffic lights?	Yes
24	Are back plates present?	No
25	Size of signal heads?	12inch
26	Are the signal lamps LED?	Mixed
27	How many signal heads on thru approaches?	EB- N/A WB- 2 SB- 2 NB- 2
28	How many signal heads on LHT approaches?	EB- N/A WB- 0 SB- 1 NB- 0
29	Is there a RHT arrow?	No
30	Signal heads on pole or cable strung?	Mast
31	Number of incandescent signal lamps?	N/A
32	Is cable communications visible?	Yes, east side
33	Is telco communications visible?	No
34	Are there any cables directly overhead where the LTR pole would be installed and interfere with?	Yes, NB
35	If there is a median wide enough for the camera?	No
36	Is there anything fancy about the sidewalk (concrete	No

Intersection Safety Cameras

	stamping, brickwork, landscaping)?	
37	Luminaries wattage?	Yes Watts- 360 Locations- NW
38	Are there any signs or trees that might block view of camera?	No
39	Will the stopbars require repainting?	No
40	Length of through lanes yellow phase?	EB-N/A sec. WB-3.8 sec. SB-3.8 sec. NB-3.8 sec.
41	Length of LHT lanes yellow phase?	EB-N/A sec. WB-N/A sec. SB-3.8 sec. NB-N/A sec.
42	Were there any cars running the light while site was being observed?	No
43	Is the proposed camera pole location clear?	Yes

LANE COUNT		NB	EB	SB	WB
No. of Left Turn Only Lanes					
No. of Left/Through Lanes				1	1
No. of Through Lanes		2			
No. of Right/Through Lanes				2	
No. Right Turn Only Lanes		1			1

Direction	Lane 1	Lane 2	Lane 3	Lane 4	Lane 5	Lane 6	Lane 7
NB	9.7 THRU	10.8 THRU	3.11 BIKE	8.11 RHT			
WB	11.2 LHT	10.11 RHT					
SB	11.10 LHT	11 THRU	2 DIVIDER	10.3 THRU	4 BIKE		
EB							

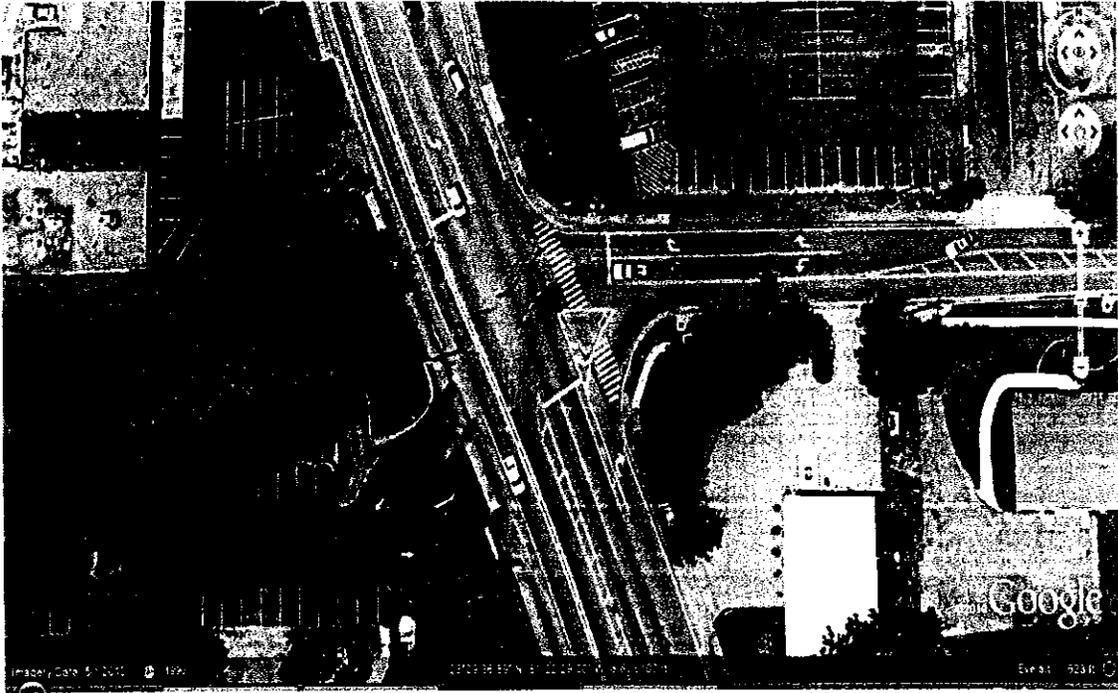
Camera Placement Issues or Other Notes:

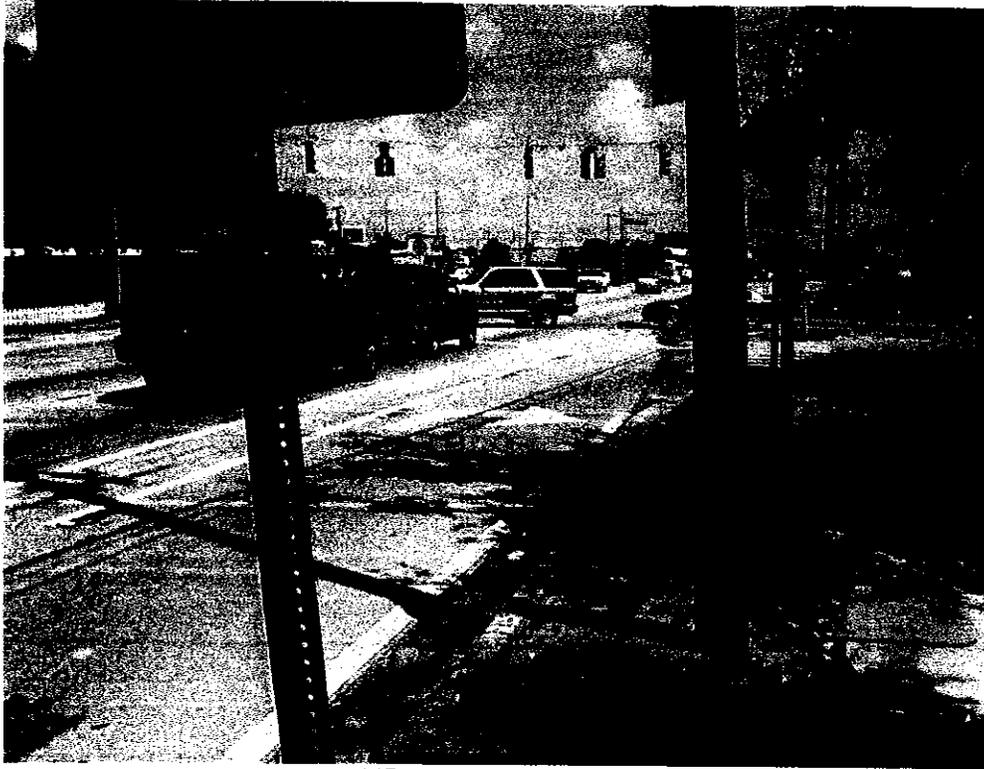
All 4 corners have utility marking paint on them.
 Train runs north-south west of Orange Ave.
 SB right lane has always green through arrow.
 SB has a driveway beginning at 28ft and ending at 94ft.
 SB pic at 96ft.

PHOTOS

Orange Ave & Gatlin Ave

Intersection Safety Cameras





NB Orange @ Gatlin



EB Gatlin @ Orange



SB Orange & @ Gatlin

Intersection 3: Orange Ave & Mary Jess Rd

Intersection Profile

General Description:

Orange Ave is a major arterial through the center of the City of Edgewood and one way when it passes through Mary Jess Rd. The intersection surveyed is the southbound side. Mary Jess Rd is a short road going only about ½ mile either side of Orange Ave. It provides access to mostly residential neighborhoods. Hansel is the northbound road at Mary Jess and no traffic signal is present. A large center island with businesses separates the north and south bound traffic.

The NW corner is Storage Rental facility, the SE corner is houses a yellow non-descript building, the NE corner has a Community Thrift Store and the SW corner is RR tracks and a field.

Analysis:

1	What is the Posted Speed?	EB- Not posted WB- 25 SB- 40 NB- N/A
2	Are vehicles traveling at or over posted speed?	Yes
3	Is the approach on a steep decline or incline?	Yes, EB comes out of a curve
4	Does the street curve severely at the intersection?	No
5	Is there high pedestrian traffic?	No
6	Is there a crosswalk?	Yes, all
7	Are there pedestrian traffic signals?	Yes, all
8	Are there any schools nearby?	Yes, Academy for Autism north of intersection
9	Is there high truck traffic?	Yes
10	Is this a T-intersection or one way streets?	No
11	What is the Violation Point?	Stopbar
12	Is there a slanted stop bar?	No
13	Are there any existing traffic loops?	Yes, EB & WB
14	What is the roadway surface made of?	Asphalt
15	Condition of pavement?	Good
16	Are there manholes/other metal objects in lanes (within 20 feet of violation point)?	No
17	Is there a parking lane or bike lane	Yes, SB
18	Are there posted parking regulation?	No
19	Where is traffic controller located?	SW
20	Is there any ownership label on the traffic controller cabinet?	No
21	Where does the TC get its power?	Concrete traffic signal strain pole adjacent
22	Is power overhead or in-ground?	Overhead
23	Are there visors on traffic lights?	Yes
24	Are back plates present?	No
25	Size of signal heads?	12inch
26	Are the signal lamps LED?	Mixed
27	How many signal heads on thru approaches?	EB-2 WB-2 SB-2 NB-N/A
28	How many signal heads on LHT approaches?	EB-0 WB-0 SB-0 NB-N/A
29	Is there a RHT arrow?	No
30	Signal heads on pole or cable strung?	Cable
31	Number of incandescent signal lamps?	N/A
32	Is cable communications visible?	No
33	Is telco communications visible?	No

Intersection Safety Cameras

34	Are there any cables directly overhead where the LTR pole would be installed and interfere with?	No
35	If there is a median wide enough for the camera?	No
36	Is there anything fancy about the sidewalk (concrete stamping, brickwork, landscaping)?	No
37	Luminaries wattage?	No Watts- Locations-
38	Are there any signs or trees that might block view of camera?	Some bushes SB
39	Will the stopbars require repainting?	Yes, EB & WB
40	Length of through lanes yellow phase?	EB- 3.3 sec. WB- 3.3 sec. SB- 3.8 sec. NB- N/A sec.
41	Length of LHT lanes yellow phase?	EB- N/A sec. WB- N/A sec. SB- N/A sec. NB- N/A sec.
42	Were there any cars running the light while site was being observed?	
43	Is the proposed camera pole location clear?	

LANE COUNT		NB	EB	SB	WB
No. of Left Turn Only Lanes			1*	1	1
No. of Left/Through Lanes					
No. of Through Lanes				1	
No. of Right/Through Lanes				1	1
No. Right Turn Only Lanes					

*for all directions

Direction	Lane 1	Lane 2	Lane 3	Lane 4	Lane 5	Lane 6	Lane 7
NB							
WB	10.4 LHT	10.6 THRU/RHT					
SB	12 LHT	12.6 THRU	12.5 THRU	4.2 BIKE			
EB	17.7 ALL						

Camera Placement Issues or Other Notes:

EB pic at 95ft west of RR tracks.

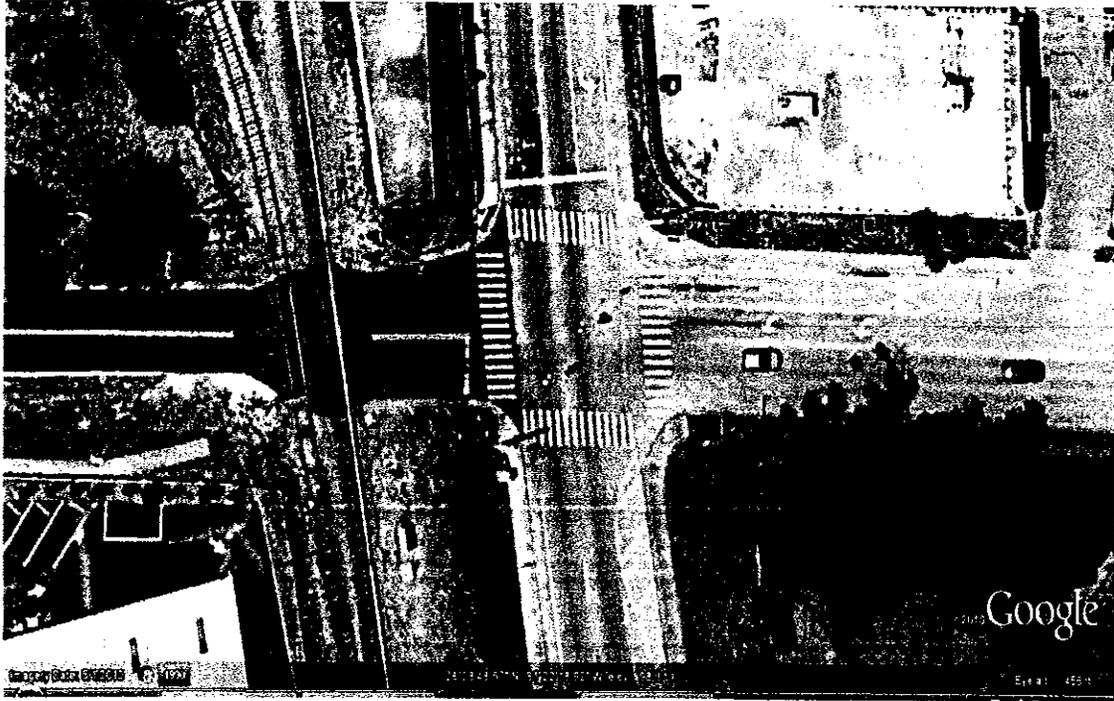
WB pic at 75ft.

SB pic at 58ft.

Placing camera on the east side for the SB direction may be better location and view.

PHOTOS

Orange Ave & Mary Jess Rd





EB Mary Jess @ Orange



WB Mary Jess @ Orange



SB Orange @ Mary Jess

Intersection 4: Hoffner Ave & Hansel Ave

Intersection Profile

General Description:

Hansel Ave is the northbound equivalent southbound Orange Ave. It is one way north at this intersection. Hoffner Ave begins at Orange Ave and provides access east of Hansel to mostly residential neighborhoods.

On the SE corner is a Lawyers Office, the SW is a pool repair business, the NW corner is a Seven eleven and the NE corner is First Southern Bank.

Analysis:

1	What is the Posted Speed?	EB- Not posted WB- 30 SB- N/A NB- 40
2	Are vehicles traveling at or over posted speed?	Yes
3	Is the approach on a steep decline or incline?	No
4	Does the street curve severely at the intersection?	No
5	Is there high pedestrian traffic?	Yes
6	Is there a crosswalk?	Yes, all
7	Are there pedestrian traffic signals?	Yes, all
8	Are there any schools nearby?	Yes, Pine Castle Elementary SE of intersection
9	Is there high truck traffic?	Yes
10	Is this a T-intersection or one way streets?	No
11	What is the Violation Point?	Stopbar
12	Is there a slanted stop bar?	No
13	Are there any existing traffic loops?	Yes, EB and WB
14	What is the roadway surface made of?	Asphalt
15	Condition of pavement?	Good
16	Are there manholes/other metal objects in lanes (within 20 feet of violation point)?	No
17	Is there a parking lane or bike lane	Bike, NB
18	Are there posted parking regulation?	No
19	Where is traffic controller located?	SW
20	Is there any ownership label on the traffic controller cabinet?	No
21	Where does the TC get its power?	Concrete traffic signal strain pole adjacent
22	Is power overhead or in-ground?	Overhead
23	Are there visors on traffic lights?	Yes
24	Are back plates present?	No
25	Size of signal heads?	12inch
26	Are the signal lamps LED?	Yes, NB
27	How many signal heads on thru approaches?	EB- 2 WB- 2 SB- 1 NB- 2
28	How many signal heads on LHT approaches?	EB- 0 WB- 0 SB- 1 NB- 0
29	Is there a RHT arrow?	No
30	Signal heads on pole or cable strung?	Cable
31	Number of incandescent signal lamps?	N/A
32	Is cable communications visible?	No
33	Is telco communications visible?	No
34	Are there any cables directly overhead where the LTR pole would be installed and interfere with?	Yes, NB and EB

Intersection Safety Cameras

35	If there is a median wide enough for the camera?	No
36	Is there anything fancy about the sidewalk (concrete stamping, brickwork, landscaping)?	No
37	Luminaries wattage?	Yes Watts-360 Locations- SW
38	Are there any signs or trees that might block view of camera?	Huge tree, NB on west side
39	Will the stopbars require repainting?	Yes, EB and WB
40	Length of through lanes yellow phase?	EB- 3.3 sec. WB- 3.3 sec. SB- N/A sec. NB- 4.3 sec.
41	Length of LHT lanes yellow phase?	EB- N/A sec. WB- N/A sec. SB- N/A sec. NB- N/A sec.
42	Were there any cars running the light while site was being observed?	
43	Is the proposed camera pole location clear?	

LANE COUNT	NB	EB	SB	WB
No. of Left Turn Only Lanes				
No. of Left/Through Lanes	1	1*		
No. of Through Lanes	1			1
No. of Right/Through Lanes				
No. Right Turn Only Lanes	1			1

*For all directions

Direction	Lane 1	Lane 2	Lane 3	Lane 4	Lane 5	Lane 6	Lane 7
NB	13.5 LHT	12.7 THRU	4.2 BIKE	10.11 RHT			
WB	10.2 THRU/LHT	10.11 RHT					
SB							
EB	10.10 ALL						

Camera Placement Issues or Other Notes:

WB RHT stopbar pushed out. Pic at 70ft off LHT/THRU stopbar.

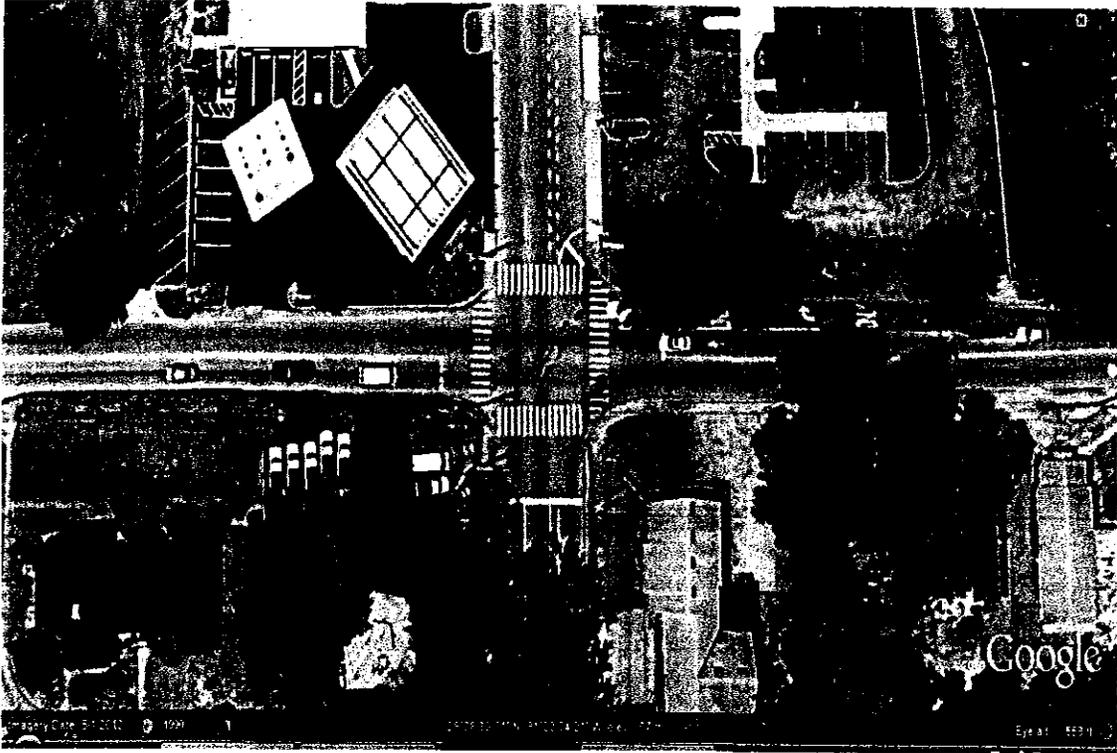
NB pic at 80ft for both sides. Also taken at 45ft.

NB on east has overhead cables.

NB on west has tree.

PHOTOS

Hoffner & Hansel





NB Hansel @ Hoffner



EB Hoffner @ Hansel



WB Hoffner @ Hansel

Recommendation

The City of Edgewood can reduce red lighting running with the installation of intersection safety cameras.

A total of four intersections were studied based upon referral from Police Department activity reports. Recommendations for those intersections follow.

Recommended Intersections Approaches for Automated Enforcement:

1. Orange Ave & Holden Ave

ADT numbers for traffic on Orange at Holden are 41,000. This is a significant number. Vehicles traveling northbound which make it through this intersection have over ½ mile of open road before they encounter the next traffic signal. In the southbound direction vehicles making the traffic light at Holden know they do not need to stop at Gatlin because of the through green arrow. This means a vehicle does not need to stop until arriving at Mary Jess over 1 mile south. Eastbound traffic on Holden must turn right or left at Orange Ave. There are overhead power cables running along the east side of Orange. Height measurements will need to be taken to determine if a camera pole would fit under these cables. **A camera is not recommended on Holden Ave. Red light running counts on Orange Ave should be performed.** Utilities have been located and marked on the SW corner. What work is scheduled there?

2. Orange Ave & Gatlin Ave

ADT numbers for traffic on Orange at Gatlin are the same as at Orange and Holden basically 41,000. In the northbound direction, traffic approaching the intersection has no reason to run the red light when they can see another red light 350ft in front of them at Holden. In the southbound direction traffic is aware the right lane has a constant through green arrow illuminated. Red light running cannot occur in this lane. The remaining two lanes are another through and LHT. While red light running can occur in these lanes, the volume will not be high because of the constant through lane. Traffic westbound on Gatlin must turn right or left at Orange Ave. While red light running can occur, the incidence of this will be minimal, **cameras are not recommended in any direction at this "T" intersection.** Utilities have been located and marked on all corners. What work is scheduled there?

3. Orange Ave & Mary Jess Rd

ADT numbers for traffic on Orange at Mary Jess are less than ½ the numbers at Gatlin and Holden recording only 19,500. Orange is one way south at Mary Jess so there is no two way traffic to consider. Mary Jess is a light duty road only running 450ft to the east before terminating in an apartment complex. To the west, Mary Jess only runs for 2/3 mile before terminating in a residential neighborhood. In-ground loops were visible on Mary Jess in the WB and EB direction. It is assumed the traffic light on Orange only turns red when traffic covers a loop on Mary Jess. This may not happen with enough frequency that a camera is needed. **It is recommended red light running counts be performed on southbound Orange at Mary Jess.**

4. Hoffner Ave & Hansel Ave

ADT numbers for traffic on Hansel south of Hoffner was 21,000. On Hoffner east of Hansel it was 15,100. Hoffner has its beginning at Orange Ave and travels east before turning NE passing through several residential neighborhoods. This accounts for the 15,000+ ADT. The ADT on Hansel is 50% less than further north on Orange because traffic has been split equally to Orange and Hansel. Height measurements will need to be taken to determine if a camera pole would fit under these cables. If the City was to annex this intersection in the future, it is recommended a count of red light be performed.

Respectively submitted,

Rich Kosina
Chief Technical Officer
Gatso USA
480 315-1386



Proof that Not All Elected Officials Are Politicians

As the newest member of the City Council with only four months of "being behind the scenes," I must tell my Edgewood neighbors that we are fortunate to have the leaders we have. Edgewood's elected officials are positively not "politicians," but rather true servant leaders. What do I base that on? Read on...

As you may know, Edgewood has the second lowest property tax rate in Orange County. Edgewood's 2010 millage rate at 3.95 falls below Orlando's 5.65, Belle Isle's 4.40 and even unincorporated Orange County's 4.43. Even with the lower rate, Edgewood still provides a top notch police department with an incredible response rate, as well as a unique online "Vacation Residence Check Request." So now when you're vacationing, you can have the peace of mind that our patrols will keep a watchful eye on your home and in your neighborhood and even walk your premises while you're gone!

How Edgewood is able to provide that among other essential services while keeping taxes low can be easily attributed to your Mayor and City Council. They do the job for free - and it's much more than the once a month council meeting!

We are incredibly fortunate to have recently retired Ray Bagshaw serve as our Mayor. His first two weeks on the job included directing traffic at midnight and helping residents trapped on their street due to downed power lines. He was also working full days directing tree trimming and debris clean up following two very bad thunderstorms. The Mayor also handles all the executive duties of the city overseeing our Police Chief, City Clerk, code enforcement and anything else that arises. In essence, Ray serves as our City Manager working 30-40 hours per week with no compensation. Many cities of our size pay their managers around \$75,000 a year. Ray does it because he cares!

I'm equally as impressed with the sacrifice of time and expertise by my fellow Council members. It's not uncommon to see Councilman Neil Powell checking street drains, the rail road tracks and even shoveling rocks at a railroad crossing that needs attention. During this last year when Edgewood was faced with the sudden loss of city staff, Councilman Malcolm Henley stepped in and successfully corrected or identified management and bookkeeping issues, putting in six to seven hours a day for months. Council President Judy Beardslee is generously loaning her 25 years in banking to help bring about and implement necessary internal controls while putting in multiple hours per week on budgeting and finance. Councilman Jim Bozeman serves as our liaison with Cypress Grove Park. Though a county park, it definitely impacts our quality of life.

As a resident of Edgewood, I would like to publicly thank the City Council and Mayor for their sacrifice of time and resources. We owe all of them a debt of gratitude. As the "rookie on the team", my hope is that my tenure will simply result in making Edgewood a little better than when I began.

NEWSLETTER ARTICLE

July 12, 2011

Officer Don Melville retired from the Police Department in June after a 40 year career in law enforcement. While the bulk of his career was with agencies other than Edgewood, Officer Melville brought his wisdom and experience to our community. Don was a great officer and he will be missed. To honor Officer Melville, and all officers, Mayor Bagshaw declared June 24, 2011 City of Edgewood Police Officers Appreciation Day. The Proclamation was presented to the Police Department at the City Council meeting on June 21. Prior to the meeting a cook out was held at the Edgewood Municipal Complex. The cook out was open to the public and a significant number of citizens were in attendance. This cook out was the start of what will become an annual event.

Just a few reminders to reduce the chances of becoming a crime victim:

- While working in your yard remember to lock the door to your house
- Lock your vehicle
- Remove your garage door opener from your vehicle

Remember – if you see something that seems out of place to you in your neighborhood call us. You can call the officer directly at 407-467-2435. If there is an emergency call 9-1-1.

Have a safe summer.

CODE ENFORCEMENT NEWSLETTER ARTICLE

July 12, 2011

In an effort to better serve the citizens of Edgewood, Mayor Bagshaw recently moved the Code Enforcement function to the Police Department. The only change you will observe is a change in phone number, the new phone number for code enforcement is now 407-851-2820. Mrs. Debbie Wallace is still the Code Enforcement Officer for the City of Edgewood. Sergeant Ron Beardslee is the supervisor of the Code Enforcement Section within the Police Department.

Mayor Bagshaw has indicated that he wants to improve the looks of our city. Towards that end an effort is being made to encourage all the businesses along Orange Avenue to bring their establishments into code compliance. The removal of trash, junk/un-licensed vehicles and other unsightly debris will help improve the looks of the city and accomplish code compliance.

Now that our days are longer, hotter and, hopefully, wetter all the outside plantings, including grass will be growing. The most frequent code complaint received is failure to maintain property. Grass must be kept at a maximum of twelve inches high, and debris is not allowed to accumulate on the property. Code enforcement will be actively enforcing this type violation.

Please contact us should you have any code related questions or issues.

A few weeks ago, severe winds in our city toppled some large oak trees and broke off limbs of others. Fortunately, we suffered no great financial damage in Edgewood – except for the cost of having the downed trees and limbs removed- a lot of which was paid by the city. So keep in mind: if you have a laurel or water oak, they are susceptible to insect damage, which destroys the internal trunk of the tree, thus weakening it. An arborist can inspect your tree, and give you some advice as to your potential damage or dangers. Call City Hall for the name of a company the city has used; or the name of a tree trimming company that can also advise you.

Those of us in the city who live on the shore of Lake Jessamine may have noticed a growth of something floating on the surface. Orange county EPD says it is bladderwort and is a seasonal growth. Their solution, ignore it – a typical governmental approach to a problem! It can be sprayed to kill it – and let it sink to the bottom of the lake, making more muck. But that’s not their problem – it’s yours!

Some of you may have noticed that CSX has recently mowed their railroad right-of-way. By law they are only required to do it twice a year; but over the past few years I’ve developed a friendly relationship with the CSX manager in Jacksonville and he now has a crew doing it three times a year. A polite relationship sometimes helps!

Do keep us informed of potholes or scabs in our streets, so we can try to make repairs. We know several streets need major repairs; but until the economy improves and city revenues improve (remember our low millage rate), it’ll be awhile before all needs are met.

I. POLICY STATEMENT

The Policy of the City of Edgewood shall be:

- A.** To provide exceptional and cost-effective services achieved through innovation from responsive employees working in partnership with the community.
- B.** To attract and retain employees of the highest caliber.
- C.** To select employees based on ability, training, and experience, without regard to age, gender, race, color, religion, national origin, veteran status, family status (except as limited by Florida Statutes governing nepotism), or disability which does not preclude the performance of the essential functions of the position with reasonable accommodation(s) provided as necessary.
- D.** To provide career advancement opportunities for employees through training and educational assistance programs.
- E.** To provide training for supervisory personnel which will assure their ability to lead and motivate their employees in an effective manner.
- F.** To provide compensation and employee benefits which are fair and competitive.
- G.** To provide clean, safe, and pleasant working conditions for empowered employees to deliver services in a courteous, responsible, and effective manner.
- H.** To provide a grievance procedure for the prompt and appropriate settlement of employee grievances.
- I.** To promote from within, whenever possible and in the best interest of the City, based upon ability, documented employment record, demonstrated and documented job performance, and satisfaction of position qualifications.
- J.** To encourage the development of individual acceptance of responsibility for the attainment of outstanding public service, in accordance with the City's goals and objectives, while adhering to the standards of conduct contained in this policy manual.
- K.** To provide a safe workplace for its employees. Therefore, the use, sale, or possession of alcohol or controlled substances by employees is prohibited while on duty or on City property because it can affect employees' performance and workplace safety. Additionally, the use, sale, or possession of controlled substances off duty is not acceptable. Such actions can have an adverse impact on how the public perceives the City of Edgewood and its employees.

II. AUTHORITY AND ADMINISTRATION

Section 1. SCOPE

These policies shall apply to and govern all employees of the City of Edgewood, with the following exceptions:

- Mayor and City Council members.
- Members of Boards and Commissions (with the exception of employee Pension Board Trustees)
- Persons employed on a contractual fee for service or retainer basis
- Volunteers of the City

These policies do not apply to represented employees, whose terms and conditions of employment are outlined in their collective bargaining agreement.

The Personnel Policy Manual is not intended to supersede the City Charter, Ordinances, or any Florida Statute/provision of the Florida Administrative Code. In the event of a conflict between this Manual and any of these documents, the documents shall prevail.

The contents of this Personnel Policy Manual constitute statements of the City's current policies and may be changed and updated in accordance with the City's Charter and Code of Ordinances. Nothing in this policy manual is intended to create an employment contract, either express or implied, between the City and any employee. Nothing in this policy manual binds the City to a specific or definite period of employment or to any specific policies, procedures, actions, rules, or terms and conditions of employment.

Section 2. AUTHORITY FOR ESTABLISHMENT OF POSITIONS

With the exception of provisions of the Charter, all positions or offices in the municipal organization, and their rates of pay, are administered by the Mayor and shall be confirmed by a majority vote of the City Council. Upon recommendation by a Department Supervisor for creation, elimination or a change to the rate of pay for a position within his or her department, the Mayor shall report to the City Council with a proposed course of action, which course of action may include non-action, within a reasonable time, which amount of time shall be determined by the City Council based on the circumstances of the recommendation. If the Mayor fails to report to the City Council within a reasonable time, the City Council may take action on the recommendation of the Department Supervisor.

Section 3. ADMINISTRATION AND APPOINTIVE AUTHORITY

With the exception of appointments reserved to the City Council by the City of Edgewood Code of Ordinances and Charter and Florida Statutes, general authority and responsibility for the personnel administration of municipal affairs is vested in the Mayor. Final authority to suspend or remove any City employee (except the City Clerk and Police Chief, who are at-will employees of the City Council) and to oversee all matters and subjects covered by these policies, is reserved to the Mayor. In the event the Mayor shall fail to take action consistent with these Policies on a violation of these Policies reported by a Department Supervisor within a reasonable amount of time, which amount of time shall be determined by the City Council based on the circumstances

of the reported violation, the City Council may take action based on the report of the Department Supervisor.

Section 4. ADMINISTRATION OF PERSONNEL POLICIES

~~Administration~~ Execution of these rules and policies shall be the responsibility of the Mayor, based upon the City of Edgewood's Council-Mayor form of municipal government. ~~Department Directors~~ Supervisors shall be responsible for the effective administration of these rules and policies within their respective operations. In the event the Mayor fails to take any action required by these Policies within a reasonable amount of time, which amount of time shall be determined by the City Council on a case by case basis, the City Council may take any necessary actions required by these Policies.

Section 5. AUTHORITY FOR DEVELOPMENT OF DEPARTMENTAL POLICIES

A Department ~~Director~~ Supervisor shall have the responsibility and authority to develop and implement internal departmental policies and standard operating procedures ~~subject to review and approval of the Mayor.~~ In the event of any conflict between such departmental procedures and the provisions contained in this manual, the provisions of the Personnel Policy Manual shall apply.

Section 6. AUTHORITY FOR VARIANCE FROM POLICY

A Department ~~Director~~ Supervisor shall have the right to request, in writing, a variance from these policies when individual exigent circumstances so justify. This request shall be submitted to the Mayor. All variances require the written approval of the Mayor **prior** to implementation unless the exigent circumstances make such prior written approval unreasonable.

Section 7. CHANGES/AMENDMENTS TO PERSONNEL POLICIES

The City Council is vested with the authority to establish the policies and procedures which govern the operations, services, and maintenance of the City of Edgewood. The City Council will review the Personnel Policy Manual in its entirety on a periodic basis and revise it as deemed necessary and appropriate. In the intervening periods, this Personnel Policy Manual may be revised from time to time by the City to reflect statutory or ordinance changes; City Council action(s); or as deemed necessary by the City Council.

III. DEFINITIONS

AGE LIMITS FOR EMPLOYMENT

Applicants must be at least eighteen (18) years of age in order to qualify for full-time employment with the City. However, applicants who have reached sixteen (16) or seventeen (17) years of age may be considered for certain types of employment, as outlined in Florida Statutes.

AT-WILL EMPLOYMENT

At-will employees serve at the will of, and may be removed with or without cause and with or without notice by the Mayor, or as otherwise designated by the City Charter or other Code provisions. Accordingly, at-will employees do not have the right to a pre-determination hearing prior to termination or the right to an appeal hearing subsequent to termination of employment. All City employees are at-will employees.

CONTINUOUS SERVICE (Seniority)

Continuous Service is service credit which determines eligibility for employee benefits (vacation accrual rate, retirement, etc.). Continuous service is deemed uninterrupted for the following paid or unpaid leaves of absence while an employee: annual military training, military service, Family and Medical Leave, Workers' Compensation Leave. An employee's continuous service date is adjusted to reflect unpaid time for other leaves of absence.

DEMOTION

The movement of an employee, voluntarily or involuntarily, from one job classification to another job classification with a lower pay rate.

DEPARTMENT DIRECTORS SUPERVISORS

Department ~~Directors~~ Supervisors, currently the Police Chief and City Clerk, are at-will employees who are recommended by the Mayor, unless responsibility for such recommendation has been redesignated by the City Council pursuant to the Charter, and appointed by the City Council. The incumbents in these positions serve at the pleasure of the City Council, and are responsible for management of the offices or departments established by the City Charter, Ordinances, and/or Mayor. ~~Directors~~ Department Supervisors may be dismissed with or without notice; with or without cause; and do not have access to a pre-determination hearing or post-termination appeal. The terms and conditions of employment for Department ~~Directors~~ Supervisors may be outlined in Employment Agreements, as recommended by the Mayor, unless responsibility for such recommendation has been redesignated by the City Council pursuant to the Charter.

For purposes of disciplinary actions, grievances, and name-clearing hearings, the Mayor shall be considered the Department ~~Director~~ Supervisor of the City Clerk and Police Chief unless responsibility for oversight of the City Clerk or Police Chief has been redesignated by the City Council pursuant to the Charter.

DESIGNATED WORK WEEK

The designated work week begins at midnight on Sunday and ends at midnight on the following Saturday day of each week, as specified on the City of Edgewood's bi-weekly time sheet.

EXEMPT EMPLOYEE

Exempt employees are considered “salaried” employees in positions that are exempt from overtime payments as determined based upon the provisions of the Fair Labor Standards Act (FLSA); therefore, exempt employees are not entitled to overtime pay for hours worked in excess of forty (40) hours in a designated work week. Exempt employees are not eligible for cash payment of any administrative leave at any time during their employment nor upon termination of employment.

FULL-TIME EMPLOYEE

A full-time employee is an employee whose authorized, budgeted work schedule is forty (40) hours or more per week.

HOURS OF WORK

Hours of work refers to the shift an employee is scheduled to work in any 24-hour period.

IMMEDIATE FAMILY

Immediate family refers to spouse, and the following biological, adoptive, or "step" relatives: child (ren), spouse of child (ren), parents, brothers, sisters, grandparents, and grandchild (ren) of both the employee and the employee's spouse.

MAY

The word "may" shall be interpreted as permissive.

NON-EXEMPT EMPLOYEE

In accordance with the provisions of the Fair Labor Standards Act, “hourly” employees are deemed “non-exempt” and are entitled to overtime pay at the rate of one-and-one-half (1 ½) times their regular hourly rate for hours worked in excess of forty (40) hours of **worked** time in any designated work week.

NON-PROBATIONARY EMPLOYEE

A non-probationary employee is an employee who is assigned to an authorized, budgeted position and has satisfactorily completed the designated probationary period for new hires, as indicated on an evaluation completed by the supervisor.

NON-REPRESENTED EMPLOYEE

A non-represented employee is an employee whose position is not governed by a collective bargaining agreement. The terms and conditions of employment for non-represented employees are subject to the provisions of this Personnel Policy Manual, as amended from time to time.

OVERTIME PAY

Overtime pay refers to the premium compensation paid at a time-and-one-half rate for work performed in excess of the established work week or tour of duty, as defined in the Fair Labor Standards Act, and as provided herein and in applicable collective bargaining agreements. For the purpose of computing overtime, non-worked hours, such as vacation, sick, holiday, bereavement leave, and all other paid and unpaid leave, do not count as time worked.

PART-TIME EMPLOYEE

A regular status part-time employee (not temporary or seasonal) is an employee whose authorized, budgeted work schedule is less than forty hours per week. A part-time employee is

eligible for vacation and sick leave, with the accrual rate pro-rated based upon the part-time employee's authorized work schedule. Part-time employees are not eligible for holiday pay or bereavement leave.

Part-time employees are not eligible to participate in the group health, dental, vision, life, and short-term/long-term disability insurance programs. The respective insurance policies specify the authorized work schedule hours required for participation eligibility.

Part-time employees are eligible for overtime pay **only** when they have worked more than forty hours in a scheduled work week.

PROMOTION

Appointment of an employee to a position with a higher pay rate.

PROBATIONARY EMPLOYEE/PROBATIONARY PERIOD

A probationary employee is one who has not yet successfully completed the probationary period. The initial (new hire) probationary period for employees covered by this Personnel Policy Manual is six months.

RECLASSIFICATION

A change in the classification of an existing position based on significant changes in assigned duties, responsibilities, level of difficulty, etc.

REGULAR STATUS EMPLOYEE

A regular status employee is a full-time or part-time employee who is not in his/her initial new hire probationary period and is in a budgeted, authorized position. Temporary, seasonal, and probationary (new hire) employees are not considered regular status employees.

REPRESENTED EMPLOYEE

A represented employee is an employee whose position and terms and conditions of employment are governed by a collective bargaining agreement.

SHALL

The word "shall" shall be interpreted as mandatory.

TEMPORARY or SEASONAL EMPLOYEE

A temporary or seasonal employee is an employee who is either employed through the City payroll or leased from a temporary agency for a specific period of time, normally not to exceed nine months. Temporary/seasonal employees may work on either a part-time or full-time basis. Temporary/seasonal employees include office or professional staff and casual laborers who work as required intermittently when there are specific tasks to be performed; and student/intern employees (bona fide students in an accredited educational or vocational program) who perform services for the City in a temporary position reserved solely for students.

Temporary/seasonal employees are not eligible to participate in any of the following fringe benefits: health, dental, vision, or life insurance; short-term/long-term disability insurance; vacation; sick/personal/holiday/bereavement leave; or retirement plan.

The terms and conditions for temporary workers provided by an employment agency, with which the City has a contract, are governed solely by the provisions of the agency's service agreement. All requests for temporary employees must be submitted to the Mayor, who must authorize all temporary assignments and who handles subsequent coordination/processing.

TERMINATION OR LEAVE OF ABSENCE DATES

The effective date of termination (voluntary, involuntary, or failure to return from an approved leave of absence) shall be the last day worked or the last day for which pay was received. The start date of an unpaid leave of absence shall be the date following the last day worked or the last day for which pay was received.

USE OF PRONOUNS "HE," "HIM," AND "HIS"

The use of the pronouns "he," "him," and "his" in this Personnel Policy Manual shall also refer to similar pronouns of the feminine gender unless otherwise qualified by the context.

WORK DAYS

The term "work days" generally refers to the 5-day period, Monday through Friday, except where 7-day/week and/or 24 hours/day operations, or other schedules, apply.

WORK DAY/SHIFT

Work day/shift refers to the number of hours regularly scheduled to be worked in one 24-hour period.

WORK PERIOD/TOUR OF DUTY

The specific, recurring interval of time declared by the employer in which hours worked are counted for the purpose of computing overtime, in accordance with the Fair Labor Standards Act.

WORK WEEK

Work week refers to the number of hours regularly scheduled to be worked during the designated work week. The City has established the designated work week to be Sunday through Saturday. This established work week is set forth on the City of Edgewood Time Sheet for the purpose of determining overtime in accordance with the Fair Labor Standards Act.

IV. COMPENSATION

Section 1. ADMINISTRATION OF EMPLOYEE COMPENSATION

Employee compensation is based upon the differences among positions and is intended to provide employees incentive, and to reward employees for performance. Employees will be paid in accordance with the compensation rates appropriate and competitive for the position classification to which assigned.

The Mayor, with approval of City Council, shall have responsibility for the uniform and consistent administration of the employee compensation, including approval for all hiring rates, salary adjustments, and other payroll changes in accordance with the provisions of this policy manual and/or pursuant to the Charter and any existing code.

Section 2. PAY RATE UPON INITIAL HIRE

The pay rate at time of appointment to any position will be competitive with wage and salary levels for similar positions in other public agencies in the City of Edgewood's relevant work area. All salary offers, in conjunction with offers of employment, including in-house promotions, demotions, and transfers, are made by the Mayor with approval by the City Council ~~or City Council~~.

The ~~Mayor or~~ City Council will have the authority to establish the pay rate of a Department ~~Director~~ Supervisor upon appointment or promotion commensurate with the responsibilities of the position and competitive with other public agencies.

Section 3. PAY RATE AFTER LEAVE OF ABSENCE AND RECALL

If an employee is reinstated to the same or comparable position after an approved Military or Family and Medical Leave of Absence or by recall (within one year following the date of layoff), the pay rate upon reinstatement will be the same rate as was in effect at the time of departure, ~~or a higher rate if an authorized general salary increase occurred during the leave period~~ or, to the extent allowed by law, a rate commensurate with global adjustments to City employee salaries that occurred during the absence.

Section 4. PAY RATE UPON REHIRE

If a former employee who left the City in good standing is rehired within six months in the same or comparable position, the employee's pay rate may but is not required to be the same rate of pay as was in effect at the time of the employee's departure, with the approval of the Mayor or City Council. The date of rehire shall become the employee's new anniversary date.

Section 5. PAY RATE UPON TRANSFER OR RECLASSIFICATION

If an employee is laterally transferred or reclassified (no change in the level of difficulty/responsibility of position), his/her pay rate will remain the same.

Section 6. PAY RATE UPON PROMOTION

When an employee is promoted to a position vacancy with a higher level of difficulty/responsibility, his/her pay rate will be increased as determined by the Mayor or City Council.

The pay rate of an employee promoted to a position as ~~Department Director~~ Supervisor shall be determined by the Mayor or City Council commensurate with the responsibilities of the position and competitive with other public agencies.

Section 7. PAY RATE UPON DEMOTION

When an employee is demoted voluntarily, the pay rate will be decreased so that his/her salary is not higher than other incumbents in the same classification with the same or greater tenure with the City. In the case of the demotion for cause, organizational/administrative reasons, or for purposes of an accommodation, the pay rate will not necessarily be decreased in the manner described above for a voluntary demotion. The salary reduction for an involuntary demotion will be determined by the Mayor or City Council based upon the circumstances.

Section 8. ADVANCEMENT IN COMPENSATION

Advancement in compensation is in accordance with the guidelines issued by the Mayor or City Council in conjunction with the direction of City Council through the annual budget process.

Section 9. PAY UPON SEPARATION

An employee who separates from the City will receive his/her final paycheck on the next regularly scheduled payday following the date of separation. Final paychecks shall include payment for any unused leave which may be due the employee as provided in these policies. Any monies owed to the City will be deducted from the final paycheck.

Section 10. WAGES DUE TO A DECEASED EMPLOYEE

In the event of the death of an employee, his/her named beneficiary shall receive all wages, including leave benefits, which may be due the employee. Any monies owed to the City will be deducted from this paycheck. This payment will be processed through the payroll system.

~~Section 11. OTHER SALARY INCREASES~~

~~The Mayor or City Council may grant salary adjustments, as deemed necessary, for purposes of equity or as determined to be in the best interest of the City.~~

Section 12 11. OTHER COMPENSATION/BENEFIT PROGRAMS

Depending upon employee status (i.e., full-time, part-time, represented, non-represented, etc.), the following types of compensation and/or benefit programs may be authorized:

- Employee and Dependent Health, Dental, Vision and Life Insurance.
- Short-term/Long-term Disability Insurance.
- Internal Revenue Code Section 125 (Cafeteria) Plan.
- Retirement Plan.
- Educational Assistance.
- Uniforms or Clothing Allowance.
- Certification/Incentive Pay Programs

Section 13.12. CERTIFICATION/INCENTIVE PAY PROGRAMS

Certified Police Department employees that are subject to these Policies are eligible for educational incentive monies, in accordance with the provisions of Florida Statutes, Section 943.22. Incentive payments are in accordance with the eligibility criteria and limits outlined in the statute; these payments are included in each paycheck.

Section 1413. EMPLOYEE PAYCHECKS

City employees receive their paychecks on a bi-weekly basis. It is each employee's responsibility to review his/her paycheck for accuracy and to report promptly any discrepancies to the Department Head Supervisor or Mayor. Employees are discouraged from comparing their paychecks with the paychecks of other employees, as misunderstandings may arise because of the many differences that exist based upon hours worked, overtime, leave taken, tax deductions, benefit program deductions, etc.

A. MANDATORY AND VOLUNTARY DEDUCTIONS

1. The City is **required** by law to make the following **mandatory deductions** from each employee's paycheck:

FICA (Federal Insurance Contribution Act) and **OASDI** (Old-Age, Survivors, and Disability Insurance): commonly called Social Security, are

legally established percentages of salary up to a certain dollar amount of salary earned in a calendar year.

Federal Income Tax (Withholding tax): the amount deducted is based on annual earnings and the number of exemptions claimed.

Internal Revenue Service (IRS) levy, child support/alimony payments pursuant to an Income Deduction Order, or other statutorily required deductions (e.g., reimbursement of a student loan to the State of Florida).

2. The City of Edgewood will make any of the following **voluntary deductions** for specific programs from employee paychecks provided the employee submits written authorization for each deduction:

- Additional withholding tax.
- Labor union dues for certified bargaining units.
- Health, dental, vision, and life insurance.
- Other voluntary insurances offered by the City.
- Deferred compensation program contributions.

Voluntary deductions such as lien assessments or alimony/child support deduction submitted by the employee rather than via the Clerk of the Court, etc., for the convenience of employee's personal debts/obligations, are prohibited.

B. ISSUANCE OF PAYCHECKS

Employee paychecks are released by their Department and will be released only to the employee. If an employee is not available to receive his/her paycheck, he/she must submit a written statement authorizing its release to a person designated in the statement or contact the City to request that the City mail his/her paycheck.

Paychecks ~~are~~ may be issued by direct deposit/payroll deduction deposits to approved institutions.

SECTION 15.14. LONGEVITY PAYMENT

An annual longevity payment based on years of continuous service will be paid to current employees. Payment of the longevity sum shall be made annually on the first pay period in December. The following schedule of payment will be used to calculate the longevity payment for full time employees for their years of service provided as full time employees:

Longevity Payment Schedule:

<u>Years of Service</u>	<u>Amount</u>
1 to less than 3 years	\$200
3 years to less than 5 years	\$400
5 years to less than 7 years	\$800
7 years to less than 9 years	\$1,000
9 years to less than 10 years	\$1,200
10 years to less than 12 years	\$1,400
12 years to less than 14 years	\$1,600
14 years or more	\$1,800

The longevity payment for part time employees shall be calculated by taking the amount such employee would be due for the years of service as shown above and multiplying that number by the number of regular hours per week scheduled for such employee divided by 40.

An employee who changes status from part time to full time or full time to part time shall be paid a longevity payment calculated based solely on the employees current status; however years of service in the prior classification shall be included when calculating the longevity payment.

Any longevity payment provided for herein shall be reduced for any reprimands received by the employee pursuant to these Policies as follows:

Verbal Reprimand: 10% reduction

First Written Reprimand: 25% reduction

Second Written Reprimand: 50% reduction

Third Written Reprimand: 75% reduction

V. RECRUITMENT, APPLICATIONS, AND EMPLOYMENT

Section 1. RECRUITMENT

- A. When a vacancy occurs in a budgeted position or there is need for a seasonal/temporary employee, the Mayor will initiate the recruitment process. In the event the Mayor fails to initiate the recruitment process within a reasonable time, as determined by the City Council, the City Council may initiate the recruitment process.
- B. The Department will prepare recruiting notices to publicize vacancies/solicit candidate applications. Job notices may be announced using a variety of media sources, including, but not limited to, the City's website, departmental bulletin boards; and/or newspaper/professional journals/internet job listings. Job notices shall include all statements required by law, including Equal Employment Opportunity statements. The decision regarding the means by which a position is advertised is based on the availability of funding for advertising, the criticality of need to fill the position, input and approval of the Department ~~Director~~ Supervisor and Mayor.

If it is deemed necessary to secure the services of an employment agency or professional recruiter to fill a key management/professional position, the Mayor City Council must approve the services, and the Mayor shall ~~will~~ ensure that the employment agency professional recruiter is retained in accordance with City policy, and the Mayor shall ~~will~~ serve as liaison in this regard.

- C. Job vacancy announcements shall include the following information: position title, salary information, application procedure/closing date, minimum qualifications' requirements, special/qualifying test requirements, federal/state requirements (e.g., equal employment opportunity statement, Veterans' Preference exemption, if applicable, drug-testing, etc.).
- D. In the event a position vacancy announcement is canceled or postponed after publication, each candidate who submitted an application shall receive written notification from the City advising of the postponement or cancellation.
- E. ~~The Mayor may appoint Department Directors and waive advertising for such positions.~~

Section 2. EMPLOYMENT APPLICATIONS

A. FILING OF APPLICATIONS

1. Applications are accepted by the City ~~Monday through Friday from 9:00 a.m. to 4:00 p.m.~~ during the City's regular business hours.
2. No individual will be denied the right to file an application for employment in any job classification in the City.

B. REJECTION OF APPLICATIONS

The City may reject or remove from consideration any application, or applicant, when it has been determined that any of the following apply:

1. The application was not received on or before the closing date established for receiving applications.
2. The applicant lacks any of the required qualifications set forth in the position vacancy announcement.
3. The applicant falsified or failed to complete the Employment Application.
4. The applicant has been convicted of a felony which was related to or has bearing on the employment sought.
5. The applicant was previously employed by the City and was dismissed for cause, did not resign in good standing, or is otherwise ineligible for re-employment.
6. The applicant previously applied for a position and failed a drug test within the past six months.
7. Other reasons which the City deems appropriate for a particular position.

Section 3. INTERVIEWS AND BASIS OF EMPLOYMENT

The City will interview only qualified applicants for position vacancies. The ~~manager/supervisor~~ Department Supervisor to whom the position reports is responsible for scheduling interviews, interviewing qualified candidates, and selecting the candidate who best matches the position requirements. In making this determination, the ~~manager/supervisor~~ Department Supervisor shall consider the candidates' merit and ability, as evidenced by training, education, experience, certification, skills, etc., based on valid minimum standards/requirements required by the position. Additionally, Veterans' Preference requirements shall apply in this process. The City Council shall be responsible for conducting interviews of qualified applicants for Department Supervisor vacancies.

Section 4. CANDIDATE NOTICE

Each candidate who is interviewed will be provided with an appropriate notice from the City at the conclusion of the process. The candidate who is selected will receive notice of his/her selection for the position; those candidates not selected will receive written notice of non-selection.

Section 5. EMPLOYMENT PROCESS

Upon reaching a decision regarding the recommended candidate for an open position, ~~the Department Director~~ Supervisor shall initiates the following steps:

- A. Issues a written conditional offer of employment to the selected candidate specifying the position to which hired, salary, etc., and notice that final employment is contingent upon successful completion of post-offer of employment examination(s) and background checks as described below:
 - 1. Post-offer of employment examinations, which may include physical, psychological, and/or polygraph examination, and drug and alcohol screening, based on position requirements.
 - 2. Comprehensive/background investigations, including verification of previous employment, driving record checks, police records checks, and other investigations as deemed necessary, based on position requirements.
- B. After the candidate signs the conditional offer of employment, the ~~Department Director~~ Supervisor shall initiates the following actions:
 - 1. Conducts a comprehensive background check of the candidate. A candidate who has falsified information on the Employment Application or whose background, references, work history, driving record, etc., are not verified will not be hired.
 - 2. Makes arrangements for post-offer of employment examinations. The purpose of the examination is to certify the fitness and ability of the applicant selected to perform the essential functions of the position. Examinations will be performed by an officially designated medical authority/facility.
 - 3. Schedules the candidate (full-time, part-time, seasonal, temporary) for testing for the presence of controlled substances, narcotic drugs, and alcohol as part of the post-offer of employment physical examination. A candidate with a “positive” drug screen result will not be hired.
- C. The Mayor/~~Department Director~~ Supervisor shall issues a written offer of employment to the selected candidate, conditioned upon City Council approval, provided all examination and background investigation results are

satisfactory, establishes the date of hire and schedules the employee's orientation.

Section 6. EMPLOYEE ORIENTATION/NEW HIRE PROCESSING

- A.** The City conducts new hire processing and orientation for new employees prior to the first day of employment. These programs include:
- completion of all required employment forms and submittal of verification of age, education, military service, citizen status, as applicable.
 - information regarding position status: exempt, non-exempt; represented by a bargaining unit or non-represented, etc.
 - explanation of the salary and fringe benefit programs for the employee's position.
 - review of rules and regulations, policies and procedures, and standards of conduct; completion of all forms/documents required by statute, City policy, and benefit programs for employment purposes.
 - certain safety information as required by City policy and/ or statutory regulations.
 - receipt of City identification badge or other related security information.
 - general overview of the municipal organization.
- B.** Each new employee receives various manuals/brochures for use as a general guide to the City's policies, procedures, employee benefits, and standards of conduct. Each new employee shall sign a copy of these Policies and said copy shall be maintained in the employee's personnel file.
- C.** It is the responsibility of each department/~~division~~ to inform a new employee of City and departmental policies and procedures as well as to train the employee regarding duties and responsibilities.
- D.** The City will periodically conduct meetings regarding City benefit programs and will issue policy updates as necessary.

Section 7. EQUAL EMPLOYMENT OPPORTUNITY (EEO) POLICY

- A.** The City of Edgewood is morally and ethically committed to a policy of fairness and equity for all employees, in order to afford every employee the opportunity to achieve maximum potential as an employee.

The City recognizes the value of diversity and is committed to continue to recruit, hire, and promote persons in all position classifications without regard to race, color, religious creed, national origin, ancestry, age, gender, family status (except as limited by Florida Statutes governing nepotism), or a disability which does not preclude the performance of the essential functions of the position, with reasonable accommodation(s) provided as necessary. Position standards will impose only valid educational, experience, and physical requirements which are necessary in order to perform the essential functions of the position.

All employee actions, such as compensation, benefits, transfers, layoffs, return from layoffs, City-sponsored training, education, social, and recreational programs will be administered without regard to race, color, religious creed, national origin, ancestry, age, gender, family status, or disability.

- B.** Disabled persons shall be given equal and fair consideration for employment or promotion, in accordance with the provisions of the Americans with Disabilities Act (ADA), in positions where the disability does not interfere with the performance of essential requirements of the position, as defined in the position description. Disability is defined as a condition which “substantially limits one or more major life activities; e.g., caring for oneself, performing manual tasks, talking, seeing, hearing, speaking, learning, and working.”

Section 8. VETERANS' PREFERENCE

- A.** In accordance with the provisions of Florida Statutes, Section 295, veterans and spouses of veterans who meet certain criteria are eligible for preference in employment or promotion provided the veteran or spouse possesses the minimum qualifications of the position as outlined in the position description. Such preference does not preclude the hiring of a non-veteran who is more qualified than a veteran.
- B.** Veterans' employment preference expires following employment/promotion in a position with any public employer in the State of Florida for which Veterans' Preference was utilized (i.e., Veterans' Preference can only be used one time).
- C.** The following positions in public agencies are exempt from Veterans' Preference:
- Elected officials and personal secretary of such officials.
 - Members of Boards and Commissions.
 - Temporary employees without benefits.
 - Department ~~Directors~~ Supervisors.

The position vacancy announcements for such City of Edgewood positions will state that the position is exempt from Veterans' Preference.

VI. CODE OF CONDUCT

Section 1. STANDARDS OF CONDUCT AND CODE OF ETHICS

The City of Edgewood is committed to serve the public with the highest standards and ideals of public service. Therefore, City employees and officials recognize their responsibility to serve the public with respect, concern, courtesy, and responsiveness, and to provide a safe, pleasant environment for employees and the public.

Each employee is a “good-will ambassador” whose duty it is to provide service in a manner to ensure the public will maintain confidence in the City and a favorable impression of its programs and policies.

Employees shall maintain a high standard of ethical conduct in which their behavior, including the appearance of their behavior, is beyond reproach. Accordingly, employees must avoid placing themselves in situations that create, or have the appearance of creating, a conflict of interest with their positions as public employees. City employees are expected to conform to the code of ethics outlined in Florida Statutes, Chapter 112, for public employees and as outlined in this Personnel Policy Manual.

Employees shall not provide to anyone any information (other than public information) that was obtained as a result of employment with the City in order to gain personal advantage for themselves or another. This rule shall not be construed to limit, hinder, or prevent the divulgence or use of information in the performance of official duties, but shall prohibit using or providing information that would place the employee or the recipient in a position of advantage over the general public, and thereby constitute a violation of public trust.

An employee who conducts himself/herself in a manner which reflects unfavorably on the City is subject to disciplinary action up to and including termination.

POLICY

This Code of Conduct establishes standards that must be adhered to by each employee of the City of Edgewood.

1. Commit to and practice the ethical obligations inherent in public service. This obligation requires each employee to be aware of the potential ramifications of his/her conduct.
2. Use the authority and resources of the City, which are entrusted to employees, to support and implement the policies and programs adopted by the City Council.
3. Safeguard the ability to make objective, fair, and impartial decisions, avoiding any conduct that might undermine the public trust.
4. Ensure that any anticipated personal action, business endeavor, or contractual relationship complies with applicable statutes or the provisions of this Personnel Policy Manual. If uncertain about the propriety of such action, the employee should submit a written request to the Mayor for review, analysis, and an advisory opinion **prior** to engaging in the action.
5. All employees shall conduct themselves according to the following:

- a) Employees shall not act in any manner that may discredit the City, public officials, fellow employees, or themselves; however, employees shall have the right to report fraud, waste or abuse. The rights of employees outlined in “whistleblower legislation” shall be honored and respected.
- b) Employees shall avoid any conduct or speech that is subversive to good order and discipline. Employees shall treat each other and the public with courtesy and respect, and refrain from making any derogatory or demeaning remarks concerning one another.
- c) Sexual, gender, racial, or religious harassment or discrimination shall not be tolerated.
- d) Employees shall avoid conduct and speech which unjustly or maliciously criticizes City departments, divisions, offices, officers, employees, or the policies, programs, or actions of the City, or ridicules or interferes with the reasonable supervision or proper discipline of personnel.
- e) Employees shall not discuss with citizens or interested parties, with the intent of influencing opinion, the merits of issues, candidates or matters to be taken up by and resolved by the City Council, referenda, or elections; discuss confidential information; engage in solicitation from citizens or others in action relation to the administration of the City; e.g., annexation, petition; etc., except as may be authorized in writing by the Mayor or Council President. Violations may result in dismissal from employment.

Section 2. CONFLICTING EMPLOYMENT OR CONTRACTUAL RELATIONSHIP

The City of Edgewood is considered the primary employer for City employees. No employee of the City of Edgewood shall participate in any employment or business relationship that will create a conflict of interest with the performance of his/her responsibilities as a City employee, as outlined in Florida Statutes, Section 112.313. Employees may accept, have, or hold any employment or contractual relationship that does not constitute a conflict of interest; violate any applicable statutes; violate the provisions of this Manual; and is otherwise consistent with these policies. Employees may not conduct or receive any business documents relating to outside employment or business ventures at City offices during their normal work hours.

Employees who participate in approving, recommending or preparing any part of a purchase or procurement request; influence the content of any specification or procurement standard; or render advice, investigate, audit or act in any other advisory capacity in the procurement process may not work for a person or entity seeking to provide or providing contractual services to the City.

Employees acting in their official capacities shall not, directly or indirectly, procure contractual services for the City or substantially participate in the procurement of contractual services for the City from any business entity in which a relative, as defined by Florida Statutes Chapter 112.312, is an officer, partner, director, or owner or in which such member or his/her spouse, child, or any combination thereof has a material interest.

Employees are responsible for disclosing to their immediate supervisor whenever a family member is employed in any capacity in an organization or business entity which is being considered or has been approved to provide goods or services to the City of Edgewood, in cases in which the employee will participate through decision, approval, disapproval, recommendation, or preparation of any part of a purchase request by influencing the content of any specification or procurement standard; by the rendering of advice; by investigation; by auditing or by participating in any other advisory capacity in the procurement of contractual services or commodities.

Employees shall not use or attempt to use their positions or any City property or resource entrusted to them in an effort to obtain a special privilege, gain or benefit for themselves or others.

An employee may engage in paid employment with an employer other than the City. Upon accepting any outside employment an employee shall promptly advise his or her supervisor of such outside employment and the employee's expected work schedule with the outside employer.

No employee shall be permitted to perform outside employment which would violate any provision of State law or this Manual, or would present a conflict of interest, real or perceived, when viewed in the context of the employee's position with the City. The non-existence, existence, or perception of a conflict of interest shall be determined by the Department ~~Supervisor~~ Director with the concurrence of the Mayor, and, if necessary, by review of the City Attorney.

An employee's outside employment shall not interfere with the employee's effectiveness in his/her City position or impede, be inconsistent with, or adversely affect the performance of his/her City employment.

Employees governed by these Policies shall not use any equipment, supplies, facilities, vehicles, uniforms, or other property of the City to pursue or engage in outside employment. This prohibition shall include, but not be limited to, the City telephone service, photocopy machines, facsimile machines, etc.

Section 3. CONFLICT OF INTEREST REGARDING CONTRACTED CITY WORK AND/OR PURCHASE OF PROPERTY, MATERIALS OR SUPPLIES

1. Employees are prohibited from seeking business with, or submitting bids to, the City or having a material interest in any entity which seeks business with or submits bids to the City.
2. The term "material interest" is defined in Section 112.312, Florida Statutes as no direct or indirect ownership of more than five percent (5%) of the total assets or capital stock of any business entity, but indirect ownership does not include ownership by a spouse or a minor child of the employee.
3. Employees and entities in which they own a material interest may bid on surplus City property.

Section 4. DISCLOSURE OF INFORMATION

1. Employees shall not, in order to gain any personal advantage for themselves or for another, use or furnish any information to anyone which is not available to the public generally, and which was obtained as a result of City employment. This policy does not limit, hinder, or prevent the release or use of information in performing official duties.
2. Confidential or legally sensitive information obtained in the course of official duties shall not be released except by those employees specifically charged with this responsibility; provided, however, that it is the policy of the City to comply with the laws of the State of Florida relating to public records.

Section 5. SOLICITATION/ACCEPTANCE OF GIFTS, GRATUITIES, BENEFITS, OR THINGS OF VALUE AND PROMOTING PRIVATE BUSINESSES

1. Employees shall not solicit or accept any gift, either directly or indirectly, from any person or entity doing business with, regulated by, or seeking to do business with the City, or from the agent or lobbyist of any such person or entity. Employees who have questions in this regard should request an advisory opinion from their Department Supervisor ~~Director~~ or the Mayor, who may, in turn, seek a legal opinion.
2. The term "gift" means any gratuity, benefit, or any other thing which is accepted by, or given to an employee or another person on the employee's behalf, either directly or indirectly, and includes by way of illustration and not limitation, the following:
 - a) Real property and/or the use thereof;
 - b) Tangible or intangible personal property (as defined in Section 192.001, Florida Statutes) and/or the use thereof;
 - c) A preferential rate or terms on a debt, loan, goods, or services that is neither a government rate available to all other similarly situated government members or officials, or a rate which is available to similarly situated members of the public.
 - d) Forgiveness of an indebtedness;
 - e) Transportation, lodging, or parking unless on City business and the provision of same is disclosed on a travel voucher;
 - f) Food or beverage for employee;
 - g) Membership dues;
 - h) Entrance fees, admission fees, or tickets to events, performances, or facilities;
 - i) Services provided by persons pursuant to a professional license or certificate;

- j) Other personal services for which a fee is normally charged by the person providing the services; and
- k) Any and all other similar goods or services having value not already provided for in this definition.

3. The term "gift" does not include:

- a) Salaries, benefits, services, fees, commissions, or expenses associated with the employee's employment;
- b) Contributions or expenditures reported pursuant to Chapter 106, Florida Statutes; campaign-related personal services provided without compensation by volunteers or any other contribution or expenditure by a political party; however, each employee must first receive approval to run for office in accordance with the provisions of this Manual;
- c) An honorarium or an expense related to an honorarium event paid to individuals and/or family members; however, disclosure of same shall be made, in writing, to the Mayor.
- d) An award, plaque, certificate, or similar personalized item given in recognition of the employee's public, civic, charitable, or professional service;
- e) An honorary membership in a service or fraternal organization presented merely as a courtesy by such organization;
- f) The lawfully permitted use of a public facility or public property for an authorized and approved public purpose;
- g) Candy, food products, or plants which are generally distributed during holidays as an act of courtesy or benevolence; however, such items shall be placed in an area which allows and encourages all employees and the public to partake of such items;
- h) Office supplies such as calendars, pens, pencils, or address books of nominal value, which are distributed generally to employees; and
- i) Discounts offered to all employees (e.g., theme park discount cards).

4. Exceptions Regarding Gifts

- a) When an employee's duties and responsibilities include attendance (such as a speaker or program participant) at business, industry or public luncheons or dinner meetings with public, industry, or business committees, organizations, or associations and these meetings are related to City business, employees may participate. When a meal is provided at the function, the employee is authorized to accept the meal.

- b) Employees authorized to attend meetings, seminars, conventions, etc., sponsored by professional organizations are free to participate in the social functions that are part of the meetings or sanctioned by the host.
 - c) It may be appropriate for employees to attend social functions sponsored by members of an industry, business, or profession for a broad spectrum of community groups (such as legislators, businesspersons, and local officials). However, in deciding to attend such functions, employees should be careful to avoid any appearance of impropriety.
5. Employees are prohibited from promoting private businesses while on City time and from engaging in political activity, on behalf of themselves or others while on City time.

In the event that a gift, other than for general consumption, is received by mail or “dropped off” for an individual employee, the employee shall notify the Department Supervisor ~~Director~~ or Mayor immediately upon becoming aware of the gift. The Department Supervisor ~~Director~~ or Mayor will advise the employee as to the disposition of the gift.

Section 6. BRIBERY

- 1. An attempt to bribe an employee is a flagrant attack on the integrity of the City and all of its employees. A bribery attempt occurs when an offer is made to give anything of value to an employee with the intention that the employee will do something or fail to do something relating to the performance of the employee’s duties. Whether the action or inaction would have taken place anyway is not pertinent to whether a bribery attempt has occurred.
- 2. Bribery offers are often made subtly rather than in direct fashion. Employees must be perceptive and alert to solicitations to accept gifts of money or anything else of value in return for acts or omissions involving their official functions and shall promptly report suspicious offers in order that the facts can be evaluated and investigations initiated when required. Any employee who has reasonable grounds for believing that a bribery attempt has occurred or will occur shall:
 - a) Immediately report the matter to his/her Department Supervisor ~~Director~~; and
 - b) Cooperate fully in any investigations.

Section 7. ADDITIONAL ETHICAL CONDUCT REQUIREMENTS FOR EMPLOYEES WITH REGULATORY RESPONSIBILITIES

- 1. The following definitions shall apply for the purposes of this Section:
 - a) The term "regulatory responsibilities" means duties or responsibilities assigned to an employee which involve:

- i) The direct responsibility for determination of whether or not an entity or the property of an entity is in compliance with Federal, State or local statutes, ordinances, laws, rules, or regulations, or for determinations or recommendations as to whether any license, authority to conduct business, or other certificate of authority issued by the City should be issued to an entity, be revoked, be canceled, or be suspended; or
 - ii) Direct responsibility for the approval of purchases by the City from an entity.
 - b) The term "entity" for the purposes of this Section means any individual, partnership, association, corporation (profit or non-profit), utility, or other organization, whether public or private, doing business with or subject to regulation by the City.
2. Each employee exercising regulatory responsibility shall, within five working days of making application for employment with a person or entities doing business with or subject to the regulation by the City, report to his/her Department Supervisor ~~Director~~, in writing, that such application has been made. The term "application" means a verbal or written communication whereby an employee seeks employment or for a contractual relationship for remuneration.
 3. Each employee exercising regulatory responsibility who receives an offer of employment or an offer for a contractual relationship for remuneration from any person or entity doing business with or subject to the regulation by the City shall report such offer, in writing, to his/her Department Supervisor ~~Director~~ within five working days of receipt of such offer. The term "offer" means a verbal or written communication in which a person or entity states an interest in retaining or employing the employee.
 4. Any employee exercising regulatory responsibility who has or who obtains a financial interest in an entity doing business with or subject to the regulation by the City shall report such fact to the appropriate Department Supervisor ~~Director~~ within five working days of the acquisition of such financial interest. The term "financial interest", for the purpose of this Section, means any arrangement whereby an employee acquires an ownership or material interest, or the right to acquire an ownership of material interest, in an entity.

Section 8. ADDITIONAL ETHICAL CONDUCT REQUIREMENTS FOR REPORTING INDIVIDUALS AND PROCUREMENT EMPLOYEES

1. As used in this Section:

The term "reporting individual" means any employee who is required by law, pursuant to Section 112.3145, Florida Statutes, to file full or limited public disclosure of his/her financial interests (financial disclosure).
2. A reporting individual shall report the receipt of expenses relating to any honorarium event from a political committee or committee of continuous existence, as defined in

Section 106.011, Florida Statutes, from a lobbyist who lobbies the City directly or indirectly, or from the partner, firm, employer, or principal of such lobbyist.

Section 9. POLITICAL ACTIVITY/PARTICIPATION

The City of Edgewood recognizes the citizen rights of its employees; however, no employee is permitted to engage in political activity which would conflict with his/her employment with the City. Outlined below are the rules applying to political participation.

1. Employees may participate in political activities so long as such participation is **not** on City time, premises, property, vehicles, or in a City uniform.
2. If employees seek to qualify, run, and/or hold a political office, whether elected or appointed, they must first submit notification, in writing, to the Department ~~Supervisor~~ Director. The Department ~~Supervisor~~ Director and the Mayor shall jointly evaluate the request, identifying any potential conflict of interest or potential impairment of work efficiency. The Mayor shall make the final decision. If the Mayor determines that office sought does not constitute a conflict of interest or impair the employee's work efficiency, the following shall apply:
 - a) The employee may request paid time off, administrative leave, or leave without pay for campaign purposes.
 - b) If elected, the employee may retain his/her position if the Mayor has determined that the position to which elected does not conflict with City employment.
3. If the employee's request is not approved, the employee may either resign his/her City position or choose not to qualify and run for office.

The Mayor may designate an escort to accompany candidates through City facilities for the purpose of introduction, with minimal disruption to City operations. Each employee is required to use his/her best judgment in determining when other political participation may conflict with the performance of his/her duties. It is the intent of this section to permit meaningful, constructive political participation, but not in those areas where the effectiveness of the employee or the City organization as a whole would be harmed.

Section 10. EMPLOYMENT OF RELATIVES (NEPOTISM POLICY)

A. PURPOSE

The purpose of this regulation is to restrict the employment of relatives within City departments and to prohibit preferential treatment or favoritism which such relationships may cause.

B. POLICY

In accordance with Florida Statutes, Section 112.31, the City policy regarding employment of relatives is as follows:

A City employee may not appoint, employ, promote, or advance, nor advocate for appointment, employment, promotion, or advancement in or to a position in the department/division in which he/she is serving or over which he/she exercises jurisdiction or control, any individual who is a relative of the City employee. An individual may not be appointed, employed, promoted, or advanced in or to a position in a department/division if such appointment, employment, promotion, or advancement has been advocated by a City employee, serving in or exercising jurisdiction or control over the department/division, who is a relative of the individual.

All persons currently employed by the City who have existing relationships, which would otherwise prevent their employment by the City, are not affected by the above prohibition.

All employees who are protected by the exception above are subject to the following restrictions and conditions on their continued employment:

1. If any of the relatives are not presently in the same department or division, no such transfer to the same department or division shall take place in the future.
2. If any of the relatives are subject to promotion or advancement, or a raise in pay or status other than cost-of-living/general increases, the Mayor reserves the right to evaluate the proposed changes to ensure that there was no influence on the part of a relative before the promotion, advancement, or raise becomes effective.

If two City employees change their relationship by marriage, adoption, or other means, so as to come in conflict with the employment prohibitions of this article, the restrictions and conditions outlined above apply.

Any variance to this policy requires the approval/authorization of the Mayor.

C. DEFINITIONS

For the purposes of this section, the following definitions apply:

1. **Public Official** means an officer, or employee of a department who is vested with the authority by law, rule or regulation, or to whom the authority has been delegated, to appoint, employ, promote, or advance individuals for appointment, employment, promotion, or advancement in connection with employment in the department.
2. **Employee** means every person engaged in any employment of the City under any appointment or contract of hire, expressed or implied, oral or written, for remuneration, including, without limitation, all full-time, part-time, seasonal, regular status, and temporary employees.

3. **Relative** with respect to a public official, means an individual who is related to the public official as father, mother, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, spouse, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half-brother, half-sister, grandparent, or grandchild.

Section 11. USE OF CITY PROPERTY

1. **General:** The equipment and facilities that are provided for use by City employees are to be used to conduct official City business only. Employees shall not request or permit the use of City-owned vehicles, equipment, material, or property for personal convenience except when such services are expressly authorized in writing by the Department Supervisor or are available to the public generally. Conducting personal business with City equipment/facilities or removing any property/equipment off-site for personal use is prohibited. Employees have no personal privacy rights when using City equipment, facilities, lockers, etc. Employees are not authorized to use personal passwords on City computers or other methods designed to create an expectation of personal privacy when using City equipment or facilities.
2. **Communications Equipment:** The City encourages the full use of the telecommunications systems to provide the best possible service to employees and the citizens of Edgewood, in accordance with the correct and permissible use of the system, as outlined below.

Office equipment used as a basis for telecommunications is described as, but not limited to, telephones, voice mail, facsimile machines, computers (email), and beepers/pagers.

The use of all City telecommunications equipment is limited to legitimate City business purposes. Personal use of telecommunication equipment should be kept to a minimum. Under no circumstances shall City telecommunications equipment be used for any commercial promotional purpose, or to communicate any material of a political, religious, obscene, or derogatory nature.

Both voice and electronic mail are provided for City business communications only. However, incidental and occasional personal use may be permitted. Abuse of this privilege will be subject to disciplinary action.

Management and/or systems administrators may, from time to time, have a requirement to review employee messages for any of the following purposes:

- To retrieve lost messages.

- To recover from system failures or monitor system performance.
- To comply with investigations into suspected criminal acts.
- To ensure that City systems are being used for business purposes only, and in conjunction with City policy.

3. Cellular Telephones

Access to cellular telephones is provided to assigned employees, as authorized by the Department ~~Supervisor~~ ~~Director~~, for the benefit of the City. This access is made available to provide an expanded, more rapid and flexible communications capability. The primary use of assigned cellular telephones is to conduct City business, and allow direct access to employees who are on call twenty-four hours a day, seven days a week. Each employee who is issued a cellular telephone for City business shall adhere to the rules of usage specified by the Department ~~Supervisor~~ ~~Director~~. The following rules regarding cellular telephones apply:

- City employees are discouraged from using a cellular telephone while operating a motor vehicle, except in 911 emergency situations.
- Use of telephone for placing and receiving personal local calls is permitted on an occasional basis. Such calls should be brief to ensure that City telephone lines are available for City business and placed during break periods whenever possible, unless for an emergency.
- Employees are prohibited from charging personal long-distance or toll calls to the City.

4. Examples of Inappropriate Use of City Property

- Use of the City mail system to receive personal mail or use of the City's postage meter for personal mail.
- Use of official letterhead stationery for personal correspondence.
- Use of obscene or profane language on City cellular telephones, computer emails, mobile, or desk unit radios. All communications must be in accordance with the Federal Communications Commission (FCC) guidelines/ regulations.
- "Borrowing" or taking City equipment from City premises for personal use.
- Use of City computers, electronic mail, or on-line services for personal business and use of software that is not owned or licensed by the City. Employees are prohibited from installing software onto City computers, unless directed to do so by the appropriate City official.
- Purchase of computer software/hardware other than through standard City procedures/approval.

The City reserves the right to monitor the use of any City property, equipment, facilities, etc., to ensure compliance with this policy. An employee who uses City property, equipment, or facilities for personal

reasons or personal gain shall be subject to disciplinary action up to and including termination.

5. Use of Official Badge of Authority

No official or employee whose duties involve the use of a City identification card, badge, or clothing insignia as evidence of authority, or for identification purposes, shall permit such card, badge, or insignia to be used or worn by anyone who is not authorized to use or wear same, nor to permit same to be out of his possession without approval of his/her Department ~~Supervisor~~ Director or the Mayor. Such badge, card, or insignia shall be used only in the performance of official duties of the positions to which they relate. Misuse of City badge of authority shall be cause for disciplinary action.

If an employee's City identification card, badge, or clothing insignia is lost or stolen, the employee shall report the loss/theft to his or her supervisor immediately.

6. Use of City Vehicles

Employees must possess and carry a valid Florida Driver's License when operating a City vehicle.

Drivers and/or passengers of City vehicles must wear seat belts while the vehicle is in motion, in accordance with State law.

If an employee is involved in an accident while operating a City vehicle, he/she must notify his/her Supervisor and contact a law enforcement agency immediately. The Supervisor will conduct an accident investigation and may request assistance from the Police Department to conduct the investigation, depending on the circumstances of the accident, or as deemed necessary by the Supervisor. If an employee receives a traffic citation as a result of the accident, payment of the ticket/fine shall be the employee's responsibility.

If an employee whose position requires a driver's license has his/her driver's license suspended or revoked for any reason, it is the employee's responsibility to notify his/her Supervisor as soon as he/she is aware of the suspension/revocation. The Supervisor will review the circumstances involved. The employee may be placed on suspension, with or without pay, pending a review of the circumstances, or arrangements may be made to place the employee in a non-driving capacity depending upon the circumstances of the license suspension/revocation, employee's overall record, and operational requirements. A memorandum outlining the circumstances will be forwarded to the Mayor for concurrence prior to any decision being reached/communicated to the employee.

The City may monitor monthly, quarterly, or annual updates from the State of Florida Department of Highway Safety and Motor Vehicles regarding status of the driver's license of each employee whose job requires possession of a valid Florida Driver's License. If such reports indicate that an employee's license has been suspended/revoked and the employee has failed to notify his/her Supervisor as outlined above, and has operated a City vehicle without a valid driver's license, in violation of this policy and in violation of law, the employee will be subject to disciplinary action, including dismissal.

Individuals who are not employees, vendors, contractors, etc. of the City are allowed as passengers in City vehicles **only** upon prior approval of a Supervisor.

City vehicles are to be used to conduct official City business or as otherwise authorized by an employee's supervisor. Personal errands and/or business are not to be conducted while on City time or while using a City vehicle. However, employees who are authorized a take-home vehicle or a vehicle during work hours are permitted the use of the vehicle for transportation during designated meal periods or work breaks while on duty.

Authorization for an employee to be assigned a take-home vehicle is in accordance with departmental policies and procedures, based on operational considerations, subject to approval of the Department ~~Supervisor~~ Director or Mayor.

Internal Revenue Code regulations govern the taxable or non-taxable status of take-home vehicles.

Failure to comply with this policy will result in disciplinary action, up to and including termination.

7. Employee Responsibility

Each employee who is provided City equipment, tools, supplies, or a vehicle shall exercise reasonable care in the safekeeping, use, and preservation of such City property and shall return the property in the same condition as the property was in when issued, except for normal wear and tear, upon separation from employment or upon request.

Employees shall promptly report, in writing, to their supervisor the loss, damage, or unserviceable condition of City property assigned to him/her or under his/her control. The immediate supervisor shall forward the report to the Department ~~Supervisor~~ Director for appropriate action.

Section 12. COMPLAINTS RECEIVED FROM THE PUBLIC AND INVESTIGATIONS OF COMPLAINTS

Any complaints regarding City services or employees by any citizen which are brought to the attention of any employee of the City shall immediately be relayed, ~~through the Supervisor,~~ to the Department ~~Director~~ Supervisor who shall be responsible to promptly report the Complaint to the ~~or~~ Mayor. The Department ~~Director~~ Supervisor is responsible for advising the Mayor of the complaint so that an investigation can be conducted, as deemed necessary, and appropriate action taken. Investigations resulting from complaints regarding sworn law enforcement personnel shall be conducted in accordance with the provisions of the Police Officers' Bill of Rights, respectively, as outlined in Florida Statutes, and elsewhere in this manual. Any written complaints shall be included in the City Council's agenda packet as an informational item.

Employees shall cooperate in any official investigation, as directed by the Department ~~Director~~ Supervisor/designee. Employees shall be required to appear for interviews, hearings, and/or inquires as directed and shall be required to answer truthfully and fully any questions related to the subject of the investigation.

Section 13. STATEMENTS OF CITY EMPLOYEES TO ATTORNEYS CONCERNING CITY EMPLOYEES/BUSINESS

If a City employee is requested or subpoenaed to make a statement to an attorney or law firm regarding litigation related to the City, the employee shall advise his/her Department ~~Supervisor~~ Director immediately upon receipt of the request/subpoena. The Department ~~Supervisor~~ Director will, in turn, advise the Mayor, who will consult with the City's attorney or insurance company's legal counsel to determine the proper course of actions. Failure to comply with this rule may subject the employee to disciplinary action.

Section 14. COMMUNICATION WITH CITY COUNCIL MEMBERS

Communication between elected City officials and City employees is encouraged. An employee to whom a City Council member directs an inquiry shall include the Mayor as a recipient of any written response to such inquiry and shall file any written response in the City's records.

The Mayor shall be immediately informed of any serious accidents, emergency situations, etc., by Department Supervisors ~~Directors~~/designees so that the Mayor can, in turn, advise City Council members.

Section 15. DRESS, GROOMING, AND PERSONAL APPEARANCE

Employees of the City shall maintain their dress, grooming, and personal hygiene in accordance with generally accepted contemporary professional standards. The City provides each employee with shirts with the City logo and department to which assigned; employees shall wear these shirts each workday. Employees are expected at all times to present an image appropriate to the work being performed. Reporting to work in soiled or torn clothing is not acceptable. Appropriate personal appearance, like proper maintenance of work area, is an ongoing requirement of employment with the City. Generally, professional business attire will be worn in City Hall and other administrative

offices ~~Mondays through Thursdays~~. The attire of employees who do not regularly meet the public is to be governed by the requirements of safety and comfort, but should remain as neat and business-like as working conditions permit. Department Supervisors are authorized to require an employee to modify dress or grooming when such dress or grooming would create a safety hazard to the employee or others, disruption in the workplace, or does not comply with the above standards.

~~Fridays (or other days if the last day worked in the week, due to a holiday) are considered casual dress days for employees in business attire Mondays through Thursdays, as outlined above. Casual attire/clothing is expected to meet standards for neatness and cleanliness. Casual attire does not include shorts or tee-shirts.~~

Any employee who does not meet the standards of this policy, or who fails to wear City-issued uniforms when required to do so, will be directed by a Department Supervisor to take corrective action, which may include leaving the workplace. Any work time missed because of failure to comply will not be compensated, and repeated violations of this policy will be cause for disciplinary action.

Section 16. POLICY STATEMENT CONCERNING DISCRIMINATION AND ALL FORMS OF HARASSMENT

- A. All employees have the right to work in an environment free of discrimination and any form of harassment or hostility based on race, religion, color, gender, age, marital/family status, national origin, or disability.
- B. To ensure that no employee is subjected to discrimination, harassment, or hostility, the City also prohibits any offensive physical, written, or spoken conduct regarding any of these subjects, including conduct of a sexual nature. Such conduct may constitute harassment when engaged in by one employee toward another or by someone in the City in a position to influence employment decisions when:
 - submission to such conduct is made either expressly or implicitly a condition of the recipient's continued employment; or
 - submission to or rejection of such conduct by the recipient is used as the basis for repeated and unwelcome physical, written, or spoken conduct by either a Supervisor or any fellow employee that substantially interferes with an individual's work performance or creates what a reasonable person could consider to be an intimidating, hostile, abusive, or offensive working environment.

Employees who engage in such behavior, which is both illegal and in violation of the City's policy, shall be subject to disciplinary action, up to dismissal, and may be personally liable for damages in the event of successful litigation against them.

- C. If an employee believes that he/she is being subjected to any of these forms of harassment or believes he/she is being discriminated against because other

employees are receiving favored treatment in exchange, for example, for sexual favors, the employee is encouraged to report such occurrences to a Department ~~Supervisor~~ ~~Director~~ or the Mayor, who has responsibility for administration of this policy. Any complaint will be investigated promptly, under the direction of the Mayor, Department ~~Supervisor~~ ~~Director~~, and/or legal counsel, depending upon the nature of the complaint. Upon the conclusion of the investigation, appropriate action will be taken if it is determined that violations have occurred.

- D. A record of the complaint and the findings will become a part of a complaint investigation record, and the file will be maintained separately from employees' personnel files. Any resulting disciplinary action will become a part of the permanent personnel file of the employee receiving the disciplinary action.
- E. Any person who files a complaint regarding discrimination or harassment will be treated courteously, the problem handled swiftly and confidentially (to the extent practical and to the extent allowed by law), and the filing of a complaint will not be used or held against the employee, nor will it have an adverse impact on his/her employment status. This does not preclude disciplinary action against an employee who knowingly files a false complaint.

At the conclusion of the investigation of a complaint, all records become public records, in accordance with applicable Florida Statutes.

Section 17. POLICY ON DRUGS AND ALCOHOL

The City of Edgewood is committed to providing a drug-free/alcohol-free workplace and a safe work environment for employees, guests, our community, and the public. In order to maintain the highest standards of morale, productivity, and safety in our operations, the City has established the policies and requirements outlined below.

- A. To provide a safe workplace to its employees and preserve the public confidence in the City's ability to provide services and meet its obligations, the use or possession of controlled substances listed in Section 893.03, Florida Statutes, Schedule I is prohibited on and off duty. The use or possession, on or off duty, of controlled substances listed in Section 893.03, Florida Statutes, Schedules II-V is only permitted to the extent the employee possesses a valid and current prescription for such substance written by a licensed doctor. The sale of controlled substances listed in Section 893.03, Florida Statutes, Schedules I-V, is prohibited on and off duty.

For the purpose of this section, "controlled substance" shall be defined as defined in Chapter 893, Florida Statutes.

- 1. Employees are prohibited from possessing, using, distributing, or being under the influence of alcohol while on the job or on City property. City property includes such areas as parking lots, vehicles, break rooms, and locker rooms, as well as buildings and other facilities.

2. If an employee has knowledge of the use and/or presence of alcohol or prohibited controlled substances in the workplace, he/she should immediately report this information to his or her Supervisor, the Department ~~Supervisor~~ Director, or the Mayor. Reports, complaints, and investigations will be kept confidential to the extent permitted by law.
- C. Sworn law enforcement personnel who are acting within the scope of their employment are permitted to possess prohibited controlled substances for specific job assignments. Such personnel shall be responsible for the accountability and proper disposition of such controlled substances as directed by Police Department rules and statutory regulations.
 - D. Employees are required to report the use of over-the-counter medications or prescription drugs to their Supervisor if the medication may impair their ability to perform their jobs; e.g., operating vehicles/equipment, public safety, etc.
 - E. The City of Edgewood is a Drug Free Workplace and conducts the following types of drug/alcohol testing:

- **Applicants for Part-Time, Temporary, or Full-Time Positions** who have been made an offer of employment conditioned upon successfully passing an employment screening examination, will be tested for the presence of alcohol and prohibited controlled substances, as part of the post-offer of employment physical examination.

Final employment offers will not be made until the drug/alcohol test has been administered and the results are known. Candidates who test positive for alcohol or prohibited controlled substances will not be hired by the City.

- **Reasonable-Suspicion Testing:** The City may require an employee to undergo testing when there is a reasonable suspicion to believe that the employee has possessed, used, distributed, or been under the influence of prohibited controlled substances or alcohol in violation of this policy. A reasonable suspicion is suspicion which is based on facts derived from the surrounding circumstances from which it is reasonable to infer that further investigation is required. A Supervisor may suspect that an employee is using or is under the influence of prohibited controlled substances or alcohol by observing certain symptoms or behavior, including, but not limited to:

1. Excessive absenteeism or chronic lateness.

2. Drowsiness or sleepiness.
 3. Alcohol on breath.
 4. Slurred or incoherent speech.
 5. Unusually aggressive behavior.
 6. Unexplained change in mood.
 7. Lack of manual dexterity or coordination.
 8. Arrest for drug or alcohol related crime.
 9. Trustworthy information received from a third party.
- **On-the-Job Injury/On-the-Job Motor Vehicle Collision Testing:** Employees who sustain an on-the-job injury which requires referral for professional medical treatment may be required to undergo a Urine Drug Screen at the time medical treatment is administered. Additionally, an alcohol screen may be required, as deemed necessary by the City.

Employees operating a City vehicle involved in a motor vehicle collision will be tested as follows:

Drivers of commercial motor vehicles will undergo a Department of Transportation Urine Drug Screen and a Breathalyzer Test (B.A.T.). Drivers of non-commercial vehicles may be required to undergo a Urine Drug Screen and a Blood Alcohol Test.

All testing will be administered immediately following the motor vehicle collision, or as soon as possible.

- **Testing for Drivers of Commercial Motor Vehicles Involved in Accidents:** Drivers of commercial motor vehicles who are charged with a traffic citation for an accident or who are operating a commercial motor vehicle involved in an accident in which a fatality occurs (whether charged or not) are subject to drug/alcohol testing.
- **Random Testing for Operators of Commercial Motor Vehicles:** Employees whose job duties require a Commercial Driver's License (CDL) for operation of a commercial motor vehicle will be selected in an unbiased manner, randomly throughout the year, for drug and alcohol testing, as follows: 10% of the operators of commercial motor vehicles will be tested for alcohol annually and 50% of the operators of commercial motor vehicles will be tested for drugs annually.
- **Routine Fitness-for-Duty Testing:** Employees may be drug tested as part of any routinely scheduled employee fitness-for-duty medical examination.

- **Follow-up and Return to Duty Testing:** Employees who have failed a drug/alcohol test and are permitted by the City to return to work after completing treatment for alcohol or drug abuse will be tested prior to returning to work and will be subject to unannounced follow-up testing on a quarterly, semi-annual, or annual basis for a period up to two years, or for a period of up to sixty months for drivers of commercial motor vehicles (with at least six tests conducted within the first twelve months following return to work).
- **Additional Testing:** Additional testing may also be conducted as required by applicable state or federal laws, rules, or regulations, or as deemed necessary by the City.

F. When a Department Supervisor has reasonable suspicion of the presence or use of prohibited controlled substances or alcohol in the workplace, the following steps will be taken:

The ~~Department Director~~ and the Mayor will be notified immediately to assist in the investigation.

The Police Department will be notified if illegal drugs are found/involved. The City, in coordination with law enforcement, reserves the right to search City property, vehicles, and facilities.

The employee will be ordered to submit to drug/alcohol screening and will be taken by a supervisor to the testing facility.

Following the drug/alcohol testing at a facility designated by the City, the employee will immediately be relieved of duty pending the results of the drug/alcohol test. Depending on the gravity of the circumstances that led to the order for drug/alcohol testing, the employee may be allowed to use vacation, sick leave, or may be suspended without pay until such time as the test results are received.

Depending on the outcome of the drug/alcohol screening, the employee may be subject to disciplinary action, including termination, in accordance with the City's zero tolerance for drug/alcohol abuse; or, at the discretion of the City, offered rehabilitation/treatment through an appropriate agency, depending on the circumstances, the nature of the employee's position/duties, the employee's documented employment record, willingness to undergo treatment, etc.

G. Drug/alcohol testing is conducted by providers contracted by the City and

is performed in accordance with applicable Florida Statutes, Florida Administrative Code provisions, and Federal regulations. All records of drug/alcohol test results are maintained on a confidential basis.

Section 18. WORKPLACE VIOLENCE PREVENTION POLICY

OBJECTIVE:

The City of Edgewood is committed to preventing workplace violence and to maintaining a safe work environment and has adopted the following guidelines to deal with intimidation, harassment, or other threats of violence or acts of violence that may occur during business hours or on City premises. This policy applies to all employees, including temporary employees.

PROHIBITED CONDUCT:

The City does not tolerate any type of workplace violence committed by or against employees or any other individual on City premises. Employees are prohibited from making threats or engaging in violent activities.

All employees shall be treated with courtesy and respect at all times. Employees are expected to refrain from fighting, "horseplay," or other conduct that may be dangerous to others. Except as otherwise provided by State or Federal law, firearms, weapons, and other dangerous or hazardous devices or substances are prohibited on City premises without proper authorization, such as the firearms of sworn law enforcement personnel.

Conduct that threatens, intimidates, or coerces another employee, a customer/vendor, or a member of the public will not be tolerated. This prohibition includes all acts of harassment, including harassment that is based upon an individual's gender, race, religion, age, or any characteristic protected by federal, state, or local law.

The following list of behaviors, while not inclusive, provides examples of prohibited conduct:

- Causing physical injury to another person;
- Making threatening remarks;
- Aggressive or hostile behavior that creates a reasonable fear of injury to another person or subjects another individual to emotional distress;
- Intentionally damaging employer property or property of another employee;
- Except as otherwise provided by State or Federal law, possession of a weapon while on City premises or while on City business (except for sworn law enforcement personnel);
- Committing acts motivated by, or related to, sexual harassment or domestic violence.

REPORTING AND INVESTIGATION PROCEDURES:

Any potentially dangerous situations and all threats of violence or acts of violence, both direct and indirect, must be reported immediately to any member of supervision/management or the Mayor. This includes threats by employees, as well as threats by customers, vendors, solicitors, or other members of the public. When reporting a threat of violence, the employee should be as specific and detailed as possible.

All suspicious individuals or activities should also be reported as soon as possible to a supervisor. Employees are not to place themselves in danger by attempting to resolve a potentially violent situation without assistance. If an employee sees or hears a commotion or disturbance in his/her work area, the employee should not try to intercede or see what is happening. The employee should immediately contact a Supervisor and/or the Police Department for assistance.

Reports can be made anonymously and all reported incidents will be investigated promptly and thoroughly by the Mayor in conjunction with the department in which the incident occurred and/or the Police Department. The identity of the City employee making a report will be confidential to the extent possible and in accordance with statutory provisions. In order to maintain workplace safety and the integrity of investigations, the City may suspend employees, either with or without pay, pending the conclusion of the investigation.

Anyone determined to be responsible for threats of violence, acts of violence, or other conduct that is in violation of these guidelines will be subject to prompt disciplinary action up to and including termination of employment.

The City encourages employees to bring any disputes or differences with other employees to the attention of a Supervisor or the Mayor before the situation escalates into potential violence. The City will assist in the resolution of employee disputes, and will not discipline employees for raising such concerns.

ENFORCEMENT:

Any employee determined to have committed acts of workplace violence or other prohibited conduct outlined in this section will be subject to disciplinary action, up to and including termination. Non-employees engaged in violent acts on City premises will be reported to the proper authorities and may be prosecuted.

Section 19. "WHISTLE-BLOWER" ACT

Employees are expected to report any violation of law by any City employee, official, or business entity with which the City is doing business if such violation creates a serious and specific danger to the public's health, safety, or welfare.

Employees are expected to report improper use of public office, waste of funds, or any other abuse or neglect of duty on the part of the City, a City employee, or a member of the City Council or any City board. An employee with knowledge of such actions or activities shall report this information to his/her immediate Supervisor, other members of supervision, Department ~~Director~~ Supervisor, or the Mayor for investigation and resolution. The investigation will be conducted by the Mayor, ~~and/or~~ Department ~~Director~~ Supervisor and, if necessary, ~~the~~ Police Department, depending on the nature and circumstances of the allegations. Information related to an ongoing investigation will be maintained on a

confidential basis to the extent provided by Florida Statutes, Chapter 112.3188. At the conclusion of the investigation the results of the investigation shall be reported to all elected officials.

Retaliation against an employee who reports any violation, abuse, or other improper action is strictly prohibited by Florida Statutes, Section 112.3187, and by City policy. Disciplinary action may be taken against an employee who knowingly files a false and/or malicious report.

VII. GENERAL TERMS AND CONDITIONS OF EMPLOYMENT

Section 1. EMPLOYEE FITNESS AND HEALTH

- A.** Any employee may be required to take an examination at City expense at any time to determine the employee's general fitness for employment based on the essential requirements of his position. Such examinations may include, but are not limited to, physical, psychological, psychiatric examinations, or any evaluation deemed appropriate. Failure to comply with an order to take an examination will result in disciplinary action, up to and including dismissal.
- B.** The reason(s) for requesting an examination must be submitted in writing to the Mayor for review to determine whether or not an examination is warranted. If an examination is deemed appropriate, the Mayor will schedule the examination; prepare notification to the employee in conjunction with the employee's supervisor; and prepare the information for the examining physician, including, but not limited to, the essential job requirements/functions of employee's position which are of concern; on-the-job injury/vehicle accident history and circumstances; job performance concerns; health; etc. The report of the independent medical examination, conducted by a competent medical authority selected by the Mayor, will be submitted to the Mayor and will be maintained on a confidential basis, pursuant to statutory regulations. The Mayor, in conjunction with the employee's ~~Supervisor~~/Department ~~Supervisor~~ Director, will review the medical reports and determine appropriate actions as necessary.

Section 2. EMPLOYEE PERSONNEL FILES, VERIFICATIONS, REFERENCE CHECKS

- A.** The City Clerk is the custodian of employee personnel records.

It is each employee's responsibility to ensure that his/her personnel file is accurate and is updated to reflect current information, including, but not limited to, the following:

- name changes.
- address, including actual place of residence and mailing address.
- names, dates of birth, social security numbers for life insurance beneficiaries and for retirement beneficiaries.
- telephone number.
- emergency contact (name, address, and telephone number).
- copies of education certificates, diploma(s), letters of commendation, awards, etc.
- payroll deduction authorization(s).
- tax withholding forms.

- B.** All requests for employment verification regarding current or former employees shall be referred to the Department Supervisor ~~Directors~~(e.g., mortgage forms,

reference checks, eligibility for rehire, confirmation of employment dates, etc.) so that any information released will be **documented information only**.

Section 3. SOLICITATION AND DISTRIBUTION

Solicitation for any purpose other than City business is not permitted on City premises/facilities without prior authorization of the Mayor, which may be granted for City benefit programs. If a sales representative contacts any employee while on duty or visits City facilities for the purpose of selling his/her product, the vendor should be informed in a courteous manner of the City policy regarding solicitation and advised to contact the Mayor.

To best serve the public, no personal or private business shall be conducted in working areas during working time. Employees, as well as sales representatives, are prohibited from soliciting employees during working hours, or distributing literature in areas where the work of public employees is performed, such as offices and other public facilities. This does not prohibit the distribution of materials during employees' lunch hours or in such areas not specifically devoted to the performance of employees' duties, provided the employees involved are not on duty.

Section 4. BULLETIN BOARDS

The various bulletin boards of the City are to be reserved for the posting of official notices and activities of the City. Employees are permitted to post notices of personal items for sale. Other personal messages or business advertisements are prohibited, except by permission of the Department Supervisor ~~Director~~. Information relating to represented employees may be posted on bulletin boards pursuant to the provisions of the respective collective bargaining agreements.

Section 5. INVENTIONS/PATENTS/ROYALTIES

The City encourages and supports employment-related inventions and ideas; however, the City shall not pay any further compensation for inventions since the employees will be receiving adequate compensation for their employment.

Employees shall promptly disclose to a Department Supervisor ~~Director~~ or the Mayor all inventions, discoveries, and improvements which the employee may make, either solely or jointly with others, while in the employ of the City. For a period of twelve (12) months following separation of the employee from the City, the employee shall identify which inventions, discoveries, and improvements relate to products, systems, programs, or other developments manufactured, developed, or sold by the City during the period of employment with the City, or the manufacture, development, or sale of which was in contemplation by the City. The employee agrees to transfer, assign, and convey to the City the employee's whole right, title, and interest in, including the employee's whole right, title, and interest in and to any domestic and foreign patent rights therein and any renewals.

In accordance with the City's financial contribution and the associated risk undertaken to demonstrate the practical utility of the invention, discovery, or improvement, each employee further agrees that during his/her period of employment with the City and any time thereafter, to execute any instruments, including without limitation, applications for letters, patents, and assignments thereof, or to comply with any directives which may be deemed desirable by the City to effectuate the provisions of this section. All expenses of filing or prosecuting any patent applications shall be borne solely by the City,

but the employee shall cooperate in filing and/or prosecuting any such other application.

Section 6. RULES REGARDING SMOKING IN CITY FACILITIES AND VEHICLES

The City strives to improve working conditions and protect the health of employees and the general public. In accordance with the Florida Constitution and the "Florida Clean Indoor Air Act" (Florida Statutes, Chapter 386), it is the policy of the City to provide a healthy, comfortable, and safe environment in all respects by prohibiting smoking in all City buildings and in City vehicles. ~~Additionally, the City does not allow employees to smoke or use any tobacco products during work hours, including meal and break periods.~~

Any supervisor who observes an employee in violation of this rule should remind the employee of this policy. Continued violation(s) will subject employees to disciplinary action.

Any employee who notices a member of the general public not observing the "no-smoking" regulations governing City buildings/facilities should courteously inform the citizen of the City's policy.

Section 7. SAFETY PROGRAM

It is the policy of the City to comply with all applicable federal, state, and local health and safety regulations and to provide a work environment as free as possible from recognized hazards. Employees are expected to comply with all safety and health requirements whether established by Department Supervisors or by federal, state, or local law.

Section 8. WORKPLACE SECURITY

The City of Edgewood is committed to providing as much protection as possible for the security of our employees and the public, including security of City property/premises. Accordingly, certain items such as credit cards, keys/entry codes to City buildings and facilities, etc., will be issued only to employees whose responsibilities require them. Employees may be required to sign a form indicating receipt of a particular item and their understanding that it is the property of the City and is to be used for official business only.

Duplication of any restricted access item is prohibited.

Loss of any restricted access item must be reported to the issuing party as soon as the loss is discovered. An employee may be charged an appropriate fee for the replacement of any lost item.

Section 9. RESIDENCY REQUIREMENTS

The City has no residency requirements for employment.

VIII. PROBATIONARY PERIOD

Section 1. PURPOSE

- A. The probationary period shall be used for evaluation of an employee's performance and suitability to the position; to secure the most efficient adjustment of a new or promoted employee to the position; and for determining whether or not an employee meets the desired standards of performance.
- B. Every person who is employed in an established position in the City, except the City Clerk and Police Chief, shall serve a probationary period as provided herein before such appointment is considered "regular status."

Section 2. DURATION

- A. The duration of new hire probation shall be for a period of ~~six months~~ ninety days for all employees. ~~Each employee will receive a ninety (90)-day written evaluation by his/her immediate supervisor; if performance is and remains satisfactory, the employee will continue to serve the remainder of the six-month probation.~~ At the conclusion of the ~~six-month~~ ninety day probationary period, the employee will receive a written evaluation by his/her immediate supervisor; will be made a non-probationary employee; and will be eligible for a merit increase.
- B. Unless otherwise provided in these policies and procedures, an employee in a part-time, temporary, or position who is selected for a full-time position shall serve a probationary period in the same manner as any other new hire appointment.

Section 3. REINSTATEMENT

An employee who has been reinstated (i.e., to the same or similar position upon return from recall from lay-off) may not be required to serve a probationary period ~~depending on the length of time between separation and rehire by the City, the requirement of the hiring department, or other factors~~ if reinstated within six months.

Section 4. RE-EMPLOYMENT

Employees re-employed **within** six months to the same position from which they resigned in good standing, may not be required to serve a new probationary period unless so requested by the hiring authority; however, persons rehired to the same or different position **after** six months of the date of separation will be required to serve a new probationary period.

Section 5. PROMOTIONAL APPOINTMENTS

- A. A **non-probationary employee** who is promoted shall serve a probationary period of three months in the new position.
- B. A **probationary employee** who is promoted to a higher level position will be required to complete his/her original new hire probationary period, or a minimum of three months' probation, whichever is greater.
- C. The length of the probationary period will be outlined, along with other conditions, in the notice of the promotion to the employee.

Section 6. DEMOTIONS

- A. Upon receiving a non-disciplinary demotion, including voluntary demotions requested by an employee, or demotions at the direction of the City, a **probationary employee** shall serve, at a minimum, the balance of the original probationary period. A non-probationary will not be required to serve another probationary period upon a non-disciplinary demotion or a demotion initiated as an accommodation unless requested by the hiring Supervisor and approved by the Mayor.
- B. A non-probationary employee demoted for disciplinary reasons shall be required to serve a probationary period of three months upon demotion.
- C. The length of the probationary period will be outlined, along with other conditions, in the notice of the demotion to the employee.

Section 7. EXTENSION OF PROBATIONARY PERIOD

An employee's Department Supervisor ~~Director~~ may authorize an extension (up to an additional ninety [90] days) of the established probation period prior the scheduled completion of the ~~six-month probationary period~~ initial ninety day probationary period. The extension may be based upon absence of the employee for an extended period of time during the probationary period or other extenuating circumstances. The Department ~~Head~~ Supervisor shall notify in writing the Mayor of any probation period extensions.

Section 8. DISMISSAL DURING PROBATIONARY PERIOD

At any time during the original or extended new hire probationary period, an employee may be terminated with or without cause by a letter of termination. An employee removed during his/her new hire probationary period has no right to a pre-determination notice/hearing or to a post-

termination appeal. An employee who separates from service with the City (for any reason) during the first ninety (90) days of employment shall be required to reimburse the City for any insurance premiums paid by the City on behalf of the employee and/or his/her dependents.

Section 9. RELEASE FROM PROBATION

Release from probation and appointment to regular status employment is not automatic upon expiration of the designated probationary period. A written evaluation must be completed, indicating that the employee has successfully completed his/her probationary period and is recommended for regular status. The completed written evaluation, including all required signatures/approvals, shall be timely submitted to the City Clerk for processing and inclusion in the employee's personnel file.

IX. PERFORMANCE EVALUATIONS

Section 1. PURPOSE

The employee performance evaluation process is designed to permit the evaluation of an employee's job performance and effectiveness as objectively and fairly as possible.

The primary purposes of the performance evaluation are, as follows:

- to inform the employee of his/her strengths and areas for improvement on the job; serve as a basis for discussion as to how the employee can improve performance; establish goals and expectations for future evaluation; etc.
- evaluation of an employee's potential for promotion.
- identification of areas of training needed.
- basis for disciplinary actions.
- determination of order of layoff.
- determination of suitability for regular status at the conclusion of the new hire probationary period or at conclusion of a probationary period following promotion/demotion.

The appropriate City official administers the performance evaluation system, including distribution of evaluation forms to departments in a timely manner for probationary and annual performance evaluations.

Section 2. EVALUATION PERIODS

A. PROBATIONARY EVALUATIONS

New hire probationary employees' performance is to be monitored during their probationary period to determine whether or not employment should be continued. Release from probation and appointment to regular status employment is not automatic upon expiration of the designated probationary period. Department Supervisors must conduct a performance evaluation for probationary employees who are retained throughout the probationary period. The evaluation for a probationary employee who is recommended for regular status must be completed by the end of the probationary period, but no earlier than one week prior to expiration of the probationary period; discussed with the employee; signed and dated by the Department Supervisor and employee; forwarded to the Mayor approved by the Department Supervisor Director, and forwarded to the City Clerk for inclusion in the employee's personnel file.

B. ANNUAL PERFORMANCE EVALUATIONS

After successful completion of his/her new hire probationary period, an employee shall receive an annual evaluation on his/her anniversary date.

C. SPECIAL EVALUATIONS

A special evaluation may be conducted at any time when, in the opinion of Supervisors, the employee's performance has deviated from expected standards.

Section 3. EMPLOYEE COMMENTS ON PERFORMANCE EVALUATIONS

Employees are encouraged to comment on their evaluations. If an employee disagrees with the evaluation, he/she may submit a written statement which will be placed in his/her personnel file along with the performance evaluation.

X. PROMOTIONS, TRANSFERS, DEMOTIONS, REINSTATEMENTS

Section 1. PROMOTIONS

A. POLICY

In filling vacancies in all City positions, first consideration will be given to current employees who apply for and who meet the minimum requirements of the position. Promotions are not guaranteed nor seniority based; in addition to length of City service, the employee's documented performance record will be considered by the hiring department. All employees who are in positions with the City (including temporary agency employees) are eligible to apply. Temporary employees will be considered only if there are no qualified City employees competing for the position vacancy or if, after interview, City employees are not selected by the hiring department.

B. APPLICATION

Each employee who wishes to compete for promotion must submit a written notice and submit it to the appropriate City official on or before the closing date specified in the position vacancy posting. Any temporary employee who wishes to apply for internally posted positions must complete a City Employment Application and submit it to the appropriate City official on or before the specified closing date.

D. PROBATIONARY PERIOD UPON PROMOTION

A **non-probationary** employee who is promoted to a higher level position will be required to serve a three month probation in the new position. A **probationary employee** who is promoted during his/her original (new hire) probationary period will be required to serve the balance of the new hire probation or three months, whichever is greater.

The probationary period requirement will be outlined in the written notice of promotion provided to the employee at the time of the promotion.

An employee (excluding temporary employees) who is not successful in the position to which he/she is promoted after the conclusion of the probationary period may return to his/her previously held position, if the position is available. If the former position is not open and no other comparable position is available, the employee may be terminated.

A temporary/seasonal employee hired for a promotional vacancy is considered a "new hire;" accordingly, the employee must serve the new hire probationary period required by the position.

E. PAY RATE UPON PROMOTION

The pay rate at time of promotion to any position will be competitive with wage and salary levels for similar positions in other public agencies in the City of Edgewood's relevant work area.

A temporary agency employee who is selected for a promotional vacancy shall receive a pay rate in the same manner as any new hire (Chapter IV., Compensation, "Pay Rate Upon Initial Hire").

F. INTERVIEW PROCESS FOR PROMOTIONAL CANDIDATES

In order to be recommended for promotion, an employee must be interviewed by supervisors/management or a review board in the hiring department.

G. REVIEW OF PROMOTIONAL CANDIDATES' PERSONNEL FILES

The hiring department is encouraged to review the personnel files of internal candidates to evaluate their documented performance record, including performance evaluations, any disciplinary actions, commendations, achievements, attendance record, etc. The personnel files are available for review in the City Clerk's office.

Section 2. TRANSFERS

A. An employee may request a lateral transfer to a position vacancy by completion of written request, and the process outlined in Section 1, Promotions. If the employee is transferred, his/her pay rate will remain the same. Depending on the circumstances of the transfer (e.g., lateral transfer to a different position in a different department), the employee may be required to serve a three-month probationary period. If a probationary period is required, the employee will be informed at the time of written notification of his/her selection for transfer.

B. The City, in the interest of the City and/or the employee, may transfer an employee, from one position to another position of the same classification or another classification in the same pay grade, if the employee meets the minimum qualifications of the other position. Such transfer will not

change the employee's pay rate, or status. If the employee is unable to perform the duties of the new position, with the approval of the Mayor, he/she may be transferred to another position for which he/she is qualified, or he/she may be terminated. Involuntary transfers are at the discretion of the City and are not subject to the grievance procedure. The movement of an employee to a higher or lower classification does not constitute a transfer and any such action must be accomplished in accordance with the procedure established for promotions or demotions.

Section 3. DEMOTIONS

An employee may be demoted to an available position of lower rank for which the employee is qualified, for any of the following reasons:

- as a disciplinary measure for violation of City or departmental rules.
- inability to satisfactorily perform the required duties and responsibilities of his/her present position to which he/she was hired or promoted.
- in lieu of layoff during a reduction in force or reorganization.
- when the employee voluntarily requests such demotion.
- as an accommodation for disability reasons.
- in the interest of the City.

An employee who is demoted, whether voluntarily or involuntarily, shall have his/her pay rate decreased as outlined in Chapter IV., Compensation, "Rate of Pay Upon Demotion."

A requirement to serve a probationary period and the length of the probationary period, upon the demotion, is dependent upon the circumstances of the demotion (voluntary/involuntary), employee status (i.e., probationary, non-probationary), or other factors, as determined by the City.

Section 4. REINSTATEMENTS FROM MILITARY SERVICE

- A. The purpose of this policy is to implement the rights, under applicable laws, afforded veterans, reservists, National Guard members, individuals being examined for admission to the military, and individuals rejected from military service to return to their former positions. Accordingly, any changes in applicable statutes shall also apply.
- B. This policy applies to all regular full-time employees of the City who resigned from City employment to enter the military and who provide

advance verbal or written notice to the City of such service unless such notice is not required under circumstances outlined in the Uniformed Services Employment and Reemployment Rights Act of 1994.

C. All individuals returning from active duty, entitled to reinstatement, will be reinstated to their former jobs or provided jobs of similar seniority, status, and pay, and as provided in the Uniformed Services Employment and Reemployment Rights Act of 1994. Such individuals are subject to the following conditions:

1. To be eligible for reinstatement, the individual must have satisfactorily completed his service. Generally, this means that persons with a discharge of other than honorable, undesirable, or as a result of a court martial, or any other occurrence or condition specified under the Uniformed Services Employment and Reemployment Rights Act of 1994, are not eligible for reinstatement.
2. The individual must return to work within a period of time outlined in the Uniformed Services Employment and Re-employment Rights Act of 1994 and have had no intervening employment.
3. To be entitled to reinstatement to the same job, the individual must still be qualified to perform it, pursuant to the Uniformed Services Employment and Reemployment Rights Act of 1994.
4. Individuals who did not hold regular full-time positions and/or had not completed their initial probationary period are not eligible for reinstatement under this policy.
5. Individuals eligible for reinstatement will be treated as if they had never separated from employment with the City; i.e., they will be entitled to continuous service credit from the date of hire prior to the military service, and all benefits will be calculated based on that date.
6. Employees who are reinstated will be required to undergo a medical examination for certain positions, such as sworn police officers, and will be required to undergo a drug/alcohol screen.
7. The City may not be required to reemploy an individual if certain circumstances exist, as set forth in the Uniformed Services Employment and Reemployment Rights Act of 1994.

- D. Other information regarding leaves for military service is outlined in Chapter XIV.

Section 5. REINSTATEMENT (RECALL) FROM LAYOFF

- A. Full-time employees who are on layoff are eligible for recall for a period of one year from the date of layoff. Eligibility for recall is to the same position or a similar position for which the former employee qualifies. However, recall does not apply to positions which are a higher classification than the position from which the employee was laid off.

If more than one employee in the same classification has been laid off, the former employee with the most seniority will be recalled first.

- B. At the time of layoff, it is the employee's responsibility to provide his/her current address and telephone number and to advise the Mayor of his/her desire to be recalled to his/her former position or similar position (not a promotional position) for which he/she is qualified.
- C. Notice to a laid off employee regarding the City's intention to recall the employee shall be by certified mail to the last address provided. If an employee so notified does not give written notice to the Mayor of his/her intention to resume employment within ten work days of receipt of the City's notice, it shall be assumed that the individual does not want to be recalled and the employee's name shall be removed from recall consideration. The only exception will be if the Post Office returns the Certified Mail Voucher to the City after fifteen days from time received with no signed acknowledgment that the employee received the notice. If a laid-off employee refuses in writing to accept the job offered because it is a lower paying position than previously held, he/she shall not lose rights for recall within the one-year period.
- D. Upon recall to work following layoff, the employee must pass an employment physical examination, if required by the position, and a drug/alcohol screen. The employee is credited with seniority through the date of layoff, but does not receive service credit for the period of time **not** employed. The continuous service date will be adjusted to reflect the period of time on layoff. Provisions for reinstatement of seniority for pension vesting purposes are subject to the provisions of the pension plan of which the employee is a member.

Rules governing probationary period and rate of pay upon recall to work from layoff are outlined in Chapter IV., Compensation and Chapter VIII., Probationary Period.

XI. HOURS OF WORK and OVERTIME/STAND-BY/CALL-BACK COMPENSATION and ADMINISTRATIVE LEAVE

Section 1. SCHEDULED HOURS OF WORK

Generally, the work week for full-time employees is forty (40) hours per week in the designated work week included on the City's bi-weekly time sheets. Supervisors will specify an employee's hours/days of work to ensure that departmental operational needs and public service requirements are met.

The work week for part-time employees varies depending upon position duties, operational requirements, and department to which assigned.

Section 2. WORK SHIFT ASSIGNMENTS

Each employee is assigned a work shift in accordance with the particular operational requirements of his/her department/division. Any changes to those shifts, except where specifically noted otherwise, shall be at the sole discretion of management. A 24-hour notice or more, whenever practical (i.e., non-emergency situations), may be provided in order to allow the employee time to make necessary personal arrangements.

Section 3. OVERTIME WORK AND PAY FOR NON-EXEMPT EMPLOYEES

- A. Position classifications are evaluated by the City to determine eligibility for payment of overtime in accordance with the Fair Labor Standards Act (FLSA). Employees whose positions are classified as non-exempt shall receive overtime pay at a time-and-one-half rate for hours worked in excess of forty (40) hours in the designated work week. Part-time employees who are scheduled to work less than forty (40) hours per week shall not be paid at the overtime rate until they have worked more than forty (40) hours in the designated work week.
- B. An employee whose position is classified as non-exempt shall not commence his/her principal work assignments before the start of the assigned shift unless authorized by a Supervisor. A non-exempt employee shall cease his/her principal work assignment at the end of his/her assigned shift unless authorized by a Supervisor.
- C. Overtime work must have **prior** authorization of the employee's Supervisor and/or Department ~~Supervisor~~ Director. Overtime work will be authorized/approved when necessary to meet essential operating requirements or emergency situations. Authorized overtime work will be offered to employees or required in accordance with the procedures established in each department, based upon operational needs. Authorized

overtime hours shall be reported to the City Council each month in the Regular Council meeting Agenda Packet.

- D. Department ~~Directors~~/Supervisors shall maintain accurate records of overtime; monitor overtime assignments to ensure that operational and service requirements are met; and monitor overtime costs in relation to budgeted funds.
- E. Hours worked in excess of the forty (40) hour work week by a non-exempt employee will be recorded on the bi-weekly time sheet with the appropriate pay code for payment at a time-and-one-half rate.
- F. For purposes of computing overtime of less than one hour, increments of .25, .50, and .75 will be used by rounding off time worked to the nearest quarter hour increment.
- G. Paid leave for vacation, sick/personal leave, bereavement, short-term military leave, jury duty, holidays and any other compensated, non-worked time is **not** counted in determining the forty (40) hour work week for the purpose of computing overtime. Only actual hours worked count in determining the forty (40) hour work week or tour of duty for the purpose of computing overtime.

Section 5. ADMINISTRATIVE LEAVE FOR EXEMPT EMPLOYEES

The City determines which positions are exempt from overtime compensation, in accordance with the Fair Labor Standards Act (FLSA).

Exempt employees, (executive, managerial, or professional positions), as defined by the FLSA, are compensated on the basis that extended workdays and/or work weeks may be required to accomplish the expected assignments of the positions. Employees filling such positions are expected to work the hours necessary to complete their assignments. Additional hours worked in excess of the regularly scheduled work week are not compensable under the Fair Labor Standards Act. The City, however, may provide exempt employees (including probationary status exempt employees) administrative leave. Requests for administrative leave must be submitted to a Supervisors and approved by Supervisors in advance of the leave being taken. Administrative leave is not carried over from fiscal year to fiscal year. Exempt employees are not eligible for cash payment of any administrative leave upon separation or transfer to a non-exempt position.

Section 6. COMPENSATION DURING EMERGENCY SITUATIONS – RECOMMEND INCLUSION

In the event that the City closes administrative and other offices/facilities due to inclement weather (e.g., hurricanes); civil disaster; or other emergency situations; compensation for non-exempt employees required to work shall be in the same manner as any other time worked. Both

non-exempt and exempt employees who are told not to report to work during such situations shall receive straight time pay for regularly scheduled work hours. Exempt employees who are required to work may be granted additional administrative leave, at the discretion of the Mayor. During such emergency, if the City establishes temporary offices/facilities or directs employees to report to work at a work site other than their usual work site, the employees will be required to report to work.

Section 7. BREAKS AND LUNCH

- A. The City allows employees to take brief breaks from their daily work schedule. It is the responsibility of Supervisors to inform employees of break periods and to ensure that employees are provided time for the designated breaks. Such breaks are to be arranged in a manner that does not interfere with City business.
- B. Employees are encouraged to take their daily lunch break.

Section 8. EMPLOYEE ABSENCE FROM WORK AND TARDINESS

- A. No employee shall be absent from his/her regularly scheduled duties without prior authorization from his/her ~~Supervisor or Department Supervisor/Director~~ or without notifying his/her Department Supervisor in cases of illness or emergency. Failure to obtain prior authorization to be absent from the work area, or to notify Supervisors of employee absence, may result in disciplinary action up to and including dismissal.
- B. An employee requesting time off for vacation, personal leave, administrative leave, leave of absence, or similar planned absence, must obtain **prior** approval as far in advance as possible from his/her Supervisor to ensure that departmental operations will not be impacted and that a sufficient leave balance exists to cover the absence.

It is the responsibility of Supervisors to verify requests for use of sick leave Paid Time Off. The Supervisor's responsibility in this process includes verifying that the employee has sufficient ~~sick leave hours~~ Paid Time Off to cover the absence. ~~If the supervisor determines that the employee has an insufficient sick leave balance, vacation should not be routinely authorized to supplement short term sick leave of one or two days. As a result, if an employee does not have sufficient sick leave~~ Paid Time Off to cover an absence, the employee may be placed in a "no-pay" status. ~~If this no-pay status results from misuse or abuse of sick leave, it is the Supervisor's responsibility to take appropriate disciplinary action.~~

- C. When an employee must be absent due to illness or circumstances beyond

his/her control, it is his/her responsibility to notify the Supervisor prior to the start of his shift, if possible, but not later than one hour after the start of his/her shift. If an absence continues for more than one day, daily reports may be required. In the event of an extended, verified illness, the employee's Supervisor may modify the requirement for daily employee reporting. Extended absence (over one work week) due to the employee's illness or that of a family member must be reported to the Mayor by the employee's Supervisor to determine if Family and Medical Leave (FML) applies.

- D. If an employee is going to be late for work, he/she must notify the Supervisor prior to the start of his shift, or no later than one hour after the work shift commences.

Section 9. CALL BACK COMPENSATION

An employee called in to work when he or she has not been previously scheduled will be given a minimum of 2 hours' work or a minimum of 2 hours' pay at a pay rate of time and a half.

An employee called in to work before his or her normal shift and who continues working into his or her regular shift will not be considered to be called-back and will be paid only for all hours worked. If there is less than one hour between the time of completing the work for which he or she is called in early and his or her normal starting time, this time also will be considered as time worked.

Each employee is expected to work when called, unless excused for good and sufficient reason. The supervisor shall exercise reasonableness and fairness in administering the call-back policy. The hours paid for call-back will be credited toward hours worked in the week for overtime purposes.

Section 10. COMPLETION OF TIME SHEETS

- A. A pre-printed bi-weekly time sheet is used to report all time worked/paid. Entries must be made in ink.
- B. All corrections to an employee's time sheet must be initialed by the employee. The employee should "strike through" the error, make the correction, and initial it. No "white out" or erasures will be used on time sheets.
- C. All worked and compensated time (e.g., vacations, holidays, overtime, sick, personal, workers' compensation leave, etc.) must be entered on the time sheet and recorded under the appropriate pay code.
- D. Time sheets shall be signed by the employee and approved by the immediate ~~Supervisor and/or~~ Department ~~Supervisor~~ Director.

- E. Department Supervisors are responsible for monitoring employee time worked/ recorded, and verifying the authenticity and accuracy of employees' time sheets, and ensuring there are sufficient leave balances for benefits charged.
- F. Employees should address all questions regarding pay and time sheets to their Department Supervisors.

XII. EMPLOYEE BENEFIT PROGRAMS

Section 1. EDUCATIONAL ASSISTANCE PROGRAM

A. PURPOSE AND SCOPE

In order to maximize career potential of employees, the City encourages continued education through reimbursement for career-related courses. The intent of the educational reimbursement program is to provide encouragement for employees to improve their ability to perform their current jobs, to prepare them for positions of greater responsibility, and to enhance their commitment to their job and to the City. Full-time regular status employees are eligible to apply for educational assistance for college courses, training, or continuing education course(s), such as a certification program, correspondence course, or seminar, which will enhance an employee's present or future position with the City, in any career available in the City of Edgewood.

The Educational Funding Agreement Form is available in the City Clerk's office.

B. FUNDING

The Mayor or other person designated by the City Charter or other Code provision is responsible for the Educational Assistance reimbursement program and budget. All approvals/ reimbursements are contingent upon compliance with all requirements and availability of funds.

C. REIMBURSEMENT AMOUNTS/LIMITATIONS

1. Reimbursement will be paid for courses in which the grade is "C" or better; or "Pass" on a course which is "Pass/Fail," depending upon availability of budgeted funds. The reimbursement schedule is as follows:

Grade "C" - 50%
Grade "B" - 75%
Grade "A" - 100%
"Pass" - 75%

2. This program provides reimbursement for tuition fees and textbooks only. The cost of registration fees, laboratory fees, late fees, health fees, travel/mileage expenses, etc., is not covered.

3. Reimbursement will be paid in accordance with Internal Revenue Code regulations.

D. REPAYMENT REQUIREMENTS

An employee who resigns his/her position with the City less than one year following the date of reimbursement for course(s), must repay the City a prorated portion of educational expenses reimbursed by the City in the preceding twelve months. Proration will be based on the number of months worked beyond the date of reimbursement. If necessary, a deduction will be made from the employee's final paycheck.

Section 2. CONTINUING EDUCATION

In addition to the Educational Assistance Program outlined above, the City encourages employee training and development by budgeting funds for job-related courses for certification, licensure, etc. Regular status full-time employees may be released from duty with pay as authorized by their Supervisors to attend professional/technical training courses, seminars, professional association meetings, conferences, or similar training as may be determined to be in the best interest of the City. Authorization for part-time or probationary employees to attend training courses, conferences, or seminars is subject to prior approval by the Mayor. Authorization for employee travel and training is subject to prior approval of the Department Supervisor ~~Director~~ or Mayor, as set forth in the City's travel policy resolution as amended from time to time. Out-of-State travel for City business by any City employee requires prior approval of the Mayor.

Reimbursement for **approved** travel and training shall be in accordance with the City's travel policy resolution as amended from time to time, which is based in part upon regulations set forth in Florida Statutes, Section 112.061. Employees are required to complete the appropriate forms for prior authorization for travel related to City business and for travel advances and/or reimbursement of incurred expenses.

Section 3. EMPLOYEE RECOGNITION AND AWARDS PROGRAMS

PURPOSE AND SCOPE

The City recognizes that its employees are its most valuable resource and may establish programs to demonstrate its commitment to employees, such as:

- Recognition of special achievements by employees may be scheduled at City Council meetings.

- Annual service awards for regular status part-time and full-time employees.
- Other programs as authorized by the Mayor and/or City Council.

Section 4. GROUP INSURANCE/BENEFITS PROGRAMS

A. PURPOSE AND SCOPE

The City provides a program of benefits to provide employees and their dependents various group insurance products. Each employee selects the benefits which best meet his/her needs and the needs of dependents. An employee may waive "Employee" health insurance only if he/she submits documentation of **other qualified group (not individual or private) health insurance** (e.g., military insurance, retiree insurance from another employer, etc.) annually during the open enrollment period.

Additionally, the City allows full-time and part-time regular status employees to voluntarily participate in a Section 457 deferred compensation plan.

B. FUNDING

The City provides regular status full-time employees group health and life, insurance at no premium cost to the employee. The premium for dependent health insurance is partially funded by the City, with the remainder of the premium paid by payroll deduction from the employee's paycheck on a pre-tax or after-tax basis, as outlined below.

An employee who separates from service with the City (for any reason) during the first ninety (90) days of employment shall be required to reimburse the City for all insurance premiums paid by the City on behalf of the employee and/or his/her dependents.

C. BENEFITS/PRODUCTS

1. PRE-TAX (Withholding Tax and Social Security) BENEFITS

- Employee/Dependent Health Insurance.
- Employee/Dependent Dental Insurance.
- Employee Mandatory and Supplemental Life Insurance (premium on up to \$50,000 coverage is pre-tax).
- Other Pre-Tax Benefits allowed by Internal Revenue Code, Section 125.

2. PRE-TAX (Withholding Tax Only) BENEFITS

- Internal Revenue Code Section 457 Deferred Compensation Program.

3. AFTER-TAX BENEFITS

- Dependent Life Insurance.
- Employee Supplemental Life Insurance (for premiums for coverage limits allowed by the Internal Revenue Code). Short-term Disability Insurance.
- Long-term Disability Insurance.

D. COMMENCEMENT AND TERMINATION OF COVERAGE

Insurance coverage for all insurance programs shall begin as provided in the policy issued by the insurer. ~~is effective on the first day of employment.~~ Late requests to add dependents (other than for qualifying events such as birth, adoption, or marriage) are subject to review and approval by the insurer. The addition of a dependent as a result of birth, adoption, or marriage must be within sixty days of the event and requires submittal of appropriate documentation; i.e., birth certificate or marriage certificate.

Insurance coverage terminates the last day of the month in which the employee separates from employment.

E. CONTINUATION OF GROUP INSURANCE/LIFE INSURANCE

The continuation provisions for group health, life, and other insurance programs for employees upon separation from service with the City are in accordance with applicable statutes and/or the respective insurance policies, which are available in the City Clerk's office.

F. GROUP HEALTH AND LIFE INSURANCE FOR RETIREES

1. CONTINUATION PROVISIONS

Continued group health, dental, and life insurance for retirees is offered in accordance with the provisions of Florida Statutes, Section 112.0801, provided the service and normal retirement age requirements of the respective City pension/retirement programs are met. The retiree is responsible for payment of the premium for his/her coverage and that of any dependents.

2. CONDITIONS AND LIMITATIONS

- a.** An employee who retires based on disability prior to age/service eligibility for normal retirement may qualify for group health insurance continuation outlined in this policy.
- b.** Group insurance continuation for retirees is provided **only** to retirees whose termination of employment is simultaneous with the commencement of City retirement benefits. A vested employee who terminates employment prior to eligibility for early or normal retirement is **not** eligible for the City's group insurance program at the time of his/her commencement of retirement benefits.
- c.** Health insurance continuation for retirees is available until the retiree/dependent spouse becomes Medicare eligible, at which time participation in the City's plan will terminate.

3. LIFE INSURANCE CONTINUATION FOR RETIREES

An employee who retires from City service is eligible to apply for a life insurance private policy (guaranteed issue) with the City's insurance provider. The premium is solely the retiree's responsibility.

Note: The information outlined above regarding insurance programs is informational and not a guarantee of coverage/benefits, which are subject to the provisions of the various insurance policies and which may change from time to time.

Section 5. RETIREMENT PROGRAM

A. SCOPE

The City has elected to participate in the Florida Retire System and eligibility, benefits, and rules for participation are as provided in Chapter 121, Florida Statutes.

B. FUNDING

The City contributes funding to the Florida Retirement System as provided in Chapter 121, Florida Statutes.

Section 6. TRAVEL AND OTHER OFFICIAL EXPENDITURES

PURPOSE AND SCOPE

Employees may be required, from time to time, to incur expenditures during the course of conducting City business and/or to use their personal vehicles for official reasons. The City reimburses expenses and mileage costs as outlined in the City's travel policy resolution, which is in accordance with Florida Statutes/Internal Revenue Code regulations (for mileage).

Section 7. UNIFORMS/CLOTHING ALLOWANCE

A. PURPOSE AND SCOPE

In order to ensure that the dress of employees in certain departments of the City is appropriate to their duties, meets safety standards, and addresses interaction with the public, City-provided uniforms may be required attire. City-issued uniforms and equipment are provided for employees to wear while performing their job duties and conducting City business. Failure to comply with this requirement may result in disciplinary action.

B. CARE OF UNIFORMS

Employees are responsible for laundering their City-provided uniforms.

C. CLOTHING ALLOWANCE

1. Certain Police Department personnel receive a clothing allowance in an amount determined by the City. The clothing allowance is paid monthly in the first paycheck of each month.

D. RETURN OF UNIFORMS AT SEPARATION

1. Upon separation from City service, employees are required to return uniforms, other than City-issued shirts with the City's logo. However, when a sworn law enforcement officer retires (simultaneous with separation) from the City, the officer may be authorized retention of his/her badge and service weapon. The retiring officer may purchase his/her service weapon at the fair market value at the time of retirement.

2. Certification of return of uniforms is noted by the department in which the employee works on the appropriate check-out form, in conjunction with other separation paperwork. The cost of uniforms that are not returned at the time of separation, as outlined above, will be deducted from the employee's final paycheck.

Section 8. LIGHT DUTY ASSIGNMENTS

A. PURPOSE AND SCOPE

It is recognized that there may be occasions when an employee is unable to perform his/her full-time and/or unrestricted duties due to a non-occupational (not workers' compensation) illness or injury. The City, solely at its discretion, may authorize the employee to work in a "light duty" status and/or a reduced work schedule, pending the employee's release to return to full-time, unrestricted duty.

B. CONDITIONS AND LIMITATIONS

1. An employee's request to work on a light-duty or reduced schedule basis must be approved by his/her Department.
3. Evaluation of requests for light duty assignments will be based on factors including, but not limited to, the following:
 - the circumstances for the request (e.g., zero sick leave balance as a result of documented sick leave abuse);
 - medical verification of likelihood of return to full-time, unrestricted duty within a reasonable time frame;
 - operational impact of the continued absence and unavailability for work;
 - availability of light duty or reduced schedule (i.e., the department does not have to "create" a position);
 - the interest of the City; and
 - other factors as may pertain to the specific request.
3. Generally, light duty or reduced schedule assignments will not exceed three months.

XIII. HOLIDAYS

Section 1. OFFICIAL HOLIDAYS

The following days shall be official paid holidays:

New Year's Day
Martin Luther King's Birthday
Presidents' Day
Memorial Day
Independence Day
Labor Day
Thanksgiving Day
Day after Thanksgiving
Christmas Day
Day Before or the Day after Christmas Day
Floating Holiday

The City Clerk's office publishes a holiday observance schedule each year, specifying the dates of holiday observances for the upcoming year.

Section 2. ELIGIBILITY FOR HOLIDAY PAY

- A.** All regular full-time employees are eligible to receive holiday pay if the observed holiday falls on a regularly scheduled work day. Part-time employees are **not** eligible for holiday pay. Temporary or seasonal employees (full-time or part-time) are **not** eligible for holiday pay.
- B.** To be eligible to receive pay for an observed holiday, an employee must not have been absent without approval on the work day before the holiday nor absent without approval on the work day after the holiday. Vacation taken the day before a holiday and the day after a holiday must be scheduled in advance. In the event an employee is absent due to illness the day before and/or the day after a holiday, the employee may be requested to furnish a statement from a physician to verify illness in order to receive holiday pay.
- C.** Employees on approved leave of any type **with pay**, including the paid portion of a Family and Medical Leave, but excluding paid Workers' Compensation leave, will receive straight time holiday pay for a holiday that occurs within any **paid** portion of the leave.

- D. Employees on any **unpaid** leave of absence, or who have received workers' compensation pay for the day of a holiday, are not eligible for holiday pay for any holidays occurring while in such status.
- E. Employees separating from employment for any reason must work a regularly scheduled work day immediately following the holiday to be eligible for holiday pay; i.e., the date of separation cannot be extended to the date of the holiday for payment of the holiday.

Section 3. HOLIDAY PAY

- A. Non-exempt employees who work on a holiday (day observed) will receive overtime (premium) pay for all hours worked, in addition to straight time holiday pay based on their regularly scheduled work day (i.e., an employee whose regular work schedule is five days/week, eight hours/day will receive eight hours straight time holiday pay).
- B. Exempt employees who work on a holiday (day observed) will receive straight-time pay for all hours worked, in addition to holiday pay received.

Section 4. HOLIDAYS FALLING ON WEEKENDS

Holidays falling on Saturday will normally be observed on the preceding Friday. Holidays falling on Sunday will normally be observed on the following Monday, as approved by the Mayor.

Section 5. HOLIDAYS OCCURRING ON SCHEDULED DAYS OFF

- A. If the holiday falls on a scheduled/regular day off, the employee will receive one day's pay based on his/her regularly scheduled work day at a straight-time rate **or** one day's leave with pay with the approval of the Department ~~Supervisor~~Director. If, in the opinion of the Department ~~Supervisor~~Director, it becomes necessary for an employee to work on a scheduled holiday which falls on his/her regular day off, the employee will be authorized overtime pay for non-exempt employees or straight-time pay for exempt employees for all hours worked on the holiday in addition to straight time holiday pay.
- B. If an observed holiday occurs during a scheduled vacation, the employee shall receive holiday pay and the holiday will not be charged to vacation leave.

Section 6. OTHER RULES GOVERNING HOLIDAYS

A. Floating Holidays

1. Full-time employees must have completed their initial (new hire) six months' probationary period in order to take a floating holiday. Temporary, seasonal, and/or part-time employees are not eligible for floating holidays.
2. The floating holiday must be taken within the time frames specified on the holiday schedule published each calendar year by the City Clerk's office. No employee shall be paid in lieu of time off for a floating holiday, nor can floating holidays be "carried over" past the annual deadline for usage. An employee who terminates employment prior to usage of the floating holiday shall not receive any payment for the floating holiday.
3. Requests for floating holidays must be submitted in writing and approved in advance by the employee's supervisor. Generally, the request must be submitted at least ten days in advance. Approval/disapproval of the date requested for the floating holiday shall be dependent upon operational requirements.
4. A floating holiday must be taken in its entirety; i.e., it cannot be taken as partial days/shifts.
5. Each department is responsible for monitoring usage of floating holidays, in the same manner as other absences from work.

B. General

1. Holidays, including floating holidays, shall be entered under the appropriate code on the bi-weekly time sheet.
2. Holiday schedules and holiday pay for represented employees are outlined in the respective collective bargaining agreements.

XIV. VACATION, SICK/PERSONAL LEAVE, AND OTHER LEAVES OF ABSENCE

Section 1. PAID TIME OFF VACATION LEAVE

A. PURPOSE AND SCOPE

~~Vacation leave~~ Paid Time Off shall be used for employees' vacation, sick leave and other leaves of absence including bereavement leave. ~~is an earned benefit to be used for rest and relaxation. All Department Directors and Supervisors shall make every effort to provide their respective employees the opportunity to utilize their vacation leave at least once a year to remove themselves from the work atmosphere for rest and relaxation in order to return to their jobs refreshed and ready to perform at their maximum efficiency.~~

B. ACCRUAL RATES FOR VACATION LEAVE PAID TIME OFF

1. All-full-time employees accrue ~~vacation~~ Paid Time Off at the rates outlined in the schedule below. Part-time employees (not temporary or seasonal) accrue prorated ~~vacation~~ Paid Time Off based upon their authorized work schedule.

YEARS OF SERVICE	ACCRUAL/PAY PERIOD	ACCRUAL/YEAR
[Need new accrual formula]		
Date of hire through 5 years	3.08 <u>6.153</u> hours	96 <u>160</u> hours
6 years through 10 years	4.61 <u>7.692</u> hours	120 <u>200</u> hours
11+ years through 15 years	6.15 <u>9.230</u> hours	160 <u>240</u> hours

2. Accrual rates for represented employees are outlined in their respective collective bargaining agreements.
3. ~~Vacation leave~~ Paid Time Off accrues during any pay period in which an employee works or is compensated (e.g., while on vacation, sick leave, etc.).
4. ~~Vacation leave~~ Paid Time Off does not accrue in any pay period that an employee is on a leave of absence, suspension, or other absence without pay for the entire pay period.
5. Maximum ~~vacation~~ Paid Time Off limit is four hundred eighty (480) hours. When an employee's ~~vacation~~ Paid Time Off balance reaches four hundred eighty (480) hours, no further accrual occurs until the employee uses some vacation leave.

C. ELIGIBILITY

Regular status full-time and part-time employees are eligible to take ~~vacation leave~~ Paid Time Off after completing the new hire probationary period. Seasonal and temporary employees are not eligible for this benefit.

D. CONDITIONS AND LIMITATIONS

1. ~~Vacation leave is a planned absence for rest and relaxation. Therefore~~ Whenever possible, an employee ~~must~~ shall submit a written request and have prior approval from his or her Department Supervisor to utilize Paid Time Off ~~vacation leave~~. Approval of ~~vacation requests will be based on factors including, but not limited to, operational needs and workload; employee seniority; timeliness of request; etc.~~
2. ~~Vacation leave will not be routinely approved by call-in in lieu of sick leave for the date of absence; i.e., to supplement all or part of a single day/shift for which the employee has an insufficient sick leave balance.~~
3. ~~Vacation leave~~ Paid Time Off is generally authorized for an entire shift or more. Accrued ~~vacation~~ Paid Time Off may be authorized for extended absence for serious health conditions, ~~if the accrued sick leave balance has already been exhausted, and other eligible reasons in accordance with the Family and Medical Leave.~~
4. Part-time employees may only request leave for normally scheduled hours of work.
5. It is the responsibility of Department Supervisors to verify that the employee has sufficient ~~vacation leave~~ Paid Time Off for the requested period ~~of vacation~~. ~~Vacation leave~~ Paid Time Off will not be approved in advance of accrual earned. ~~Additional unpaid time off work for vacation purposes impacts the operation of the City and shall be approved only in unusual and extenuating circumstances. Such approval is solely at the discretion of the Department Director and will be limited to one work week.~~
6. ~~If no other accrued leave is available (i.e., sick leave, administrative leave),~~ vacation leave Paid Time Off may be used to supplement workers' compensation wage benefits provided the total income from the wage benefits and vacation used does not exceed 100% of an employee's regular gross pay.
7. No ~~vacation~~ Paid Time Off which exceeds ten consecutive work days/work shifts (except when such vacation is taken in conjunction with an approved Family and Medical Leave) is allowed unless approved in advance by the ~~Department Director~~ Supervisor or Mayor.

8. In no event shall an employee be allowed to take ~~vacation leave~~ Paid Time Off in conjunction with separation; i.e., to extend the separation date.
9. ~~If an employee becomes ill or disabled prior to commencement of a scheduled vacation, the employee may reschedule his/her vacation subject to the approval of his or her Supervisor, but without priority over the already scheduled vacations of employees with less seniority.~~
10. ~~Vacation~~ Paid Time Off pay shall be based on the employee's regular hourly rate of pay as of the time the ~~vacation~~ Paid Time Off is taken.
11. The City does not allow ~~vacation~~ Paid Time Off pay advances or advance payment of regular earnings for employees preparing to take ~~vacation~~ Paid Time Off.
12. Upon approval of his or her Department Supervisor an employee may donate a portion not to exceed fifty percent (50%) of his or her accrued Paid Time Off to another employee who will miss extended periods of work due to the illness of the employee or that of an immediate family member. Provided that Supervisor is aware of the necessity for the receiving employee to miss extended periods of work due to illness of the employee or an immediate family member and that the donating employee has sufficient accrued Paid Time Off to make the requested donation, the Department Supervisor shall approve Paid Time Off donation.

E. ~~HOLIDAYS WHILE ON VACATION LEAVE~~ PAID TIME OFF

Holidays which occur during the period ~~selected by the employee for vacation~~ is on Paid Time Off will not be charged against ~~vacation~~ Paid Time Off accrual balances. The holiday will be charged against holiday leave regularly due the employee; i.e., the employee will not receive both holiday and ~~vacation~~ Paid Time Off pay for the holiday.

F. ~~DEATH IN FAMILY DURING VACATION LEAVE~~

~~When bereavement leave occurs within a vacation period, the vacation period can be extended to cover the additional days off with the appropriate amount of time charged to bereavement leave as authorized, or the vacation leave will be reduced accordingly, as requested by the employee.~~

G. PAYMENT OF VACATION LEAVE BALANCE UPON SEPARATION OR DEATH

Upon successful completion of the ~~six-month~~ ninety day new hire probationary period, employees in authorized, budgeted part-time or full-time positions will be

eligible for payment of accumulated ~~vacation leave~~ Paid Time Off in cases of separation from City employment in good standing (layoff, resignation with proper notice, retirement). An employee who separates with less than six months' service, or who is terminated during or at the conclusion of the probationary period, fails to provide proper notice of resignation, or is discharged for cause, is **not** eligible for payment of accumulated Paid Time Off ~~vacation leave~~, unless specifically authorized by the Mayor.

In the event of a non-probationary employee's death, his/her beneficiary shall be paid for accumulated ~~vacation leave~~ Paid Time Off.

Payment of accumulated ~~vacation~~ Paid Time Off upon separation is considered earned income and is processed via the payroll system on the next regularly scheduled pay period subsequent to the employee's separation

Section 2. SICK/PERSONAL LEAVE

A. PURPOSE

~~Sick leave is a benefit provided by the City to be accumulated to protect employees in times of their own illness or the serious illness of certain family members.~~

B. ELIGIBILITY

~~All part time and full time employees in authorized, budgeted positions are eligible to accrue sick leave from the first month of employment. Seasonal and temporary employees are not eligible for this benefit.~~

C. SICK LEAVE ACCRUAL RATES

~~1. All full time employees accrue sick leave at the rate outlined in the schedule below Part time employees accrue **prorated** sick leave based upon their authorized work schedule.~~

WORK SCHEDULE	ACCRUAL/ PAY PERIOD	ACCRUAL/ YEAR	MAXIMUM ACCRUAL
40 hour/week	4.00 hours	104 hours	720 hours

~~2. Accrual rates for represented employees are outlined in their respective collective bargaining agreements.~~

~~3. Sick leave accrues during any pay period in which an employee works or is compensated (e.g., while on vacation, sick leave, etc.).~~

- ~~4. Sick leave does not accrue in any pay period that an employee is on a leave of absence, suspension, or other absence without pay for the entire pay period.~~

~~D. AUTHORIZED USES OF SICK/ PERSONAL LEAVE~~

- ~~1. Regular status full-time and part-time employees are eligible to use sick/personal leave after completing the new hire probationary period. Seasonal and temporary employees are not eligible for this benefit.~~

- ~~2. Sick leave may be used for the following reasons:~~

- ~~• Legitimate illness of employee; serious illness of employee's spouse, child(ren), foster child(ren), parent/parents-in-law, brother, sister, or other relative as approved by the Department Director, depending upon the relationship and circumstances.~~
- ~~• Non-job related accident/injury preventing performance of employee's duties; or to supplement Workers' Compensation wage benefits in the event of a compensable on-the-job injury/accident, provided the combined income from Workers' Compensation wage benefits and sick leave does not exceed 100% of regular gross pay.~~
- ~~• Medical, dental, psychological, optical, chiropractic appointment, treatment, or examination of employee or employee's spouse, child (ren), or parent, or other relative as approved by the Department Director, depending upon the relationship and circumstances.~~
- ~~• Additional bereavement leave.~~
- ~~• Family and Medical Leave.~~

~~2.3. COMPUTING SICK/PERSONAL LEAVE~~

~~The minimum charge for sick/personal leave is .25 hour; additional charged time will be to the nearest .25 hour increment.~~

~~E. PROOF OF ILLNESS AND NOTIFICATION REQUIREMENTS~~

- ~~1. It is the employee's responsibility to personally notify his or her Supervisor (unless incapacitated) prior to or no later than one hour after the beginning of the work shift if the employee will be absent due to illness. Unless the~~

~~employee receives prior authorization, as in the case of an extended, verified illness or an approved Family and Medical Leave due to illness, it is the employee's responsibility to report in this manner for each day of absence due to illness, unless daily notification is waived by his or her Supervisor.~~

~~2. An employee who is absent from work for more than three work days/shifts due to illness, who has any type of surgery/medical procedure, shall be required to provide a physician's release verifying fitness for duty prior to return to work. Employees may be required to provide medical verification of the need for sick leave absence as determined by Supervisors in order to receive sick leave benefits. The physician's statement shall also include verification that the employee is able to return to work or is able to return to work with restrictions. If requested verification is not received by the due date for time sheets, the absence will be unpaid. A physician's statement may also be required for employees who:~~

- ~~a. take excessive sick leave, either on separate days or on continuous days in any given time period;~~
- ~~b. demonstrate a pattern of absenteeism;~~
- ~~c. call in sick on a day or days when vacation leave was denied;~~
- ~~d. take sick leave as soon as it is accrued (i.e., one day at a time as soon as it is earned); or~~
- ~~e. are frequently absent the day before and/or the day after a scheduled day off or a holiday.~~

~~Department Directors may require medical verification of the need for sick leave at any time.~~

~~Sick leave charged following an employee's notice of resignation and occurring prior to the date of separation must be verified by a physician's statement certifying the illness in order to be compensated.~~

~~3. Frequent and/or excessive absences charged to sick leave without medical verification, or with medical verification but which hinders operations, impedes work flow, or creates other adverse operational impact; evidence of malingering; a pattern of sick leave usage (e.g., Mondays, Fridays); use of sick leave for false claims of illness or injury; falsification of proof to receive payment of sick leave; and/or failure to comply with rules and regulations governing sick leave; may result in denial of sick leave pay and/or disciplinary action, including dismissal.~~

~~4. Supervisors are responsible for determining that sick leave is properly authorized and used in accordance with these policies. Therefore, Supervisors are authorized to make any investigation of employee usage of~~

~~sick leave benefits deemed necessary and payment will not be made for claims not properly substantiated.~~

~~F. HOLIDAYS WHILE ON SICK LEAVE~~

~~Holidays which occur during a period in which the employee is absent on approved sick leave shall not be charged against sick leave. The holiday will be charged against holiday leave regularly due the employee; i.e., employees will not receive both holiday and sick leave pay for the holiday.~~

~~G. DEATH IN FAMILY WHILE ON SICK LEAVE~~

~~When bereavement leave occurs while an employee is on approved sick leave, the time off work for bereavement purposes will be charged to bereavement leave as authorized.~~

~~H. PAYMENT OF SICK LEAVE UPON SEPARATION OR DEATH~~

- ~~1. The following provisions apply to payment of accumulated sick leave upon termination, retirement, or death.~~

~~Employees who terminate employment with the City in good standing (resignation with proper notice, layoff) will be paid 25% of accrued sick leave sick leave balance.~~

~~Upon retirement from employment with the City or death of the employee, 50% of accrued sick leave sick leave balance will be paid.~~

~~Employees who are discharged for cause/misconduct are not eligible for payment of sick leave.~~

- ~~2. The use of sick leave to extend the employee's separation date is prohibited. Payment of accumulated sick leave upon separation is considered earned income and is processed via the payroll system on the next regularly scheduled pay day subsequent to the employee's separation.~~

Section 3. ADMINISTRATIVE LEAVE

A. PURPOSE

Administrative leave is a benefit provided by the City to exempt employees to recognize that, by the nature of the executive, managerial, or professional position, time worked in addition to the regular work week/schedule may be required. There is no statutory provision that requires any type of compensation

for such additional worked time by exempt employees. The City, however, provides administrative time off for exempt employees, approved in advance, for the purpose of an "occasional day off."

B. ELIGIBILITY

All full-time exempt employees, including probationary exempt employees, in authorized, budgeted positions are eligible to receive administrative leave. Seasonal, temporary, and part-time employees are not eligible for this benefit.

C. CONDITIONS AND LIMITATIONS

1. Exempt employees are authorized administrative leave for the purpose of an occasional day(s) off work. Administrative leave must be taken in full workday increments only.
2. Administrative leave is not payable upon separation from employment and cannot be carried over from one fiscal year to the next fiscal year.
3. Requests for administrative leave must be approved in advance by the Mayor/Supervisors.

Section 4. BEREAVEMENT LEAVE

~~A. Regular status full-time employees are eligible for bereavement leave with pay in the event of the death of an immediate family member. Immediate family includes spouse, legal guardian, and the following biological, adoptive, or "step" relatives: child(ren), spouse of child (ren), parents, brothers, sisters, grandparents, grandchild (ren) of both the employee and the employee's spouse, or other dependents living in the employee's household.~~

~~Part-time, temporary, and seasonal employees are not eligible for bereavement leave with pay.~~

~~B. Up to five scheduled work days will be granted to regular status full-time employees upon request; documentation of the death/relationship may be required. If more than the authorized days is needed, in the case of a death out of state, the additional days may be charged to accrued sick or vacation leave balances. Bereavement leave for persons other than immediate family members may be granted subject to approval by the Department Director and may be charged to accrued leave as specified above.~~

~~C. Authorized bereavement leave is entered on the time sheet with the appropriate pay code.~~

- ~~D. — Supporting documentation of the death (e.g., newspaper obituary, death certificate, etc.) and documentation of immediate family relationship may be required by Supervisors in order for the employee to receive this benefit.~~
- ~~E. — In the event of the death of a current or retired City employee or elected official, the City encourages employees to attend local funeral or memorial services. An employee may be released by Supervisors to attend services if his/her absence will not impact routine work operations. The number of hours authorized to attend the service will be specified by Supervisors (generally not to exceed four hours; unless specifically extended by the Department Director) and is recorded as regular work hours on the employee time sheet. No overtime will be paid to attend these services.~~
- ~~F. — Provisions governing bereavement leave for represented employees are outlined in their respective collective bargaining agreements.~~

Section 5. JURY DUTY/WITNESS LEAVE

A. EMPLOYEES SERVING ON A JURY

1. Regular full-time and part-time employees who are summoned for jury duty on a regularly scheduled work day will be granted time off for jury service. It is the employee's responsibility to notify his or her Supervisor as soon as the jury service summons is received and to submit a copy of the jury summons to his or her Supervisor and to keep his or her Supervisor apprised of continuing jury service on a daily basis.
2. Provided that the employee assigns to the City all monies received from the court for jury service, Employees he/she will be paid ~~their~~ his/her regular earnings (for the regularly scheduled workdays/paid holidays during this period) up to a maximum of two weeks of absence jury service. If jury duty continues beyond two weeks, the employee may use his/her accrued vacation to supplement monies received from the court for jury service. The employee shall not be eligible for reimbursement by the City for any meals, lodging, travel, or other expenses incurred while serving as a juror.
3. If the employee is excused or released from jury duty, he/she is required to report to his/her regular City employment provided that at least four hours remain in his regular work day/shift. The employee must report to work within one-and-one-half hours of the time released from jury duty.
4. Upon release from jury duty service, employee must provide proof of release (showing dates/times of service) to his or her Supervisor.

B. SERVING AS A WITNESS ON BEHALF OF THE CITY

1. An employee called as a witness or representative in any legal proceeding on behalf of the City (e.g., workers' compensation hearing, civil or other court cases, grievance or arbitration hearing, etc.) will be considered "on-duty" and will be in a full-pay status including overtime, if applicable. The employee will be eligible for meal and travel expenses reimbursement in accordance with the City's policy. Since the employee is in a full-pay status, all monies received from the court and/or attorney(s) for witness fees, mileage, etc., must be remitted to the City. If the employee elects to retain the court and/or attorney fees, he/she will forfeit any remuneration by the City. Employees who appear for only a portion of a regularly scheduled work day are expected to return to their work site after being excused or released from the proceeding.

2. Time spent in court appearances as outlined in this section is recorded as regular hours worked on the time sheet and is considered time worked for the purpose of determining overtime pay.
3. Employees (e.g., sworn police officers) required to appear in court or other proceedings on behalf of the City while on scheduled vacation or other authorized paid leave shall not be charged such leave for the appearance time upon presentation of the required documentation.
4. An employee who appears in court as a witness, plaintiff, or defendant due to personal litigation, or as a witness against the City, or for criminal charges, or whose appearance is voluntary shall be required to use accumulated vacation leave for any such absence from work, or be unpaid.

Section 6. WORKERS' COMPENSATION LEAVE

A. PURPOSE AND SCOPE

The City provides workers' compensation coverage for all part-time and full-time employees, including probationary, temporary, and seasonal employees on the City's payroll, in accordance with Chapter 440, Florida Statutes. Accordingly, eligibility, coverage, and benefits are pursuant to Chapter 440, Florida Statutes. All cases of accident or injury occurring on the job shall be reported immediately to Supervisors in accordance with statutory provisions. Medical treatment shall be authorized at facilities designated by the Workers' Compensation insurer for all injuries other than injuries requiring only first aid.

There shall be no retaliation against any employee for filing a claim for a legitimate on-the-job injury.

B. ELIGIBILITY

1. An employee who sustains a compensable on-the-job injury and who is determined by competent medical authority to be temporarily, totally disabled from performing his/her duties are permitted to use accrued sick and/or vacation leave for any absence not reimbursed by workers' compensation insurance.
2. Employees who supplement the wage benefits received from workers' compensation with accumulated sick and/or vacation leave are allowed to do so to the extent that the combined income from City leave benefits and workers' compensation wage benefits does not exceed 100% of regular gross pay.

In the event that absence continues to the point that the employee receives wage reimbursement for any statutorily designated "waiting period" before the commencement of wage reimbursement, the employee shall be required to reimburse the City for the sick/vacation leave paid and the employee's sick/vacation leave balance will be credited accordingly.

3. Seniority will continue to accumulate during the period of absence due to a workers' compensation injury. Continued employment is not guaranteed to employees on extended absence from work due to their injury/accident, other than pursuant to Family and Medical Leave provisions. Depending on the circumstances, medical verification of likelihood of return to full-time, unrestricted duty within a reasonable time frame, operational impact of the continued absence and unavailability for work, the interest of the City, and other factors, a determination may be made that the City is unable to authorize continued leave, and the employee may be terminated, or continued leave may be authorized.
4. Injured employees may be required to be examined by a medical authority, provided by the City, who shall determine the employee's condition and fitness for return to full-time, part-time, and/or restricted duty.

C. MODIFIED DUTY (RETURN TO WORK PROGRAM)

An employee will be returned to modified duty following an on-the-job accident, in his/her own department or any department of the City, with no reduction in pay, based on medical verification of ability to perform the modified duty. The employee's salary while on modified duty will be paid by his/her department even if he/she is temporarily assigned to another department for the purpose of modified duty. An employee who is working on authorized modified duty will receive regular pay (i.e., no leave benefits will be charged) for absence of less than one workday for medical appointments related to the on-the-job injury provided the employee has submitted documentation of the necessity for the appointment, has arranged to be excused from work in advance by his or her Supervisor, and provided the employee is at work prior to and/or after the appointment.

In the event that an employee is absent for an entire workday for a medical appointment, the employee will not be paid regular pay, but may file for wage loss benefits, if eligible, or may request to be paid sick leave.

Employees assigned to modified duty will continue the assignment until:

- released to return to unrestricted duty in his/her regular position;
- the employee has reached maximum medical improvement; or

- has been determined to have a permanent total disability rendering him/her unable to perform the essential functions of his/her regular position and is terminated.

If an employee released for light duty refuses to accept light duty, the employee will be required to use his/her accumulated leave and/or be placed on Family and Medical Leave.

Section 7. FAMILY AND MEDICAL LEAVE (FML)

A. PURPOSE

The City offers leaves of absence to employees for their own illness or for certain family members' serious illness, and birth/adoption of a child, in accordance with the provisions of the Family and Medical Leave Act (FMLA) of 1993. Written requests for Family and Medical Leave (FML) are made to Supervisors at least thirty (30) days prior to foreseeable events, and as soon as possible for unforeseeable events. The provisions of the FMLA and related City provisions are outlined below.

B. ELIGIBILITY

1. A regular status part-time or full-time employee must have been employed by the City for at least twelve months and have worked at least 1,250 hours during the twelve months preceding the request for leave in order to be eligible for the leave benefits provided by the Family and Medical Leave Act.
2. An eligible full-time employee is eligible for a **total** of twelve work weeks of leave time (e.g., 480 hours for employees whose schedule is forty hours/week) during any twelve-month period commencing as of the date the leave begins. Part-time employees who have worked at least 1,250 hours in the twelve months preceding a request for leave are eligible for a total of twelve weeks with the total number of hours available based on their scheduled work week (i.e., a part-time employee whose scheduled work week is thirty hours/week is eligible for 360 hours of leave). Temporary and seasonal employees are not eligible for Family and Medical Leave.
3. Family and Medical Leave may be approved on an intermittent or non-intermittent basis, depending on the circumstances, for the following reasons:
 - caring for spouse, child(ren), or employee's own parent(s) with a serious health condition;

- the serious health condition of the employee; or
- birth, adoption, or foster care placement of child(ren) in order to care for such child(ren).

C. DEFINITIONS

1. **As soon as practicable** -- means as soon as both possible and practical, taking into account all of the facts and circumstances in the individual case. For foreseeable leave where it is not possible to give as much as thirty days notice, "as soon as practicable" ordinarily would mean employee notification to the Supervisor within one or two business days of when the need for leave becomes known to the employee.
2. **Child(ren)** -- biological, adopted or foster child(ren), step-child(ren), legal ward(s), or child(ren) of a person standing "in loco parentis," who is under 18 years of age; or 18 years of age or older but incapable of self-care because of a mental or physical disability.
3. **Continuing treatment** -- by a health care provider means one or more of the following:
 - the employee or family member is treated two or more times for the injury or illness by a health care provider or by a provider of health care services under direction of a health care provider;
 - the employee or family member is treated by a health care provider on at least one occasion and is given a regimen of continuing treatment under the supervision of the health care provider;
 - the employee or family member is under the continuing supervision of a health care provider for a long-term or chronic condition or disability which cannot be cured.
4. **Foreseeable Family and Medical Leave** -- means leaves for birth, adoption, foster care, or planned medical treatment. The City requires employees to give at least thirty (30) days notice, in writing, if possible and practical, for a foreseeable Family and Medical Leave.
5. **Health care provider** -- means any of the following licensed or certified professions: a doctor of medicine or osteopathy, podiatrist, dentist, clinical psychologist, chiropractor (limited to treatment consisting of

manual manipulation of the spine to correct sublimation as demonstrated by x-rays to exist), nurse practitioner and nurse midwife, and Christian Science practitioners listed with the First Church of Christian Science in Boston, Massachusetts. If an employee relies on a Christian Science practitioner, the City may require a second opinion from a medical doctor.

6. **Incapable of self-care** -- means the individual requires active assistance or supervision to provide daily self-care in several of the activities of daily living, including: grooming, hygiene, bathing, dressing, eating, taking public transportation, maintaining a residence, etc.
7. **"In loco parentis"** -- includes those with day-to-day responsibilities to care for and financially support a child or, in the case of an employee, who had such responsibility for the employee when the employee was a child. A biological or legal relationship is not necessary.
8. **Parent** -- the biological or adoptive parent of an employee or an individual who stood "in loco parentis" to an employee when the employee was a child. Parents of a spouse are not included.
9. **Reduced leave schedule** -- a leave schedule that reduces an employee's usual number of hours per work week or hours per work day.
10. **Serious health condition** -- an illness, injury impairment, or physical or mental condition that involves **inpatient** care at a hospital, hospice, or residential medical care facility, or **continuing care** for more than a few days by a health care provider. The employee shall be required to provide certification from a health care provider documenting the existence of a serious health condition.
11. **Spouse** -- husband or wife of the employee.
12. **Unforeseeable Family and Medical Leave** -- occurs when the need for leave, or its approximate timing, is not foreseeable. The City requires employees to give notice as soon as practicable based on the facts and circumstances of the particular case, within no more than one or two work days of learning of the need for leave, except in extenuating circumstances, such as a medical emergency.

D. EMPLOYEE BENEFITS

1. An employee granted leave under the provisions of this policy and the Family and Medical Leave Act shall be returned to the position previously held or an equivalent position with equivalent benefits, pay, seniority, and

other terms and conditions of employment provided the total period of leave does not exceed twelve (12) weeks.

Employees whose salaries are in the top 10% of the City's work force who are granted leave shall have no guarantee of reinstatement to an equivalent position. Consideration for reinstatement will be based on operational requirements.

2. Health, dental, and other insurance coverage including any voluntary insurance benefits and life insurance will be continued during the period of the leave (paid and unpaid leave time) at the same level as in force at the beginning of the leave. The employee is responsible for payment of his/her share of dependent health, dental, and life insurance premiums and any voluntary insurance premiums.

Employees whose salaries are in the top 10% of the City's work force granted leave under this section shall receive all applicable group insurance benefits for up to twelve (12) weeks of approved leave, regardless of whether or not reinstated to an equivalent position.

3. Employees who terminate employment due to inability to return to work at the conclusion of a twelve (12) week leave are eligible to elect health insurance continuation in accordance with Florida Statutes.

E. PROCEDURES AND EMPLOYEE RESPONSIBILITIES

1. When the necessity for leave under this section is due to the serious health condition of the employee or eligible family member or is foreseeable based on an event such as birth/adoption of a child, it shall be the employee's responsibility to:
 - a. Submit a written request including any medical verification of the need for the leave and expected duration of the leave, to his/her Supervisor/Department Director for consideration.
 - b. Make reasonable efforts to schedule treatment/ care in order to minimize disruption to work operations.
 - c. Provide at least thirty (30) days' notice prior to commencement of the leave for foreseeable circumstances, except that if planned treatment/care is required in less than thirty (30) days, the employee shall provide such notice as is practicable.
2. Following approval of the leave by the Department Director , the employee will sign an approved Leave of Absence memorandum

indicating his/her concurrence with the conditions outlined, including arrangements for payment of insurance premiums which may be the employee's responsibility.

3. Prior to return to work, the employee shall provide written notice to the Department Director of the anticipated date of return to work, accompanied by medical verification (in the case of employee's own serious health condition) from the treating physician of ability to return to work.

F. CONDITIONS AND LIMITATIONS

1. Unpaid leave under this section will be authorized **only** after the employee has exhausted all available and eligible paid leave (sick, administrative, vacation, Paid Time Off). Employees who have sick, administrative, and vacation leave, and Paid Time Off time available shall be required to use all available paid leave which is a permitted use prior to leave without pay. Such paid leave time is included along with unpaid leave time in the calculation of the total of twelve work weeks within a twelve-month period.
2. In the case of two City employees who are married, Family and Medical Leave for the birth, adoption, or foster care placement of a child is limited to a combined total for both spouses of twelve weeks of leave. This combined twelve weeks limitation does not apply to leaves for married employees for serious health conditions of the employee, child, or parent.
3. Leave, under the provisions of this section, cannot be taken intermittently or on a reduced leave schedule unless agreed to and approved by the Department Director, based on certification as medically necessary and/or based on operational considerations. The City may temporarily transfer an employee on authorized intermittent or reduced schedule leave to a position more suitable to recurring periods of absence to better accommodate the leave schedule. The employee's wages and benefits will remain the same as prior to the temporary transfer.
4. When leave is to be taken due to the serious health condition of the employee or an eligible family member or when leave is to be taken on an intermittent or reduced leave schedule due to medical necessity, certification from the health care provider will be required. The City reserves the right to require, at the City's expense, the opinion of a second health care provider designated or approved by the City. Should the first and second opinions conflict, the City reserves the right to require the opinion of a third health care provider, at City expense, designated or

approved jointly by the City and the employee. The opinion of the third health care provider shall be final. To be sufficient, the certification must state:

- the date on which the serious health condition commenced.
 - the probable duration of the condition.
 - the appropriate medical facts within the knowledge of the health care provider regarding the condition.
5. During any unpaid portion of Family and Medical Leave, no sick/vacation will accrue, nor will the employee receive any holiday pay.
 6. Continuous service credit will continue during the period of approved Family and Medical Leave (paid and unpaid portions).
 7. Employees are prohibited from accepting new employment while on approved FML.
 8. Inability/failure to return to work at the expiration of the twelve week period may result in termination of employment.

Section 8. MILITARY LEAVE

A. ANNUAL MILITARY LEAVE FOR RESERVES AND NATIONAL GUARD TRAINING

1. Employees (full-time, part-time, and temporary employees who are on the City's payroll) who are members of the Florida National Guard or other military reserve units who are duly ordered by their commanding officer to engage in active duty, field exercises, or other annual training shall be entitled to a leave of absence with pay from their respective duties up to seventeen (17) work days in any annual period, in accordance with Florida Statutes, Chapter 115.
2. Each shift of twelve hours or less equals one working day leave for military training. All shifts over twelve hours and up to twenty-four hours shall equal two working days leave for military training.
3. Official orders shall be presented to Supervisors prior to the time the leave begins, and a copy of the official orders will be included in the employee's personnel file. The employee shall be in a full-pay status during the authorized time periods outlined above; all monies earned from the

military while on active duty will be in addition to regular earnings from the City.

4. If the employee's annual military training exceeds seventeen (17) work days per calendar year, the employee may charge the additional time to allowable personal leave, vacation, or leave without pay. Administrative leaves of absence for additional or longer periods of time for assignment to duty functions of a military character shall be granted to employees without loss of time or efficiency rating, pursuant to F.S. 115.07.
5. Continuous service credit will accumulate during such annual military training absence for all employee benefits, including retirement.

B. LONG-TERM MILITARY LEAVE

1. PURPOSE AND SCOPE

In accordance with the Uniformed Services Employment and Re-employment Rights Act of 1994, and applicable Florida Statutes, the City grants unpaid military leave of absence and provides re-employment rights and benefits to employees granted such leave. Leave of absence under this section is available to full-time employees, but not to part-time, temporary, or seasonal employees.

The provisions of this policy governing unpaid long-term military leave are intended to meet or exceed the minimum requirements of the Uniformed Services Employment and Re-employment Rights Act, any applicable state law, and/or local City ordinance. To the extent that this section may not meet the minimum standards of applicable statutes, as they may be amended from time to time, the minimum statutory standards shall apply.

In the case of an employee who is called to active military services, as defined in F.S. 115.08, from reserve status (not a voluntary enlistment), the employee shall receive his/her regular salary for the first thirty (30) calendar days of leave, in accordance with Florida Statutes.

2. DEFINITIONS

Uniformed Services - means the Navy, Coast Guard, Marines, Army, Air Force, Army National Guard, International Guard, the Commissioned Corps of the Public Health Service, and any other category designated by the President in time of service or emergency.

Service in the Uniformed Services - means the performance of duty on a voluntary or involuntary basis in a uniformed service and includes active duty for training, inactive duty training, full-time National Guard duty, and a period for

which a person is absent from employment for the purpose of an examination to determine the fitness of the person to perform any such duty.

3. APPLICATION FOR LEAVE

An employee requesting leave for a long-term tour of military service shall provide advance verbal or written notice to the City of such service unless such notice is not required under circumstances outlined in the Uniformed Services Employment and Reemployment Rights Act of 1994. A copy of official orders or other military certificate will be provided to the City for inclusion in the employee's personnel file.

4. GROUP INSURANCE CONTINUATION

The employee will be provided the appropriate forms for application for continuation of the existing group health and dental insurance, in accordance with applicable provision.

5. EMPLOYMENT AND BENEFITS REINSTATEMENT PROVISIONS

- A. Upon release from military service, the employee shall be reinstated to the same or comparable position, as required by law, provided the employee:
- notifies the City, within the time frame following date of release from military duty, as outlined in the Uniformed Services Employment and Re-employment Rights Act of 1994, of desire for reinstatement and has no intervening employment, and
 - was released from military service under honorable conditions.
- B. Upon reinstatement, the employee is entitled to resume all seniority based benefits, including service credit for the period of unpaid leave, rate of pay, and vacation accrual rate. Additionally, the reinstated employee shall have all sick leave which was not paid to the employee upon separation at the time military duty commenced restored to his/her sick leave account. Reinstatement in the applicable retirement plan shall be in accordance with the provisions of federal and state statutes and the governing pension ordinance.
- C. Group health, dental, and life insurance will be reinstated as though coverage had not lapsed; i.e., no exclusions for pre-existing conditions, no waiting period, no late enrollment application, etc.

Section 9. OTHER UNPAID LEAVES OF ABSENCE

Other unpaid leaves of absence may be authorized, generally not to exceed three months (and in no case will such leaves exceed one year) depending on factors including, but not

limited to: circumstances involved, employee's tenure and overall work record, operational impact, etc. Such leaves, if granted following submittal of the employee's written request for leave, shall be solely at the discretion of the City and shall require the **prior** approval of the Department ~~Director~~ Supervisor and/or Mayor.

Health, dental, and other insurance coverage, including any voluntary insurance benefits and life insurance, may be continued during the period of the leave at the same level as in force at the beginning of the leave. The employee is responsible for payment of his/her share of dependent health, dental, and life insurance premiums and any voluntary insurance premiums. Continuous service credit will not accrue during an unpaid leave of absence granted under this section. Accordingly, upon return to work, the employee's service date will be adjusted to reflect the time off the payroll.

XV. DISCIPLINARY ACTIONS

Section 1. POLICY AND PURPOSE

It is the intent of the City of Edgewood to avoid most matters which necessitate disciplinary action through effective supervision and good employee-employer relations. To accomplish this objective, the City encourages, to the fullest degree, employee behavior which is positive and supportive of the goals of the City. The purpose of the rules outlined in this section and the disciplinary actions for violation of the rules is to ensure the rights of all employees and to secure cooperation and order in the workplace.

It is management's responsibility to ensure that all employees are informed of, and comply with, these policies.

The purpose of this section is to provide an effective supervisory tool which can modify inappropriate employee behavior, generating opportunities for success rather than failure, when supervision communicates consistently, and fairly applies reasonable work standards to employee behavior.

Disciplinary action should be taken when cause occurs. Generally, employee misconduct should be dealt with by use of a progression of disciplinary actions. However, in recognition of the fact that each instance differs in many respects from somewhat similar situations, each occurrence should be treated on an individual basis.

All disciplinary actions should be discussed with the employee involved in a private setting. It is the responsibility of Department Supervisors to counsel the employee and outline steps to correct the performance and/or behavior. Other than verbal counseling, all disciplinary action taken shall be provided to the employee in a written notice of disciplinary action. This notice will ensure that the employee is made aware of the seriousness of violating rules, regulations, and procedures and the need to conduct himself/herself in a manner which does not discredit the City.

Section 2. RULES, VIOLATIONS, AND DISCIPLINARY ACTIONS

A. GENERAL INFORMATION

Causes for disciplinary action are divided into three categories: minor offenses, major offenses, and dismissal offenses. Disciplinary actions, depending upon the circumstances, may include, but are not limited to:

- ~~verbal reprimand;~~
- written reprimand;
- suspension;
- termination.

The disciplinary actions which follow are guidelines. It is understood that the guidelines are not all inclusive because circumstances may vary in

individual cases. Management must give serious consideration to the nature of each offense and take appropriate disciplinary action. The examples listed below represent typical grounds for disciplinary actions leading up to and including dismissal, and are not intended to be all inclusive. Penalties for offenses not listed will be prescribed consistent with offenses of comparable gravity. Violations do not have to be identical in nature in order to proceed to the next level of progressive discipline. Penalties for disciplinary offenses should normally fall within the suggested range; however, these ranges are merely guides and are not intended to limit the right of management to determine what constitutes an appropriate penalty. Depending on the nature of the offense, the past record of the employee, and/or extenuating circumstances, a more severe penalty, a lesser penalty, or a penalty outside of the range may be imposed. In the case of a dismissal offense, the minimum penalty for a first offense will be suspension without pay.

B. MINOR OFFENSES

1. Lack of cleanliness in the work area.
2. Selling or soliciting, or distributing literature, on City property without prior authorization.
3. Failure to obtain approval prior to engaging in outside employment or business activity.
4. Failure (one time) to report absence from work in a timely manner to the immediate Supervisor/designee. (Call-in times in this rule may be adjusted in each work location to comply with operational requirements. Employees shall be informed by Supervisors of specific requirements.) Lack of a telephone in employee residence does not relieve employee of responsibility for notification.
5. Occasional and/or minor neglect, carelessness, or disregard of common/accepted safety practices.
6. Any act of carelessness/negligence which results in a failure to complete assigned tasks or responsibilities in a timely and/or satisfactory manner.
7. Careless work habits or negligence which results in **minor** damage to equipment and/or tools or which results in waste of materials and/or supplies.
8. Occasional substandard work quality.

9. Loafing, neglect of duties, or otherwise wasting work time.
10. Use or possession of another employee's working equipment without the employee's consent.
11. Occasional unexcused tardiness.
- ~~12. Smoking or using tobacco products during working hours.~~
- ~~13~~12. Unauthorized removal of notices or signs from City bulletin boards.

C. RANGE OF DISCIPLINARY ACTIONS FOR MINOR OFFENSES

1. First Offense - ~~Verbal counseling up to~~ Written reprimand.
2. Second Offense - Written reprimand up to three days' suspension without pay.
3. Third Offense - Suspension without pay for up to five days.
4. Fourth Offense - Subject to discharge.

D. MAJOR OFFENSES

1. Leaving the job during working hours without permission from a Supervisor.
2. Absence without approved leave or failure to report to work after leave has been disapproved, revoked, or canceled.
3. Hindrance of operations because of frequent or excessive absenteeism or tardiness; ~~pattern of sick leave abuse (e.g., taking sick leave one day at a time as it accumulates; sick leave taken prior to or following other authorized days off work; etc.); inability/failure to provide requested medical verification for absence charged to sick leave. This does not include authorized Family and Medical Leave or other approved leave for medical reason.~~
4. Frequent or excessive absence from work, with or without medical verification, which impedes work flow, inhibits operations, and/or creates other operational impact.

5. Failure to report for overtime work without good reason after being scheduled to work.
6. Failure to report a personal injury, equipment damage, or vehicle accident immediately to a Supervisor.
7. Careless use of City property, equipment, tools, or vehicle resulting in personal injury to a co-worker or a citizen, or resulting in other than minor damage to property owned by the City, another employee, or a citizen.
8. Excessive number of personal injury or vehicle accidents or an accident resulting in injury, due to carelessness, neglect, or disregard of safety practices.
9. Continued or deliberate violation of safety rules resulting in personal injury, lost time, and/or equipment/vehicle damage or refusal to use required safety equipment (e.g., seat belts, protective devices, etc.).
10. Sleeping during working hours.
11. Malicious mischief, horseplay, wrestling, or other undesirable conduct in the workplace.
12. Gambling on City property.
13. Loss of or damage to City tools, supplies, equipment, or property through carelessness or negligence.
14. Conduct which is considered disrespectful, or the use of insulting, abusive or obscene language to or about fellow employees or the public.
15. Operation of any City owned vehicle or equipment while under the influence of any **legal** drug/medicine which causes drowsiness or other physical or psychological impairment.
16. Violation of departmental rules, regulations, policies, or standard operating procedures, etc.

E. RANGE OF PENALTIES FOR MAJOR OFFENSES

1. First Offense - Written reprimand up to three days' suspension without pay.

2. Second Offense - Suspension without pay for up to five days.
3. Third Offense - Subject to discharge.

F. DISMISSAL OFFENSES

Reasons for dismissal of an employee may include, but are not to be limited to, the following:

1. Fighting, threatening, intimidating, coercing or otherwise interfering with the rights of other people or other conduct detrimental to morale and discipline in the workplace.
2. Improper or unauthorized use or sale or misappropriation of City property, vehicles, and/or equipment for personal use, personal gain, or for any other reason.
3. Deliberate misuse, destruction, or damage to any City property or the property of another person.
4. Failure to return to work upon expiration of approved leave of absence.
5. Abandonment of position by being absent from duty for three consecutive work days without notification and/or proper authorization.
6. Insubordination by refusing to perform assigned work or to comply with an official and legal supervisory directive, or by demonstrating an antagonistic, disrespectful, or belligerent attitude toward management.
7. Violation of a safety rule, regulation, or policy resulting in someone's death or serious injury or which could have resulted in someone's death or serious injury.
8. Deliberate falsification of official reports, documents, records, correspondence pertaining to the City including, but not limited to, employment application and credentials, time sheet, travel expenses, accident reports, or other documents; or violation of any other public trust.

9. Indictment, Conviction or a Preponderance of Evidence Involving Criminal Activity~~Commission or guilt of any felony crime or a misdemeanor involving immoral conduct.~~
10. Engaging in an illegal strike, work stoppage, slow-down, or acts of sabotage or vandalism.
11. Refusal to sign or execute an oath of citizenship, oath of loyalty, or any other form or document required by law or City regulations.
12. Possession of firearms, explosives, or other weapons on City property or in a City vehicle, unless authorized by law proper authority.
13. The use, possession, or sale of narcotics or other illegal substances on or off City property.
14. Inability or unfitness to perform assigned duties due to gross or willful neglect, incompetence, or other reasons.
15. Concealment of a communicable disease which could endanger the health of other employees or the public.
16. Providing entrance or access to City facilities or property to unauthorized persons.
17. Concealment or removal of City property or the property of another employee without proper authorization or theft of City property or property of another person.
18. Demonstrated pattern of inefficiency or incompetence in the performance of assigned duties.
19. Making false claims or deliberate misrepresentations in an attempt to obtain sick leave or injury benefits, workers' compensation benefits, or any other benefits.
20. Threatening physical violence or striking another employee, supervisor, or a member of the public while on duty or on City premises.
21. Loss or suspension of a required license, certification, permit, or other credential required by an employee to perform the duties of his/her position.

22. Providing false information to any Supervisor or member of management, or lying under oath or lying in any official proceeding.
23. Deliberately falsifying racial or sexual harassment charges or "whistle-blower" claims.
24. Failure to cooperate in an official investigation related to work.
25. Conduct that raises obvious questions as to the employee's ability to maintain public trust.
26. Racial Harassment - Any unwelcome verbal comments or physical acts of a racial nature which interfere with an employee's ability to perform his/her duties or which creates an offensive working environment.
27. Sexual Harassment - Any unwelcome verbal or physical conduct of a sexual nature which interferes with an employee's ability to perform his/her duties or which creates an offensive or hostile working environment, or any act of sexual harassment toward a member of the public.
28. Use of obscene or sexually explicit language or gestures directed at any customer/citizen of the City or another employee.
29. Possession, use, consumption of, or being under the influence of intoxicating beverages while on official duty.
30. Reporting for duty under the influence of intoxicating beverages, non-prescribed drugs, or illegal controlled substances.
31. Testing positive for illegal drugs or alcohol during any test administered pursuant to City policies.
32. Solicitation or acceptance of any gift, gratuity, or other form of compensation of any value by an employee that is based on any understanding that the performance/ non-performance of any duties or responsibilities associated with employment by the City, or any official action or judgment of the employee, would be influenced by such gift, gratuity, or other form of compensation.
33. Conduct unbecoming an employee which may not be specifically set forth in these regulations.

34. Any other incidents or series of incidents which, when considered on their merit, are equal in gravity to the established dismissal offenses.

G. DISCIPLINARY ACTION FOR DISMISSAL OFFENSES

An employee who is determined to have committed a dismissal offense shall be subject to dismissal. If it is determined that a lesser penalty is appropriate, the disciplinary action shall not be less than a suspension without pay.

Section 3. LAW VIOLATION CHARGES

Any employee charged with and/or arrested for any crime shall notify his/her Department ~~Director~~ Supervisor within twenty-four hours of the arrest, or as soon as practical, regarding the charges and his/her availability for work status.

When an employee is formally charged with criminal conduct which is job-related and/or which is not job-related but affects the public's trust and confidence in the employee and/or City government, his or her Department Supervisor will render a preliminary determination to either:

1. Allow the employee to continue to perform duties pending the outcome of the departmental investigation and final administrative determination;
2. Reassign the employee to other, less sensitive duties pending the outcome of the departmental investigation and final administrative determination;
3. Suspend the employee without pay pending the outcome of the departmental investigation and final administrative determination;
4. Suspend the employee with pay pending the outcome of the departmental investigation and final administrative determination; or
5. Terminate the employee.

In making the preliminary determination, the following factors may be considered:

1. The nature, weight, basis, and character of the criminal charges against the employee;
2. Any explanation offered by the employee;
3. Employee's willingness to undergo voluntary drug testing at employee's expense at a facility designated by the City at intervals specified by the City, in the case of arrests related to the possession, use, or sale of illegal drugs;

4. Employee's willingness to enroll in an appropriate rehabilitation program, if deemed necessary by the City;
5. The extent to which the criminal charges, alleged conduct, and surrounding circumstances may affect the public's trust and confidence in the employee and in the City government;
6. The extent to which the criminal charges, alleged conduct, and surrounding circumstances may affect the employee's ability to carry out his duties and responsibilities effectively;
7. The employee's documented work record and past performance;
8. The interest of the City and/or other operational considerations determined by the City.

Following the preliminary determination, the Department Supervisor may conduct a comprehensive investigation to determine what, if any, disciplinary action is appropriate. This investigation is not intended to establish the employee's guilt or innocence of the formal criminal charges. Any disciplinary action taken may take into consideration the same factors as were used in making the preliminary determination, and will not be dependent upon the outcome of the criminal charges through the legal system.

The City may terminate an employee based on unavailability for work due to continued incarceration. If the City's decision is to allow the employee to continue to work pending the outcome of the criminal charges against him, the employee will be advised in writing that it is his/her responsibility to notify his or her Department Supervisor within forty-eight hours of any change in status, any required court appearance, or attorney appointments (which must be charged to vacation, personal leave, or administrative leave, if available, or will be unpaid); and that the City reserves the right to take additional disciplinary action, including dismissal, depending on the outcome of the criminal charges.

Once resolution of the criminal charges has occurred, the following rules shall apply: a verdict of guilty; a plea of guilty; a plea of nolo contendere (no contest); or an adjudication of guilt after trial; or any other plea or adjudication based upon any admission of guilt to any charges shall be "prima facie" evidence of grounds for discharge. It shall be at the sole discretion of the City to consider continued employment based on the overall employment record and the circumstances of the outcome of the charges.

A verdict of "not guilty" or "charges dropped/dropped/dismissed" shall not mean that an employee will not be disciplined or discharged. The Department Director may proceed with disciplinary action if a violation of City policy occurred, irrespective of the court's disposition.

A determination shall be made regarding eligibility for back pay, based on the disposition of the legal proceeding, for employees who were suspended without pay pending the outcome of the charges.

Section 4. COMPLAINTS AGAINST EMPLOYEES

If an external (non-criminal charge) complaint is made against a City employee, the Department ~~Supervisor~~ Director, will evaluate the nature of the charge/allegation and the interest of the City, and may take the following action after notification of the proposed action and acceptance by the Mayor:

- suspension with pay;
- suspension without pay;
- administrative or other duty besides the employee's regular duties;
- transfer to another assignment/work site; or
- terminate employment.

In such cases, no additional disciplinary action (i.e., suspension without pay) will be considered until the conclusion of the investigation when the circumstances/validity of the complaint is fully ascertained.

Section 5. POLICE OFFICERS' BILL OF RIGHTS

In cases in which a sworn law enforcement officer, other than the Chief of Police, is under investigation and subject to interrogation for reasons which could lead to disciplinary action, demotion, or dismissal, the provisions of the Police Officers' Bill of Rights (Florida Statutes, Section 112.532) shall apply.

Section 6. NAME-CLEARING HEARINGS

A. PURPOSE AND SCOPE

All City employees, including part-time, temporary, and probationary employees, may request a "**name-clearing**" hearing to present information for the purpose of "clearing his/her name."

B. NOTICE OF RIGHT TO REQUEST A HEARING

If an employee waives his/her right to a name-clearing hearing, it shall not affect his/her right to file an appeal through the grievance procedures outlined in this manual or in an applicable collective bargaining agreement.

C. CONDUCTING THE HEARING

If an employee was terminated for a reason, and such employee requests a name-clearing hearing, the name-clearing hearing will be scheduled within five work days after receipt of the employee's request and will be conducted by the Department ~~Supervisor~~ Director/designee. The hearing may be tape recorded. The following procedure will apply during the hearing:

- confirmation that the employee has a copy of the charges.
- explanation of the charges and that dismissal/suspension is recommended.
- opportunity for the employee to offer any contrary evidence or explanation. If the employee intends to bring legal representation to the name-clearing hearing, the City shall be notified at least forty-eight (48) hours prior to the hearing in order to respond accordingly. If the employee brings legal representation without notification, the City reserves the right to reschedule the hearing at its convenience.
- allowing the employee to make a verbal statement, or submit a written statement, for the purpose of clearing his/her name.

Section 7. DISCIPLINE AND DISMISSAL NOTICES

A. DISCIPLINARY ACTION NOTICE FOR REPRIMAND/ SUSPENSION

When an employee is reprimanded or suspended, the written notice must provide the following information:

- specific charge of misconduct with reference to a violation of City or departmental rules, regulations, or policies, or a supervisory order and date of offense(s).
- brief narrative description of offense and imposition of disciplinary action.
- reference to previous disciplinary actions if relevant to the reason for the current disciplinary action.
- warning regarding employee's failure to take corrective action will subject him/her to further disciplinary action, including dismissal.
- reference to the employee's right to grievance/appeal.

- the signature of the Department Director and date that the disciplinary action notice is issued.
- employee's signature and date to acknowledge receipt of the document. The employee's signature does not imply agreement and refusal to sign should be noted and witnessed.

B. NOTICE OF DISMISSAL

1. All employees may be terminated at any time during the period of employment or probationary period without or without cause and without the right to a pre-determination hearing or to a post-termination appeal.
2. The employee will receive a written notice that his/her employment or probationary employment is terminated. The termination letter will include information regarding final pay, insurance continuation, etc. Additionally, the termination letter will include the employee's right to request a "name-clearing" hearing, if the employee was terminated for any reason, within five work days of receipt of the termination letter, in applicable cases. The purpose of the "name-clearing" hearing is solely to allow the terminated employee to submit an oral or written statement to "clear his/her name." This name-clearing hearing does not constitute a pre-determination or post-termination appeal.

XVI. EMPLOYEE GRIEVANCE PROCEDURE

Section 1. PURPOSE

The grievance procedure is established to provide a structured process for employees to express their grievances with personnel policies and/or actions that directly affect them, including disciplinary actions taken against them. As at-will employees, City employees do not have the right to file a post-termination grievance.

It is the intent and desire of the City to resolve grievances informally and as quickly as possible. Supervisors and employees are expected to make every effort to resolve problems as they arise. However, it is recognized that there will be some grievances which will be resolved only by this formalized system. The submittal of a legitimate grievance by an employee will in no way adversely affect the employee or his/her employment with the City.

Section 2. DEFINITIONS/RULES

For purposes of the grievance procedure, the following definitions and rules apply.

DEFINITIONS

- A. Grievance** - shall be a complaint, submitted in writing, arising out of an interpretation or application of a rule/disciplinary action or some condition of employment
- B. Disciplinary action** – is defined as written reprimands or no-pay suspensions. Employee counselings/verbal reprimands are not subject to appeal.
- C. Grievant** - is a regular employee having a complaint.
- D. Day** - shall mean Monday through Friday (working days). Saturday, Sunday, and holidays are excluded unless otherwise noted.

RULES

- A.** Full-time regular status employees have access to the grievance procedure. Part-time, temporary, seasonal, and probationary employees and Department Directors and do not have access to the grievance procedure.
- B.** Only unpaid suspensions can be appealed to the Mayor's level. The decision of the Department ~~Director~~ Supervisor on written reprimands is final and binding.

- C. A grievance filed by an employee must be submitted in writing, signed, and dated.
- D. A grievance/complaint that is not appealed within the specified time limits shall be deemed permanently withdrawn and settled on the basis of the decision most recently given.
- E. The grievance procedure steps and time limits will be strictly enforced. Exception to the order and time limits may be made only with the mutual consent of the Mayor or Department ~~Head~~ Supervisor, and the grievant.
- E. The City shall not be obligated for retroactive pay that is greater than the employee's regular earnings.
- G. The Grievance Procedure for represented employees is outlined in their collective bargaining agreement.

Section 3. BASIS FOR GRIEVANCE

The grievance procedure is for an individual employee's use to solve a personal problem relating to the personnel rules, regulations, and policies of the City or to appeal a disciplinary action. Grievances will not be accepted if filed by one employee on behalf of another, or group actions.

Section 4. MANAGEMENT PREROGATIVES

The following areas of administration are considered prerogatives of management and shall not be a subject of the grievance procedure:

- scheduling and assignment of work, work hours, and work stations.
- establishing work standards and quality.
- size of work force and reorganizations.
- reductions in the work force.
- appropriations and budget.
- scope of work within job classifications.
- performance evaluations.
- promotions and involuntary demotions or transfers deemed to be in the interest of the City.
- the right to discipline.
- terminations.
- the goals and objectives of the City.

Section 5. GRIEVANCE PROCEDURE STEPS

In order to assure employees that grievances are considered rapidly, fairly, and without reprisal, the following steps are provided for non-substance disciplinary actions (written reprimands) and substance disciplinary actions (suspensions without pay).

A. NON-SUBSTANCE DISCIPLINARY ACTION PROCEDURES – Written Reprimands

1. The employee shall submit his/her written complaint to the Department ~~Supervisor~~ Director **within five working days** of receipt of the written reprimands or his/her knowledge of the issue which is the subject of the grievance. The written grievance shall contain information relevant to the issues and shall identify the resolution/action requested by the employee.
2. Upon receipt of the written grievance, the Department ~~Director~~ Supervisor will note the date and time of receipt of the grievance. The Department ~~Director~~ Supervisor will review the written grievance; meet with the employee, if deemed necessary; and prepare a written response to the grievance **within five working days** of receipt of the grievance. If the Department ~~Director~~ Supervisor determines, upon his/her initial review of the grievance, that the nature of the grievance is such that it cannot be addressed within five working days (i.e., it is necessary to hold a hearing or to obtain information/statements from other employees/citizens not immediately available, etc.), the employee will be notified in writing of the need for additional time needed to properly evaluate and respond to the grievance. The written notice regarding the need for additional time shall include a specific date by which the complete response will be provided. No response shall take more than ten working days from the date the grievance was received by the Department Supervisor ~~Director~~. It is the Department Supervisor's ~~Director's~~ responsibility to conduct any research/meetings required in order to respond to the grievance and to issue his/her written response within the five working days or extended time frame outlined in this section.
3. The decision of the Department Supervisor ~~Director~~ will be final and binding for written reprimands. These reprimands shall not be submitted to the Mayor.

B. SUBSTANCE DISCIPLINARY ACTION PROCEDURES –Unpaid Suspensions

STEP ONE

1. The employee shall submit his/her written complaint to the Department ~~Supervisor~~ Director **within five working days** of receipt of the no-pay suspension. The written grievance shall contain information relevant to the issues and shall identify the resolution/action requested by the employee.
2. Upon receipt of the written grievance, the Department ~~Supervisor~~ Director will note the date and time of receipt of the grievance. The Department Director will review the written grievance; meet with the employee and witnesses/other employees, if deemed necessary; and prepare a written response to the grievance **within five working days** of receipt of the grievance. If the Department ~~Director~~ Supervisor determines, upon his/her initial review of the grievance, that the nature of the grievance is such that it cannot be addressed within five working days (i.e., it is necessary to hold a hearing or to obtain information/statements from other employees/citizens not immediately available, etc.), the Department ~~Supervisor~~ Director will notify the employee in writing of the need for additional time in order to properly evaluate and respond to the grievance. The Department ~~Supervisor's~~ Director's written notice regarding the need for additional time shall include a specific date by which the complete response will be provided. No response shall take more than ten working days from the date the grievance was received by the Department ~~Supervisor~~ Director. It is the Department ~~Director~~ Supervisor's responsibility to conduct any research/meetings required in order to respond to the grievance and to issue his/her written response within the five working days or extended time frame outlined in this section.

STEP TWO

1. If the grievance response issued by the Department ~~Supervisor~~ Director in Step One does not resolve the matter to the employee's satisfaction, or if no response is given to the employee within the five working day time frame or the agreed upon extended time frame (up to ten working days), the employee shall have the right to advance his/her grievance to the Mayor. The employee shall document the reason for advancing the appeal; he/she shall state his/her disagreement with the proposed resolution, or state that no reply was received within the proper time frame.
2. Upon receipt of the grievance from the employee, the Mayor will review the proposed resolution(s) from the Department ~~Supervisor's~~ Director's response and shall, within ten working days, review the written grievance,

meet with the employee and/or conduct a hearing, as the Mayor deems appropriate; and issue a final and binding written response to the employee within ten working days or at a time specified by the Mayor.

If the grievance was appealed to the Mayor due to lack of action/response within prescribed time frames by the Department Supervisor ~~Director~~, the Mayor will process the grievance and will administratively deal with the Department Supervisor's ~~Director's~~ failure to respond in accordance with the time frame requirements outlined herein.

Section 6. RECORDS OF GRIEVANCES

The City Clerk will maintain files of employee grievances. The Department Supervisor ~~Director~~ is responsible for ensuring that the City Clerk is furnished copies of all related documents during the grievance process.

XVII. SEPARATION FROM CITY EMPLOYMENT

Section 1. RESIGNATION

- A. A resignation is defined as any action whereby an employee voluntarily leaves the employment of the City, with or without giving notice. A written resignation is required. A resignation in good standing is defined as a written resignation with at least two weeks' notice. In order to be eligible for payment of accumulated sick and vacation leave as outlined elsewhere in this manual, an employee must resign in good standing. A resignation with less than two weeks' notice may be deemed to be in good standing by the Department ~~Director~~Supervisor and/or Mayor in extenuating circumstances (e.g., employee must report to new job within three days due to a training program, etc.). If it is deemed to be in the best interest of the City, the Mayor may authorize payment in lieu of the employee working through his/her notice of resignation period.
- B. It is the responsibility of the employee to file a written resignation with his/her Department ~~Director~~Supervisor at least two weeks prior to separation, stating the date of resignation and reason for leaving. Failure to provide this advance notice may be cause for denial of re-employment eligibility, based on resignation without proper notice. However, the submittal of a written resignation with proper notice is not a guarantee of eligibility for re-employment. Other factors, including overall work record, are considered. Upon receipt of a written resignation, the Department ~~Director~~Supervisor will note "resignation accepted," sign, and date the resignation. The original written resignation will be sent to the City Clerk's office for inclusion in the employee's personnel file.

Section 2. RESIGNATION FOR MILITARY DUTY

Regular full-time employees who have completed their probationary period and who resign to enter active military duty will be eligible for reinstatement as provided by law for those who are qualified, as outlined elsewhere in this policy manual.

Section 3. LAYOFF/RECALL

- A. Layoff is defined as separation of an employee from a City position because of a reduction in work load, abolishment of a position after study, internal reorganization, or for other related causes.
- B. Generally, any employee who is laid off shall be paid two weeks salary in lieu of or receive two weeks' notice from the City. However, when funds are lacking or other circumstances warrant, a

notice of less than two weeks may be given. Prior approval of the Department ~~Director~~ Supervisor and the Mayor is required prior to an employee being given a layoff notice.

- C. Reasonable time off with pay may be granted the employee to assist in securing employment elsewhere. Arrangements may be made for clerical assistance, photocopying, resume preparation, etc.
- D. Every attempt will be made to place the employee in a comparable position for which he/she qualifies, if such a position becomes available.
- E. When for any reason the City deems it necessary to reduce the work force of any department, the Department ~~Director~~ Supervisor shall determine the number and classes of employees to be laid off, subject to approval of the Mayor. Employees shall be laid off without prejudice as layoff is not considered a disciplinary action.
- F. For the purpose of this section, length of continuous service (seniority) means the period of time an employee has been employed in a classification in a department or, when appropriate, the City's service.
- G. The layoff decision is a management right and is not subject to the grievance or appeal process.

H. DETERMINING ORDER OF LAYOFF

When it becomes necessary to reduce the number of employees within a given classification, factors including, but not limited to, seniority, documented performance, operational impact, etc., will be considered in making the determination. The City retains the right to lay off employees in a manner deemed appropriate in the interest of the City.

I. CONSIDERATION AFFORDED EMPLOYEES PRIOR TO LAYOFF

Employees to be laid off shall be given at least two weeks' written notification of such layoff whenever practical. Employees may be granted payment in lieu of notice, as approved by the Mayor.

An employee who is scheduled to be laid off shall be offered a demotion to a lower level position if a vacancy exists within the office or department and the employee is qualified to fill the position.

J. RECALL RIGHTS

Employees are eligible for recall for a period of one year from the date of layoff. Provisions regarding recall of employees on layoff are outlined elsewhere in this manual.

- K.** Provisions governing layoff/recall of represented employees are outlined in collective bargaining agreements.

Section 4. RETIREMENT

Retirement is defined as separation from service in order to initiate the commencement of retirement benefits in accordance with the provisions of the ordinance governing the retirement plan of which the employee is a member.

Section 5. MEDICAL TERMINATION

- A.** In the event it is determined, based on competent medical evidence, that an employee is unable to perform the essential functions and requirements of his/her position, the employee's separation from service will be deemed a medical termination.
- B.** A medical termination will be without prejudice and the employee will receive payment of leave benefits in the same manner as an employee who resigns in good standing, as provided elsewhere in this policy manual.
- C.** An employee will be eligible for re-employment as his/her medical condition permits, or, depending on length of service and prognosis of condition, he/she may be eligible for disability retirement, as determined by the provisions of the pension plan of which the employee is a member.

Section 6. DISMISSAL OR DISCHARGE

- A.** All City employees are at-will employees and may be terminated ~~by the Mayor or other person as designated by Charter or other Code provision with or without notice;~~ with or without cause; and without access to a pre-determination hearing or post-termination appeal. A Department ~~Director~~ Supervisor who is terminated will receive termination pay in accordance with the provisions of any Employment Agreement.

- B. Probationary employees may be terminated at any time during the established new hire probationary period without a pre-determination notice or post-termination appeal.
- C. If an employee is terminated for a reason, he/she will be afforded the opportunity to request a "name-clearing" hearing.

Section 7. DEATH

- A. Separation shall be effective as of the date of death. All compensation due the employee as of the effective date of separation shall be paid to the beneficiaries, surviving spouse, or to the estate of the employee as determined by law or executed forms in the personnel file.
- B. Unused vacation and sick leave benefits are payable as outlined in Chapter XIV.
- C. Depending upon the employee's age and years of service as of the date of death, and the governing pension plan provisions, survivor retirement benefits may apply.

Section 8. RETURN OF CITY PROPERTY/REIMBURSEMENT OF INSURANCE PREMIUMS

At the time of separation and prior to receiving final monies due, all records, City identification card, books, uniforms (except shirts with the City's logo), keys, tools, and other items of City equipment and property in the employee's custody shall be returned to his/her department. Any monies due the City because of failure to return such items may be deducted from the employee's final paycheck.

An employee who separates from service with the City (for any reason) during the first ninety (90) days of employment shall be required to reimburse the City for any insurance premiums paid by the City on behalf of the employee and/or his/her dependents.

MEMORANDUM

July 15, 2011

TO: The Honorable Mayor and City Council

FROM: Bea L. Meeks, City Clerk 

SUBJECT: Request to set tentative ad valorem millage rate and establish public hearings on the proposed budget and millage for Fiscal Year 2011/2012

The purpose of this memorandum is to recommend that the Edgewood City Council set the proposed operating millage rate for Fiscal Year 2011/2012 at the highest allowable millage rate during its regular meeting on July 19, 2011.

- The millage rate for Fiscal Year 2010/2011 is 3.9500.
- The rolled-back rate, based on the Property Appraiser's Certification of Taxable Value for Calendar Year 2011, is 4.0496 mills (working copy attached). The rolled-back rate is that millage rate that will generate the same ad valorem tax proceeds as the prior year exclusive of any new construction.
- That the rate requested be the maximum allowed by state law given the limitations of property tax reform legislation. The adoption of the highest allowable millage rate gives City Council the maximum flexibility in ultimately establishing the final millage rate after the budget workshop(s) in August and the two required public hearings in September.
- Any modification of the tentative rate by City Council during the budget workshop(s) and the public hearings can only be a decrease from the proposed millage rate.

It is also necessary City Council to set the dates for public hearings on the budget. I recommend the City Council set the first public hearing on the tentative budget and millage on **Tuesday, September 6, 2011** in the Council Chamber of City Hall beginning at 6:30 p.m. This is a special meeting date. This first public hearing is advertised on the Notice of Proposed Property Taxes (TRIM Notice) and is mailed to taxpayers by the Orange County Property Appraiser.

Within 15 days following the tentative budget hearing, the City must advertise its intent to adopt a final millage rate and budget in a newspaper of general paid circulation within the town. The second public hearing on the budget must be held within two to five days after the date the advertisement is published. Accordingly, I recommend that City Council set the second public hearing for **Tuesday, September 20, 2011** at 6:30 p.m. The final public hearing on the budget will be held in a regular meeting of the City Council. (Proposed TRIM & Budget Timetable/Important Dates attached)

If there are any questions, please feel free to contact me.

Recommendation:

1. Direct City staff to set the millage at theⁱ highest allowable rate given property tax reform. As soon as the necessary information is received from the Property Appraiser's Office, this amount can be accurately calculated.
2. Schedule first public hearing on tentative budget and millage for Tuesday, September 6, 2011 at 6:30 p.m. This is a special meeting date.
3. Advise the Orange County Property Appraiser's Office of the tentative ad valorem millage rate and public hearing date on the appropriate Form 420 in accordance with Truth in Millage (TRIM) requirements.

Other:

Motion Language

Millage

I move to set the City of Edgewood's tentative millage rate for Fiscal Year 2011/2012 at

Budget

I move to schedule the first public hearing on the City of Edgewood's Fiscal Year 2011/2012 tentative budget and millage rate, as a Special Council Meeting on Tuesday, September 6, 2011, at 6:30 p.m.

Millage History

1998 – 2000	3.9000
2001	4.1000
2002 – 2007	4/7000
2008 – current	3.9500

ⁱ The Florida Constitution caps the millage rate assessed against the value of the property at 10 mills per taxing entity. That is, taxing units are prohibited from levying more than \$10 in taxes per \$1,000 of taxable value on properties they tax, without obtaining voter approval at least every two years.

Working Copy



CERTIFICATION OF TAXABLE VALUE

DR-420 R. 06/11 Rule 12DER11-13 Florida Administrative Code Eff. 6/11

Table with 2 columns: Field (Year, Principal Authority, Taxing Authority) and Value (2011, EDGEWOOD, ORANGE, EDGEWOOD)

SECTION I: COMPLETED BY PROPERTY APPRAISER

Table with 5 columns: Line number, Description, Amount, and Line number. Contains lines 1 through 9 with various taxable value calculations.

Property Appraiser Certification section with signature of Bill Dougan and date JUNE 24, 2011.

SECTION II: COMPLETED BY TAXING AUTHORITY

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

Table with 5 columns: Line number, Description, Amount, Rate, and Line number. Contains lines 10 through 18 with millage rate and tax calculations.

Continued on page 2

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TRIM & Budget Timetable / Important Dates

July 1	OCPA certifies taxable value on DR-420
July 19 – Regular Council Meeting	Set tentative millage rate, set public hearing date for final millage and proposed FY2011-2012 Budget
August 4	Forward to OCPA: <ul style="list-style-type: none"> • Prior year millage • Current year proposed millage • Current year roll-back rate • Date, time, meeting place of the tentative budget hearing
August 9 – Council Workshop	FY2011-2012 Budget workshop
August 24	OCPA mails out the Notice of Proposed Property Taxes (TRIM Notice)
August 23 – Council Workshop (if needed)	FY2011-2012 Budget workshop
September 6 – Special Council Meeting	Public hearing / adoption of the tentative budget & proposed millage (must be held between Sept 3-18; cannot be held on Aug. 2 and Sept 8, 13 & 22-OCPS & BCC dates)
September 15	Advertise in the newspaper the public hearing / adoption of final millage & budget (must be done within 15 days of public hearing / adoption of the tentative budget & proposed millage)
September 20 – Regular Council Meeting	Final public hearing / adoption of millage & budget (must be held within 2-5 days after advertisement)
September 22	Send ordinance adopting final millage & budget to OCPA, tax collector, and DOR. (must be done within 3 days of final hearing)
By October 18	Submit TRIM Compliance package

POLICE DEPARTMENT QUARTERLY ACTIVITY UPDATE**2ND QUARTER 2011****RESIDENTIAL BURGLARY (4) (LAST QTR 1)**

DATE	TIME	LOCATION	NOTES
04/07/11	2:13 PM	325 OAK LYNN	SUBJ ID/ARREST PENDING
05/17/11	3:13 PM	5510 LK MARY JESS SHORES	ATTEMPT
05/17/11	8:32 PM	617 VISCAYA	
06/06/11	5:02 PM	4636 OAK COVE	ATTEMPT

COMMERCIAL BURGLARY (6) (LAST QTR 2)

DATE	TIME	LOCATION	NOTES
05/27/11	4:30 PM	5635 COMMERCE	LAWN MOWER TAKEN
06/11/11	6:36 AM	5551 FORCE FOUR	MULTIPLE STORAGE SUNIT/ARREST
06/15/11	12:10 PM	5205 S. ORANGE	CREDIT CARDS TAKEN
06/16/11	10:24 AM	301 MARY JESS	LUMBER TAKEN
06/17/11	3:10 PM	5205 S. ORANGE	TV & ELECTRONICS TAKEN
06/29/11	1:24 PM	5205 S. ORANGE	CHECKS TAKEN

AUTO BURGLARY (8) (LAST QTR 2)

DATE	TIME	LOCATION	NOTES
04/11/11	6:00 AM	5108 LEGACY OAKS	UNLOCKED VEHICLE
04/23/11	9:22 AM	5107 TUSCAN OAKS	UNLOCKED VEHICLE
04/23/11	11:40 AM	4922 LEGACY OAKS	UNLOCKED VEHICLE
06/09/11	7:52 AM	5252 S. ORANGE	MULTIPLE VEHICLES BURGLARIZED
06/13/11	11:50 AM	4401 S. ORANGE	COMPUTER TAKEN/UNLOCKED VEH
06/15/11	3:13 PM	5055 LEGACY OAKS	UNLOCKED VEHICLE
06/20/11	4:23 PM	5019 TOULON	UNLOCKED VEHICLE
06/25/11	11:40 AM	5339 HANSEL	BURGLARY TO TRAILER

GRAND THEFT (3) (IN EXCESS OF \$300. VALUE) (LAST QTR 4)

DATE	TIME	LOCATION	NOTES
05/02/11	12:50 PM	4709 S. ORANGE	THEFT OF CHECKS/SUBJ ID
06/20/11	2:39 PM	5250 S. ORANGE	
06/20/11	3:39 PM	5502 FORCE FOUR	THEFT OF VEHICLE/RECOVERED ARREST PENDING

PETIT THEFT (3) (UNDER \$300. VALUE) (LAST QTR 10)

DATE	TIME	LOCATION	NOTES
05/19/11	6:47 PM	5490 HANSEL	SHOPLIFT 7-11
06/04/11	2:35 PM	1103 HOLDEN	STOLEN TORTOISE
06/27/11	12:56 AM	5650 HANSEL	SHOPLIFT 7-11

RESIST OFFICER (2) (LAST QTR 1)

DATE	TIME	LOCATION	NOTES
04/16/11	2:08 AM	S. ORANGE & OAK RIDGE	RESIST W/OUT VIOLENCE
05/23/11	9:31 PM	4718 S. ORANGE	RESIST W/OUT VIOLENCE

ASSAULT/BATTERY (4) (LAST QTR 3)

DATE	TIME	LOCATION	NOTES
04/08/11	3:18 PM	5089 STRATEMEYER	DOMESTIC/ARREST
04/13/11	12:00 PM	5423 HANSEL	ARREST
05/07/11	8:22 PM	5579 S. ORANGE	SUSPECT ID
06/14/11	3:16 PM	101 MARY JESS	DOMESTIC/ARREST

SEXUAL BATTERY (1) (LAST QTR 0)			
DATE	TIME	LOCATION	NOTES
05/21/11	5:50 PM	CONFIDENTIAL	CHILD MOLESTATION/JUVENILE ARREST
ROBBERY (1) (LAST QTR 0)			
DATE	TIME	LOCATION	NOTES
06/04/11	10:37 PM	4967 S. ORANGE	ATTEMPT W/GUN
LEGACY OAKS INCIDENTS () (LAST QTR 6)			
TYPE	NUMBER		
ASSAULT	1		
ALARM	5		
HOME BURGLARY	0		
VEHICLE BURGLARY	4		
GRAND THEFT	0		
DISTURBANCE	0		
OTHER	3		
NARCOTICS ARRESTS (5) (LAST QTR 4)			
DATE	TIME	LOCATION	NOTES
04/13/11	9:00 AM	4645 HANSEL	POSSESSION HEROIN
04/16/11	2:08 AM	S. ORANGE & OAK RIDGE	POSSESSION CANNABIS
04/26/11	4:07 PM	4954 S. ORANGE	POSSESSION HEROIN
05/16/11	12:11 AM	S. ORANGE & DRENNEN	POSSESSION CANNABIS
05/17/11	6:59 PM	S. ORANGE & LARUE	POSSESSION PARAPHERNALIA
TRAFFIC ARRESTS (26) (LAST QTR 21)			
DATE	TIME	LOCATION	
04/07/11	7:32 AM	4401 S. ORANGE	DUI
04/09/11	8:47 AM	5601 HOFFNER	DWLS
04/11/11	11:05 AM	S. ORANGE & MARY JESS	DWLS
04/12/11	2:15 PM	S. ORANGE & MARY JESS	DWLS
04/16/11	2:08 AM	S. ORANGE & OAK RIDGE	DUI
04/23/11	9:05 AM	4709 S. ORANGE	DWLS
04/27/11	8:35 AM	S. ORANGE & GATLIN	DWLS
04/27/11	2:08 PM	5565 S. ORANGE	DWLS
05/09/11	4:15 PM	S. ORANGE & KELSEY	DWLS
05/17/11	1:15 AM	S. ORANGE & DRENNEN	DUI
05/17/11	5:47 PM	S. ORANGE & GEM	DWLS
05/18/11	2:47 AM	S. ORANGE & MARY JESS	DWLS
05/18/11	6:43 PM	4401 S. ORANGE	DWLS
05/21/11	1:23 AM	S. ORANGE & HOLDEN	DUI
05/21/11	5:19 PM	S. ORANGE & OAK WATER	DWLS
05/25/11	10:12 AM	S. ORANGE & LA RUE	DWLS
05/29/11	10:27 AM	5579 S. ORANGE	DWLS
06/06/11	8:11 AM	S. ORANGE & MARY JESS	DWLS
06/11/11	2:03 AM	S. ORANGE & OAK RIDGE	DUI
06/11/11	2:02 PM	MARY JESS & FORCE FOUR	DWLS
06/18/11	12:58 AM	4954 S. ORANGE	DWLS
06/18/11	5:09 AM	S. ORANGE & FAIRLANE	DUI
06/18/11	6:51 PM	123 LAKE GATLIN	DWLS
06/21/11	11:57 AM	HOLDEN & FORRESTAL	DWLS
06/26/11	9:17 AM	4712 S. ORANGE	DWLS
06/30/11	10:06 AM	4971 S. ORANGE	DWLS

OTHER ARRESTS (7) (LAST QTR 9)			
DATE	TIME	LOCATION	
04/08/11	3:18 PM	5089 STRATEMEYER	DOMESTIC BATTERY
04/13/11	12:00 PM	5423 HANSEL	BATTERY
04/16/11	2:08 AM	S. ORANGE & OAK RIDGE	RESIST W/OUT VIOLENCE
05/23/11	9:31 PM	4718 S. ORANGE	DISORDERLY INTOX
05/29/11	8:51 PM	5650 HANSEL	DISORDERLY INTOX
06/14/11	10:18 AM	4401 S. ORANGE	DISORDERLY INTOX
06/26/11	2:53 AM	5650 HANSEL	DISORDERLY INTOX
TRAFFIC CRASH INFO (24) (LAST QTR 17)			
TYPE	#	LOCATION	
FATALITY	0		
HIT & RUN	1	4204 S. ORANGE - INJURY	
	1	S. ORANGE & PRESCOTT - INJURY	
	1	5490 S. ORANGE - NO INJURY	
INJURY	4	ORANGE & GATLIN	
	1	ORANGE & STRATEMEYER	
	1	HOLDEN & TINSLEY	
	1	HANSEL & HOFFNER	
	1	4200 S. ORANGE	
NON-INJURY	4	ORANGE & HOLDEN	
	1	ORANGE & GATLIN	
	1	ORANGE & LAKE GATLIN	
	1	HANSEL & OAK LYNN	
	1	HOLDEN & BRANDEIS	
	1	ORANGE & JAMAICA	
	1	5650 HANSEL	
	1	4400 S. ORANGE	
	1	5600 HANSEL	
	1	5301 S. ORANGE	
MISCELLANEOUS			
ARREST WARRANTS SERVED: 13 (LAST QTR 12)			
CITATIONS ISSUED: 793 (LAST QTR 515)			
MISCELLANEOUS /P.D. ISSUES			
OFFICER MELVILLE RETIRED			