

City of Largo, Florida

ADMINISTRATIVE
POLICIES AND PROCEDURES MANUAL

JANUARY 2010

UPDATED MAY 31, 2018

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CITY OF LARGO ADMINISTRATIVE POLICIES AND PROCEDURES MANUAL		
Policy:	Community Partnerships	Policy Number: AD-16-01
Originating Department/Division: Administration		
Effective Date: September 1, 2016		Approved By:
Supersedes Policy: N/A		Dated: August 24, 2016

SCOPE AND PURPOSE

City of Largo staff partner with a multitude of organizations and support various causes. Some of these partnerships have a direct impact on the local or regional community, while some of it is related to professional affiliations or national organizational causes. The City requires this policy to ensure that the partnership efforts undertaken by staff, during employee work hours, are in alignment with approved initiatives.

The purpose of this particular Administrative Policy is to:

1. Define community partnerships across Causes and Organizations, and participation in Professional Affiliations and Assistance to Other Organizations; and
2. Establish a procedure for receiving annual authorization for community partnership efforts.

DEFINITIONS

Community Partnerships: Contributing one's time, during working hours, for an organization or cause.

Cause: A movement or event (either formally or informally organized), who's mission is to provide social, economic or other community benefit.

Organization: A non-profit corporation who's mission is to provide social, economic, or community benefit.

Professional Affiliation: A local, state, national or international organization that represents a segment of the City's work force or professional actions.

Assistance to Other Governmental Agencies: On occasion, support is requested by other governmental agencies. Support may take the form of: assistance with hiring; review of policies or practices; work crews; or other support as requested.

Community Partnership Work Program (Work Program) – an annual document approved by the City Commission that identifies the Causes or Organizations to support for the coming fiscal year.

MANAGEMENT AND RESOURCE RESPONSIBILITY

General

1. Annual hours contributed to the Work Program by any individual employee shall not exceed forty (40).
2. Maximum hours contributed during a pay period by any individual employee shall not exceed eight (8).

Administration shall be responsible to:

1. Seek annual approval of the Work Program from the City Commission.
2. Approve or deny Department Director requests to participate in Professional Affiliations during work hours, based on the organization, relevance to staff position, time commitment, and enhancement to the community or organization.
3. Approve or deny Assistance to Other Governmental Agencies, based on the requesting agency, the request, and resource commitment.

The Executive Leadership Team (ELT) / Department Directors shall be responsible to:

1. Create the proposed annual Work Program.

2. Inform and educate staff on the approved annual Work Program, and encourage participation.
3. Approve or deny requests for participation in the Work Program or Professional Affiliations during work hours. Criteria for approval or denial may include any factors the Director deems appropriate.
4. Track employee time spent participating in the Work Program (the Finance Department shall establish pay code[s] for tracking).

PROCEDURE FOR CREATING AND MODIFYING THE ANNUAL WORK PROGRAM

The steps employed for creation and modification (C/M) of the annual Work Program shall consist of the following:

1. Proposal for C/M is added to the ELT agenda, as a "Consensus Item" by Administration, functioning as the Project Manager. The ELT shall function as the customer.
2. Administration shall present the item to the ELT for discussion and consensus for content for the upcoming year, as well as parameters for the quantity of time that may be contributed by individual staff.
3. Upon consensus for the C/M, Administration will finalize or modify the annual Work Program.
4. Administration shall present the annual Work Program to the City Commission prior to the start of the next fiscal year.
5. If approved by the City Commission, the Work Program will be brought back to the ELT for review, discussion of any Commission changes, and implementation.
6. In the event a Modification to the annual work program is sought by a member of the ELT, the item must be discussed with, and authorized by, the City Manager for placement on an ELT agenda.
7. Steps 2 through 5 are followed for any Modification approved by the City Manager in 6.

QUALITY ASSURANCE PROTOCOLS

Document Control

Administration shall be responsible to create and maintain the annual Work Program document. The document shall be tracked by fiscal year for which the work program is applicable. Any revisions to the document during the course of a fiscal year shall be noted by indicating **Revision X** on the cover following approval of the revision by the City Commission.

Frequency of Revisions and Reviews

Administration shall initiate a review of the annual Work Program on an annual basis, with subsequent proposal to the City Commission. Revisions to the document may occur at any time during the course of the fiscal year in accordance with the **PROCEDURE** outlined above.

The procedure for the annual Work Program approval is as follows:

1. Administration will be responsible for managing the project and scheduling time, as appropriate, to create or modify the document and seek approval prior to the start of the fiscal year.
2. Administration shall select a Project Manager and establish a project to create (or modify) the annual Work Program. The ELT shall function as the customer.
3. The Project Manager shall follow the steps identified in steps 2 through 5 of **PROCEDURE**.
4. The project shall have a target of being completed by July 31 of each year.
5. When the project is complete and the document is considered final, the document shall be distributed to each Director, with the original maintained in Administration.
6. This process shall repeat itself annually.

CITY OF LARGO ADMINISTRATIVE POLICIES AND PROCEDURES MANUAL		
Policy:	Calendar of Events	Policy Number: CC-01-01
Originating Department/Division: Administration/City Clerk		
Effective Date: July 15, 2001		Approved By:
Supersedes Policy: Calendar of Events, City-wide		Dated: 12/21/94

POLICY

The City Clerk must be notified in advance of all City meetings, functions, and major events so they may be placed on the official city-wide calendar of events, which is distributed to the City Commission each week.

PROCEDURE

1. Any department planning a City event of any kind should notify the City Clerk via e-mail so the event can be scheduled on a city-wide calendar.
2. The department will need to provide the following information:
 - a. What: name/purpose/reason for meeting/event
 - b. When: day, date and time the meeting/event is scheduled, and duration
 - c. Where: place the meeting/event is to take place
 - d. Who: name and telephone number of the contact person
3. If the event is a routinely scheduled, monthly occurrence, e.g., Commission meeting, Board meeting, the above information only needs to be submitted once. Any changes to routine meeting schedules should be reported to the City Clerk as soon as possible.
4. If, at the time an event is being planned, an exact day, date and/or time have not been determined, notify the City Clerk of the week in which the event will occur. After specifics have been decided, a follow-up e-mail with the exact day, date and time must be submitted to the City Clerk.
5. If the day, date, and/or time of an event should change after notifying the City Clerk, send a revised schedule indicating the old information as well as the revisions.
6. The City Clerk will provide two (2) months (the current month and the following month) of scheduled events to the City Commission as an attachment to the City Manager report.

CITY OF LARGO ADMINISTRATIVE POLICIES AND PROCEDURES MANUAL		
Policy:	Commission Memos and Presentations	Policy Number: CC-01-02
Originating Department/Division: Administration/City Clerk		
Effective Date: April 5, 2016		Approved By:
Supersedes Policy:		Dated:
Commission Memos and Presentations		07/01/09
Commission Memos and Presentations		05/17/07
Commission Memos and Presentations		02/01/07
Commission Memos and Presentations		09/19/06
Commission Memos and Presentations		09/06/05
Commission Memos		05/01/04
Commission Memos		06/10/93
Commission Memos		04/25/01
Commission Memos		03/01/04

POLICY

1. These procedures have been formulated to assist personnel involved in the Commission Memo writing process. The objectives for creating these guidelines for writing Commission Memos are:
2. To provide information to the Largo City Commission in a concise, complete and comprehensive manner which allows them to make the most intelligent, practical and beneficial decision.
3. To provide this information in a manner that is consistent.
4. To provide the authors of Commission Memos with guidelines which can simplify the process, making it less time consuming, confusing and frustrating.
5. To eliminate the need for changes and corrections in the draft memos and create a final document which has accomplished all of the above.
6. To make Commission memos available to the public via the City's web site.

PROCEDURE

Rules of Grammar and Memo Consistency:

1. Idiomatic expressions and phrases shall not be used in any City Commission memorandum or official City correspondence.
2. The use of slang, informal words, jargon or non-standard words or phrases beyond the simple combination of the definition of its individual words is not permitted.
3. Do not abbreviate the City of Largo as "Largo." Other governmental names, such as Pinellas County, State of Florida, various departments, agencies or divisions of the federal government, shall also not be abbreviated.
4. Do not abbreviate City Commission as "Commission."
5. The Fiscal Year should be written as FY 2009.
6. Words that are used in a "special sense" that need to be enclosed in quotation marks shall not be used.
7. Writers of Commission memos shall avoid wordiness and omit words or phrases that add nothing to the meaning of an idea or statement.

8. All memorandum topics shall be clearly stated and developed logically and shall not contain any questionable generalization or irrelevant information.
9. When writing Commission memos, staff shall use technical words only when appropriate to the general public.
10. The use of personal pronouns (he, she, I, we, they) will not be used.
11. All Commission memos shall be written in Nimbus Sans L 10-point font.
12. All ideas and related information shall be adequately developed.
13. All margins shall be right justified.
14. When documents are being revised and old language is being replaced with new language, the old language shall be crossed through; new language will be underlined.
15. All memos will be written using the agenda memo form located in "Forms for Ad", file name commission_memo_blank
16. Ordinances and resolutions will be prepared with the lines and pages numbered, making it easier for the City Commission to discuss the document in public by referring to a specific line immediately. Ordinances must be copied to /home/largo/lg/ordinance(*insert year*) and resolutions copied to /home/largo/lg/resolution/.
17. **NOTE:** One original will be prepared, without line numbering, signed by the City Attorney or Assistant City Attorney and given to the City Clerk **before** the item will be placed on an agenda. A total of two copies of the document will be prepared: one final original without line numbering for the City Clerk and one, with line numbering, for the packet copies. The original will not contain any underlining or strikeouts.
18. Attachments of more than one page will have pages numbered. Contracts and Agreements will not be attached to all memos; copies will be posted to the website and emailed to Commissioners and a sentence indicating such included in the memo. All contracts and agreements must be signed by the City Attorney or Staff Attorney and the other party **before** the item will be placed on an agenda. Attachments will be listed in the order in which they are attached. Also attached will be any previous memos submitted to the City Commission on the same subject matter.
19. All Commission Memos will be reviewed and initialed by the department director prior to submitting for Administration review. Memos not initialed by the department director will be returned to the department.

Commission Memos will contain the following:

TITLE: *Name of the item as it will appear on the Commission meeting agenda (Bold and Capitalized)*

BACKGROUND:

The background should include a complete description of the agenda item that provides sufficient information for making a decision without having to consult additional sources of information.

BUDGETARY IMPACT:

Provide a comprehensive analysis of the budgetary impact of the action requested. State the amount budgeted, budget page number, available amount, expenditure amount, any additional budgetary information needed and the funding source. The other boxes should be completed as indicated on the form.

POTENTIAL MOTIONS:

Suggested alternative motions for the City Commission to take official action. Potential motions will be written in a brief and simple manner. They will be written in capital letters.

First reading ordinance:

I MOVE TO APPROVE/DISAPPROVE ORDINANCE NO. ____ ON FIRST READING AND SCHEDULE A SECOND READING AND PUBLIC HEARING ON _____.

Second reading ordinance:

I MOVE TO ADOPT/DENY ORDINANCE NO. ____ ON SECOND AND FINAL READING.

Resolutions:

I MOVE TO APPROVE/DISAPPROVE RESOLUTION NO. _____.

Motions for items other than ordinances or resolutions:

I MOVE TO APPROVE/DISAPPROVE AWARD OF BID NO. _____, REPAIR AND REPLACEMENT OF FASCIA AND GUTTER SYSTEM AT THE SOUTHWEST RECREATION COMPLEX TO CALADESI CONSTRUCTION IN THE AMOUNT OF \$16,450.

or

I MOVE TO APPROVE/DISAPPROVE REQUEST BY BIG BROTHERS/BIG SISTERS OF PINELLAS COUNTY FOR A WAIVER OF FEES OF THE BUILDING RENTAL CHARGES OF \$67.50 FOR USE OF HIGHLAND COMPLEX AND POOL ON SATURDAY, SEPTEMBER 20, 2002, FOR AN ANNUAL PICNIC FOR THE CHILDREN.

or

I MOVE TO APPROVE/DISAPPROVE RENEWAL OF BANKING SERVICES AGREEMENT WITH FIRST UNION NATIONAL BANK FOR THREE YEARS BEGINNING OCTOBER 1, 2002.

Second Reading Ordinance Memos

Second reading ordinance memos will not be as all inclusive as first reading ordinance memos. These memos will require only the following information along with a copy of the first reading memo and line numbered ordinance:

TITLE: *Name of the item as it will appear on the Commission meeting agenda - all bold and capitalized*

CHANGES FROM FIRST READING: *Any change made to the ordinance after original submission.*

PREVIOUS ACTION: *Action take on first reading, including vote.*

POTENTIAL MOTIONS: *See above section on Potential Motions.*

Work Session Memos

A memo for every work session agenda item will be required for inclusion in the Commission packets even though the item may only be a presentation or verbal report. The memo will include the same information as Regular Meeting memos, except that instead of "Potential Motion," "Commission Direction Requested" will be indicated.

Schedule for Memo Preparation

A regular meeting schedule filed in /home/largo/lg/agenda/ will be used by directors and secretaries to schedule items to come before the City Commission. Work Session items must be scheduled through the City Manager's Secretary. Items must be listed as close to the memo title as possible. The purpose of these schedules is to inform staff and the City Commission of what is scheduled in the future. Ceremonial items must be approved by the Mayor via email to the Mayor/Commission Secretary prior to inclusion on the agenda. The following is the preparation schedule:

Process begins 7 work days prior to the meeting as follows:

<i>Day</i>	<i>Deadline</i>	<i>Activity</i>
Day 7 - Thursday	Noon	<ul style="list-style-type: none"> Items scheduled in /home/largo/lg/agenda/ by departments. Draft memos (initialed by the Department Director) submitted to City Clerk for format review.
	5:00 pm	City Clerk submits memos to Management Analysts.
Day 6 - Monday	9:00 am	Agenda Review Meeting (Community Room).
	5:00 pm	OMB Manager returns memos to City Clerk <ul style="list-style-type: none"> Any memo requiring extensive work will be removed from the agenda Memos requiring some rewriting will be returned to the departments
Day 5 - Tuesday	Noon	Memos (if any) due back from departmental rewrites to the City Clerk. All memos distributed to Asst. City Manager and City Manager for review. Memos will be removed from agenda if extensive work is needed.
Day 4 - Wednesday	5:00 pm	City Manager return memos to the City Clerk who distributes them to departments.
Day 3 - Thursday	Noon	Corrected memos due from departments to City Clerk for final review.
	3:00 pm	City Clerk returns memos to departments for copying.
Day 2 - Friday	10:00 am	8 copies of memos due from departments to City Clerk* Memos copied to /home/largo/lg/meeting/ and pdf'd to /home/largo/lg/web/
Day 1 - Monday	9:00 am	Agenda Review Meeting (Community Room)

* Check with Clerk's Office to ensure you have the current copy count.

Verbal Presentations Before the City Commission

The following general rules and guidelines should be observed by all City staff members when making formal presentations of their Commission memorandums to the City Commission:

1. All presentations should be made extemporaneously and not read to the City Commission.
2. Presentations should not contain any idiomatic phrases, acronyms, slang, informal words, jargon, or other non-standard words.
3. All staff members making presentations to the City Commission should dress in formal business attire consistent with the City's dress code.

4. If the presentation includes a Power Point or Impress component, it shall summarize information and not be excessively wordy or difficult to read on the television or computer monitor display screen. Such presentations should avoid the use of white background with black letters to ensure that it is visually acceptable to review on the appropriate television monitor or computer display screen.
5. Staff members should avoid the use of first names when referring to other City employees or consultants.
6. Elected officials shall be addressed as Mayor or Commissioner and not by their first names.
7. During the presentations, staff members shall accept the direction by the City Manager or Mayor regarding the length of the presentation, the discontinuation of the presentation, or the need to clarify information.
8. Staff members shall give complete answers to all City Commission questions and avoid being argumentative, disrespectful or evasive in their responses.
9. If the staff member does not feel he or she is competent to answer a question that has been posed by a City Commissioner, he or she shall simply state he or she is unable to answer the question and will provide this information to the City Commission as soon as the information becomes available.
10. When answering City Commission questions, the following phrases shall not precede any response:
 - To the best of my understanding...
 - I have been told that...
 - I am not sure, but...
 - I would prefer not to answer that question...
 - The real question is...
11. Staff members should enter the City Commission Chamber properly prepared to make their presentations. They should be familiar with the technology used at the staff podium, have charts and pictures relevant to their topic, and be ready to make their presentations when recognized by the Mayor. Presentation needs and ceremonial items must be reported to Communications and Marketing staff prior to the meeting.

Impress Presentations to the City Commission

The following general rules and guidelines should be observed by all City staff members when making Impress presentations of Commission memorandums to the City Commission:

1. Impress presentations must be created using approved Impress templates located in /home/largo/lg/impress_master_templates. Non-City staff preparing multimedia presentations for the City Commission should be strongly encouraged to use the City's Impress templates.
2. Impress templates are available for each department. The templates are not to be changed. The templates provided have individual department names, blue backgrounds with the City logo as a watermark, established text box margins, font style (Bit Stream Vera Sans), lite font colors, and font size range (32-18).
3. Impress presentations given in the Commission Chambers will use the Channel 15 system. Impress presentations given in the Community Room will use a laptop and projector provided by Communications and Marketing staff.
4. Communications and Marketing staff must receive all Impress presentations before 5:00 pm the work day preceding the City Commission meeting. Presentations should be saved in /home/largo/lg/presentations/"name". The meeting date should be included in the file name. Notify Communications and Marketing staff of the presentation and file name by e-mail.
5. When presentations are prepared by outside consultants, the department responsible for the presentation will assign a liaison to familiarize the consultant with this policy, the templates, and the technology.
6. Presenters should be prepared to make a verbal presentation without the use of the Impress presentation in the event of technical difficulties.
7. The length of the presentation should be driven by the allotted time and the information being conveyed. The Impress presentation should summarize information and not be excessively wordy or difficult to read on a television screen or computer monitor. Flashing slides with different transitions, sound effects, and other

gimmicks should not be used for an Impress presentation to the City Commission.

CITY OF LARGO ADMINISTRATIVE POLICIES AND PROCEDURES MANUAL		
Policy:	Commission Requests	Policy Number: CC-01-03
Originating Department/Division: Administration		
Effective Date: July 15, 2001		Approved By:
Supersedes Policy: N/A		Dated: N/A

POLICY

City staff is responsible for providing the most accurate, timely and thorough responses to City Commission requests. Other than responses to general questions from the City Commission, the City Manager is responsible for ensuring that Commission requests are addressed accurately and in a timely manner.

PROCEDURE

Requests through Administration Office

1. Members of the City Commission, either through the Legislative Secretary or directly to the City Manager, provide written or oral requests for information from City staff. These requests may be in memo form, by e-mail, telephone, or in person.
2. Commission requests are forwarded by the City Manager's Office to the specific department director for action and/or response.
3. Department Directors gather requested information and respond to the City Manager's Secretary (or directly to the City Manager with a copy to the City Manager's Secretary) within 72 hours. If a full response cannot be provided within 72 hours, then an interim response shall be sent to the City Manager's Office along with any information collected to date and an expected date of the completed response.
4. The City Manager's Office forwards response to the Legislative Secretary to compile and distribute to the City Commission.
5. The City Manager's Office is responsible for following up on these requests until a full, final response is received.

Requests Directly to Departments

1. In the event a member of the City Commission contracts a department directly, the department is still responsible for providing the response back to the City Manager's Office and not directly to the Commissioner.
2. Numbers 3-5 above shall apply to these departmental responses as well.

Copies

If there are more than 3 to 5 pages to departmental responses, the department is responsible for providing 12 photocopies of the information and/or response to the City Manager's Office. This includes back-up materials, photos, etc.

CITY OF LARGO ADMINISTRATIVE POLICIES AND PROCEDURES MANUAL		
Policy:	Public Records Requests	Policy Number: CC-17-01
Originating Department/Division: Administration/City Clerk		
Effective Date: October 1, 2017		Approved By:
Supersedes Policy: N/A		Dated: N/A

POLICY

In accordance with Chapter 119, Florida Statutes, all records maintained by the City, except those records or portions thereof that are confidential or exempt under Chapter 119, Florida Statutes, shall be furnished upon request as provided below. The City Clerk’s Office shall coordinate the filling of each request in conjunction with the applicable department(s), with the exception of the Police Department, which record requests shall be coordinated by the Records and Property Manager in accordance with that department’s standard operating procedures.

PROCEDURE

Receipt of records requests by individual departments or departmental records custodians will be acknowledged in the form prescribed in the attached. The City Clerk must be copied on all acknowledgments and will notify the City Manager and Assistant City Manager of all non-routine requests. The City Attorney and Risk Manager will be notified by the City Clerk of requests necessitating input from the City Attorney’s Office, including all requests involving litigation or a legal claim. All requests will be entered into a spreadsheet for tracking purposes, located at /home/largo/lg/00 Request Log/. Requests received by the City Clerk will be forwarded to the appropriate employee(s) in those department(s) that may have records that would be responsive to the request, with a copy of said request being sent to the employee(s)’ supervisor and/or manager as appropriate. The employee from each department maintaining records responsive to a request shall notify the City Clerk via email as to whether the department has any of the records and shall include an estimate of costs to fulfill the request. A cost estimate must be provided to the requester in a timely manner. Therefore, the custodian of records from each department receiving a request will provide a cost estimate to the City Clerk after receiving the request, consistent with Appendix B to the Code of Ordinances. A deposit may be required at the discretion of the City Clerk based on the following criteria:

1. The cost estimate is in excess of \$100
2. The requesting party has previously requested records and not remitted payment or has failed to retrieve records produced in response to a prior request.

If a deposit is required, work on the request shall not proceed until the deposit amount is received in full. Should the final cost be less than the deposit amount, the City Clerk’s Office will provide a refund of the amount in excess of the actual cost to produce the records to the requesting party. If the amount of records and staff time is determined to be voluminous, the department records custodian shall notify the City Clerk, who will then contact the requesting party to determine whether the request can be narrowed.

When compiling records, staff is to provide only the specific records being requested, that already exist, and only in a format in which they are readily/reasonably available. Whenever possible, records will be scanned and emailed to the requesting party instead of copied. Records that are protected by federal copyright will not be provided to a requesting party. In such instances, the City Clerk’s office will contact the requesting party to schedule a time in which they may come review the records. Staff shall not assist any party with the reproduction of copyrighted materials. Once compiled, records will be forwarded to the requesting party along with an invoice for the cost for staff time if staff time exceeds 15 minutes, and the number of pages in instances

where a deposit was not provided or where costs are in excess of the deposit. A complete copy of all records provided regarding litigation or a legal claim will be provided to the City Attorney's Office. Individual departments may keep a copy of records provided at their discretion. The hourly rate of the staff member(s) doing the research, review and redaction will be charged to the requesting party, however staff time for copying will be charged at the rate of support staff. Payment shall be collected from the requesting party prior to the release of any records when the cost estimate is in excess of \$50. A receipt shall be issued for all payments.

The law requires all requests must be responded to within a reasonable time frame depending on the nature and volume of the request. This would include the time it takes to locate the requested records, review them for exempt information, redact exempt information and make the records available for inspection or email or make copies of the records, consistent with the other duties and responsibilities of the records custodian or the records custodian's office. It is important to recognize that the Public Records Law requires that the public's access to public records may not be arbitrarily, excessively or artificially delayed.

Records Acknowledgment

We have received your records request and will begin processing. You will be notified of any charges related to filling this request and whether a deposit is required. Please feel free to contact me with any questions.

Name

Title

CITY OF LARGO ADMINISTRATIVE POLICIES AND PROCEDURES MANUAL		
Policy:	Criminal History Check	Policy Number: E-01-01
Originating Department/Division: Human Resources		
Effective Date: April 1, 2011		Approved By:
Supersedes Policy: Criminal History Check Criminal History Check		Dated: 05/01/04 09/18/00

POLICY

As a municipal government that provides varied services to the residents of Largo, it is incumbent upon the Administration to deliver these services through employees who are of sound and trustworthy character. To assure suitability as a public employee, applicants with a felony conviction within the last five years will not be considered for employment with the City of Largo. Applicants with a felony conviction greater than five years, or misdemeanor conviction within the last five years will be disqualified if the conviction is related to the duties and responsibilities of the position for which the applicant is being considered, or is inconsistent with the City's Ethics Policy.

PROCEDURE

Applicants who remain candidates for an Executive or Operational Management position, following the personal interview process, will be screened for a criminal history prior to an offer of employment. All other classifications will be screened for criminal history as part of the post-offer of employment background check for full- and part-time regular positions, and temporary, volunteer, or intern positions that require computer access. The criminal history search will be in each state the candidate has resided within the last ten years. The hiring department will notify the Human Resources Technician at the appropriate time, as follows:

- Executive or Operational Management vacancies: When the top candidates are determined following the personal interview process, or earlier at the hiring department's option.
- All other full- or part-time regular and temporary, volunteer or intern positions that require computer access: When the candidate has been offered the position contingent upon the successful completion of a post-offer physical and/or drug screening.

Contact the Human Resources Department Technician by telephone or e-mail to provide the name position and any other pertinent information of the prospective employee.

Human Resources will discuss any resulting information inconsistent with information on the employment application with the prospective employee. Omissions will result in disqualification. The Department Director and Human Resources Director, or designee, will discuss any felony convictions that occurred more than five years ago, or misdemeanor convictions that occurred within the last five years.

CITY OF LARGO ADMINISTRATIVE POLICIES AND PROCEDURES MANUAL		
Policy:	Customer Service	Policy Number: E-01-02
Originating Department/Division: Administration		
Effective Date: May 1, 2011		Approved By:
Supersedes Policy: Customer Service		Dated: 12/21/00

POLICY

*“The provision of superior service...and the willingness to do more than asked.”
- City of Largo*

The City of Largo exists to provide superior services that enhance the quality of life and community pride. To accomplish this, we treat our customers, both internal and external, with mutual respect. Every customer has a right to courteous and prompt attention. We listen to our customers, and strive to provide a personal experience. We are responsive to our customers and follow through to meet their expectations. We are knowledgeable and well trained in order to provide quality service in a timely manner.

There will be times when the City of Largo cannot provide the result desired by the customer; we will, however, provide services that are of the highest possible quality.

Customer Expectations

Customers have a right to be treated in a respectful and courteous manner when interacting with City staff, from the point of initial contact through the conclusion of their service needs. City staff will provide accurate information to customers, and will communicate in a timely and professional manner.

Employee Expectations

Employees can expect a professional and productive work environment. Employees will receive the training, education and support necessary to provide superior customer service. Feedback will be provided to the employee to enhance the customer service experience.

When challenging customer service situations arise, the employee should not hesitate to seek support from Management. In no circumstances is the employee required to subject themselves to an abusive situation. In the event of an abusive situation, the employee has the right to discontinue communication with the customer.

PROCEDURE

Customer service related Standard Operating Procedures (SOPs) will be made available to employees of each Department. The SOPs may address specific procedures related to: customer engagement; answering telephones; written and electronic communication; scheduling and attendance of meetings; and other functions, as necessary.

CITY OF LARGO ADMINISTRATIVE POLICIES AND PROCEDURES MANUAL		
Policy:	Dress Code	Policy Number: E-01-03
Originating Department/Division: Human Resources		
Effective Date: February 1, 2015		Approved By:
Supersedes Policy: Dress Code Dress Code Dress Code Dress Code Dress Code		Dated: 08/01/08 05/01/07 12/01/03 06/15/02 05/01/01

POLICY

Our employees work in many different settings and have vastly different job duties. Some work in a business office environment, others are in the field doing physical work, and others serve in uniformed public safety positions. Therefore, it is not possible to have one standard dress code for everyone. This policy includes guidelines for all employees to follow. Specific implementation of these guidelines is the responsibility of the director of each department, in consultation with Human Resources.

All employees are expected to present a neat and professional appearance. Clothing (including shoes) should be well maintained, in good condition, and in a style appropriate to the employee's position and job duties. Clothing and personal grooming should not be distracting or offensive to fellow employees or the public.

Jewelry must be appropriate to the employee's job duties and not present a safety hazard. Body piercings (except earrings) are not appropriate. Public safety personnel must not have visible tattoos. Other departments may establish their own guidelines regarding visible tattoos, which if allowed must not be offensive to fellow employees or the public in accordance with the City's harassment and discrimination policy.

Employees attending City Commission meetings and work sessions should wear business attire.

Denim jeans may only be worn on Fridays or other days as designated by the City Manager.

General Rule: If you think your outfit may not be appropriate, do not wear it!

CITY OF LARGO ADMINISTRATIVE POLICIES AND PROCEDURES MANUAL		
Policy:	Drug Free Workplace	Policy Number: E-01-04
Originating Department/Division: Human Resources		
Effective Date: July 1, 2014		Approved By:
Supersedes Policy:		Dated:
Drug Free Workplace		08/01/06
Drug Free Workplace		02/01/05
Drug Free Work Place		03/01/04
Drug Free Work Place		07/15/02
Drug Free Work Place		07/01/01
Drug Free Work Place		08/14/97
Alcohol and Drug Abuse		04/05/94

POLICY

All City employees are expected, as a condition of employment, to remain free of drugs or alcohol in the workplace. The City will not tolerate the use of illegal drugs by its employees, nor will it tolerate the use of any drug or alcohol which may imperil the health, safety, or well-being of its employees or the public.

The City supports and will endeavor to maintain a drug free workplace as defined by the Florida Drug Free Workplace Act, Section 440.102, Florida Statutes, the Rules of the State of Florida, Department of Health, Chapter 59A-24, Fla. Admin. Code, Drug Free Workplace Standards, and the Florida Department of Labor and Employment Security pursuant to the Rules for Workers' Compensation Drug Testing, 38F-9 Fla. Admin. Code. To this end, the City has developed Part A - City Employee Program of the Drug Free Workplace Policy and Part B - DOT Regulated Employee Program. Part B is established pursuant to 49§521(b). U.S. Code, Civil Penalties, 49§382 Code of Federal Regulations, Controlled Substances and Alcohol Use and Testing, 49§40 Code of Federal Regulations, Procedures for Transportation Workplace Drug and Alcohol Testing Programs, and 49§391 Code of Federal Regulations, Qualifications of Drivers. Part A of this Policy applies to all employees while Part B applies only to DOT regulated employees (as defined within Part B).

The City provides an Employee Assistance Program (EAP) to help employees and their families who suffer from alcohol or drug abuse, stress, or other mental or health problems. It is the personal responsibility of each employee to seek assistance from the EAP before drug abuse and alcohol problems lead to disciplinary action or interfere with job performance. Management may refer employees to the EAP at such time as they perceive an employee's job performance or attendance is deteriorating.

The employee's decision to seek prior assistance from the EAP will not be used as the basis of disciplinary action and will not be used against the employee in any disciplinary proceedings. However, using the EAP will not be a defense to imposition of disciplinary action when the employee is asked to be tested prior to entrance into the EAP, or as an excuse for continued abuse after entry into the EAP. Accordingly, the purposes and practices of this Policy and the EAP are not in conflict but are distinctly separate in their applications.

The EAP provides appropriate assessment and referral to treatment for any City employee. Reimbursement for treatment of drug and alcohol abuse are subject to the provisions of the EAP and the City group health plan. The EAP maintains a current resource file of licensed substance abuse treatment providers for employee reference. Employees may be granted leave of absence with or without pay under the provision that return to work is conditional on the successful completion of the agreed treatment regimen which may include future random follow-up testing.

PURPOSE

The City recognizes that drug and alcohol abuse is a nationwide problem which significantly affects the health, safety, and performance of the work force and society as a whole. The City recognizes that substance abuse is a complex disease that may often be remedied by prompt and appropriate treatment and encourages those who abuse drugs or alcohol to seek help. In an effort to assist employees who seek help, the City has contracted with a confidential Employee Assistance Program.

This Policy prohibits the use, sale, distribution, manufacture, or possession of alcohol, drugs or related paraphernalia or being under the influence of alcohol and/or drugs to the extent of possible impairment, defined as having bodily concentrations of metabolites of drugs or alcohol exceeding threshold levels while on the City premises or worksites or anytime while operating City vehicles or personal vehicles for City business, whether resulting from usage on or off the job, unless taken as prescribed by a licensed physician.

PROCEDURE

PART A - GENERAL EMPLOYEE PROGRAM

(Applies to all employees)

DEFINITIONS

As used in this policy the following terms mean:

Abuse of a Prescribed Drug - Use of any drug ordered by a physician in a manner not in compliance with the prescription.

Controlled Substances - Any substance described in Schedules I through V of Chapter 893.03 of the Florida Statutes entitled "Florida Comprehensive Drug Abuse Prevention and Control Act". Controlled substances also include any substance analog (designer drugs) as described in Chapter 893.035 F.S. and the laws of Florida controlling the manufacture, distribution, preparation, dispensing, or administration of such substances.

Drug - "Drug" means alcohol, including a distilled spirit, wine, a malt beverage, or an intoxicating liquor; an amphetamine; a cannabinoid; cocaine; phencyclidine (PCP); a hallucinogen; methaqualone; an opiate; a barbiturate; a benzodiazepine; a synthetic narcotic; a designer drug; or a metabolite of any of the substances listed in this paragraph. An employer may test an individual for any or all of such drugs.

Employee - Any person who performs services for compensation and/or is covered by the Workers' Compensation Law.

Illegal Drug - Any drug which is not legally obtained.

Medical Review Officer (MRO) - A licensed physician employed with or contracted by the City who is responsible for receiving and reviewing all confirmation results, and for contacting all positively tested individuals to inquire about possible prescriptions or over the counter medication that could have caused a positive test result. The MRO has knowledge of substance abuse disorders and has appropriate medical training to interpret and evaluate and confirm positive test results.

Positive Alcohol Test - A blood or breath test that reveals a blood alcohol content of .04 or higher.

Positive Drug Test - A breath, blood, or urine test that reveals the presence of illegal drugs or any of the controlled substances shown:

Amphetamines	Marijuana Metabolites	Hallucinogen
Barbiturates	Methaqualone	Synthetic Narcotic
Benzodiazepine	Opiates	Designer Drug
Cocaine Metabolites	Phencyclidine	Metabolite of any of
substances listed		

Reasonable Suspicion - Reasonable suspicion that an employee is under the influence of alcohol or a controlled substance while on duty or representing the City in an official capacity, will include but is not limited to one or more of the following circumstances:

Erratic and/or reckless behavior by an individual.

Otherwise unexplainable slurred speech; signs of altered motor function including inability to stay awake, poor coordination or staggering gate; or extreme emotional states.

Observance of an individual consuming, selling, or distributing what appears to be alcohol or a controlled substance.

The odor of alcohol or any controlled substance on the individual.

Medical or physical information such as track marks, excessive patterns of absenteeism or tardiness. Any facts which lead supervisors and/or Department Directors to believe an employee is under the influence of illegal drugs or alcohol.

A mishap or accident involving an employee in which injury to persons or damage to property has occurred.

If any employee believes that there is a reasonable suspicion that another employee is under the influence of alcohol or a controlled substance, that employee will report his/her suspicion to his/her immediate supervisor.

When the City is informed from a third party during the course of employment that an employee is/was under the influence of a prohibited substance, an investigation will be conducted, and disciplinary action in accordance with the City's Drug and Alcohol Policy will be administered.

Rehabilitation Provider - A licensed physician (medical doctor or doctor of osteopathy) or a licensed or certified psychologist, social worker, employee assistance professional, or certified addiction counselor with knowledge of and clinical experience in the diagnosis and treatment of alcohol and controlled substances related disorders.

Mandatory Testing Position - "Mandatory-testing position" means, with respect to a public employer, a job assignment that requires the employee to carry a firearm, work closely with an employee who carries a firearm, perform life-threatening procedures, work with heavy or dangerous machinery, work as a safety inspector, work with children, work with detainees in the correctional system, work with confidential information or documents pertaining to criminal investigations, work with controlled substances, or a job assignment that requires an employee security background check, pursuant to s. 110.1127, or a job assignment in which a momentary lapse in attention could result in injury or death to another person."

Special-Risk Position - A position that is required to be filled by a person who is certified under Chapter 633, Fire Protection or Chapter 943, Law Enforcement.

Substance Abuse - Inappropriate use of any drug, or alcohol in such a manner as to jeopardize the individual's physical or mental health or impair judgement or motor function.

REQUIRED TESTING

Post-Offer Employment Testing - Applicants who are in a mandatory testing position as defined per the drug free workplace program, Chapter 440.102, and have been offered City employment must successfully complete testing for controlled substances as a condition of employment. Individuals who test positive will be prohibited from employment with the City for one year, unless they provide certified documentation of successful completion of a substance abuse rehabilitation program subsequent to the positive post-offer employment test. Applicants who have completed a rehabilitation program will be subject to drug screening prior to being considered for employment.

Reasonable Suspicion Testing - A supervisor who has witnessed any questionable behavior leading him/her to have a reasonable suspicion that the employee is under the influence of drugs or alcohol shall consult with the employee in an attempt to determine the cause for the behavior. A supervisor who has witnessed such questionable behavior will complete the supervisor's Checklist documenting the behavior and then forward the completed checklist to Human Resources within twenty-four (24) hours of the reasonable suspicion determination.

While under Part A of this Policy, only one supervisor is required to make a reasonable suspicion determination, if a supervisor has sufficient reason to believe that an employee is under the influence of drugs or alcohol, he/she is encouraged to obtain a second opinion from another supervisor or employee

before initiating the testing process. Such determination must be based upon the supervisor's reasonable finding that specific, contemporaneous articulable observations concerning the appearance, behavior, speech, and/or body odors of the employee indicate the presence of alcohol or drugs in his/her system. In suspected cases of the presence of a controlled substance, the supervisor's observations must be based upon the employee's appearance, behavior, speech, and/or indications of the chronic or withdrawal effects of controlled substances.

In addition, and only upon the employee's request, the supervisor will endeavor to notify a union representative, where applicable, before testing the employee. Supervisors are not required to wait for the union representative before initiating the testing procedure, but will attempt to do so, if possible, without slowing down the initiation of the testing process. In no event will the union representative accompany the supervisor and/or employee to the testing site.

Post-Crash Testing - Employees will be subject to alcohol and drug testing when:

- the employee contributes to or is responsible for an on-the-job preventable vehicular crash or;
- any time the driver receives a citation under state or local laws, or;
- personal injury or death is involved, or;
- one or more motor vehicles incurring disabling damage as result of the accident, requiring the motor vehicle to be transported away from the scene by a tow truck or other motor vehicles.

If it is not feasible to move an injured employee from a treating facility, specimens may be obtained at the treating facility following the procedures set forth by the approved laboratory and transported to an approved laboratory.

Any employee subject to post-crash testing who leaves the scene of an accident (unless it is prudent to do so for medical or notification purposes, or permission is granted by a supervisor or management) before testing is administered, drinks alcohol within eight (8) hours following the accident without first being tested, or fails to remain available for testing, will be deemed by the City to have refused to submit to testing. Such refusal will be treated as if the employee had received a verified positive for controlled substances or has an alcohol test result of .04 or greater.

Fitness for Duty Testing - Any routine fitness for duty medical examination that is established policy for all members of a classification or group will include drug testing.

Follow-up Testing - If an employee has an alcohol test result of .04 or greater (first occurrence), he/she will be evaluated by an EAP professional who will determine if professional assistance is needed to resolve the employee's misuse of alcohol. If it is determined that professional assistance is needed, the employee will be subject to unannounced follow-up alcohol abuse testing.

An employee receiving assistance will be subject to a minimum of two (2) unannounced follow-up alcohol tests within the first twenty-four (24) months following the employee's return to duty. The EAP professional may direct additional tests during this period.

TESTING PROCEDURES

Employee - The employee being tested for reasonable suspicion, post-crash, or follow-up will be transported to the testing facility by a supervisor. If it is not feasible to move an injured employee from a treating facility, specimens may be obtained at the treating facility following the procedures set forth by the approved laboratory and transported to an approved laboratory.

Alcohol tests for reasonable suspicion or post-crash will be administered within two (2) hours following the determination; otherwise, a report will be prepared by the supervisor and sent to Human Resources explaining why the alcohol test was not administered within two (2) hours following the determination of reasonable suspicion. In any event, alcohol testing will not be administered after eight (8) hours, requiring an additional report to Human Resources explaining why the test was not administered.

Drug tests for reasonable suspicion and post-crash will be administered within two (2) hours following determination; otherwise, a report will be prepared by the supervisor and sent to Human Resources explaining why the drug test was not administered within two (2) hours. In any event, drug testing will not be administered after thirty-two (32) hours, requiring an additional report to Human Resources explaining why the test was not administered.

If test results are immediately known and negative, the supervisor will return the employee to work, or as

otherwise stated by a treating physician. If the test results are not immediately known, the employee must make arrangements to be transported home. If the employee refuses to make other arrangements and indicates an intent to drive himself/herself, the supervisor will notify the appropriate law enforcement agency.

The employee will not return to work until such time as the alcohol or drug test results are received by the City and discussed with the employee. During this waiting period, the employee will receive full pay for his/her regular work schedule and must remain within reach during working hours. If the employee tests are confirmed as negative, the employee will return to work immediately thereafter.

In the event of a positive drug screen, the Medical Review Officer (MRO) is required to notify the employee to inquire about possible prescriptions or over-the-counter medications that could cause a positive result. When the employee receives a call from the MRO, the employee has 24 hours to return the call and may use this time to contact a union representative and/or meet with the MRO.

Drug/Alcohol Tests - Analysis of specimens will be performed only by laboratories licensed or certified by the Florida Department of Health and/or the Florida Agency on Health Care Administration and/or the Substance Abuse and Mental Health Services Administration (SAMHSA) (formerly NIDA), and utilizing qualified sites, and employing collectors trained to follow authorized collection protocols and properly maintain legal specimen chain of custody.

DISCIPLINARY CONSEQUENCES FOR VIOLATIONS

Disciplinary consequences for violating this Drug Free Workplace Policy may include termination of employment for cause and denial of Unemployment Compensation and/or Workers' Compensation benefits.

Refusal to Submit to a Required Alcohol or Controlled Substances Test - Refusal to submit to an alcohol or drug test means that an employee:

- Fails to provide adequate blood or breath for alcohol testing without a valid medical explanation after he/she has received notice of the requirement;
- Fails to provide adequate blood or urine for drug testing without a valid medical explanation after he/she has received notice of the requirement; or
- Engages in conduct that clearly obstructs the testing process.

No employee may refuse to submit to:

- A post-crash alcohol or drug test;
- A reasonable suspicion alcohol or drug test;
- A fitness-for-duty alcohol or drug test; or
- A follow-up alcohol or drug test.

No supervisor or manager shall permit an employee who refuses to submit to such required alcohol and/or drug tests to perform or continue to perform his/her duties and responsibilities.

Any employee who refuses to submit to alcohol or drug testing will be terminated for insubordination.

Positive Drug Test Result - Any employee who receives a verified positive drug test result will be terminated from employment in accordance with the Personnel Rules and Regulations, Section XV, Code of Conduct and Disciplinary Measures, Number 42: Dismissal.

Positive Alcohol Test Result - Any employee who receives an alcohol test result of .04 or greater will be removed from performing in his/her position and disciplined in accordance with the Personnel Rules and Regulations, Section XV, Code of Conduct and Disciplinary Measures, Number 40: Five (5) day suspension.

Any employee who receives an alcohol test result of .04 or greater (first occurrence) shall not return to work until the employee has:

- Completed the required five (5) day suspension;
- Been evaluated by the City's designated Substance Abuse Professional;
- Agreed in writing to release progress reports and results of any counseling and/or rehabilitation treatment program recommended by the City's EAP Administrator;
- At the employee's own expense (except any portion of the counseling and/or treatment costs that the

City EAP and/or group health plan pay for), completed any counseling and/or treatment program deemed appropriate by the City's EAP Administrator;

- Completed a return-to-duty alcohol test with a result of less than .02 alcohol concentration; and,
- After returning to work, the employee will be subject to random alcohol testing as specified by the EAP Administrator and/or rehabilitation provider. The EAP Administrator will establish the number of tests required and the period of time in which the tests must be administered.

APPEALS

Positive Drug Tests - An employee or job applicant may appeal to Human Resources for a second test of the same specimen. The appeal must be made in writing and received within seventy-two (72) hours of notice of positive results by the City. The second test will be paid by the employee or applicant.

Discipline - An employee has the right to appeal any disciplinary decisions resulting from a positive drug or alcohol test through the grievance procedure detailed in the Personnel Rules and Regulations, Section XIII (Personnel Advisory Board), or through the applicable bargaining unit grievance procedure.

PART B - DOT REGULATED EMPLOYEE PROGRAM

(Applies only to DOT regulated employees)

GENERAL INFORMATION

The Federal Highway Administration (FHWA) requires the City of Largo to have an alcohol use and controlled substances testing program for employees who operate commercial motor vehicles (CMV) and/or are required to possess a commercial driver's license (CDL). Consequently, the City has developed Part B - DOT Regulated Employee Program of this Policy.

All employees, including DOT regulated employees, are subject to Part A of this Policy; however, DOT regulated employees will also be subject to the provisions of Part B. Risk Management has been designated by the City to answer DOT regulated employees' questions about this policy.

DEFINITIONS

Abuse of a Prescribed Drug - Use of any drug ordered by a physician in a manner not in compliance with the prescription.

Alcohol - The intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohols including methyl and isopropyl alcohol.

Commercial Motor Vehicle (CMV) - Refers to a motor vehicle or combination of motor vehicles used to transport passenger or property, if the motor vehicle:

- Has a gross vehicle weight rating (GVWR) of 26,001 or more pounds;
- Has a gross combined weight rating (GCWR) of 26,001 or more pounds;
- Is designated to transport sixteen (16) or more passengers, including the driver; or
- Transports hazardous materials requiring the vehicle to be placarded.

DOT Accident - Anytime a DOT regulated employee who is operating a commercial motor vehicle is involved in a vehicular crash.

DOT Alcohol Testing - Refers to an evidential breath test (EBT). Alcohol content is expressed as the number of grams of alcohol per 210 liters of breath. Such alcohol testing will be conducted by a breath alcohol technician who is trained to proficiently operate the EBT.

A DOT regulated employee must be removed from performing any DOT safety-sensitive function when tested at any alcohol concentration of .02 or greater.

If a DOT regulated employee has an alcohol concentration of .02 or greater, but less than .04, the employee will not be allowed to perform DOT safety-sensitive functions again until the next scheduled duty period, if at least twenty-four (24) hours have elapsed, or until a retest shows an alcohol concentration of less than .02.

If a DOT regulated employee has an alcohol concentration of .04 or greater, the employee will not perform a DOT safety-sensitive function until:

- The employee has been evaluated by an EAP professional;

- The employee has received treatment, if required, by an EAP professional; and
- The employee has been retested with a result below .02.

(Note: The FHWA has established .02 as the standard because it represents the lowest level at which a scientifically accurate alcohol concentration can be measured. This basically establishes a zero tolerance standard for alcohol.)

DOT Controlled Substance or Drug Testing - Refers to a split-sample urine specimen or blood test administered for the purpose of determining the presence or absence of the following drugs or their metabolites:

- Amphetamines
- Barbituates
- Cocaine Metabolites
- Marijuana Metabolites
- Opiates

DOT Regulated Employees - City positions that require employees to:

- Operate, or be immediately available and in a state of readiness to operate, a commercial motor vehicle, requiring a Florida A, B, or C driver's license or
- Supervise employees who operate commercial motor vehicles, and, due to the nature of such supervisory responsibilities, are required to maintain a Florida A, B, or C driver's license.

DOT Safety-Sensitive Function/Duty - DOT safety-sensitive functions essentially mean on-duty functions which include, but are not limited to:

- All time spent at a carrier or shipping plant, terminal, facility, or other property, or any public property, while waiting to be dispatched;
- All time spent inspecting, servicing, repairing, or conditioning any commercial motor vehicle;
- All driving time;
- All time other than driving time spent in a commercial motor vehicle except time spent resting in a sleeper berth;
- All time spent, loading or unloading a commercial motor vehicle, or supervising, assisting, or attending such a task, or remaining in readiness to operate the vehicle, or in giving or receiving receipts for shipments loaded or unloaded;
- All time spent in performing the requirements of 49 C.F.R. §392.40 - §392.41 as they relate to accidents; and
- All time spent repairing, obtaining assistance for, or remaining in attendance upon a disabled vehicle.

49 C.F.R. §382.107. The trigger event prompting testing in many situations under the regulations is the performing or prospective performance of DOT safety-sensitive functions. Performing a DOT safety-sensitive function means more than the actual performance of that function. Performance also includes time when the employee is ready to perform or is immediately available to perform a DOT safety-sensitive function.

DOT Safety Sensitive Positions - See DOT regulated employees above.

Drug - Any chemical substance used as or in a medication. This includes controlled substances, prescription medications, over the counter pharmaceuticals, and alcohol.

Employee - A person who performs services for compensation and/or is covered by the Workers' Compensation Law.

Illegal Drug - Any drug which is not legally obtained.

Medical Review Officer (MRO) - A licensed physician employed or contracted with/by the City, who is responsible for receiving and reviewing all confirmation results, and for contacting all positively tested individuals to inquire about possible prescriptions or over the counter medication that could have caused a positive test result. The MRO physician has knowledge of substance abuse disorders and has appropriate medical training to interpret and evaluate and confirm positive test results.

Substance Abuse Professional - A licensed physician (medical doctor or doctor of osteopathy) or a licensed or certified psychologist, social worker, employee assistance professional, or certified addiction

counselor with knowledge of and clinical experience in the diagnosis and treatment of alcohol and controlled substances related disorders.

Verified Positive DOT Drug Test - This refers to a determination made by the MRO that there is evidence of prohibited drugs in a DOT regulated employee's urine or blood sample. The standards for determining evidence of prohibited drugs shall be those established in 49 C.F.R. §40.29.

REQUIREMENT TO SUBMIT TO TESTING

DOT regulated employees must submit to alcohol and controlled substance tests administered in accordance with the FHWA rules. Refusal to submit to testing upon request, except for emergency medical treatment, shall subject the employee to disciplinary consequences, including termination for cause.

REQUIRED TESTING

Post-Offer Employment Testing - Prior to actually being permitted to perform City CDL driving, for the first time, applicants who have been offered City employment, or promoted, must successfully complete testing for controlled substances as a condition of their employment or promotion.

With the applicant's written consent, the City shall obtain information concerning the applicant's alcohol tests with a concentration result of .04 or greater, positive controlled substances test results, and refusals, to be tested within the preceding two (2) years, which are maintained by the applicant's previous employers pursuant to 49 C.F.R. §382. This information must be secured no later than fourteen (14) calendar days after the first time the employee performs a DOT safety-sensitive function, if it is not feasible for the City to obtain the information prior to the employee performing safety-sensitive functions.

The City may not permit the employee to perform DOT safety-sensitive functions after fourteen (14) days without obtaining the information. The employee may be placed on leave without pay pending the receipt and processing of the information.

The City cannot continue to employ a DOT regulated employee if the City obtains information that in the past two years (2) the employee had alcohol test results with concentrations of .04 or greater.

If a DOT regulated employee stops performing DOT safety-sensitive functions for the City before the expiration of the fourteen (14) day period or before the City has obtained the information, the City must still obtain the information.

The City will maintain written, confidential records with respect to each past employer contacted.

Random Testing - DOT regulated employees are subject to random alcohol and controlled substance testing as a condition of employment. Selection for random testing will be made by a scientifically valid method, such as computer-generated random number table. DOT regulated employees will have an equal chance of being tested each time selections are made. The City will ensure that random drug and alcohol tests are unannounced and test dates are spread reasonably throughout the year.

Initially, the City will select a sufficient number of CDL drivers, each calendar year, as follows:

- For random alcohol tests, a minimum of 25% of the average number of DOT regulated positions will be tested and
- For random controlled substance tests, a minimum of 50% of the average number of DOT regulated positions will be tested.

A DOT regulated employee who is notified of selection for a random test will immediately be transported to a designated test site. Employees actually driving a CMV at the time they are notified will be relieved of such duty in order to take the test as soon as possible.

A DOT regulated employee will only be tested for alcohol just before, while performing, or just after performing a safety-sensitive function. Random controlled substance tests may be performed any time a DOT regulated employee is performing City duties.

Reasonable Suspicion Testing - A supervisor who has witnessed any questionable DOT regulated employee behavior leading him/her to have a reasonable suspicion that the employee is under the influence of drugs or alcohol shall consult with the employee in an attempt to determine the cause for the behavior. A supervisor who has witnessed such questionable behavior shall complete the Supervisor's Checklist documenting the behavior and then forward the completed checklist to Human Resources.

While under Part B of this Policy, only one supervisor is required to make a reasonable suspicion determination. If a supervisor has a reasonable suspicion that an employee is under the influence of drugs or alcohol, he/she may obtain a second opinion from another supervisor designated to make a reasonable suspicion determination before initiating the testing process. Such determination must be based upon the supervisor's reasonable finding that specific, contemporaneous articulable observations concerning the appearance, behavior, speech, and/or body odors of a DOT regulated employee indicate the presence of alcohol in his/her system. In suspected cases of the presence of a controlled substance, the supervisor's observations must be based upon the driver's appearance, behavior, speech, and/or indications of the chronic or withdrawal effects of controlled substances.

In addition, and only upon the employee's request, the supervisor will endeavor to notify a union representative, where applicable, before testing the employee. Supervisors are not required to wait for the union representative before initiating the testing procedure, but shall attempt to do so, if possible, without slowing down the initiation of the testing process. In no event shall the union representative accompany the supervisor and/or employee to the testing site.

In the event a reasonable suspicion determination of alcohol and/or drugs is made by a supervisor, the DOT regulated employee must submit to an alcohol and/or controlled substances test. Documentation of the basis for the reasonable suspicion to require an alcohol or drug test must be completed, signed by the supervisor, and forwarded to Human Resources within twenty-four (24) hours of the reasonable suspicion determination or before the test results are released, whichever is earlier.

The employee will not be allowed to return to work until all test results are received. During this time, the employee will be on paid leave of absence, but must hold himself/herself reasonably available for consultation with the City during the employee's normal working hours. If the employee tests are confirmed as negative, the employee can return to work immediately thereafter.

Reasonable suspicion alcohol and drug tests shall be administered within two (2) hours following the determination. Otherwise, a report shall be prepared by the supervisor, sent to Human Resources and maintained on file for the FHWA which describes why the test was not administered within two (2) hours following the determination of reasonable suspicion. If the 2-hour testing requirement cannot be met, the alcohol test shall be administered within eight (8) hours and the drug test within thirty-two (32) hours. If the tests are not performed within these time frames, the supervisor must prepare a second report explaining why the tests were not performed and send it to Human Resources. If the alcohol test is not performed within eight (8) hours, the employee may not perform a DOT safety-sensitive function until either (a) an alcohol test is administered with a result of alcohol concentration of less than .02; or (b) twenty-four (24) hours has lapsed following the reasonable suspicion determination.

Each DOT regulated employee's supervisor, or other person designated to make a reasonable suspicion determination, will receive at least sixty (60) minutes of training on controlled substances use and sixty (60) minutes of training on alcohol misuse. The training shall cover the physical, behavioral, speech, and performance indicators of alcohol misuse and drug abuse.

Post-Crash Testing - Post-crash alcohol and drug testing shall be administered within two (2) hours following the accident, and a controlled substances test shall be administered within thirty-two (32) hours. Otherwise, a report shall be prepared by the supervisor, sent to Human Resources and maintained on file for the FHWA which describes why the test was not administered within two (2) hours following the crash. If the two- (2) hour testing requirement cannot be met, the alcohol test shall be administered within eight (8) hours and the drug test within thirty-two (32) hours. If the tests are not performed within these time frames, the supervisor must prepare a second report explaining why the tests were not performed and send it to Human Resources.

If it is not feasible to move an injured employee from a treating facility, specimens may be obtained at the treating facility following the procedures set forth by the approved laboratory and transported to an approved laboratory.

No DOT regulated employee required to take a post-crash test shall use alcohol for eight hours following the accident or until the employee undergoes a post-accident alcohol test, whichever occurs first.

Any DOT regulated employee subject to post-crash testing who leaves the scene of a crash before testing is administered, drinks alcohol within eight (8) hours following the accident without first being tested, or fails to remain available for testing shall be deemed by the City to have refused to submit to

testing. Such refusal shall be treated as if the employee had received a verified positive for controlled substances or has an alcohol test result of .04 or greater.

While the employee should be tested within the required time frames, the City is not required to delay necessary medical attention or prohibit the driver from leaving the scene of the accident so assistance might be obtained. Otherwise, however, the employee must remain available so testing can take place.

Twenty four (24) hours after an employee is taken for a post-crash drug/alcohol test, it is expected that the employee will report to work. If after the 24-hour period is completed, the employee is not scheduled to work, the employee is expected to report to work for his/her next scheduled shift. If the 24-hour period places the employee mid-shift, the supervisor/manager will instruct the employee as to when to report for work. Until the post-crash drug/alcohol results are determined, the employee is not to perform any safety-sensitive work or drive a city vehicle. Please contact the Human Resources Department if there are any questions regarding an employee's return to work after post-crash drug testing.

Follow-Up Testing - If a DOT regulated employee has an alcohol test result of .04 or greater (first occurrence), he/she will be evaluated by an EAP professional who will determine if professional assistance is needed to resolve the driver's misuse of alcohol. If it is determined that professional assistance is needed, the driver will be subject to unannounced follow-up alcohol abuse testing.

A DOT regulated employee receiving assistance shall be subject to a minimum of six (6) unannounced follow-up alcohol tests within the first twelve (12) months following the employee's return to duty. The EAP professional may direct additional tests during this period and may direct testing be continued up to a total of sixty (60) months.

Before an employee returns to duty requiring a DOT safety-sensitive function, the employee will not be permitted to work unless a return-to-duty alcohol re-test shows a concentration level of less than .02.

DOT REGULATED EMPLOYEE PROHIBITED CONDUCT

Alcohol Concentrations - It is a violation of this Part for any City DOT regulated employee to report for duty or remain on duty requiring the performance of DOT safety-sensitive functions with an alcohol concentration of .04 or greater.

It is a violation of this Part for a supervisor or manager, with actual knowledge that a DOT regulated employee has an alcohol concentration of .04 or greater, to permit the employee to perform or continue to perform safety-sensitive functions.

DOT regulated employees having an alcohol concentration of .02 or greater, but less than .04, shall be immediately relieved of DOT safety-sensitive functions and not permitted to perform such functions until at least twenty-four (24) hours later or until a retest shows an alcohol concentration of less than .02.

Alcohol Possession - No DOT regulated employee shall be on duty or operate a CMV while the employee is in possession of alcohol.

No supervisor or manager, having actual knowledge that a DOT regulated employee is in possession of alcohol, may not permit the employee to drive or continue to drive a CMV.

On-Duty Alcohol Use - No DOT regulated employee shall use alcohol while performing DOT safety-sensitive functions.

No supervisor or manager, having actual knowledge that a DOT regulated employee has used alcohol within four (4) hours, shall permit such driver to perform or continue to perform DOT safety-sensitive functions.

Pre-Duty Use - No DOT regulated employee shall perform DOT safety-sensitive functions within four (4) hours after using alcohol.

No supervisor or manager, having actual knowledge that a DOT regulated employee has used alcohol within four (4) hours, shall permit such driver to perform or continue to perform safety-sensitive functions.

Alcohol Use Following an Accident - No DOT regulated employee, required to take a post-crash alcohol test, shall use alcohol for eight (8) hours following the crash, or until he/she undergoes a post-accident alcohol test, whichever occurs first.

Use of Controlled Substances - No DOT regulated employee shall report for duty or remain on duty

requiring the performance of DOT safety-sensitive functions when the employee uses any controlled substance, except when the use is pursuant to the instructions of a physician who has advised the employee that the prescribed substance does not adversely affect the driver's ability to safely operate a commercial motor vehicle (CMV). A DOT regulated employee who has a verified positive drug test shall be deemed to have reported for or remained on duty following the use of a controlled substance.

No supervisor or manager, having actual knowledge that a DOT regulated employee has used a controlled substance, shall permit the employee to perform or continue to perform a DOT safety-sensitive function.

A DOT regulated employee shall inform his/her supervisor or Human Resources of any therapeutic drug use which results in the employee not being able to perform the essential functions of his/her job or which creates a direct threat to the safety or welfare of himself/herself or others in the workplace.

Controlled Substances Testing - No DOT regulated employee shall report for duty, remain on duty, or perform a DOT safety-sensitive function if the employee tests positive for controlled substances.

No supervisor or manager, having actual knowledge that a DOT regulated employee has tested positive for controlled substances, shall permit the employee to perform or continue to perform DOT safety-sensitive functions.

Refusal to Submit to a Required Alcohol or Controlled Substances Test - Refusal to submit to an alcohol or controlled substances test means that a DOT regulated employee:

- Fails to provide adequate breath or blood for alcohol testing without a valid medical explanation after he/she has received notice of the requirement;
- Fails to provide adequate urine or blood for controlled substances testing without a valid medical explanation after he/she has received notice of the requirement; or
- Engages in conduct that clearly obstructs the testing process.

No DOT regulated employee may refuse to submit to:

- A post-crash alcohol or controlled substances test;
- A random alcohol or controlled substances test;
- A reasonable suspicion alcohol or controlled substances test; or
- A follow-up alcohol or controlled substances test.

No supervisor or manager shall permit a DOT regulated employee who refuses to submit to such required alcohol and/or controlled substances tests to perform or continue to perform DOT safety-sensitive functions.

Once a DOT regulated employee refuses to submit to alcohol or drug testing, he/she will not be permitted to perform DOT safety-sensitive functions and may be terminated.

REQUIRED REPORTING OF RESULTS

The City shall prepare and maintain an annual calendar year summary of the results of its DOT alcohol and drug testing program.

If the City is notified by the FHWA during January of a given year to submit its results, it shall do so prior to March 15 of that year.

The City's summary of results will be in the format prescribed by the FHWA pursuant to Federal Regulations.

DISCIPLINARY CONSEQUENCES FOR VIOLATIONS

Disciplinary consequences for DOT regulated employees for violating Part B of this Drug Free Workplace Policy may include termination of employment for cause and denial of Unemployment Compensation and Worker's Compensation benefits. Additionally, a civil penalty may also be assessed by the Secretary of Transportation against the employee if the employee's actions were grossly negligent or showed a reckless disregard for safety.

Following a verified positive drug or alcohol test, an employee will be subject to the following disciplinary action:

Positive Drug Test Result - Any DOT regulated employee who receives a verified positive drug test result shall be terminated from employment in accordance with the Personnel Rules and Regulations, Section XV, Code of Conduct and Disciplinary Measures, Number 42: Dismissal.

Positive Alcohol Test Result - Any DOT regulated employee who receives an alcohol test result of .04 or greater shall be removed from performing in his/her position and disciplined in accordance with the Personnel Rules and Regulations, Section XV, Code of Conduct and Disciplinary Measures, Number 4: Five-day suspension.

Any DOT regulated employee who receives an alcohol test result of .04 or greater (first occurrence) shall not return to work until the employee has:

- Completed the required five (5) day suspension;
- Been evaluated by the City's designated Substance Abuse Professional;
- Agreed in writing to release progress reports and results of any counseling and/or rehabilitation treatment program recommended by the City's EAP Administrator;
- At the employee's own expense (except any portion of the counseling and/or treatment costs that the City EAP and/or group health plan pay for), completed any counseling and/or treatment program deemed appropriate by the City's EAP Administrator;
- Completed a return-to-duty alcohol test with a result of less than .02% alcohol concentration; and
- After returning to work, the employee will be subject to follow-up alcohol testing as specified by the EAP Administrator and/or rehabilitation provider. The EAP Administrator will establish the number of tests required and the period of time in which the tests must be administered.

EMPLOYEE EDUCATIONAL INFORMATION

General Requirements - The City will provide educational materials explaining the requirements of the FHWA and Part B of this Policy. A copy of the above-described educational materials will be provided to each DOT regulated employee before the start of required testing and to each DOT regulated employee subsequently hired or transferred into a DOT regulated position.

Required Content of Educational Materials - Educational materials made available to City DOT regulated employees will include a detailed discussion of at least the following:

The identity of the person designated by the City to answer DOT regulated employee's questions about the materials.

Sufficient information about the DOT safety-sensitive functions performed by City DOT regulated employees to make it clear when the employee is required to be in compliance with the FHWA rule.

Specific information describing conduct which is prohibited by the FHWA rule.

Circumstances under which City DOT regulated employees will be tested for alcohol and/or controlled substances under the FHWA rule.

Post-crash procedures and instructions prior to initial operation of a commercial motor vehicle.

The procedures that will be used to:

- Test for the presence of alcohol or controlled substances;
- Protect the employee and integrity of the testing processes;
- Safeguard the validity of the test results; and
- Ensure those results are attributed to the correct employee.

The requirement that a City DOT regulated employee submit to alcohol and controlled substances tests administered in accordance with the FHWA rule.

An explanation of what constitutes a refusal to submit to an alcohol or controlled substances test and the attendant consequences.

The consequences for City DOT regulated employees found to have violated the FHWA prohibitions, including immediate removal from DOT safety-sensitive functions and required referral, evaluation, and treatment procedures.

The consequences for DOT regulated employees found to have an alcohol concentration of .02 or greater, but less than .04.

Information concerning:

- The effects of alcohol and controlled substances use on an individual's health, work, and personal life;
- Signs and symptoms of an alcohol or a controlled substances problem (the employee's or co-worker's); and
- Available methods of intervening when an alcohol or a controlled substances problem is suspected, including confrontation, referral to an EAP program, and referral to management.

CITY OF LARGO ADMINISTRATIVE POLICIES AND PROCEDURES MANUAL		
Policy:	Employee Assistance Program (EAP)	Policy Number: E-01-05
Originating Department/Division: Human Resources		
Effective Date: July 29, 2014		Approved By:
Supersedes Policy:		Dated:
Employee Assistance Program (EAP)		04/04/94
Employee Assistance Program (EAP)		07/15/01
Employee Assistance Program (EAP)		06/15/02
Employee Assistance Program (EAP)		05/01/04

POLICY

The City of Largo has an Employee Assistance Program (EAP) to provide confidential, professional assistance to employees for personal problems that may be affecting either job performance or well being.

Some of the problems that can be successfully handled through EAP counseling include family problems, marital problems, emotional problems, financial problems, alcoholism, and other chemical dependency. It is recognized that these are illnesses which can be treated if identified and proper help is offered and sought. The City of Largo's policy is to offer and provide help for employees and their dependents before the illness progresses to the point it jeopardizes their job security.

PROCEDURE

An employee or dependent family member may call the EAP office for information or to make an appointment to discuss a personal problem. An emergency response system has been established to handle such calls on a 24-hour-a-day/7-day-a-week schedule. The EAP contact, as well as what is discussed, is handled in the strictest confidence. Employees' supervisors or other management personnel are **not** informed of those who choose to use EAP services. The office is located away from the City of Largo and all records and services are treated in a highly confidential manner. The EAP services are provided free for the first five visits per occurrence in each fiscal year; although, sometimes the specific treatment or community resources which may be recommended involve a fee. In such cases, these will be fully discussed by the EAP Administrator.

Fees and charges for services by individuals or agencies to which an employee or dependent family member is referred by the EAP Administrator are the responsibility of the employee. Neither the City of Largo nor the EAP Administrator will be held responsible for the payment of such fees or charges.

Few people go through life without some type of serious personal problem. Most of the time they are able to handle problems as they arise; however, sometimes problems affect people on a continuing basis and for which professional outside help is needed. All problems will be handled in the strictest confidence by the EAP office. When an employee uses the program on a voluntary basis, no one is informed as to his/her identity.

When personal problems are resolved, employees are happier and healthier, hence, their lives will be more meaningful and productive at home, in the community, and at work. When problems such as those mentioned above are resolved sufficiently, the City benefits in its financial considerations, but more from a compassion for dedicated and competent employees whose personal problems may be leading them toward economic, social, and personal destruction.

CITY OF LARGO ADMINISTRATIVE POLICIES AND PROCEDURES MANUAL		
Policy:	Exit Interviews	Policy Number: E-01-07
Originating Department/Division: Human Resources		
Effective Date: May 1, 2004		Approved By:
Supersedes Policy: Exit Interviews Exit Interviews Exit Interviews		Dated: 06/15/02 07/15/01 01/31/01

POLICY

The City of Largo is committed to self-analysis in an effort to identify and address improvement opportunities. The Human Resources Department will administer an exit interview process to determine whether there are any trends in separations that would indicate a need to take corrective action, change policy, or provide training to enhance working conditions. Full- and Part-time Regular employees leaving the City's employ for any reason will be asked to complete an Exit Interview questionnaire and meet with Human Resources staff to discuss the reasons for leaving and/or recommendations for improvement.

PROCEDURE

1. Upon notice of an impending separation, the department will immediately notify Human Resources and provide the employee with an Exit Interview form. (/home/largo/lg/forms/personnel/p100exit.stw) The following individuals will arrange an exit interview with the departing employee based on the employee's classification:
 - Personnel Manager for Executive Management and Operational Management;
 - Personnel Analyst (Pay and Classification) for all other categories.
2. If the employee declines participation in the exit interview process and does not indicate so on the Exit Interview form, Human Resources will document the decision.
3. If the employee completes the form but declines the interview, Human Resources will evaluate the responses without follow-up questions to the separating employee.
4. If the employee completes the form and personal interview, Human Resources will evaluate the form responses and follow-up with additional questions for clarification before evaluating.
5. Human Resources will review negative responses and make comparisons to exist interviews from similar positions and/or the same department/division. If there is an indication of a concern or recurring concern, Human Resources will meet with the appropriate supervisory staff to determine what course(s) of action can be taken to correct the problem.
6. Human Resources will provide a quarterly turnover report for the City Manager's report that will include a table of Full- and Part-time Regular separations by department and reason for leaving.
7. Human Resources will coordinate a semiannual meeting with the City Manager, Assistant City Manager, and appropriate Department Directors as necessary to review the results of the exit interviews.

CITY OF LARGO ADMINISTRATIVE POLICIES AND PROCEDURES MANUAL

Policy:	Fair Labor Standards Act	Policy Number: E-01-08
Originating Department/Division: Human Resources		
Effective Date: July 1, 2008		Approved By:
Supersedes Policy: Fair Labor Standards Act Fair Labor Standards Act Fair Labor Standards Act Fair Labor Standards Act		Dated: 05/01/04 06/15/02 07/15/01 04/05/94

POLICY

To establish the procedure for administering the Fair Labor Standards Act with the City departments.

PROCEDURE

Definition

All employees, including both full-, part-time, and temporary who are non-exempt, are subject to the Fair Labor Standards Act (FLSA). The provisions of this act include minimum wage, overtime and reporting requirement.

Exempt/Non-exempt

Employees classified as professional, executive and administrative, as defined by Federal regulations, shall be considered exempt from various provisions of the FLSA. The City pay plans shall denote whether the position is exempt or non-exempt in a separate column located next to the classification title.

Minimum Hourly Wage

All City positions designated as non-exempt in the City's classification and pay plans shall begin with the minimum hourly wage as provided by law.

Time Records

All employees covered by the FLSA will be required to keep accurate time records in their own handwriting or punch a time clock. These time sheets (time cards) should show the time which the employee began work, and the time the employee stopped working.

Hours of Work

No non-exempt employee may start work before the appointed time, nor work through lunches, nor work past the appointed time, without prior authorization by a supervisor. Responsibility for monitoring work hours must begin at the lowest supervisory level. Precautions must be taken to see that non-exempt employees are knowledgeable of FLSA and the effect it has on the day-to-day work hours. **There is no such thing as voluntary overtime.** In order to minimize the effect of paying overtime, the non-exempt employees will have to be educated to report for work and leave their job sites at the established hours.

However, the non-exempt employee will be held responsible for his/her actions and failure to adhere to supervisory direction may make the employee subject to disciplinary action in accordance with appropriate Rules and Regulations.

Nonsubstantial and insignificant periods of time are considered de minimus under Fair Labor Standards and are not counted as hours worked. Court decisions have held that time periods of approximately ten (10) minutes can be considered de minimus as long as the work is not performed on a daily basis.

Meal Periods

A bona fide meal period which occurs during the scheduled work day is not hours worked if the employee is completely relieved from duty for the purpose of eating a regular meal and is permitted to leave his/her post of duty. Ordinarily, 30 minutes or more is considered a bona fide meal period. Where an employee's meal periods are uninterrupted except for rare and infrequent emergency calls, the meal period can be excluded from the compensable working time.

Rest Periods

Rest periods or "coffee breaks" of short duration, from 5 minutes to 15 minutes, must be counted as hours worked.

Travel Time

Time spent in ordinary home-to-work travel is not compensable even if the employee works at different job sites. However, time spent on travel during the work day is compensable hours worked; if an employee goes directly home from an outlying job site, the time spent driving home is not compensable. Other examples of travel time are:

1. One-Day Assignment Out-of-Town: Where an employee is given a specific one-day work assignment in another city, time spent traveling to and from another city is working time, except any time spent in eating while traveling.
2. However, if an employee utilizes public transportation, time spent traveling between home and the public transportation is not compensable.
3. Overnight Out-of-Town Assignment: If an employee travels over night during his/her normal working hours or non-working hours, he/she must be paid for time spent traveling, except for meal periods.

Training Time

Time spent in actual training required by the City is compensable working time under the FLSA.

Exempt Employees

Exempt employees may take a maximum of two (2) hours off with pay for personal reasons with prior approval from their immediate supervisor. Time off will not be charged to the employee's personal leave.

While it would appear that exempt employees are treated similarly to non-exempt employees in that both categories have accrued leave debited and credited in hourly increments, exempt employees will not experience a loss of wages at such time as accumulated leave is expended. A non-pay status will only occur when the exempt employee has exhausted accumulated leave and is absent for the entire work day. Also, time spent in training or continuing education courses required by the State to retain certification is not time worked for FLSA purposes.

CITY OF LARGO ADMINISTRATIVE POLICIES AND PROCEDURES MANUAL		
Policy:	Flextime	Policy Number: E-01-09
Originating Department/Division: Human Resources		
Effective Date: June 15, 2002		Approved By:
Supersedes Policy: Flextime Flextime		Dated: 07/15/01 04/05/94

POLICY

This policy is intended to govern the use of flextime which is to be used as a temporary rescheduling of an employee's hours of work to accommodate operational requirements and enhance departmental efficiency. Collective bargaining agreement provisions specific to operations supersede this policy when there is direct conflict with this policy.

PROCEDURE

Flextime

Departments may use flextime scheduling on a temporary basis in response to short-term operational requirements and/or accommodation to employees as long as the scheduling does not hinder the efficient operation of the service provided. For example, if a non-exempt employee must work two hours as the result of an evening meeting, the Department Director may authorize the employee to leave work two hours early during the same 40-hour week (Sunday through Saturday). The Department Director, upon request, may also, for example, alter starting and ending hours for an employee taking a three-month class at a local college. The accommodation would not be made if it meant closing the office one hour early. Flextime should not be used to permanently change the hours of work of an employee.

The Department Director is solely responsible for the approval of flextime. Business necessity and efficiency should not be sacrificed in accommodating employee concerns. Normal operating hours of facilities will not be changed when accommodating employee requests nor will services be eliminated during the time periods impacted by an accommodation.

Meal Periods

To set equitable parameters for all employees, the following general guidelines are established.

- **Administrative/Office Employees:** Those employees identified as administrative/office personnel shall be normally scheduled to take a one-hour meal period.
- **Field-based Employees:** Those employees who are physically located on a specific job site may be permitted to take a half-hour meal period as long as employees can realistically complete their lunch within a half-hour period and return to work.
- **All Employees:** All employees' meal breaks may be set by the Department Director based upon operational requirements of the department. Meal times will be no less than one-half hour and will not be eliminated.

CITY OF LARGO ADMINISTRATIVE POLICIES AND PROCEDURES		
Policy:	Discrimination and Harassment	Policy Number: E-01-10
Originating Department/Division: Human Resources		
Effective Date: October 7, 2003		Approved By:
Supersedes Policy:		Dated:
Harassment Prohibition		06/15/02
Harassment Prohibition		09/18/00

POLICY

The City of Largo is committed to maintaining a work environment in which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits discriminatory practices, including harassment. Acts of discrimination and/or harassment will not be tolerated and shall be promptly reported as outlined in this policy.

PROCEDURE

The City expects that all relationships among employees, managers, contractors, vendors, and the public will be professional and free of bias, prejudice, intimidation, coercion and harassment. Any behavior that is discriminatory, coercive, intimidating, harassing, or sexual in nature is inappropriate and prohibited. Any verbal, physical, or visual conduct that belittles, demeans, denigrates, or shows hostility toward an individual or group based on race, religion, national origin, gender, age, disability, sexual orientation, gender identity or expression, or similar characteristic or circumstance is prohibited. Conduct prohibited by this policy is unacceptable in the workplace and in any work-related setting outside the workplace, such as during business trips, business meetings and business-related social events.

The standard of professional conduct governing this policy is established by the City and not by individuals or groups of individuals. Conduct prohibited by this policy is never acceptable. This includes situations in which individual employees or work groups regard the prohibited conduct as permissible within their group's standards of behavior.

Retaliation is Prohibited

The City of Largo absolutely forbids retaliation of any kind against any individual who complains to anyone about alleged discrimination or harassment against themselves or others. The City also forbids retaliation against any individual who is closely related to or associated with a person who participates in any reasonable opposition to discrimination and/or harassment carried out in good faith is also prohibited. Acts of retaliation shall be reported immediately and will be promptly investigated and addressed.

An employee's protests against alleged discriminatory employment practices will not release the worker from appropriate discipline or discharge. Opposition to perceived discrimination or harassment does not serve as a license for the employee to neglect job duties.

Definitions and Examples

Incidents of harassment and retaliation may be subjective and include a range of subtle and overt behaviors. To help employees and managers in understanding what harassment is, the following definitions and examples are provided.

1. **Harassment** is any verbal, physical, or visual conduct that belittles, demeans, denigrates, or shows hostility toward an individual or group based on race, religion, national origin, gender, age, disability, sexual

orientation, gender identity, or expression, or similar characteristic or circumstance and includes but is not limited to, any action that:

- a. creates an intimidating, hostile or offensive work environment.
- b. unreasonably interferes with an individual's work performance.
- c. otherwise adversely affects an individual's employment opportunities.

2. **Harassing Conduct** includes but is not limited to:

- a. epithets, slurs, offensive or derogatory comments, or negative stereotyping;
- b. threatening, coercive, intimidating, or hostile acts;
- c. denigrating jokes; and written or graphic material that belittles, demeans, denigrates or shows hostility or aversion toward an individual or group.

3. **Sexual Harassment** is unwelcome sexual advances, requests for sexual favors, and other physical, verbal, or visual conduct of a sexual nature when:

- a. submission to the conduct is an explicit or implicit term or condition of employment; or
- b. submission to or rejection of the conduct is used as the basis for an employment decision; or
- c. the conduct has the purpose of creating an intimidating, hostile, or offensive work environment.

4. **Sexual Harassment** may involve individuals of the same or different gender and includes, but is not limited to the following kinds of behavior.

- a. Verbal: Sexual innuendos, suggestive comments, insults, humor, jokes about sex, anatomy or gender-specific traits, explicit sexual propositions, threats, repeated requests for dates or statements about someone's anatomy or statements about other employee(s) even outside of their presence of a sexual nature.
- b. Non-Verbal: Suggestive or insulting sounds (i.e. whistling, catcalls, smacking or kissing noises), leering or obscene or sexually suggestive gestures.
- c. Visual: Posters, signs, pin-ups or slogans of a sexual nature.
- d. Physical: Touching, unwelcome hugging or kissing, pinching, brushing the body, coerced sexual intercourse, or assault.

5. **Retaliation** is adverse action against an employee because they have reported discrimination or harassment or because they have participated in an investigation related to such complaints. The adverse action might be in the form of:

- a. threats;
- b. harassment in or out of the workplace;
- c. any other adverse treatment that is likely to deter that individual or other employees from reasonable opposition to discrimination and/or harassment.

6. Examples of **Adverse Actions** include but are not limited to:

- a. denial of promotion or job benefits;
- b. limiting access to an internal grievance procedure;
- c. reprimands, demotion, suspension, and discharge;
- d. subjecting the individual's work performance to heightened scrutiny;
- e. unsubstantiated negative evaluations;
- f. giving an unsubstantiated negative job reference;
- g. unfair treatment of an employee because his/her relative, who is also an employee, filed a complaint.

Reporting Incidents of Harassment, Discrimination or Retaliation

City employees are required to promptly report all perceived incidents of discrimination, harassment, or retaliation, regardless of the offender's identity or position. If any employee has a complaint or allegation of harassment, discrimination, or retaliation, the employee should report the incident to his/her immediate supervisor or manager. If the employee is not comfortable taking the complaint to the supervisor or manager or is not satisfied with the corrective action taken by the supervisor or manager, the allegation must be report to the Department Director, the Personnel Manager, or the Human Resources Director.

False Claims

False and malicious complaints of harassment, discrimination or retaliation will result in disciplinary action. Individuals who report a complaint made in good faith, even if not sustained, are not subject to disciplinary action.

CITY OF LARGO ADMINISTRATIVE POLICIES AND PROCEDURES MANUAL		
Policy:	Internal Investigations	Policy Number: E-01-11
Originating Department/Division: Human Resources		
Effective Date: October 1, 2005		Approved By:
Supersedes Policy: Internal Investigations Internal Investigations Internal Investigations		Dated: 03/01/04 06/15/02 08/27/98

POLICY

The purpose of this policy is to establish and implement a system for the receipt, investigation, and determination of complaints received by the City regarding alleged employee misconduct.

Fair, thorough, and professional investigations of allegations of misconduct are essential to maintain high standards of professional conduct and for the protection of City employees against unfair or false allegations. The quality of investigations are a direct reflection upon the City's ability to govern itself and, consequently, is a critical element in maintaining the Community's faith and trust in the City.

It is the responsibility of each City employee to conduct himself/herself in a professional manner. It is the responsibility of supervisors to ensure that employees are treated in a fair, equitable, and consistent manner according to City policy.

While this policy applies to all employees of the City of Largo, in most cases, the Police Department and Fire Rescue Department will use their own internal investigations process. All internal investigations concerning the City of Largo's Discrimination and Harassment policy will be handled by the Human Resources Department.

PROCEDURE

An internal investigation will be conducted when a report alleging that an employee breached the public trust and confidence or committed a violation of a City policy. Before an investigation is commenced, the investigator will determine if the report presents sufficient facts that, if proved true, will constitute a violation of the public trust or the violation of a City policy.

An internal investigation is not indicated nor is one deemed to exist in disciplinary matters that come to the attention of supervisory personnel during the course of normal duties i.e. supervisor has direct knowledge of an infraction being committed by a subordinate. Each Department will process reports concerning employees only as they relate to job duties, performance of the job duties and violation of written directives that apply to job duties, or performance of job duties. While the supervisor receiving the report may conduct sufficient inquiry of the complaint to test the allegation, an internal investigation will be initiated only at the direction of the City Manager or Human Resources Director. All internal investigations will be conducted by or under the direction of the Human Resources Department and the City Attorney.

The employee who is the subject of the report will be notified of the allegations if they are found sufficient to justify an Internal Investigation. Human Resources will contact the employee prior to the start of the investigation.

Receipt and Processing of Report

1. The complaining party shall be directed to the employee's immediate supervisor or next level supervisor if that individual is not available.
2. The supervisor will take the report. The immediate supervisor and next level supervisor, Department Director, and/or Human Resources Director will confer to review the facts of the complaint and to determine that the complaint is related to job duties and/or performance and can be processed within the Department.
3. Should the report involve more than a job performance or job duty issue, or be found more serious than originally believed, the report will be handled as an internal investigation, pursuant to this policy.
4. The immediate supervisor will complete a Discrimination/Harassment Report Form. The completed form will be hand delivered to the Human Resources Department.

Internal Investigations – Human Resources Department

1. The Human Resources Department will review the Discrimination/Harassment Report Form and information provided to:
 - a. determine with the City Attorney whether the report is sufficient to justify an investigation;
 - b. identify the need for an investigation including the witnesses to be interviewed and the anticipated length of time needed to conduct the investigation;
 - c. select the appropriate investigator;
 - d. identify and/or assist with the identification of potential witnesses and documents to be reviewed;
 - e. prepare or assist with the preparation of a plan for the investigation, an outline of questions, and to review the plan on a periodic basis.
2. Should the Human Resources Director or the City Manager determine that an internal investigation is justified, the employee will be notified in writing through certified mail of the allegation and purpose of the investigation. Depending upon the severity of the allegation and the position held by the employee, he/she may be placed on Administrative Leave with pay pending the results of the investigation. The investigator should not expand the investigation beyond the initial allegations without good cause and after consultation with the City Attorney. The investigator should advise the employee of the anticipated length of time necessary to conduct the investigation.
3. If the employee requests another employee, an attorney, or a union representative to be present during an administrative fact-finding meeting, every effort will be made to honor the employee's request. The respective manager/supervisor must be notified in advance if an employee will be accompanied by an attorney. The attorney will be admitted to the meeting solely in the role of an observer. In the event the respective manager/supervisor is not informed of the presence of an attorney previous to the meeting, the meeting may be rescheduled at the investigator's discretion. In the event there is a scheduling conflict with the employee's representative or an attorney, or no advance notice of an attorney occurred, the meetings must be rescheduled to occur within five business days. If, at any time during the investigative process, it appears there may be criminal implications of misconduct, the Human Resources Director will be advised and immediate notification will be made to the employee and appropriate authorities.
4. The investigator shall prepare and submit the final report to the Department Director. This report will include the Discrimination/Harassment Report Form with supporting documentation; report of the investigation; copies of applicable policies, procedures, rules, and regulations; copies of written statements, interview forms and supporting documentation, and findings of fact.
5. All internal investigations shall have one of the following conclusions:
 - a. Unfounded - The allegation is false and not factual.
 - b. Exonerated - The incident occurred, but was lawful and proper.
 - c. Not Sustained - Insufficient evidence to prove or disprove the allegation.
 - d. Sustained - The allegation is supported by sufficient evidence to justify a reasonable conclusion that the allegation is factual.
 - e. Policy/Procedure Deficiency - Employee's actions are in compliance with Department policies, procedures, or rules, but the policy, procedure, or rule is deficient.
6. The Department Director will determine the final adjudication.

7. All applicable laws, rules and regulations, and policies relating to code of conduct, disciplinary action, and individual rights will apply.
8. Should disciplinary action be taken as a result of an investigation, guidelines for the use of the pre-disciplinary procedure appeals through appropriate collective bargaining unit or through the Personnel Advisory Board will apply.

CITY OF LARGO ADMINISTRATIVE POLICIES AND PROCEDURES MANUAL		
Policy:	Memorial Books	Policy Number: E-01-12
Originating Department/Division: Library		
Effective Date: March 1, 2006		Approved By:
Supersedes Policy: Memorial Books Memorial Books		Dated: 07/15/01 8/17/90

POLICY

In the event of the death of a City employee or a member of a City employee's immediate family, the City donates a book, on a subject chosen by the family, to the library in memory of the individual. Notification to the City is the responsibility of each department.

PROCEDURE

1. Each City department will notify the Library Executive Secretary immediately of the death of an employee or a member of the employee's immediate family. Immediate family is defined as employee's spouse, father, mother, son, daughter, brother sister, father-in-law, mother-in-law, grandparents, and grandchildren.
2. The department must provide the Library Executive Secretary with the employee's name, name of deceased, relationship to employee, how to contact employee, and any other information available. A contact person in the affected department is also given in the event additional information is required.
3. The Library sends a notification card either to the employee through his/her department, or to the family.
4. The recipient of the notification card informs the Library by phone, mail, or in person as to the most appropriate subject matter. If no response is received from the family within six (6) weeks, a book is chosen by the Library staff. As soon as the subject has been determined, a book is chosen from material recently received, or a new title is ordered. If a book on order is not received within one year, a new title is ordered.
5. Each book has a book plate inserted designating the City has donated the book in memory of the name of the deceased.

CITY OF LARGO ADMINISTRATIVE POLICIES AND PROCEDURES MANUAL

Policy:	Tobacco Free Workplace	Policy Number: E-01-13
Originating Department/Division: Human Resources		
Effective Date: March 1, 2012		Approved By:
Supersedes Policy: Non-Smoking Policy Non-Smoking Policy Non-Smoking Policy Smoking Policy		Dated: 08/01/06 06/15/02 07/15/01 10/01/91

POLICY

This policy is to establish a Tobacco Free Workplace and work to protect and benefit the public health, comfort, and environment for citizens and employees.

PROCEDURE

The City of Largo is a Tobacco Free Workplace. Employees are not allowed to use tobacco products during city paid working hours including city-paid breaks - except for meal breaks which are taken on the employee's own time. An employee who chooses to use tobacco products during his/her meal break or on his/her own time must do so off City premises. Use of tobacco products is prohibited at all times in City vehicles.

For purposes of this policy, "City Premises" would include City-owned and/or maintained parks, buildings and facilities including the surrounding grounds and indoor and outdoor associated walkways. City premises do not include city-owned roadways or rights-of-way including public sidewalks in the rights-or-way. "Use of tobacco products" includes smoking or carrying a lighted cigarette, cigar, cigarillo, pipe or other smoking material (i.e. e-cigarettes) or use of chewing tobacco, snuff, herbal tobacco, and/or any smokeless tobacco products.

The City Manager is responsible for ensuring uniform citywide implementation of this policy. Department Directors, managers and supervisors shall be responsible for uniform implementation of this policy in their respective work area(s)/facilities/buildings/vehicles.

Department Directors, managers, and supervisors shall be responsible for installing "No Smoking" signs indoors, outdoors and inside vehicles as appropriate.

The Department of initial hire is responsible for explaining this policy to prospective employees during the interview process before an offer of employment is made.

Human Resources is responsible for communicating this policy to new employees in the regularly scheduled orientation meetings. Human Resources is responsible for the smoking cessation programming.

Nothing would change for members of the Public. When employees are off duty, employees are members of the Public and may use tobacco as a member of the Public (other than Police and Fire which have Tobacco-Free Hiring since 1990 - FL Presumption Law).

Citizens, clients, contractors and visitors to City facilities will be encouraged to voluntarily comply with the Tobacco Free Workplace.

CITY OF LARGO ADMINISTRATIVE POLICIES AND PROCEDURES MANUAL		
Policy:	Paycheck and Direct Deposit Advice Distribution	Policy Number: E-01-14
Originating Department/Division: Finance		
Effective Date: March 5, 2010		Approved By:
Supersedes Policy: Paycheck and Direct Deposition Advice Distribution		Dated: 07/15/01

POLICY

The Finance Department is responsible for the distribution of paychecks and direct deposit advices to Department Directors or their designees. The following procedure is intended to facilitate efficient distribution of paychecks and direct deposit advices on regular paydays, and is not intended to encourage early release of paychecks or direct deposit advices.

PROCEDURE

1. Paychecks and direct deposit advices will be made available to Department Directors or their designees beginning at 8:00 a.m. on the day before each payday.
2. Paychecks and direct deposit advices can be released at any time on payday; however, employees are not permitted to cash paychecks on City time. Department Directors must ensure paycheck and direct deposit advice distribution does not impact productivity; therefore, Directors may withhold distribution until the end of work shifts.
3. Employees may request early release of paychecks and direct deposit advices if employees will be on paid leave on a regular payday. A written request for early release must be approved by the Department Director and forwarded to the departmental designee for documentation. If an early release is approved, paychecks and direct deposit advices may be distributed on the day before payday.
4. Employees working regular flexible work weeks, such as four ten-hour days, may request approval for regular early release of paychecks and direct deposit advices if employees are regularly scheduled to be off on paydays. Such requests need only be made once and will remain in effect until employees' work schedules change.
5. Early release of paychecks is a convenience for the employee. Paychecks that are released prior to payday may not be cashed or deposited until payday. Any employee who cashes or deposits their paycheck prior to payday is subject to disciplinary action.
6. The City offers email notification of direct deposit, which is available to all employees who have a valid City email address. Email notification of direct deposit may not be to personal email addresses.

CITY OF LARGO ADMINISTRATIVE POLICIES AND PROCEDURES MANUAL		
Policy:	Personnel Changes (New Position, Reclassification, Delete / Add)	Policy Number: E-01-16
Originating Department/Division: Human Resources		
Effective Date: May 1, 2004		Approved By:
Supersedes Policy:		Dated:
Personnel Changes (New Position, Reclassification, Delete/Add)		06/15/02
Personnel Changes (New Position, Reclassification, Delete/Add)		07/15/01
Personnel Changes (New Position, Reclassification, Delete/Add)		04/05/94

POLICY

From time to time departments desire to make personnel changes. These changes can be categorized as the reclassification of an existing position or the process of deletion and addition of a position. The purpose of this procedure is to explain the specific steps needed to be taken by a department when it wishes to effect one of these personnel changes. All changes will be initiated by completing the appropriate form as listed below and forwarding it to the Human Resources Department (HR). Forms can be found in */home/largo/lg/forms/personnel/* directory.

PROCEDURE

Reclassification (Form No. P006 - located in /home/largo/lg/forms/personnel/p006reclass.stw)

Over an extended period of time, the duties and responsibilities of an existing position may change from those originally identified in the job description. These changes may necessitate a change in the classification of the position. A Department Director shall request HR to perform a job audit to determine the need for a reclassification. After review of the job audit with the requesting Department Director, HR will make the decision as to the proper classification for the revised position. Implementation of a reclassification is subject to review by the City Manager and may be subject to approval by the City Commission.

New Position (Form No. P005- located in /home/largo/lg/forms/personnel/p005newposition.stw))

Most new positions are requested as part of the budget preparation process each spring for implementation on October 1. New positions added during the fiscal year must be added by means of a budget amendment prepared by the Assistant City Manager and approved by the City Commission. All requests for new positions must be submitted to HR accompanied by a completed position questionnaire. HR shall recommend the proper classification for the position and prepare a job description if the duties of the position do not fall within a current job description.

Delete/Add (Form No. P007 - located in /home/largo/lg/forms/personnel/p007-delete_add.stw))

A department may determine that a current, budgeted position is no longer appropriate and that another classification is needed in its place. This replacement of a position of one classification with another is referred to as a delete/add. Compared to a reclassification, which is a gradual evolutionary change in the duties and responsibilities of a position, a delete/add is actually a reorganization. A delete/add may be requested either as part of the annual budget submission or may be requested during the fiscal year. A request for a delete/add position shall follow essentially the same procedure as a new position request.

CITY OF LARGO ADMINISTRATIVE POLICIES AND PROCEDURES MANUAL

Policy:	Service Recognition	Policy Number: E-01-17
Originating Department/Division: Human Resources		
Effective Date: January 1, 2016		Approved By:
Supersedes Policy: Service Separation Recognition Service Separation Recognition Service Separation Recognition Service Separation Recognition		Dated: 10/07/08 06/15/02 07/15/01 11/09/98

POLICY

A solid wood plaque inscribed with the City seal will be presented by the City Manager or designee to any employee on his/her last work day who has ten or more years of service with the City of Largo. If an employee does not want a plaque, the employee may choose a gift card, or charitable contribution in the amount equal to the cost of the plaque.

In addition to the recognition described above, an employee with 20 years or more of service will be given a life-time membership with the Recreation, Parks and Arts Department.

PROCEDURE

As soon as an eligible employee gives notice of his/her separation, it will be the responsibility of each department to notify the Human Resources to order the City Plaque. The department should specify the account number to be charged for the plaque. If the employee chooses the gift card the department will obtain the gift card and report the purchase to the Payroll / Senior Accounting Clerk in Finance. If the employee chooses a charitable contribution, the department will request a check to the charity to be prepared by Finance which will not be taxable.

CITY OF LARGO ADMINISTRATIVE POLICIES AND PROCEDURES MANUAL

Policy:	Travel and Training Approval and Reimbursement	Policy Number: E-01-18
Originating Department/Division: Administration		
Effective Date: July 1, 2015		Approved By:
Supersedes Policy: Travel and Training Approval and Reimbursement Travel and Training Approval and Reimbursement Travel and Training Approval and Reimbursement Travel and Training Approval and Reimbursement Travel and Training Approval and Reimbursement Travel and Training Approval and Reimbursement Travel and Training Approval and Reimbursement Travel and Training Approval and Reimbursement Travel and Training Approval and Reimbursement Travel and Training Approval and Reimbursement Travel and Training Approval and Reimbursement Travel Regulations		Dated: 01/23/14 06/08/11 10/13/10 09/07/10 07/21/08 03/31/08 12/13/07 08/01/06 10/01/03 01/01/02 05/01/01

POLICY

The intent of this Travel Policy is to provide a guide for travel-related expenses. Employees are afforded the opportunity to travel for City-related business and professional development opportunities. The City expects employees to use good judgment when incurring expenses associated with travel.

This policy is applicable for all expenses associated with travel requiring reimbursement. Routine travel associated with City business (meetings, committees, etc.) in the local area where only mileage is being reimbursed does not require completion of this form (see Mileage Form). It is the responsibility of the employee who is traveling to ensure correct documentation, authorization, and submission of completed form both before and after travel.

REQUIRED APPROVALS

	Local Travel*		In-State Travel	Out-of-State Travel
	No fee/ One Day	All Other		
Required Approvals (in order)				
Supervisor	X	X	X	X
Director		X	X	X
Administration (travel@largo.com)		(+ \$1,500)	(+ \$1,500)	X

* *Local travel* is defined as Pinellas, Hillsborough, Pasco and Manatee Counties.

Considerations

- The number of people attending one function vs. bringing in-house training to a City facility.
- Employees traveling to the same destination driving together.
- Attending a function out of town when the function is also available locally.
- Public perception of business purpose or location.

- Receipts are required for all reimbursable expenses.

PROCEDURE – Before Travel is Scheduled

Approval for travel must be obtained before incurring any expenses. (Follow chart above to determine required approvals). A separate Travel Report is required for each employee traveling. The Report shall include all anticipated expenses, including prepaid items. A report must be completed even if no money is owed to the employee or if another agency is paying for expenses. The form will include, in the pre- and or post-travel justification and notes box, explanation of arrival and departure times, flight and ground transportation selection, or other issues that might reasonably be expected to prompt questions.

It is recommended that a Department designee be appointed to make travel arrangements and prepay all possible expenses including training fees and hotel costs through a Purchasing card. If an employee requests additional travel time or stay other than the means selected by the Department designee, the additional travel time shall be charged as leave time to the employee and additional expenses (hotel, meals, etc.) incurred will be the responsibility of the employee. If an employee requests reimbursement for additional travel time, justification must be provided on the travel form.

Per diem allowances may be issued in advance. If per diem is requested in advance, the approved report and supporting documentation must go to Finance three weeks in advance of travel date and allowances will be included in the employee's paycheck.

PROCEDURE – During Travel

- Keep all receipts for reimbursement.
- Since employees receive a food per diem allowance, do not charge any food or beverages to a City purchasing card.
- Upon check-out, ensure proper charges for City including no sales tax in the State of Florida.
- Verify personal charges are correct for any personal ancillary items and are not charged to the City.

PROCEDURE- After Travel is Completed

Within two weeks of travel, the employee must submit to their Department Director the completed and signed Travel Report and all supporting documentation and receipts. Supporting documentation might include, but should not be limited to: event registration confirmation, event agenda with dates & times, hotel reservation confirmation with dates and mapquest directions from point of origin to destination (if requesting mileage reimbursement). The Travel Report must be completed even if no money is owed to the employee.

The Department Director ensures expenditures are in compliance with City policy and in alignment with the pre-approved travel request. The Director approves the final Travel Report, authorizing any remaining payments or reimbursements, and forwards to Finance processing and recording.

If Finance notes any discrepancies, the Travel Report will be sent back to the Director for correction and, if necessary, forwarded to Administration for review. Administration, Finance, and/or Department Directors reserve the right to perform an in-depth audit of travel expenses claimed by an employee. Misrepresentation of expenses will result in disciplinary action in accordance with the City's Code of Conduct.

ALLOWABLE EXPENSES

Registration & Fees	All travel costs should be pre-paid with a City purchasing card (preferred) or a PAM.
Overnight Stay	<p>Overnight stay is permissible outside Pinellas, Hillsborough, Pasco and Manatee Counties.</p> <p>Overnight stay is permissible before or after a function when one of the two conditions are met:</p> <ol style="list-style-type: none"> 1. Drive time from point of origin and function exceeds 12 hours in a day; 2. Individual can not arrive from point of origin for function start time when departing at 7am. <i>Point of origin</i> is defined as an employee's assigned City work location or home, whichever is closer to destination. <p>Actual expenses for lodging at single occupancy rate are allowable. If required for work purposes, Internet access is a reimbursable expense.</p> <p>The City is exempt from Florida state sales tax and a Tax Exempt Form should be provided to the hotel prior to check-in.</p>
Food Per Diem	<p><u>Non-local travel</u>: \$45 per day is provided to employees for out-of-pocket expenses for meals.</p> <p><u>Local travel</u> will be reimbursed based on actual costs, not to exceed \$10 per day.</p> <p><u>Local travel</u> is defined as Pinellas, Hillsborough, Pasco, and Manatee Counties.</p> <p>An employee may request the per diem be prepaid to them prior to travel. This is requested by completing the Employee Travel Form in advance, obtaining Department Director approval and forwarding to Finance three weeks prior to travel commencing.</p>
Airfare	<p>Airline tickets may only be purchased online directly through carrier or online travel site (e.g., Kayak, Orbitz, Expedia) with a City purchasing card. Employees must shop for the best price available for airline reservations, taking into consideration the length of time and number of stops for available flights.</p> <p>If an employee is a member of a frequent flyer club, that airline may be used if airfare rates are comparable.</p> <p>Charges for one piece of luggage will be reimbursed. The employee should make an effort to pay checked bag fee in advance to avoid higher fees.</p> <p>Unused portions of tickets and/or refunds caused by airline overbooking must be returned to the City.</p>
City Vehicle	Travel in a City vehicle is always preferred. A City vehicle may be used for in-state

	travel only.
Private Vehicle	<p>If authorized by Department Director, use of a private vehicle will be reimbursed at the rate established by the Federal government rounded down to the nearest penny. The Travel Report shall include the mileage from the point of origin to destination. <i>Point of origin</i> is defined as an employee's assigned City work location or home, whichever is closer to destination. A map or directions list that specifies the number of miles must be submitted with the mileage reimbursement request.</p> <p>Personnel who receive a car allowance will not be reimbursed for mileage or fuel.</p>
Car Rental	<p>Rental car charges qualify for reimbursement if no public or hotel transportation is available or is uneconomical. The Department designee will make the necessary reservations in advance including the rental agency and type of vehicle. The City will reimburse up to the cost of an "Intermediate" class vehicle.</p> <p>Supplemental insurance coverage by the rental company should be waived. Rental vehicles should be returned with a full tank of a gas and on-time to avoid additional charges.</p>
Other Transportation	<p>The City will reimburse for transportation costs to and from hotel, airport and function.</p> <p>Public transit and shuttle services should be used whenever available and practical.</p>
Parking	<p>Airport parking will be reimbursed at the maximum daily rate for Economy Lot parking or shuttle transportation to/from the airport, whichever is less.</p> <p>The City will reimburse other parking expenses (e.g. hotel, garage, lot) at the minimum daily rate for general parking with a receipt.</p>
Fuel & Tolls	<p>City vehicles must be fueled at Fleet Services prior to departure. Use a Purchasing Card, when available, for fuel purchases. Actual cost of fuel for City vehicles used outside the local area or for a rental vehicle will be reimbursed. Tolls are reimbursable with a receipt.</p>
Fines	<p>Fines incurred by employees are not reimbursable.</p>
Companions / Extending Stay	<p>Employees who choose to travel with companions are responsible for additional costs. If companion travel is paid for through a City purchasing card, full payment of the additional cost must be made to the Finance Department upon receipt of the purchasing card statement.</p> <p>Employees who extend their stay past the official event schedule are responsible for additional costs unless justification as to City related business is included on the travel form and approved by Administration. Justification might include committee meetings, event cleanup, travel time, etc.</p>

CITY OF LARGO ADMINISTRATIVE POLICIES AND PROCEDURES MANUAL		
Policy:	Temporary Position, Request to Hire Non-Budgeted	Policy Number: E-01-19
Originating Department/Division: Administration/City Manager		
Effective Date: July 15, 2001		Approved By:
Supersedes Policy: Temporary Position, Request to Hire Non-Budget		Dated: 03/12/90

POLICY

The hiring of a temporary position not authorized in the budget must be approved by the Assistant City Manager. A temporary position may be filled with either a temporary City employee hired through the normal City hiring procedures or through a temporary service with which the City has a contract.

PROCEDURE

In order to request the hiring of a non-budget temporary position, it is necessary for the requesting department to complete the attached form and submit it to the Assistant City Manager. After review, the Assistant City Manager shall return the form to the requesting department. If employment of a temporary position through an agency is approved, the form with the Assistant City Manager's signature must be forwarded to the Human Resources Department for processing. All contact with the temporary service will be made through the Human Resources Department.

If a temporary City position is approved, the form with the Assistant City Manager's signature and a signed Position Vacancy Approval form must be forwarded to the Human Resources Department.

REQUEST TO HIRE NON-BUDGETED TEMPORARY POSITION

Department: _____
Position Title: _____
Work Site Location/Address: _____
Supervisor: _____
Telephone: _____

Reason for Request: _____

Approximate Length of Employment: _____
Working Hours: _____ Date Needed: _____
Approximate Cost: _____
Source of Funds: _____
Budget Account: _____

Temporary City Employee: Employment Agency: (Check One)

Specific Skills: _____

Driver's License Required: Yes No CDL

Equipment Operated: _____

Job Duties and Responsibilities (Be Specific): _____

_____ Date: _____
Department Director Signature

Approved/Denied

_____ Date: _____
Assistant City Manager

CITY OF LARGO ADMINISTRATIVE POLICIES AND PROCEDURES MANUAL		
Policy:	Reimbursement for Interviewing Expenses	Policy Number: E-01-20
Originating Department/Division: Administration/City Manager		
Effective Date: July 15, 2001		Approved By:
Supersedes Policy: Reimbursement, Interview Expenses		Dated: 12/21/94

POLICY

Applicants for an executive management, operational management, or professional/technical position may be reimbursed for travel, meals, and overnight accommodations in accordance with the following procedure. No reimbursement is permitted for a spouse or other person(s) traveling with the applicant. Reimbursement may be granted for moving expenses. All travel and moving expense reimbursements must be approved by the City Manager or Assistant City Manager prior to the hiring department making commitments to the applicants.

PROCEDURE

If a department desires to reimburse for interviewing expenses and/or all or a portion of moving expenses, approval must be received from the City Manager or Assistant City Manager prior to beginning the interview process. If approval is received, the following procedures shall be followed.

1. Airline reservations will be made by the applicant based on the most direct route at the best rates available.
2. Automobile travel reimbursement will be based on the shortest driving distance at the City's current mileage rate, excluding applicants residing in the Tampa Bay area (100-mile radius).
3. Candidates must certify or substantiate actual cost of travel by invoices or mileage estimates before reimbursement is made.
4. Car rentals may be reimbursed based on specific need. Candidates will be reimbursed for standard airport limousine or cab charges. Receipts are required.
5. Meals are reimbursed at the City's per diem rate in accordance with the current City travel regulations.
6. Lodging will be provided for applicants who are required to stay overnight. The interviewing department will make the necessary arrangements and the City will pay these expenses directly.
7. The actual cost of moving all household contents, excluding packing and unpacking, will be reimbursed based on the lowest of three estimates. Three estimates must be submitted for approval and verification prior to contracting with the mover. If the City is unable to obtain a less expensive rate, that mover will be selected. The cost of moving furniture and other household goods will be reimbursed after submittal of a paid invoice, or payment may be made directly by the City to the moving company. A specific amount for moving expenses, not substantiated with bills, may be negotiated with the applicant.
8. All costs will be charged to the hiring department.

CITY OF LARGO ADMINISTRATIVE POLICIES AND PROCEDURES MANUAL

Policy:	Ethics	Policy Number:	E-01-21
Originating Department/Division: Human Resources			
Effective Date: January 25, 2008		Approved By:	
Supersedes Policy:		Dated:	
Ethics		05/01/04	
Ethics		07/15/02	
Ethics		07/15/01	
Ethics		07/27/94	

POLICY

The values of any organization are reflected in the quality of the decisions made. In a public service organization where a public office is a public trust, the issue of ethics has particular importance.

There is no higher honor and privilege than government service. That is why this administration is dedicated to ethics in government. The guiding principle of the ethics guidelines is simply to know right from wrong; to act in accordance with what is right; and to avoid even the appearance of what is wrong. Our duty as public servants is to always serve in the public's best interest and share the conviction that we must do so only for the right reasons.

Ethical Standards:

We must strive for professional excellence and exhibit at all times a professional attitude based upon sound judgment free of personal biases. The most important responsibility of management is to believe in, and then act upon, the shared values of our organization. The following standards of ethics are presented to further define the organization's values and to establish the expectations of the City ethics policy.

1. Personal Honesty and Integrity

Each employee has a responsibility to the organization and his or her colleagues to demonstrate the highest standards of personal integrity, honesty, and fortitude in all public activities. It is in this way that we can inspire public confidence and trust in City government.

2. Open and Accessible Government

A primary responsibility and fundamental value must be open and honest government. Our competence is encouraged by subjecting actions to the public arena and ideas become better when we expose them to public scrutiny. It is crucial that we maintain an organizational reputation for honesty and integrity. In order to further our service goals, we must remain accessible to the public at all times.

3. Fiscal Responsibility

Proper use of public funds is a trust that must continually be guarded. Public funds must be managed in the most efficient manner at all times. All rules and regulations pursuant to their use must be adhered to.

4. Citizen Service Orientation

This organization recognizes that the chief function of local government at all times is to serve the best interests of all the people. We are committed to serve the public with respect, concern, courtesy and responsiveness, recognizing that service to the public is beyond service to oneself.

PROCEDURE

1. Florida Statutes

Chapter 112 of the Florida Statutes ("Conflict of Interest Law") applies to all public officers and employees, including officers and employees of municipalities.

The declared policy of this law is to prohibit any public officer or employee from having any interest in, or engaging in any business or transaction, or from incurring any obligation "which is in substantial conflict with the proper discharge of his/her duties in the public interest."

Florida law states that "No public officer, employee of an agency...shall solicit or accept anything of value to the recipient, including a gift, loan, reward, promise of future employment, favor or service, based upon any understanding that the vote, official action, or judgment of the public officer, employee...would be influenced thereby."

If an officer or employee of the City is an officer, director, partner, proprietor, associate, or general agent (other than a resident agent solely for service of process) of, or owns a material interest in, any business entity which is granted a privilege to operate in the State of Florida, he/she must file a statement disclosing such facts with the Clerk of the Circuit Court.

The law further prohibits any public officer or employee from:

- i. using or attempting to use the official position to secure special privileges or exemptions for himself/herself, or others;
- ii. accepting employment or engaging in any business or professional activity which might reasonably be expected to require or induce the disclosure of confidential information acquired by the public officer or employee by reason of official position;
- iii. disclosing to others, or using for personal benefit any confidential information gained by reason of official position;
- iv. accepting other employment which might impair the independence or judgment of the public officer or employee in the performance of public duty;
- v. receiving any compensation for official services to the City from any source other than the City;
- vi. transacting any business in an official capacity with any other business entity of which the public officer or employee is an officer, director, agent, member, or owns a controlling interest;
- vii. having personal investments in any enterprise which will create a substantial conflict between private interests and the public interest.

This procedure is not intended and shall not be construed to prevent any public officer or employee from accepting lawful private employment or following any pursuit which in no way interferes with the full and faithful discharge of public duties.

2. General

This procedure prescribes appropriate standards of ethical conduct for all employees of the City. Each department has the right to institute more restrictive policies which conform to the intent of these guidelines. It is the intent of this procedure that an employee avoid any action, whether or not specifically prohibited, which might result in or create the appearance of:

- i. using City position for private gain;
- ii. offering preferential treatment to any person;
- iii. impeding City efficiency or economy;
- iv. losing complete independence or impartiality;
- v. making a City decision outside of official channels;
- vi. affecting adversely the confidence of the public in the integrity of the City

3. Policy

a. Outside Employment

No employee may secure employment outside the City service except in accordance with the following conditions:

- i. Employee first files a written notification with his/her department director. The request must state the type and place of employment, the hours of work, and the employer's name. If the job

has more than one location, the employee must furnish the name, address, and telephone number of someone who will know his/her whereabouts.

- ii. The employee makes arrangements with the outside employer to be relieved from his/her duties if called for emergency work by the City. City employment is the first priority.
- iii. In the opinion of the employee's department director, the outside employment must not present a conflict of interest with City employment.

If any time outside employment interferes with an employee's job requirement or performance for the City, the department director may require the employee's resignation from his/her City employment, a modification in the conditions of the outside employment, or resignation from the outside employment.

b. Gratuities

- i. No employee shall solicit directly or indirectly any gratuity regardless of value from any person.
- ii. No employee shall accept directly or indirectly any gratuity, regardless of value, which is offered based upon any understanding that the vote, official action, or judgment of the employee would be influenced thereby.
- iii. An employee shall not accept a gift, gratuity, or reward in response to performing an official act or providing a specific service that requires a decision that may benefit the recipient.
- iv. An employee may accept unsolicited gratuities of a value up to and including \$100, provided such offer and acceptance do not violate the provisions of Florida Statute 112.313 - 112.318.
- v. City employees may accept gratuities without regard to value when such gratuities are offered to the City and are accepted on behalf of the City, with said gratuity to remain the property of the City.
- vi. Employees or their designee may accept, regardless of value, admission to events to which they are invited in their official, representative capacity as an official of the City of Largo.

This procedure shall not be interpreted to prevent an employee from entering into a bona fide business transaction for the services of or purchase of goods or materials from a person, firm, or corporation doing business with the City when no special benefit is accorded or sought by the employee, which is not otherwise available to other patrons.

c. Honoraria

A City employee may not accept an honorarium from anyone seeking to influence the governmental decision-making of the employee or the City, or who seeks to encourage the passage, defeat, or modification of any proposal or recommendation of the employee or the City either at the present time or who has done so in the preceding 12 months. In such cases, only acceptance of actual and reasonable transportation, lodging, and food and beverage expenses related to the honorarium event is permissible.

A City employee may not attend an event on City time for which an honorarium is received. If only actual expenses are received, then the employee's department director must approve attendance on City time.

d. Divulgence of Information

No employee shall furnish to anyone any information, other than public information, that was obtained as a result of employment with the City to gain personal advantage for himself/herself or another. This shall not be construed to limit, hinder, or prevent the divulgence or use of information in the performance of official duties, but shall prohibit the use of or providing of 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.

e. Coercion

An employee is prohibited from using or allowing a family member to use the employee's City employment to coerce or give the appearance of coercing a person to provide benefit to himself/herself, or another person, particularly one with whom the employee has family, business,

or financial ties.

f. Interest in contract with City - Employees of the City

No employee of the City of Largo shall be directly or indirectly employed by any person, firm, or corporation nor be interested, directly or indirectly, in any firm, or corporation having, or proposing to have, any contractual relation with or rendering, or proposing to render for any consideration, services to the City or any department, board, or agency thereof, when the approval, concurrence, decision, recommendation, or advice of the employee or member shall be sought, obtained, or required in any connection with such contract or service. No person, firm, or corporation having, or proposing to have any contractual relationship with, or rendering, or proposing to render for any consideration, services to the City, or any department, board, or agency of the City shall employ or have as an interested party, directly or indirectly, any employee of the City, when the approval, concurrence, decision, recommendation or advice of such employee shall be sought, obtained, or required in connection with such contract or service. No person, firm, or corporation shall be deemed to be proposing to have a contractual relation with the City or to be proposing to render services to the City unless such person, firm, or corporation shall submit a bid to the City for a City contract, shall make a contractual offer to the City, or shall request the City to consider entering a contractual relation with the person, firm, or corporation.

g. Penalty

Violation of these provisions by an employee of the City shall be sufficient cause for discipline pursuant to City Code of Conduct and may be cause for immediate dismissal.

4. Reporting Incidents of Potential Violation of Ethics Policy

City employees are required to promptly report all perceived violations of the City's Ethics Policy. If the employee is not comfortable with reporting the perceived violation to a supervisor or manager, or is not satisfied with the corrective action taken by the supervisor or manager, the employee must report the perceived violation to the Department Director, Assistant Director of Human Resources or the Human Resources Director.

CITY OF LARGO ADMINISTRATIVE POLICIES AND PROCEDURES MANUAL

Policy:	Hiring Process	Policy Number: E-01-22
Originating Department/Division: Human Resources		
Effective Date: May 1, 2015		Approved By:
Supersedes Policy:		Dated:
Hiring Process		08/28/03
Hiring Process		06/15/02
Hiring Process		04/01/14
Hiring Process		05/01/15

POLICY

This policy provides guidelines for the recruitment and selection process for all full- and part-time regular positions. The Hiring Process Policy incorporates previous policies and processes for criminal history checks, pre-employment physical and employee onboarding (formerly called sign in). Important tools to aid in the process such as: Recruitment Planning – Steps to Success Worksheet, Selected Applicant Checklist, Veterans Preference Summary are attached and can be found in the Human Resources Directory (Recruitment Important Forms folder) under the City Seal on all City desktops.

PROCEDURE

1. Recruitment Process

a. Create a Requisition in NEOGOV

The requisition is completed by the hiring department when a budgeted position is vacant, or upon receipt of a resignation to begin the process. It is electronically forwarded for approval to:

- i. Department Director
- ii. Assigned Management Analyst
- iii. Office of Management & Budget (OMB) Manager and Assistant City Manager

b. Planning

After approval, the hiring manager initiates a meeting with the Staffing & Recruitment Specialist to discuss specifics of posting, time frames and process.

c. Job Posting

The hiring manager will collaborate with the staffing & recruitment specialist to create the posting and supplemental questions to help target applicants who meet the minimum qualifications of the position.

- i. Internal: When the vacancy is expected to be filled from a pool of current employees, an internal posting for five (5) or more work days is initiated.
- ii. External: When consideration will be given to both internal and external applicants the posting will be active for ten (10) or more work days is initiated.

d. Advertising

1. Free Advertising

- 1. All jobs are posted to our website, governmentjobs.com, Monday Morning Briefing (MMB), ziprecruiter.com (who posts jobs to over 100 of the most visited job boards, websites and social networks), external email distribution to over 100 local business owners, community activists and others.

2. Paid Advertising

Since the department is charged back for costs associated with media advertising, the hiring

manager and staffing & recruitment specialist work closely to determine:

1. Content, time frames and placement for all additional advertising.
2. Suitable advertising venues to include professional associations, various online sites including those with large audiences (Tampa Bay Times, monster, etc.) and those with focused target audiences (niche sites that cater to public works, planning, solid waste, environmental services, IT/technology, library, recreation parks and arts, human resources, etc.) are discussed including cost that will be charged back to the department.
3. Department Director approves the advertising budget and Human Resources drafts and places the advertisement(s).

e. Application Review

Those listed as hiring managers on the requisition will receive applicant pools of those who meet the minimum qualifications as outlined in the supplemental questions. Applicant files include:

- i. Application
- ii. Resumes, certifications, DD-214, copies of certifications, drivers license, transcripts, training and/or any other attachments an applicant has chosen to upload to his/her applicant file, if any.
- iii. Candidates approved for veterans' preference will be highlighted for the hiring manager and include the number of points/% each applicant should receive at every step in the processes
- iv. Internal candidates will be highlighted for the hiring manager. Human Resources encourages offering an interview (telephone screen at a minimum) to internal applicants as a developmental opportunity, if possible.

2. Selection Process

- a. The hiring department will discuss the selection process with Human Resources to determine the best method to select the most suitable candidate(s) for the position, and to ensure selection validity and defensibility. *The hiring department will not conduct written or practical tests without the prior review and authorization from Human Resources.* The selection process may include as many of the following methods as determined appropriate:

i. Written Test

Online or hard copy test to demonstrate the applicant's general knowledge of the duties and responsibilities of the position.

ii. Practical Test

A practical test provides an actual demonstration of a portion or portions of the vacancy, e.g. typing test for speed and accuracy; driving equipment in a secured area that the applicant will be required to drive; or demonstrating the use and safety of a chain saw that is a required tool in the performance of the position.

iii. Assessment Center

An assessment center includes a number of selection process tools that are reviewed by an assessment panel. Assessment tools may include an in-basket task to determine how the applicant would handle or prioritize work-related issues; a verbal test to determine immediate response aptitude and/or verbal communications skills; a written or computer test; and/or a panel interview.

iv. Polygraph and/or Psychological

Fire Rescue and Police Departments utilize polygraph and/or psychological screens for specified classifications to assist in determining suitability for employment in public safety positions.

- b. After reviewing all qualified applicant files, the Department Hiring Manager and/or designee:
 - i. May conduct preliminary telephone screen as a selection tool to cull the list of finalists scheduled for a personal interview.
 - ii. A personal interview may be conducted by two employees or a panel interview including three or more employees. Sample interview questions may be obtained from the Human Resources

Department and actual interview questions should be reviewed by Human Resources at least three days prior to telephone or personal interviews in order for suggestions and feedback to be returned. If possible, a representative from Human Resources should participate in the interview process.

During the panel interview, the Prospective Employment Checklist (Form P067) is reviewed with each applicant. This form conveys important information to finalists necessary to know before accepting an offer of employment (For example, starting salary, assigned hours, required dress, emergency response level, any other unique aspects of the job (ie. 4 – 10 hour days, work outside, etc.), health insurance and mandatory retirement contribution. This form is located in our HR General Forms folder at:

home/largo/lg/largo_information/department_forms/HR/HR_GeneralForms_prospective_employee_checklist_r201410.pdf.prospempcheck.stwInterview

c. Employment Verification / Reference Checking

The hiring department is responsible for conducting employment verifications and reference checks for finalists. It is recommended that verifications include employers for the previous ten years and references checked for previous supervisors – 2 or 3 at a minimum. Sample questions may be obtained from the Human Resources Department.

3. After Selection – What's Next?

a. Prepare contingent offer letter to include:

- i. Tentative starting date
- ii. Starting salary

1. At range minimum can be included in the letter

2. Above range minimum

1. **Written approval from the City Manager is required** before the offer of employment

2. Create memo outlining the following information: Desired starting salary, rationale for request, backup documentation to confirm applicant's current salary and/or review of possible compression issues with recommendations to justify recommendation.

iii. Contingencies - Depending on the position requirements, the process may include:

1. Pre-Employment Physical

2. Drug Screen, if applicable

3. Background Investigation may includes

1. Criminal history check

2. Ten year background checklist

3. Degree verification (if required for job and/or if listed on application)

4. Driver license verification (if driving if required for the position)k (if position warrants). Only required when the job function of the vacancy includes responsibility for major purchasing or budget control.

5. Social media checks

4. Post Offer of Employment – Hiring Manager Follow Up

- **After** receiving notice that the post-offer physical and drug screen is acceptable, the hiring department will forward the following forms to the Human Resources Department **at least two-and-a-half work days** before the prospective employee is scheduled to begin work:

1. Executed Personnel Action Request PAR (/home/largo/lg/forms/personnel/p066par.stw) with appropriate signatures.

2. Employment Application with copies of all attachments (Cover Letter, resume, DD214, etc.).

3. Original Prospective Employee or Promotional, Demotion transfer Checklist.

4. Completed interview panel questionnaires (dated and signed).
 5. completed scoring sheets.
 6. Interview Form(s).
5. Neogov Notifications – Hiring Manager
1. notifying unsuccessful applicants and close the recruitment in Neogov by moving the selected applicant to hired.
 2. Staffing & Recruitment Specialist will provide training to those new to using Neogov or to those in need of refresher.
6. Onboarding Appointment – Can be scheduled on any Monday morning and will coincide with the employee's start date. After the date has been identified, Human Resources will forward an email to the new employee outlining:
1. Date, time and duration of onboarding session.
 2. Documents to complete in advance and what to bring to the session.
 3. What to expect after the session – report to work, go home (Part time employee not scheduled to work that day, etc.).

RECRUITMENT PLANNING – STEPS TO SUCCESS
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ROLE DEFINITIONS

Hiring Manager (HM) or designee

- Person assigned authority to oversee the hiring process from beginning to end
- Selects candidate for hire and makes contingent offer
- Primary department point of contact (POC) for Human Resources Recruiter
- Strategically guides the hiring process in collaboration with the assistance of the Recruiter

Human Resources Recruiter (HR)

- Primary Human Resources point of contact (POC) for the Hiring Manager(s)
- Consults with Hiring Manager to determine the recruitment plan (for example: establish milestones/time line, questions, advertising sources and scoring tools, etc.) and assists in helping to remove challenges during the during the process
- Collaborates with Hiring Manager(s) through the process until the selected candidates employment date
- May or may not participate on the interview panel

Subject Matter Expert (SME)

- Assigned by Hiring Manager to assist in screening, reviewing and ranking applicants throughout the hiring process
- Highly qualified, subject matter expert who best understands the technical aspects of the job requirements and can quickly provide feedback on applicant qualifications

Office Administrator (OA)

- Trusted coordinator assigned limited system administrator access for purposes of assisting Hiring Manager with the process.

STEPS

Step	Assigned				Description of Activity for both Internal & External Applicant
	HM	OA	HR	SME	
1	x				Notifies of separation date and reason.
2		x			Separation is processed.

3	x	x			Job requisition is entered into NeoGov.
4	x				After requisition approval, HR contacts recruiter to schedule meeting to develop Recruitment Project Plan (RPP) (including review of interview questions and/or appropriate testing).
5			x		Posts vacancy and advertise based on RPP. Reviews applications after closing date to determine those qualified. Highlights Veterans Preference and internal candidates and refer to HM.
6	x			x	Reviews applications, scores applicants (if appropriate) and selects candidates to move to the next step. See Veterans Preference Guidelines. Send interview questions to HR prior to interviews. Referred list can be used for 90 days from closing date of the posting.
	x				Conducts telephone screening interviews with top candidates to determine final list for panel interviews.
	x				Schedules in person interviews with selected candidate(s).
7	x	x			Prepares interviewing packets including approved interview questions and scoring tool, and secures logistical support (including equipment needed, etc.)
	x	x			Notifies rejected applicants via email in NeoGov.
8	x		x		Conducts interviews with selected panel. Oversees debriefing and scoring after interviews to ensure fairness and equality. Ranks applicants based on results carefully following state statutes regarding veteran preference.
9	x				Selects candidate, check references, recommends starting salary, secures approval to hire with department head and makes the contingent offer. After acceptance, completes the Selected Candidate Checklist.
10	x	x			Emails recruiter with selected candidate and copies the Office Administrator to begin internal processes.
	x	x			Prepares and submits PAR for approval. Closes requisition by moving candidate under Offered Position tab in NeoGov.
	x				Completes the Selected Applicant Checklist (below) and ensures PAR and all appropriate documentation are forwarded for approval and received by HR or it can delay scheduling an onboarding appointment.
			x		Sends Sterling E-Invite with link to complete background check authorization forms and data online. (Sends email requesting alias names and copy of DL and SS card in the same email on external selected candidates.) Schedules physical.
	x				Forwards contingent offer via email to selected candidate.
11			x		Coordinates physical and background screening process appropriate for position.
	x	x			Ensures Selected Applicant Checklist and all supporting documents have been completed, approved and received by HR or it can delay scheduling the onboarding appointment.
			x		When appropriate, notifies hiring manager of physical and background test results.
12	x				Notifies applicant that physical and background checks are clear and confirms start date.
	x				Notifies those interviewed (phone call/personal email is preferred and recommended for internal candidates) and rejected applicants (email template available in NeoGov) that position has been filled.
	x				Notifies recruiter of onboarding date (Mondays only) and start.
13	x		x		Emails confirmation to new employee (with cc to HM)

	x	x			NeoGov Adm – updates selected candidate's status to hired to close out record for metrics reporting.
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Selected Applicant Checklist
(To be completed by Hiring Manager)

Hiring Manager (HM) extends an employment offer to selected applicant, contingent upon successful background check conducted by HR. This process takes approximately 3-7 business days. If internal candidate, advise candidate additional background checks/physical may be applicable.

- ◆ If internal applicant, obtain their completed 'Prospective Promotion, Lateral, Demotion Checklist'
- ◆ Notify Recruiter & Office Administrator (OA) of selected candidate, via email.

If internal candidate - HR will advise HM of any additional items that might be required for background check. These can fall under two categories. New elements required for:

- (1) the new position
- (2) all background checks that were not conducted when employee was hired

- ◆ HM provides Personnel Action Request (PAR) information to OA to initiate the PAR process, to include all required signatures.
- ◆ HM submits complete package on *selected applicant* to HR for review. This package includes:
 - Executed PAR with complete data & signatures
 - Employment application
 - All printed information from Neogov (cover letter, resume, DD214, etc.)
 - Completed interview panel questionnaires (dated, signed)
 - Completed scoring worksheet
 - Completed reference checks
 - 'Prospective Checklist' or 'Promotional, Demotion, Transfer Checklist'
- ◆ Upon receipt of above items, the background check process is initiated by HR Analyst
- ◆ HR Analyst sends E-invite background check email to candidate requesting alias names, copy of drivers license and social security card and a link with mandatory background check requirements.
- ◆ HR schedules physical with selected candidate
- ◆ HR monitors internal progress of background check and physical, and communicates status updates, and final results to HM.
- ◆ HM works with HR to identify and secure a start date for onboarding/sign-in
- ◆ HM notifies applicant of successful background check and finalizes employment offer details with candidate. Notifies OA to initiate to send first day notice.
- ◆ HR sends "welcome email" to successful applicant.
- ◆ **HM returns full package of interview notes, test scores, etc. of all other unselected applicants to HR for filing.**

Veterans Preference Summary

- **Intent of Legislature:** Provide preference and priority for veterans in the hiring practices of the state and its political subdivisions
- Human Resources will highlight those veterans approved for preference *and* the number of points or percentage each candidate should receive.
- Only Minimum (*not preferred*) qualifications can be used when reviewing and/or scoring a candidate approved for preference.
- At any stage during the recruitment process, if the veteran does not move forward in the process, we must notify *in writing* with specific reasons based on state statute. Staffing & Recruitment Specialist can assist you in drafting your response
 - Department head must approve an offer to a non-Veteran candidate
 - All written communication should be sent by the Staffing & Recruitment Specialist from Neogov to ensure it is attached to the applicant file, if required, for future reference.
- An offer to a non-veteran candidate should not be made until all veterans in the pool have been notified.
 - We allow for comment (typically 5 business days) if the applicant did not meet minimum qualifications or was eliminated after the telephone screen.
 - Period for comment is not required if interviewed and email is sent with specifics as to why the veteran was not chosen.

Process

- **Applicant Pool Review** – All qualified candidates should be reviewed and a list of those who will be scheduled for telephone interviews identified
- **Interview Questions – Screening and/or In-person** – Please submit, several days in advance, to Staffing & Recruitment Specialist for review prior to interviews. Based on state statutes:

We **can not** exclude a vet from consideration because We **can** confirm:

- | | |
|--|--|
| <ul style="list-style-type: none"> - s/he listed a minimum salary requirement higher position to which applied and ask if s/he would be willing to offered, at this rate - they appear to be overqualified for the position based and education with upon our review of the application - others already telephone screened have some (or all) qualifications to of the preferred qualifications veteran will move - an internal candidate has applied for the job and would determine who will be require very little training (Veterans' Preference trumps minimum qualification local ordinances and union contracts) | <ul style="list-style-type: none"> - the title and starting salary of the than the posted rate amount accept a position, should one be - the minimum job responsibilities the applicant - the applicant meets minimum determine whether or not a forward in the process - Proceed with process to the best candidate given the |
|--|--|

- **Telephone Screen Interview** – Those approved for veterans' preference who meet the minimum qualifications for the position should receive a telephone screening interview.

- Individual scoring tool should be used so points can be added to a veterans' final score. If a hiring manager decides to schedule all veterans for in person interviews, scoring sheets for this phase are not required.
- Summary score sheet should be used to ensure preference points have been added
- If candidates approved for veterans' preference will not be telephone screened, an email must be drafted outlining specific reasons why the applicant does not meet the minimum qualifications for the position and sent from Neogov.
- **In-person Panel Interviews**
 - As outlined in the screening process, scoring tool and summary score sheet should also be used for panel interviews
 - When a panel is selected, care should be taken to ensure that each person has the available time to attend all applicant interviews for fairness and equity.
 - Scores should not be used from panel members who, for whatever the reason, can not attend all applicant interviews.
 - The Staffing & Recruitment Specialist should be included in all interviews when veterans' preference candidates present
- **Threshold Performance** – Per supplemental questions, all applicants must meet threshold performance of 70% (of 100%) or greater at every step in the recruitment process (telephone screen, testing – if required – and panel interview) in order to move forward to the next step.
- **Veteran not selected as finalist**
 - An offer to a non-veteran candidate should not be made until written notification to all veterans' preference candidates have been emailed. Department head must approve an offer to a non-Veteran candidate
 - Hiring Manager and Staffing & Recruitment Specialist will collaborate to draft email notification to veteran alerting them to the reason(s) why they have not met threshold performance using specific examples from the telephone screening or in-person interview and email will be sent from Neogov. Vague wording should be avoided such as:
 - not having a unique blend of skills, or
 - lacks experience with COL unique programs, technology and/or systems, etc.
 - Scoring tool should be used to ensure appropriate points are added. Human Resources has developed generic scoring tools that total 100 points for ease of use that can be easily updated to your department needs. The following documents can be found in shared our HR directory under the City's Seal on our desktops under: City Forms / Forms from HR / Recruitment Important Forms:
 - Interview Scoring Professional Positions (2 sheets – scoring with and without a Writing Sample, Presentation or Short Answer Test)
 - Interview Scoring Nonexempt Positions (2 sheets – scoring with and without a Writing Sample, Presentation or Short Answer Test)
 - Peer Rating Template (with scoring)
 - Peer Feedback Template (no scoring)
 - Generic Interview Ranking Sheet Summary (Showing Veterans' Preference Points)
 - After interviews are completed, the hiring manager should average all scores, include approved veterans' preference points and complete the Interview Ranking Sheet that will be forwarded to HR with all other appropriate.

Important

- **Veteran Approved for Disability Preference (30% or greater)**

- Disabled veteran moves to the top of the list
- Automatically added to the telephone screening interview list if meets minimum qualifications
- If threshold performance (70%) is met, candidate should move forward to in-person panel interview
- If threshold performance (70%) is met during in-person interview, candidate should be offered the job
- The normal ranking of applicants by interview scores (high to low) does not apply to veterans in this category
- **If a veteran in this category does not meet threshold performance in any stage and does not move forward, written notification including specific reason(s) why *must be emailed from Neogov*. Email including rationale must be reviewed by human resources prior to response being sent to veteran.**

CITY OF LARGO ADMINISTRATIVE POLICIES AND PROCEDURES MANUAL		
Policy:	Discount Program	Policy Number: E-01-23
Originating Department/Division: Human Resources		
Effective Date: May 1, 2004		Approved By:
Supersedes Policy: Discount Program		Dated: 11/01/01

POLICY

The Human Resources Department maintains a list of all businesses who offer discounts on products and services to City employees and their families. The City does not solicit discounts nor receive any compensation for approving the discounts or distributing materials advertising them. The City does not guarantee the quality of services or products for which discounts are received. The City does not guarantee the legitimacy of any discount offered. The final decision to utilize a discount rests with each employee.

With the exception of the Police and Fire Rescue Departments, discounts offered to City employees must be offered to all City employees, not just to employees in any specific department or work unit.

City-wide employee discounts are subject to approval by the Human Resources Director.

Discounts offered to employees within the Police and Fire Rescue Departments are subject to approval by the respective Department Director.

Approval of discounts will be withheld when the discount is clearly offered in anticipation of preferential treatment in the delivery of City services or exercise of regulatory authority, or represents a conflict of interest with the City's ethics and values.

PROCEDURE

1. Vendors interested in offering discounts to City employees will contact the Risk and Benefits Technician in the Human Resources Department.
2. Vendors will detail the discount offer in writing to ensure a clear understanding of the vendor's offer, restrictions, and requirements (i.e., City ID or vendor coupon).
3. Human Resources will initially list the discounts on the electronic bulletin board.
4. Employees will be notified of time-sensitive ticket sales by use of flyers with biweekly paychecks.
5. Ongoing offers will also be printed in the discount program flyer.
6. Employees may print out the discount program flyer, check off any areas of interest, and send the flyer by interoffice mail to Human Resources. The flyer details which discounts require producing a City photo ID badge and which require a discount card.
7. Discount cards and brochures will be returned to the employee via interoffice mail, or may notify Human Resources that they will pick up the information.
8. The Police and Fire Rescue Departments will establish similar procedures for their departments.

CITY OF LARGO ADMINISTRATIVE POLICIES AND PROCEDURES MANUAL		
Policy:	Sick Leave Transfer	Policy Number: E-01-25
Originating Department/Division: Human Resources		
Effective Date: January 25, 2008		Approved By:
Supersedes Policy:		Dated:
Sick Leave Transfer		02/02/07
Sick Leave Transfer		02/01/07
Sick Leave Transfer		09/01/03
Sick Leave Transfer		07/01/02
Sick Leave Transfer		04/05/94

POLICY

Employees who have exhausted all accumulated leave due to an extended illness or injury, or an illness or injury of a member of the employee's household, may be eligible to receive transferred sick leave from other employees. With approval from the City Manager, the transfer of sick leave from one employee to another will be governed by the Human Resources Department.

PROCEDURE

1. The full- or part-time regular employee with a minimum of one year of employment at the time of the Sick Leave Transfer Request may submit a request, with Department Director approval, to Human Resources. Such request will include a doctor's statement indicating the nature of the illness/injury and the anticipated time needed for recovery.
2. Human Resources will review the following factors and submit to the City Manager for final approval:
 - a. Length of permanent employment.
 - b. The amount of time already used for this specific situation.
 - c. Patterns of sick leave previously used prior to the event.
 - d. Eligibility for long-term disability insurance.
 - e. The employee's work record and job performance.
3. The City Manager shall have sole and final discretion in the authorization of sick leave transfer.
4. If approved, a memo will be distributed by the Human Resources Department to all departments with instructions on how to contribute.
 - a. Contributions will be made in one-hour increments to a maximum of eight hours per employee. The contributing employee will be notified when the sick leave is deducted from his/her account.
 - b. A maximum combined contribution of 160 hours will be transferred into the employee's sick leave record.
 - i. Any unused portion of the donated sick leave will remain in the contributing employee's record.
 - ii. Contributions in excess of 160 hours will be kept on file in the event the requesting employee has need beyond the initial request.
5. Sick leave contributions will have no bearing on the donor's sick leave usage.
6. An employee who has been denied sick leave transfer, can bring additional information for consideration to the Department Director.

CITY OF LARGO ADMINISTRATIVE POLICIES AND PROCEDURES MANUAL		
Policy:	Veteran's Preference	Policy Number: E-01-26
Originating Department/Division: Human Resources		
Effective Date: July 1, 2014		Approved By:
Supersedes Policy: Veteran's Preference		Dated: August 15, 2013

POLICY

The City of Largo, in keeping with the federal and state veteran's preference statute, will provide preference and priority for veterans in hiring and promotional practices as defined by federal and state guidelines. It is important to note that when a non-veteran is more qualified he/she can be hired/promoted before a veteran. Preference must be shown at each step in the process. Human Resources will work with each department to ensure compliance with the law.

PROCEDURE

Vacant positions that receive Veteran's Preference must:

- Be open to all applicants (promotions are covered on Page 2 of this policy)
- Not be temporary or part-time
- Not be for training
- Not be an internship
- Not be without benefits (part-time)
- Not be Heads of Departments/positions which require licensure for a Doctor or Lawyer, etc.

Types of Eligibility for Veteran's Preference includes:

1. Service Connected Disability when a Veteran is receiving compensation for a Service Connected Disability (10% or greater).
2. Spouse of Veteran Unable to Work/Veteran has a Permanent and Total Service Connected Disability; or spouse of a veteran that is missing in action, captured in the line of duty by a hostile force, or detained or interned in the line of duty by a government or power.
3. A Veteran of any war, who has served at least one day during that war time period as defined in subsection 1.01 (14) or who has been awarded a campaign or expeditionary medal. Active duty for training shall not be allowed for eligibility under this paragraph. Wartime Veteran/War Time Eras include:
 - World War II 12/07/41 – 12/31/46
 - Korean Conflict 6/27/50 – 01/31/55
 - Vietnam Era 02/28/61 – 05/07/75
 - Persian Gulf War 08/02/90 – 01/02/92
 - Operation Enduring Freedom 10/07/01 – to be determined
 - Operation Iraq Freedom 03/19/03 – to be determined
 - Operation New Dawn 09/01/10 – to be determined

Campaigns of Granada, Kosovo, and Panama receive Veteran's Preference only if they get an expeditionary medal or campaign medal. Also, the Global War on Terrorism Expeditionary Medal is approved to receive Veteran's Preference.

4. Unremarried Spouse of a Veteran who Died of a Service Connected Disability.
5. The mother, father, legal guardian, or unremarried spouse who died as a result of military service under combat related conditions.
6. All Veterans as defined in Section 1.01(14) Florida Statute. Active duty training does not count.
7. A current member of any reserve component of US Armed Forces or the Florida National Guard.

For details regarding documentation required for each category, please go to: floridavets.org/benefits-services/employment/.

Eligibility Requirements (All supporting forms/information must be attached and submitted with the employment application before the closing date.)

1. Veteran must submit a DD214 (Member 4 copy), or comparable document to provide the following information:
 - military status/branch
 - date entered service
 - date separated service
 - discharge status (must list character of service upon discharge)
2. Honorable discharge is required for preference. Less than an Honorable Discharge may include:
 - General Discharge
 - General Discharge/Under Honorable Conditions
 - Undesirable Discharge/Under Other Than Honorable Conditions
 - Bad Conduct Discharge/Special Court Martial
 - Dishonorable Discharge/Bad Conduct Discharge/General Court Martial
 - Uncharacterized (accident during basic training, etc.)
3. Disabled veteran and/or spouse, mother, father or legal guardian requesting preference must attach appropriate documentation for the category requested at the time of application.
 - Proof of Service Connected Disability Award and amount of award,
 - Marriage Certificate,
 - Death Certificate,
 - Permanent and Total (PT) Disability Award Letter,
 - Military Orders,
 - Drivers' License, etc.

For details regarding all the required documentation required for each specific category, please go to: floridavets.org/benefits-services/employment/

Veteran's Preference for Promotional Positions:

When an employee in a covered position leaves employment of the City to serve in the Armed Forces (active deployment), and separates with an Honorable Discharge, the Veteran shall be given preference for promotion applicable only to the veterans' first promotion after reinstatement or reemployment without exception. Once the

veteran attains the promotion, veteran's preference cannot be used for another promotion, unless the employee is again actively deployed to serve in the Armed Forces and again separates with an Honorable Discharge. A DD214 should be on file with the employer, and may not be a requirement of the applicant.

Qualified Veteran Applicant Must:

1. Respond to open vacant announcement
2. Submit application for employment
3. Meet all minimum requirements
4. Submit all required documents, including DD214, or comparable document

Employer Obligations:

1. In the event two individuals are equally qualified and one is a veteran, the veteran will be awarded the position. Applicants who meet preferred qualifications of a job description cannot preclude veterans from being considered if the veteran meets the minimum qualifications of the position.
2. Veterans, who are equally qualified or better qualified than the other top candidates, with a 30% or greater disability in a numeric system, will go to the top of the roster.

CITY OF LARGO ADMINISTRATIVE POLICIES AND PROCEDURES MANUAL		
Policy:	Acting Pay	Policy Number: E-02-24
Originating Department/Division: Human Resources		
Effective Date: May 1, 2004		Approved By:
Supersedes Policy: Acting Pay Acting Pay		Dated: 07/01/02 04/05/94

POLICY

Any employee, excluding those who fall under the Acting Officer provisions in either Police or Fire contracts, shall be compensated for acting in a higher classification.

PROCEDURE

1. All employees will be expected to cover on a temporary basis for vacations, illness, normal search to fill job vacancies, or absences less than three weeks in length. In such cases, no increase in pay will be warranted.
2. An acting designation will only be given an employee who will be performing duties significantly different from those the employees would normally be called upon to perform. Acting pay will be effective the first payday of a payroll period closest to the acting status appointment. An employee who is in an acting capacity and is requested to train the new employee who fills the position shall be compensated by being allowed to remain in acting status for a maximum of two (2) weeks. In such instances, the employee's salary will be increased to the minimum of the range in the higher classification or five percent (5%), whichever is greater.
3. A Personnel Action Request form (PAR) will be prepared designating the period of time the employee will serve in the acting capacity (if not known, an estimate), along with a reason for the acting status.
4. A Personnel Action Request form will be prepared upon completion of the acting status placing the employee back into his/her regular rate of pay effective the first day of a payroll period closest to the completion of the acting status.

CITY OF LARGO ADMINISTRATIVE POLICIES AND PROCEDURES MANUAL		
Policy:	Notice of Privacy Practices/HIPAA	Policy Number: E-04-26
Originating Department/Division: Human Resources		
Effective Date: March 1, 2004		Approved By:
Supersedes Policy: N/A		Dated: N/A

POLICY

The following outlines the City of Largo's policy concerning the Health Insurance Portability and Accountability Act (HIPAA) Privacy Rules. It is important to inform employees about how medical information about an employee may be used and disclosed, and how an employee can get access to this information per the Health Insurance Portability and Accountability Act (HIPAA). Employees may find these rules at 45 Code of Federal Regulations parts 160 and 164. This policy attempts to summarize the regulations. The regulations will supersede any discrepancy between the information in this policy and the regulations.

PROCEDURE

The City of Largo utilizes a fully insured group health plan provider, ("The Plan"). Therefore, the City of Largo does not receive any Protected Health Information (PHI) concerning the administration of its group healthcare plan.

The City of Largo is required by law to take reasonable steps to ensure the privacy of your personally identifiable health information and to inform you about:

- The Plan's uses and disclosures of Protected Health Information ("PHI");
- Your privacy rights with respect to your PHI;
- The Plan's duties with respect to your PHI;
- Your right to file a complaint with the Plan and to the Secretary of the Department of Health and Human Services; and
- The person or office to contact for further information about the Plan's privacy practices.

THE TERM "PROTECTED HEALTH INFORMATION" ("PHI") INCLUDES ALL INDIVIDUALLY IDENTIFIABLE HEALTH INFORMATION TRANSMITTED OR MAINTAINED BY THE PLAN, REGARDLESS OF FORM (ORAL, WRITTEN, ELECTRONIC).

Section I. Notice of PHI Uses and Disclosures

Required PHI Uses and Disclosures

Upon your request, the Plan is required to give you access to certain PHI in order to inspect and copy it.

The Secretary of the Department of Health and Human Services may require the use and disclosure of your PHI to investigate or determine the Plan's compliance with privacy regulations.

Uses and Disclosures to Carry out Treatment and Health Care Operations

The Plan and its business associates will use PHI without your consent, authorization, or opportunity to agree or object to carry out treatment, payment, and health care operations as deemed necessary by the Plan.

Treatment is the provision, coordination, or management of health care and related services. It also includes, but is not limited to, consultations and referrals between one or more of your providers. For example, the Plan may disclose to a treating orthodontist the name of your treating dentist so that the orthodontist may ask for your dental x-rays from the treating dentist.

Payment includes, but is not limited to, actions to make coverage determinations and payment (including billing, claims management, subrogation, plan reimbursement, reviews for medical necessity and appropriateness of care, and utilization review and pre-authorization). For example, the Plan may tell a doctor whether you are eligible for coverage or what percentage of the bill will be paid by the Plan.

Health care operations include, but are not limited to, quality assessment and improvement, reviewing competence or qualifications of health care professionals, underwriting, premium rating, and other insurance activities related to creating or renewing insurance contracts. It also includes disease management, case management, conducting or arranging for medical review, legal services and auditing functions including fraud and abuse compliance programs, business planning and development, business management, and general administrative activities. For example, the Plan may use information about your claims to refer you to a disease management program, project future benefit costs, or audit the accuracy of its claims processing functions.

Uses and Disclosures that Require your Written Authorization

Your written authorization generally will be obtained before the Plan will use or disclose psychotherapy notes about your conversations with your mental health professional during a counseling session. They do not include summary information about your mental health treatment. The Plan may use and disclose such notes when needed by the Plan to defend against litigation filed by you.

Uses and Disclosures that Require you be Given an Opportunity to Agree or Disagree Prior to the Use or Release

Disclosure of your PHI to family members, other relatives, or your close personal friends is allowed if:

- The information is directly relevant to the family member's or friend's involvement with your care or payment for that care; and
- You have either agreed to the disclosure or you have been given a clear opportunity to object and have not objected.

Uses and Disclosures for which Consent, Authorization, or Opportunity to Object is not Required

Use and disclosure of your PHI is allowed without your consent, authorization, or request under the following circumstances.

1. When required by law.
2. When permitted for purposes of public health activities, including reporting product defects, permitting product recalls, and conducting post-marketing surveillance. PHI may also be used or disclosed, if authorized by law, if you have been exposed to a communicable disease, or are at risk for spreading a disease or condition.
3. When authorized by law to report information about abuse, neglect, or domestic violence to public authorities if there exists a reasonable belief that you may be the victim of abuse, neglect, or domestic violence. In such case, the Plan will promptly inform you that such a disclosure has been or will be made unless that notice would cause a risk or serious harm. For the purpose of reporting child abuse or neglect, it is not necessary to inform the minor that such a disclosure has been made or will be made. Disclosure may generally be made to the minor's parent(s) or other representative(s) although there may be circumstances under federal or state law when the parent(s) or other representative(s) may not be given access to the minor's PHI.
4. The Plan may disclose your PHI to a public health oversight agency for oversight activities authorized by law. This includes uses or disclosures in civil, administrative, or criminal investigations, inspections, licensure, or disciplinary actions (for example, to investigate Medicare or Medicaid fraud).
5. The Plan may disclose PHI when required for judicial or administrative proceedings. For example, your PHI may be disclosed in response to a subpoena or discovery required provided certain conditions are met. One of those conditions is that satisfactory assurances must be given to the Plan that the requesting party has made a good faith attempt to provide written notice to you, and the notice provided sufficient information about the proceeding to permit you to raise an objection, and no objections were raised, or any objections raised were resolved in favor of disclosure by the court or tribunal.

6. When required for law enforcement purposes (for example: to report certain types of wounds).
7. For law enforcement purposes, such as: identifying or locating a suspect, fugitive, material witness, or missing person. Also, when disclosing information about an individual who is or is suspected to be a victim of a crime but only if the individual agrees to the disclosure or the covered entity is unable to obtain the individual's agreement because of emergency circumstances. Furthermore, the law enforcement official must represent that the information is not intended to be used against the individual, the immediate law enforcement activity would be materially and adversely affected by waiting to obtain the individual's agreement, and disclosure is in the best interest of the individual as determined by the exercise of the Plan's best judgment.
8. When required to be given to a coroner or medical examiner for the purpose of identifying a deceased person, determining a cause of death, or other duties as authorized by law. Also, disclosure is permitted to funeral directors, consistent with applicable law, as necessary to carry out their duties with respect to the decedent.
9. The Plan may use or disclose PHI in connection with certain research activities.
10. When consistent with applicable law and standards for ethical conduct if the Plan, in good faith, believes the use or disclosure is necessary to prevent or lessen a serious and imminent threat to the health or safety of a person or the public and the disclosure is to a person reasonably able to prevent or lessen the threat, including the target of the threat.
11. When authorized by and to the extent necessary to comply with workers' compensation or other similar programs established by law.

EXCEPT AS OTHERWISE INDICATED IN THIS NOTICE, USES AND DISCLOSURES WILL BE MADE ONLY WITH YOUR WRITTEN AUTHORIZATION SUBJECT TO YOUR RIGHT TO REVOKE SUCH AUTHORIZATION.

Section 2. Rights of Individuals

Right to Request Restrictions on PHI Uses and Disclosures

You may request the Plan to restrict uses and disclosures of your PHI to carry out treatment, payment or health care operations, or to restrict uses and disclosures to family members, relatives, friends, or other persons identified by you who are involved in your care or payment for your care. However, the Plan is not required to agree to your request.

The Plan will accommodate reasonable requests to receive communications of PHI by alternative means or at alternative locations. You or your personal representative will be required to complete a form to request restrictions on uses and disclosures of your PHI. Such requests should be made to the Privacy Officer.

Right to Inspect and Copy PHI

You have a right to inspect and obtain a copy of your PHI contained in a "Designated Record Set" for as long as the Plan maintains the PHI.

"Designated Record Set" includes the medical records and billing records about individuals maintained by or for a covered health care provider; enrollment, payment, billing, claims adjudication, and case or medical management record systems maintained by or for a health plan; or other information used in whole or in part by or for the covered entity to make decisions about individuals. Information used for quality control or peer review analysis and not used to make decisions about individuals is not in the Designated Record Set.

The requested information will be provided within 30 days if the information is maintained on site, or within 60 days if the information is maintained off site. A single 30 day extension is allowed if the Plan is unable to comply with the deadline.

Requests for access to your PHI should be made to the Privacy Officer. You or your personal representative will be required to complete a form to request access to the PHI in your Designated

Record Set. If access is denied, you or your personal representative will be provided with a written denial setting forth the basis of the denial, a description of how you may exercise those review rights, and a description of how you may complain to the Secretary of the U.S. Department of Health and Human Services.

Right to Amend PHI

You have the right to request the Plan to amend your PHI or a record about you in a Designated Record Set for as long as the PHI is maintained in the Designated Record Set.

The Plan has 60 days after the request is made to act on the request. A single 30 day extension is allowed if the Plan is unable to comply with the deadline. If the request is denied in whole or in part, the Plan must provide you with a written denial that explains the basis for the denial. You or your personal representative may then submit a written statement disagreeing with the denial and have that statement included with any future disclosures of your PHI.

Requests for amendment of PHI in a Designated Record Set should be made to the Privacy Officer. You or your personal representative will be required to complete a form to request amendment of the PHI in your Designated Record Set.

The Right to Receive an Accounting of PHI Disclosures

At your request, the Plan will also provide you with an accounting of disclosures by the Plan of your PHI during the six years prior to the date of your request. However, such an accounting need not include PHI disclosures made:

- to carry out treatment, payment or health care operations;
- to individuals about their own PHI; or
- prior to the compliance date.

If the accounting cannot be provided within 60 days, an additional 30 days is allowed if the individual is given a written statement of the reasons for the delay and the date by which the accounting will be provided.

If you request more than one accounting within a 12-month period, the Plan will charge a reasonable, cost-based fee for each subsequent accounting.

The Right to Receive a Paper Copy of This Notice Upon Requested

To obtain a paper copy of this Notice, contact the Privacy Officer.

A Note About Personal Representatives

You may exercise your rights through a personal representative. Your personal representative will be required to produce evidence of his/her authority to act on your behalf before that person will be given access to your PHI or allowed to take any action for you. Proof of such authority may take one of the following forms:

- A power of attorney for health care purposes, notarized by a notary public;
- A court order of appointment of the person as the conservator or guardian of the individual; or
- An individual who is the parent of a minor child.

The Plan retains the discretion to deny access to your PHI to a personal representative to provide protection to those vulnerable people who depend on others to exercise their rights under these rules and who may be subject to abuse or neglect. This also applies to personal representatives of minors.

Section 3. The Plan's Duties

Generally

The Plan is required by law to maintain the privacy of the PHI and to provide individuals (participants and beneficiaries) with notice of its legal duties and privacy practices.

This notice is effective beginning April 14, 2004 and the Plan is required to comply with the terms of this Notice. However, the Plan reserves the right to change its privacy practices and to apply the changes to any PHI received or maintained by the Plan prior to April 14, 2004. If a privacy practice is changed, a revised version of this Notice will be provided to all past and present participants and beneficiaries for who the Plan still maintains PHI.

Any revised version of this Notice will be distributed within 60 days of the effective date of any material change as to the uses of disclosures, the individual's rights, the duties of the Plan, or other privacy practices stated in this Notice.

Minimum Necessary Standard

When using or disclosing or when requesting PHI from another covered entity, the Plan will make reasonable efforts not to use, disclose, or request more than the minimum amount of PHI necessary to accomplish the intended purpose of the use, disclosure, or request, taking into consideration practical and technological limitations.

However, the minimum necessary standard will not apply in the following situations:

- Disclosures to or requests by a health care provider for treatment;
- Uses or disclosures made to the individual;
- Disclosures made to the Secretary of the U.S. Department of Health and Human Services;
- Uses or disclosures that are required by law; and
- Uses or disclosures that are required for the Plan's compliance with legal regulations.

De-identified information or records contain no health information from which an individual's identity could reasonably be obtained. This notice does not apply to de-identified information.

In addition, the Plan may use or disclose "summary health information" to the plan sponsor for obtaining premium bids; or modifying, amending, or terminating the group health plan, which summarizes the claims history, claims expenses, or type of claims experienced by individuals for who a plan sponsor has provided health benefits under group health plan, and from which identifying information has been deleted in accordance with HIPAA.

Section 4. Your Right to File a Complaint With the Plan or the HHS Secretary

If you have any questions regarding this Notice or the information addressed in it, you may contact the Privacy Officer. The City of Largo's Privacy Officer is the Employee Benefits Coordinator, who may be reached by phone at (727) 586-7448, extension 7448 or in writing at P.O. Box 296, Largo, FL 33779. You will be notified if and when there is a change with respect to the Privacy Officer.

CITY OF LARGO ADMINISTRATIVE POLICIES AND PROCEDURES MANUAL

Policy:	Federally Designated Day of Observance	Policy Number: E-05-27
Originating Department/Division: Human Resources		
Effective Date: February 1, 2005		Approved By:
Supersedes Policy: N/A		Dated: N/A

POLICY

The federal government occasionally designates a day in commemoration of a specific event as a National Day of Mourning or a National Day of Celebration.

PROCEDURE

On such designated days of observance, all City of Largo functions will continue as usual. Employees wanting to participate in ceremonial functions of the day may request vacation or personal option leave. Department Directors will authorize the leave as staffing levels permit.

CITY OF LARGO ADMINISTRATIVE POLICIES AND PROCEDURES MANUAL		
Policy:	Employee Referral Incentive Program	Policy Number: E-07-28
Originating Department/Division: Human Resources		
Effective Date: April 2, 2007		Approved By:
Supersedes Policy: N/A		Dated: N/A

POLICY

It is the policy of the City of Largo to grant recruitment referral awards to eligible employees for referring candidates who are hired to fill regular full-time positions.

The purpose of this program is to increase awareness that every employee is a “talent scout” and to reward those employees who refer qualified, competent hires. All employees are eligible to receive a referral award according to the eligibility guidelines defined below.

PROCEDURE

Eligibility

Employees not able to receive the incentive:

- Human Resources Department employees
- Department Directors and Operational Managers
- Supervisors or employees for positions that are under their direct management responsibility, or in which they participate in the interviewing, evaluation, or selection of the candidate

The program excludes any candidate referred through an outside agency, or who has been a previous employee of the City of Largo.

The new employee referral may not be a spouse or dependent and an employee.

Procedure

The amount of the referral incentive is \$100 upon initial hire and \$200 upon completion of one year of employment.

- To qualify for a referral award, the referring employee's name must appear in the employment application on the Applicant Data Sheet under “How did you learn about this position?”
- If more than one referring employee is listed as a referral, the award will be divided equally among the referring employees.
- It is the referring employee's responsibility to submit the Request for Referral Award form within 30 days of the referred employee's hire date in order for the award to be processed.

Payment of Awards

- Both the recipient and the new employee must be active employees at the time the award is paid.
- The first installment will be paid when the new employee is hired. After completion of one year, the second installment will be paid.
- Recruiting awards are considered taxable and are subject to applicable federal, state, and local taxes.

CITY OF LARGO ADMINISTRATIVE POLICIES AND PROCEDURES MANUAL		
Policy:	Employee/Operational Manager of the Quarter	Policy Number: E-07-29
Originating Department/Division: Human Resources		
Effective Date: January 9, 2014		Approved by:
Supersedes Policy:		Dated:
Employee/Operational Manager of the Quarter		04/01/10
Employee/Operational Manager of the Quarter		07/01/09
Employee/Operational Manager of the Quarter		05/14/07
Employee of the Quarter		09/01/06

POLICY

In order to recognize employees and operational managers for their efforts and accomplishments, an employee recognition program has been developed. The goal of this program is to recognize those employees who provide superior service and exhibit outstanding performance consistent with the City's Mission, Vision, and Values.

The recognition of the employees and operational managers consists of:

- Recognition in the City Manager's Report
- A framed recognition certificate presented at a Commission Meeting
- Recognition in the Monday Morning Briefing
- 8.0 hours of Personal Time
- Highlight on the Largo.com/EOQ

PROCEDURE Eligibility for Employee of the Quarter

- Full-time and part-time employees
- Temporary employees with more than one year of service
- Probationary employees may not be considered for "Employees of the Quarter"

Nomination Process Nominations may be submitted for any employee who exhibits outstanding performance of their assigned duties or additional duties, whether within the quarter or over an extended period of time. Nominated employees should be employees others would want to emulate.

- Anonymous applications will not be accepted – please see nomination form
- Any employee is able to submit a nomination – self-nomination is not allowed
- Nominations may be submitted on hard copy or electronically no later than the last week of the nomination quarter
- Nomination forms can be found at: /home/largo/lg/forms/citywide/emp_recognition/template.stw
- HR Department will review nomination forms for any discipline and/or performance issues
- Committee members will receive copies of the nomination to allow for a minimum of a full week of review

Employees of the Quarter Selection Process

- Upon receipt of the nominations, it is the committee members' responsibility to gather information from their department, including the nominees' supervisor, to assist with the election decision

- Up to four (4) employees will be selected as Employees of the Quarter
- Voting procedures will consist of numeric ranking
- Selections should be completed to allow for the announcement at the next scheduled Regular Commission meeting

Operational Manager of the Quarter

- An Operational Manager may be recognized as Operational Manager of the Quarter
- The Employee of the Quarter Selection Committee will select the Operational Manager of the Quarter
- The same nomination form and criteria will be utilized to nominate Operation Managers
- The same awards will be granted as the Employees of the Quarter

Employee of the Quarter Selection Committee

- Each Department Director will assign a member and alternate member to the Employee of the Quarter Selection Committee
- Each Committee Member must contact the alternate if the Committee Member is not able to attend the quarterly meeting.

*The Committee Member or Alternate must read the nomination forms in advance of the Employee of the Quarter Selection Committee meeting, and provide necessary detail if there is a nominee from their department.

*The Employee of the Quarter Selection Committee will select a Chairperson by simple majority to run the Committee and voting process. A Vice-Chairperson will also be selected by simple majority to serve in the absence of the Committee Chairperson.

CITY OF LARGO ADMINISTRATIVE POLICIES AND PROCEDURES MANUAL		
Policy:	New Employee Mentor Program	Policy Number: E-08-30
Originating Department/Division: Human Resources		
Effective Date: January 1, 2008		Approved By:
Supersedes Policy:		Dated:

POLICY

The purpose of this policy is to establish guidelines for the new employee mentor program, and to define the role and responsibilities of the new employee mentor.

1. Members of the department will be trained, selected, and utilized as mentors for new employees with the primary objective of being a resource to help make a successful transition into their new work environment. The mentoring process is intended to promote career growth of the new hire employees by providing support, encouragement and guidance during their initial probationary period.
2. The department shall develop protocol for the administration and operation of the program. New Employee Mentors shall be accountable to the adherence of the departmental protocol.
3. Communications between the new employee/protégés and their assigned mentor shall remain confidential to ensure the integrity of the relationship unless allegations of criminal or serious misconduct are discussed.
4. Participation as a mentor in the program is voluntary.

Definitions:

1. New Employee Mentor: A regular status employee who volunteers to serve as a program mentor and who provides guidance, support and fosters the progress of a newly-hired probationary employee, most normally of equal rank.
2. New Employee/Protégé: A newly hired probationary employee who receives help, guidance, and support from an agency assigned mentor.
3. Formal Mentoring: A deliberate pairing of a more experienced person with a new employee with the goal of anchoring the new employee into the organization and fostering personal growth, career development, and skill enhancement to achieve his/her maximum potential.
4. Mentor Program Coordinator: The selected or appointed person(s) within each department who is responsible for the administration of the New Employee Mentoring program.
5. Mentoring Program Advisory Committee (optional): A panel consisting of the Mentor Coordinator, FTO Coordinator (Police), Training Section Supervisor, Mentors and line supervisors. The panel serves as the steering committee by reviewing and evaluating the program performance and making recommendations for improvement to executive staff.

PROCEDURE

As an integral part of recruiting, hiring and training, each newly-hired employee will initially be placed into the New Employee Mentor Program where he/she will be paired with a non-probationary employee who will serve as a new employee mentor. The mentor will serve as an advisor, supporter, contact person, and resource for information.

1. Selection of Mentors
 - a. The process for selecting mentors will be determined by each department relative to particular operations and functions within each department.

- b. Minimum requirements to be a mentor will be non-probationary, regular status employees.
- c. Once a pool of mentors is established, the department will assign a mentor to the new employee/protégé.

2. Role of Mentors

- a. It is important that mentors are fully aware of the importance of their role and are committed to fulfilling their responsibilities. All mentors will be trained in the skills of mentoring and will be required to attend mentor meetings as determined by their department. Once a mentor is assigned to a newly-hired employee, duties will include:
 - i. Personally meeting with the new employee before reporting to his/her new position/assignment for the purpose of introductions, if possible, and to explain the mentoring program policy, goals, expectations and benefits.
 - ii. Periodically contact the new employee to provide professional guidance and support, and to provide information as needed.
- b. The mentor should provide guidance and support, as opposed to making decisions for the new employee/protégé.
- c. The mentor is not to interfere with or undermine the supervisors or other personnel assigned to train or supervise the new employee/protégé.

CITY OF LARGO ADMINISTRATIVE POLICIES AND PROCEDURES MANUAL		
Policy:	Recognition of Employee Hospitalization/Death	Policy Number: E-08-31
Originating Department/Division: Administration		
Effective Date: May 3, 2011		Approved By:
Supersedes Policy: Flower Purchases		Dated: November 1, 2008

POLICY

Each department is encouraged to contact the City Manager's Office in the event an employee is admitted to the hospital. It is customary for the City Manager or designee to visit the injured/recuperating employee and/or send a card (or flowers if circumstances are severe/catastrophic) to the employee's residence. In the event of the death of an employee the City will send an arrangement. Notification to the City Manager's office is the responsibility of each department.

PROCEDURE

1. Each City department will notify the Secretary to the City Manager when an employee has been admitted to the hospital or in the event of the death of an employee.
2. The department must provide the Secretary to the City Manager with the employee's name, name of the hospital, room number, and length of stay. In the event of an employee death, the department must provide the Secretary to the City Manager with the employee's name; name, address, and phone number of the funeral home and any funeral details. A contact person in the affected department is also requested be given in the event additional information is required.
3. The City Manager's Office will send a citywide email notification upon the death of an employee.

CITY OF LARGO ADMINISTRATIVE POLICIES AND PROCEDURES MANUAL

Policy: Long Term Disability	Policy Number: E-10-32
Originating Department/Division: Human Resources	
Effective Date: June 22, 2010	Approved By:
Supersedes Policy:	Dated:

POLICY

An employee who is unable to perform the duties and responsibilities of his/her position for an extended period of time, due to a properly documented illness or injury limitation, is entitled to apply for Long Term Disability benefits.

PROCEDURE

When an eligible employee is provided leave under the Family and Medical Leave Act (FMLA), Human Resources will track FMLA utilization and extended medical leave while the employee is on a continuous absence. When it appears an employee will be out of work for more than twelve (12) continuous weeks, or at the end of his/her accumulated sick leave if the absence is in excess of twelve (12) weeks, Human Resources will recommend the employee apply for Long Term Disability if appropriate (does not apply to employees covered by the Police/Fire Pension Plan). The employee will not be able to utilize Sick Leave Transfer outside of the twelve (12) week FMLA leave. However, an employee with a sick leave balance after the completion of FMLA leave will be allowed to exhaust his/her accumulated sick leave. Following exhaustion of the allotted FMLA leave, accumulated sick leave and/or acceptance on the Long Term Disability plan, the City Manager or his/her designee, with input from Human Resources, will determine whether the position can be held open or temporarily filled. After twelve (12) weeks on Long Term Disability, Human Resources will send a letter to the employee to have his/her treating physician complete a restrictions form. If the employee is not returned to full duty (with or without reasonable accommodation), Human Resources will determine, with input from the employee's Department Director, whether the employee should be separated from City employment or have the case reviewed again in another three months. If, at the end of six (6) months on Long Term Disability, the employee still cannot return to full-time work (with or without reasonable accommodation), the employee will be separated from employment.

CITY OF LARGO ADMINISTRATIVE POLICIES AND PROCEDURES MANUAL		
Policy:	Social Media Policy	Policy Number: E-11-33
Originating Department/Division: Administration		
Effective Date: October 18, 2011		Approved By:
Supersedes Policy: N/A		Dated:

POLICY

Social media is any form of online publication or presence that allows end users to engage in multi-directional conversations. The City of Largo uses social media in an effort to build a sense of community and to rapidly communicate directly to stakeholders and the general public. This policy has been developed to address the fast-changing landscape of the Internet and the way people receive information. Social media provides opportunities for participating departments to attract a broader audience, in addition to creating a social network allowing for residents, consumers and visitors to receive information. These services are intended to enhance communications but not diminish or circumvent existing processes. The demographic profile of the intended target audience combined with the purpose and goal of the social media initiative are the primary considerations on which to determine the appropriate use of social media. It is understood that City-sponsored social media is not intended to be used to create a public or political forum, but is intended to be a vehicle to share information about City business and events. There is no expectation of privacy regarding any social media usage.

This policy is applicable to all City of Largo employees as well as volunteers. Failure to adhere to this policy or related policies may result in suspension or revocation of social media/social networking access or disciplinary action consistent with the City's Code of Conduct.

PROCEDURE

Establishment of Social Media Account(s)

Official City of Largo presence on social media sites is considered an extension of the City of Largo's information network and is governed by all related policies, to include the City of Largo Code of Conduct and Administrative Policies.

1. All requests for the initiation of an account on a new social media site must be submitted by email to the Communications & Marketing Manager or designee prior to establishing an account. The City staff member initiating any such request must first obtain Department Director approval to utilize social media prior to submitting the request to the Communications & Marketing Division. The request must contain the name of the individual(s) who will oversee use of the social media site on behalf of the Department. This individual(s) will act as the liaison between Communications & Marketing and the Department as it pertains to use and operation of the proposed social media site (AKA: Department liaison). Communications & Marketing will review each request to determine whether a social media outlet is a viable option. All legal agreements or terms and conditions associated with use of or access to a social media outlet must be reviewed and approved by the City Attorneys' office prior to the establishment of an account or use of the social media outlet.
2. Upon approval, and prior to implementation of the social media site, Communications & Marketing will work with the Department liaison to ensure they are aware of the policies, procedures and expectations applicable to City-sponsored social media usage and that they have received training for compliance with applicable public record and records retention requirements. Once approved, the Department liaison will be permitted to post items/comments on the desired social media site. Communications & Marketing reserves the right to edit, change or delete content, including but not limited to, music, videos and all other media prior to posting on any social media site(s).

3. Communications & Marketing will control the naming (URLs) for all social media sites. As part of its review of a request for initiation of a new social media site, Communications & Marketing will confirm whether any proposed site name is appropriate. Communications & Marketing will also review each proposed site name to ensure it is consistent with other department social media site names and the City of Largo's Mission, Vision and Values.
4. Social media pages will initially be created by Communications & Marketing. The requesting Department(s) will maintain some of the content on the social media page. Specifically, content that is informational only and that is intended to relay information to the public regarding City events, public hearings, etc. will be managed by the Department liaison. General appearance, media content and other more substantive content on any City social media page will be managed by Communications & Marketing unless otherwise specified. It is important to ensure that the public's trust of the City of Largo's presence on social media sites is preserved and maintained. Because imitation sites may be created, the content and information contained on any City-sponsored social media site must be monitored on a regular basis. Visual elements of the social media sites must be designed by Communications & Marketing to reflect the public website brand of Largo.com. This will ensure the visual consistency and creditability of the page(s). City staff must receive approval from the Communications & Marketing Division prior to using any City or Department logo(s) or seal(s).
5. Login information, including user IDs and passwords, will be created by Communications & Marketing and are not permitted to be changed, altered, or modified. Passwords must be secure and adhere to all IT policies with regard to password protections. A user's social media password cannot be the same password as is used to log-on to the City network. All social media accounts shall use City e-mail accounts, departmental or office names and general office phone numbers if possible.
6. Departments are responsible for publishing, monitoring and updating their pages on all social media sites. Although departments will remain responsible for maintaining the content of any department social media site(s), Communications & Marketing will work together with each department to ensure compliance with this policy.

Employee Use of Social Media/Employee Conduct

This policy shall apply to the use of City-sponsored social media sites for official City business in addition to providing parameters for employee use of social media for professional and personal interests while still respecting each employee's right to engage in free speech, including materials and content posted through social media outlets. This includes participation in social media such as but not limited to; all blogs, wikis, forums, professional/personal websites or social media sites and includes social media activities that take place outside of the workplace and on the employee's own time.

1. Use of social media during working hours is strictly limited to use for City business and in keeping with its policies and procedures. Use of social media for personal interests (i.e. for reasons completely unrelated to an employee's job duties or professional affiliations) is prohibited on city equipment except for those computers designated for personal use (Cyber Cafe). Use of social media for professional interests or to access wikis, blogs, etc. associated with a professional affiliation should be limited during working hours. This would include social media activities which constitute appropriate "professional" usage. Professional usage is restricted to social media sites which enhance job knowledge.
2. Employees are expected to exercise common sense and good, ethical judgment when using social media. Employees should consider their posted words and images and think about how they will be viewed by others, including current and future employees.
3. Employees utilizing social media for City business are prohibited from posting anything that is false, misleading, obscene, defamatory, profane, discriminatory, libelous, threatening, harassing, abusive, hateful,

objectionable, inflammatory, or embarrassing to another person or entity. Posting such material or comments could result in legal liability for the employee and/or the City.

4. Employees must identify themselves as a City of Largo employee when posting to social media sites for City business/purposes. Employees should provide their name or job title so as not to mislead readers or viewers.
5. Employees who have personal internet home pages shall not use photographs or other material depicting City uniforms, City logos, City vehicles, etc. (this does not include city sponsored or co-sponsored events). Personal home pages shall not contain any images or language representative of City-endorsed material or implying endorsement of specific vendors or products by the City or City employees.
6. As stated above, the City respects each employee's First Amendment right to free speech and recognizes its application to an employee's use of social media. The City recognizes an employee's right to discuss his/her wages, hours, working conditions, etc. However, employees should be mindful that the first amendment only protects speech made by an individual acting as a citizen on matters of public concern. Speech made by an employee as part of his/her job duties or speech that is not about a matter of public concern is not protected. Additionally, speech that is a violation of the law is not protected. For example, false or harassing speech, or the disclosure of confidential information can give rise to defamation, harassment or invasion of privacy claims. No employee may post information or content on any social media site which would be a violation of the City's codes or policies, including but not limited to, the City's Code of Conduct, at any time, whether on or off duty, or a violation of federal, state or local laws.
7. An employee will be subject to disciplinary action for any violation of this policy. This includes the posting of any material or use of social media which undermines the mission, vision and values of the City.

Account Management and Acceptable Use

1. The Communications & Marketing Division reserves the right to direct departments to modify social media content based on City policy. Each social media internet site will be vetted through an internal security assessment to ensure it poses no risk to the City's technology infrastructure.
2. Communications & Marketing will assist all departments to reach stated goals by developing the appropriate uses for social media outlets, assisting with the selection of the appropriate type of social media and defining the best strategy to maximize the full potential. Departments should be mindful of the City's goals and objectives when requesting access to or utilization of social media for City business.
3. All City departments utilizing social media are responsible for complying with applicable federal, state, and local laws, regulations and policies. Applicable laws and regulations include, but are not limited to, Florida Public Records Law and Sunshine Law, record retention laws and retention schedules, copyright laws, First Amendment, privacy laws, the City's Code of Conduct, and information security policies established by the City of Largo.
4. Communications & Marketing staff, in concert with Information Technology Department staff, will create training and procedural requirements for each Department liaison authorized to contribute to a social media sites. Communications & Marketing staff will update City Administration and Department Directors regarding any new social media opportunities.
5. Whenever possible, links to more information should direct users to the City of Largo's official website for information, forms, documents or online services necessary to conduct business with the City. Links to any outside (third party) website or address must be approved by the Department Director and the Communications & Marketing Division.
6. All information on social media sites must be archived in order to adhere to the Public Records Law and

records retention schedules. Communications & Marketing will provide training for each social media Department liaison in the proper procedures and requirements for compliance with records retention obligations.

7. Social media sites that allow for correspondence with the public must be monitored on a regular basis, as determined by the department. Comments from the public are allowed on certain social media sites. Upon review of social media site(s), any content containing defamatory, harassing, threatening, or libelous content, shall be immediately removed.
8. All messages posted on social media sites by a City employee must be consistent with the City's mission, vision, and values. The frequency of any message must be deemed necessary and contain relevant information.

The following Disclaimer is applicable to all social media accounts and as referenced on Largo.com website:

Disclaimer:

*** It is required that all social media sites include the following disclaimer:**

"The purpose of this site is to present matters of public interest to the City of Largo, including its many residents, businesses and visitors. We encourage you to submit your questions, comments, and concerns, but please note this is a moderated online discussion site and not a public forum. Once posted, the City reserves the right to delete submissions that contain vulgar language, personal attacks of any kind, or offensive comments that target or disparage any ethnic, racial, or religious group. Further, the City also reserves the right to delete content or links determined to: (i) be off topic; (ii) that advocate illegal activity; (iii) that promote particular services, products, or political organizations; or (iv) infringe on copyrights or trademarks. Please note that the comments expressed on this site do not reflect the opinions and position of the City government or its officers and employees. If you have any questions concerning the operation of this online moderated discussion site, please contact webmaster@largo.com. E-mail addresses and all comments posted on City-sponsored social media sites are public record under Florida Law and are not exempt from public records requirements. If you do not want your comments or e-mail address to be subject to being released pursuant to a public-records request do not send electronic mail or make comments on this site or to this agency. Instead, contact this office by telephone at (727) 587-6700."

***End**

CITY OF LARGO ADMINISTRATIVE POLICIES AND PROCEDURES MANUAL		
Policy:	Authorized Leave Without Pay	Policy Number: E-12-34
Originating Department/Division: Human Resources		
Effective Date: July 1, 2012		Approved By:
Supersedes Policy: N/A		Dated: N/A

POLICY

Authorized Leave Without Pay (ALWOP) is to be used for situations that are exceptional and infrequent. The requesting employee must have satisfactory work performance and attendance record. In addition, the employee must not have any other appropriate paid benefit time available to use for the absence.

For example: An employee has been responsible using their benefit time, has satisfactory job performance and attendance. The employee has a family emergency that requires the employee's extended absence which does not qualify for leave under the Family Medical Leave Act (FMLA). The employee does not have enough appropriate paid benefit time to cover the absence and is requesting one week of ALWOP to enable the employee to cover the remainder of the absence. This is an acceptable use of ALWOP.

The City of Largo is a business, and as such, employees must be in attendance to run our business appropriately. The City provides sufficient paid benefit time to assist employees with covering normal absences. ALWOP is not to be used to provide more time to employees who have an absenteeism problem. ALWOP is not to be used when employees happen to have exhausted all their paid benefit time and need a way to cover ad hoc absences.

If an employee with an FMLA qualifying event has exhausted their paid benefit time (including sick leave transfer), the employee would be eligible to receive ALWOP for the duration of the active FMLA qualifying leave.

PROCEDURE

The Department Director or designee must approve ALWOP in advance of the absence based on the operational need of the department. Once approved, the Department Director or designee must e-mail Human Resources, Assistant Human Resources Director, to pro-actively coordinate any impact on the employee's pay, seniority, vesting, sick/vacation accruals, coordination of health/dental/life benefits. If the ALWOP was not anticipated, the Department Director will be required to approve utilization of ALWOP in accordance with this policy. If an employee does not have benefit time to cover the absence and the employee has not been granted ALWOP, then the employee's absence will be classified as AWOL (Absence Without Leave), which can lead to disciplinary action up to and including termination.

CITY OF LARGO ADMINISTRATIVE POLICIES AND PROCEDURES MANUAL		
Policy:	Project Management	Policy Number: E-13-35
Originating Department/Division: Administration		
Effective Date: December 6, 2013		Approved By:
Supersedes Policy: N/A		Dated: 12/06/13

POLICY

This policy is intended to support the City's project managers by providing guidance and best practices to aid in achieving project success. Most projects require cross division and inter-departmental collaboration, effective communication, coordination and team work to achieve project management success.

It is the intent of the City of Largo to plan, prioritize, fund, and execute projects in accordance with a sound project management methodology. Projects should generally commence in three sequential steps: 1) Project Initiation; 2) Project Planning; and 3) Project Performance. This methodology is designed to provide consistent and effective results with respect to project schedules, cost containment, and predictability of outcomes. It is intended that this methodology be adaptable to projects of varying size and deliverables. The City Administration shall provide support for the training, tools, and mentoring to implement effective project management throughout the organization.

PROCEDURE

Definitions

<i>PERSONNEL TERMS</i>	
<i>Project Manager</i>	An individual assigned to manage a project, from start to completion, to include all assigned resources and personnel. To be successful, the Project Manager must satisfy the needs of the Customer, which requires the support of the Project Sponsor, Management and Administration. The Project Manager shall be allowed to carry out duties without interference, influence, or over-ruling from individuals outside of the capacities identified and approved within a Project Management Plan. The Project Manager may be a City employee or a contractor hired by the City.
<i>Customer</i>	A representative from the Department requesting work, tasked with serving as the client through project completion.
<i>Project Sponsor</i>	A representative of the Servicing Department, or Administration, with the organizational authority to appropriate funding and resources, within or across Departments, in support of the Project Manager and for the success of a project.
<i>Project Team</i>	An assembly of personnel assigned tasks and responsibilities necessary for the successful completion of a project.
<i>Servicing Department</i>	The Department that performs project management for a Customer.
<i>Administration</i>	City Manager and/or Assistant City Manager(s).
<i>PROJECT TYPES</i>	

<i>Project</i>	A non-routine activity that has a beginning, an end, and an objective to be achieved, and that requires a defined scope and resources.
<i>City-wide Project</i>	A project performed across multiple Departments with substantial organizational impacts. The Project Sponsor and Project Manager may be from separate departments.
<i>Departmental Project</i>	A project performed primarily within one Department, with minimal or no impact to other Departments. The Department provides the Project Sponsor and Project Manager.
<i>Inter-Departmental Project</i>	A project performed across multiple Departments, with impacts to other Departments. The Project Sponsor and Project Manager may be from separate departments.
PROJECT TERMS	
<i>Business Case</i>	The explanation of why the project is needed, to include what problem it will solve, or what goal it will achieve.
<i>Scope</i>	Documenting the work to be accomplished to deliver a product, service, or result with the specified features and functions.
<i>Resources</i>	Anything required to perform a project, to include funding, labor, materials, equipment, etc.
<i>Milestone</i>	An event or point in time within the performance of the project that receives special attention. Often found at the end of a stage in the project to mark the completion of a work package or stage.

Step 1: Project Initiation

Project Initiation is Administration approval for the need of a requested project. The request for a project will typically be made by individual Departments during the Capital Improvement Program (CIP) development and annual budget preparation process.

Project initiation by its inclusion into the CIP or a Departmental budget is NOT authorization to proceed with the project; it is only validating the need for the project to be performed. A project shall not commence until Step 3.

Project initiation shall occur in one of five manners:

1. Operation & Maintenance (O&M) Projects

Planned O&M projects are typically initiated on an annual basis in accordance with the schedules established for the CIP and Budget adoption. Each project should be compared to the City-wide Priorities, Strategic Plan, and asset maintenance schedules by the Servicing Department.

2. New Project - With Funding Component

New projects with a funding component are typically initiated on an annual basis in accordance with the schedules established for the CIP and Budget adoption. Each project should be compared to the City-wide Priorities and Strategic Plan when determining project priority and allocating resources.

3. New Project – Without Funding Component

New projects without a funding component (i.e., studies, reports, labor only, etc.) are typically initiated on an annual basis in accordance with the work program established within the respective Department.

4. Emergency Project

Emergency projects are projects that may affect the health, safety and welfare of employees or citizens, or disrupt business continuity of the City, and are not anticipated, planned, or budgeted. Emergency projects shall be forwarded to Administration for assistance in authorizing the work,

providing additional resources and/or re-prioritizing existing resources.

5. Unplanned Project

Unplanned projects that are interdepartmental and require significant financial resources shall be forwarded to Administration by the Customer as a Project Initiation request. If approved, the project will be forwarded to the appropriate Servicing Department with any appropriate conditions or directives from Administration.

Step 2: Project Planning

Each project should, at a minimum, be assigned a Project Manager, Project Sponsor, and Customer. Each Project Manager should plan for the performance of a project, prior to commencement, by creating a Project Management Plan (PMP) using forms available from the City (see attached) or as approved within their Department, dependent on Project Track. The PMP should identify the minimum information required prior to commencement of a project, to include but not be limited to:

- Scope*
- Start and end dates*
- Budget*
- Project management team and individual responsibilities*
- Availability of resources (to include personnel)*
- Project purpose / business case
- Project milestones
- Expected outcome / deliverable / product

* - Minimum information requirements for all projects.

Step 3: Project Performance

Project Performance should generally follow one of three Project Tracks: Departmental Projects (DPs); Inter-Departmental Projects (IPs); and City-wide Projects (CPs).

Track 1: Departmental Projects (DPs)

Departmental Projects (DPs) are performed primarily within one Department, with minimal or no impact to other Departments. The projects are typically operational in nature, and resources and funds are from the Internal Department's budget. Project costs are typically less than the CIP threshold of \$100,000.

- Project Commencement Approval - The Department determines the amount of information and detail required for individual PM forms, and has approval authority for project commencement.
- Prioritization - The Department establishes prioritization for the performance of IDPs throughout the course of the fiscal year.
- Funding - Funding for DPs is requested by the Department through the annual budget preparation and approval process.
- Project Performance - The Department is responsible for assembling a Project Team (to include Project Sponsor and Project Manager) with the skills necessary to perform the project.

Track 2: Inter-Departmental Projects (IDPs)

Inter-Departmental Projects (IDPs) may be performed across multiple Departments, with impacts to other Departments. The projects may be capital or operational in nature, and resources and funds are from one or more Departmental budgets. Project costs are typically less than the CIP threshold of \$100,000.

- Project Commencement Approval - The Servicing Department determines the amount of information and detail required for PM forms, and has approval authority for project commencement.
- Prioritization - The Servicing Department establishes prioritization for the performance of EDPs throughout the course of the fiscal year.
- Funding - The Customer typically includes the funding request as part of the annual budget preparation process. This request should include any necessary

authorizations by the Servicing Department, and may result in the project budget being assigned to either the Customer or Servicing Department budget.

- Project Performance - The Servicing Department is typically responsible for assembling a Project Team and selecting a Project Manager with the skills necessary to execute the project. The Servicing Department is responsible for assigning a Project Sponsor.

Track 3: City-wide Projects (CPs)

City-wide Projects (CP) are executed across multiple Departments with substantial impacts. Projects may be capital or operational, and resources and funds are from one or more Departmental budgets. Project costs are typically more than the CIP threshold of \$100,000.

Note: CPs of significant cost or organizational impact may have substantial involvement by Administration, at its discretion, to include the development of a modified Project Track and criteria unique to the project being performed.

- Project Commencement Approval - The Servicing Department determines the amount of information and detail required for PM forms, and has approval authority for project commencement.
- Prioritization – The Servicing Department establishes prioritization for the performance of CPs throughout the course of the fiscal year. Administration establishes prioritization of projects within the City's CIP.
- Funding - The Customer typically includes the funding request for CPs as part of the City's CIP and budget approval process. This request should include any necessary authorizations by the Servicing Department, and may result in the project budget being assigned to either the Customer or Servicing Department budget.
- Project Performance – The Servicing Department is typically responsible for assembling a project team and selecting a Project Manager with the skills necessary to execute the project. The Servicing Department is responsible for assigning a Project Sponsor.

Notes:

1. In the event the Customer and Servicing Department Directors cannot agree on an element in any of the three Steps (1: Project Initiation; 2: Project Planning; or 3: Project Performance), the element shall be brought to Administration for a final decision.

2. When a project is completed and under budget, and use of remaining funds is not considered by the Project Management Plan, any use of those funds for an alternative project must be approved by Administration.

Project Management Policy Reference Guide

Step 1: Project Initiation

	Is the Project Compared to Citywide Priorities, Strategic Plan and Schedules?	Is the Project Initiated During Either CIP or Budget Preparation?	Who Provides Resources for the Project?	Can I Start the Project if I Complete Step 1?
Operations & Maintenance Projects	Yes, by the Servicing Department	Yes	Servicing Department	No
New Project – With Funding	Yes, by Administration	Yes	Servicing Department	
New Project – Without Funding	Yes, by Customer	No	Customer/Servicing Department	
Emergency Projects	Yes, by Administration	No	Customer/Servicing Department	
Unplanned Projects	Yes, by Administration	No	Customer/Servicing Department	

Step 2: Project Planning

Major Questions:	Have I assigned a Project Manager? A Project Sponsor? And confirmed a Customer Representative?
(ALL PROJECTS)	Have I defined the Project Scope?
	Have I identified the start and end dates?
	Have I identified the Project Budget?
	Have I assigned a Project Management Team and assigned individual responsibilities?
	Have I ensured that all resources (personnel, funding, etc.) are available for the project?
	Are the Customer and I in agreement on Step 2: Project Planning?

Step 3: Project Performance

	Who is Authorized to Start the Project?	Who Prioritizes This Project Against Other Projects?	Who Pays for the Project?	Who Does the Work?
Track 1: Departmental Projects (DPs)	Customer/Department	Customer/Department	Customer/Department	Customer/Department
Track 2: Inter-Departmental Projects (IDPs)	Servicing Department	Servicing Department	Customer	Servicing Department
Track 3: City-Wide Projects (CPs)	Servicing Department	Servicing Department	Customer	Servicing Department

PROJECT MANAGEMENT PLAN
(Sample Template)

Project:
Job Number:
Date:

Project Scope – Briefly describe the work to be completed:

Start Date – When will the project begin:

End Date – When will the project be completed:

Budget – How much money is available for this project:

Project Management Team and Responsibilities

Project Manager:

Project Sponsor:

Customer:

Others:

Resources Needed and Availability

Personnel:

Materials:

Equipment:

Others:

END OF POLICY

CITY OF LARGO ADMINISTRATIVE POLICIES AND PROCEDURES MANUAL

Policy:	Personal Computing Device Purchase Program	Policy Number: E-14-01
Originating Department/Division: Administration		
Effective Date: December 5, 2014	Approved By:	
Supersedes Policy: N/A	Dated: N/A	

Policy

The City provides flexible benefits to employees, when possible and practical. Offering a personal computing device purchase program by utilizing a cash-out of accrued vacation leave provides benefit flexibility to employees, while potentially reducing the City's future liabilities.

Procedure

Eligible Items - Eligible personal computing devices include: desktop, laptop, and tablet computers. Related items eligible (if purchased along with personal computing devices) include: productivity/educational software and applications, charging cord, air card, modem, carrying/protective case, UPS/surge protection equipment, mouse, keyboard, backup hardware and software, CD burner, printer, warranty and protection plans.

Eligible personal computing devices MUST have a means of connecting to the Internet, to include but not limited to: Ethernet, WiFi, or cellular service/air card. Any personal computing device used by an employee in the performance of work for the City is governed by the City's IT Policy.

Ineligible Items - Devices NOT eligible include: Electronic readers, cell phones, smart phones and other devices where the device's primary function is voice or text communication. Ineligible related items include: recreational/entertainment related applications, software subscriptions (paid on a recurring basis, or having an expiration date), data plans (including Internet access), WiFi or cellular service contracts, and hardware or software upgrades and applications for an existing device, consumable supplies (ink, paper, cleaning supplies, mouse pads, etc.), flash drives and similar non-essential items.

Eligible Employees - Regular full-time and part-time employees may cash-out accrued vacation balances in whole hour increments. Employees must have taken at least 50% of their annual vacation leave earned in the previous fiscal year. Employees may cash-out vacation leave once every twenty-four (24) months.

Eligible Vacation Leave - The cash-out may not reduce an employee's vacation balance below forty (40) hours. The vacation cash-out cannot be used to satisfy the minimum amount of annual vacation leave required to be taken.

Reimbursement Amount - Cash-out of up to \$2,000 of vacation leave can be made. The cash-out is subject to Federal income tax and FICA tax withholding, which will reduce the actual amount received. The actual amount received is dependent upon each employee's specific tax situation and employees should expect at least 25% withholding.

Reimbursement Process:

1. The employee will provide a cost estimate for all eligible items to their Department Director.
2. The employee's department will verify that the employee and the items to be purchased are eligible.
3. The employee's department will include the vacation cash-out as part of the next payroll process.
4. The employee must provide proof of purchase (items, amounts and date) to their Department Director within 30 days of the cash-out. *Purchases made more than thirty (30) days after the cash-out will render the employee ineligible to participate in the program again for five years.*
5. The total purchase must be no less than 80% of the vacation leave cash-out received. *Purchases that are less than 80% of the vacation leave cash-out received will render the employee ineligible to participate in the program again for five (5) years. If no purchase is made, the vacation leave cashed-*

out will be reinstated and the amount paid will be deducted from the employee's paycheck.

CITY OF LARGO ADMINISTRATIVE POLICIES AND PROCEDURES MANUAL		
Policy:	Attendance	Policy Number: E-15-01
Originating Department/Division: Human Resources		
Effective Date: 10/1/2015		Approved By:
Supersedes Policy: N/A		Dated: October 1, 2015

Policy

It is of utmost importance for employees to be consistently punctual and present for work. Punctuality and regular attendance create a positive work environment that enhances productivity, morale and the quality of services provided to the City's citizen and business customers. Tardiness and absenteeism have a dramatic, immediate and costly impact on the City's ability to provide the full range of high quality services. Tardiness and absenteeism also cause an undue burden for others who must fill in for tardy or absent employees.

It is each department's responsibility to establish, communicate, monitor and control attendance standards in accordance with each department's operational needs.

It is each employee's responsibility to be at his/her assigned work station or assignment area and be ready to begin work promptly at the beginning of each shift, and to remain at his/her assigned work station or assignment area until the end of each shift, according to established work schedules. It is each employee's responsibility to leave and return from breaks and meal periods according to established break and meal schedules.

Attendance Standards

Each department will establish attendance standards. Due to the differences and wide variety of City operations, established work hours and schedules may vary considerably from one department to another.

Each department will establish, communicate, monitor and control attendance standards in accordance with each department's operational needs. All departments must maintain attendance records and document punctuality, attendance and leave time usage. It is each supervisor's responsibility to monitor, document and correct any deviations from established attendance standards.

Each department will provide a copy of the department's attendance standards to the Human Resources Director.

Each employee is expected to consistently comply with their department's attendance standards.

Family Medical Leave Act (FMLA)

In accordance with federal FMLA regulations, FMLA absences cannot be included in attendance standards for performance evaluations or disciplinary purposes; therefore, all FMLA absences are exempt from this policy.

Punctuality

Punctuality is defined as reporting at the established beginning of a work day or work assignment, and adhering to established break and meal periods. Employees are responsible for promptly notifying their supervisor when they are unable to report or return to their assigned work station or work assignment location as scheduled.

If an employee is 30 minutes tardy or more, personal option leave or vacation leave must be utilized.

Punctuality will be considered in performance management planning (performance evaluations, compensation, promotions, etc.) and tardiness may result in corrective or disciplinary action.

Absences

Absences are defined as not reporting for work or not remaining at work as scheduled. Absences include all time away from an employee's job, whether excused or unexcused, avoidable or unavoidable, paid or unpaid. The only exceptions are holidays and approved use of leave time to include vacations, personal option time, flex time, bereavement leave, workers' compensation leave, leave of absences, jury duty, FMLA and days for which no work is scheduled.

Employees are required to promptly notify their supervisor (phone call, text or as determined by the supervisor) when they will be absent, with an acknowledgment received by the employee from the supervisor. Notification must be made no later than 30 minutes before a scheduled starting time or return time, unless departmental attendance standards state otherwise.

Absences will be considered in performance management planning (performance evaluations, compensation, promotions, etc.) and absences may result in corrective or disciplinary action.

Leave Requests

All leave requests, whether paid or unpaid, planned or unplanned, must be approved in advance. A leave request may not be approved, based on operational conditions or for other reasons. Employees are responsible for requesting leave with as much advance notice as possible, to allow time for coverage to be arranged based on departmental policy.

Promptness of submitting leave requests will be considered in performance management planning (performance evaluations, compensation, promotions, etc.) and leave requests with insufficient notice may result in corrective or disciplinary action.

Alternative Leave in Lieu of Sick Leave

If an employee has exhausted his/her sick leave, other leave may be authorized to maintain an employee in a paid status. Note: The authorization of this leave is based on operational need, which is determined by the supervisor. This leave will be, Alternative Leave in Lieu of Sick Leave (ALLSL), and will count as sick leave. ALLSL is not new benefit time, rather coding vacation or personal option time an employee has accumulated with an additional code to allow the employee to access this time to keep them in a paid status, if they are authorized by the supervisor.

Employees using ALLSL must be engaged in activities commensurate with their medical condition or eligible care-giving responsibilities during the entire period of ALLSL usage.

Authorized Leave Without Pay (Policy E-12-34) and Absence Without Leave

When an employee does not have sufficient leave time to remain in a paid status for an absence and the employee has not been granted Authorized Leave Without Pay (ALWP - see Administrative Policy "Authorized Leave Without Pay" E-12-34), due to operational needs or for other reasons, an employee's absence will be classified as, Absent Without Leave (AWL), which may lead to corrective or disciplinary action.

Sick Leave Usage Standards

Employees using sick leave are expected to be engaged in activities commensurate with their medical condition or eligible care-giving responsibilities during the entire period of sick leave usage.

An employee meets the City's sick leave usage standards, based on the following:

Six-Month Probationary Period

- Meets Standards, 0-4 occurrences
- Needs Improvement, 5 or more occurrences.

Nine-Month Probationary Period

- Meets Standards, 0-5 occurrences
- Needs Improvement, 6 or more occurrences.

Annual Evaluation Period

- Meets Standards, 0-7 occurrences
- Needs Improvement, 8 or more occurrences.

Full Sick Leave Occurrence

- One full work day, based on employee's scheduled shift (8 hour, 10 hour, etc.) that is unrelated to any other absence;
- Two or more full, consecutive work days for the same reason;
- One or more full work days, back for one full or partial work day, then out for one or more full work days for the same reason.

Partial Sick Leave Occurrence

- A partial sick leave occurrence is any usage of less than one full sick leave occurrence.
- Partial sick leave occurrences will be combined for determining full sick leave occurrences.

Example: If an employee has taken a total of 40 hours of partial sick leave during an evaluation period, and the employee normally works an 8 hour schedule, 40 is divided by 8, which equals five full occurrences (5), and five full occurrences will be added to any other full occurrences.

Corrective and Disciplinary Actions

If an employee does not comply with the department's attendance standards, supervisors must first review the department's attendance standards with the employee.

If attendance improvements are not made, supervisors must communicate any required improvements in a Guidance & Counseling session, including the negative impact of non-compliance on departmental operations and the potential consequences for the employee of continued non-compliance. This proactive communication completes three goals: 1) it reinforces established punctuality and attendance standards and expectations, 2) it clarifies the employee's responsibilities, and 3) it clarifies the potential corrective and disciplinary actions that will occur if improvements are not made.

If non-compliance continues, a Needs Improvement for Attendance & Punctuality, will be given on the employee's performance evaluation and other corrective and disciplinary actions may be initiated, as required.

CITY OF LARGO – POLICIES AND PROCEDURES MANUAL		
Policy:	Toastmasters Club	Policy Number: E-15-02
Originating Department/Division: Administration		
Effective Date: January 1, 2016		Approved By:
Supersedes Policy: N/A		Dated: December 2, 2015

POLICY

The Largo Employee Toastmasters Club has been established to provide City employees professional development growth in the areas of leadership, communication and public speaking. The Club will be open only to the employees of the City of Largo who have been nominated by their Department Director for participation. The Largo Employee Toastmasters Club will follow the rules, regulations, and procedures that all Toastmasters Clubs abide by throughout the network.

PROCEDURES

Make Up of Club Members

The Largo Employee Toastmasters Club will accept up to 30 members. All members must be nominated by their Department Director in order to be considered for the Club. New participants will be accepted one month prior to the semi-annual registration that takes place in April & October every year.

Each City Department will have the opportunity to allocate two members, annually. Department Directors will be required to approve the new member application prior to the member acceptance into Toastmasters. Directors may provide additional candidates in the event that there are extra openings in the club. If additional openings are available, selection for those openings will be made randomly, where names will be drawn by the club officials in a blind selection.

Minimum participation for members is a six-month term, however, the participation expectation is a one-year commitment.

If a member does not complete a full year, the Department Director will be notified by the Largo Employee Toastmasters Club. The Director will be allowed to provide a new candidate for the vacated position if the position vacated was one of their two primary positions. If the membership vacancy is created by someone who was in one of the “extra” membership positions, all of the Directors will be notified of the opening and at that time would be allowed to submit their candidate to participate in a random selection process.

Club Meeting Dates & Time

The Largo Employee Toastmasters Club will meet on the second and fourth Thursday of every month. The meeting time will be from 3:30 pm to 5:00 pm. Club meetings will take place in a City facility.

Club meetings will take place during City work hours. No overtime compensation is authorized for Toastmasters attendance. Meetings which occur outside of normal work times are not eligible for overtime.

Membership Fees

The Largo Employee Toastmasters Club fees (new club membership and club dues) will be paid by the City as

long as the member is in good standing. Good standing is defined as follows:

1. Attends a minimum of 10 of the 12 meetings for a six-month term,
2. Actively participates in working through the Toastmaster manual,
3. Maintains a good team relationship with other members of the Toastmasters Club, creating an atmosphere of learning.

Members who are not in good standing will be required to pay the club dues for the term in which they were in default. For example, an employee attends 11 of the 12 meetings during the first six months of the Largo Employee Toastmasters Club. During this employee's second six month term, his/her attendance falls to 50%, below the required minimum. In this scenario, the City of Largo pays the new club membership fee (\$20), the first six month club dues (\$36), but the second six month dues (\$36) will not be covered by the City. Instead, the second six month dues (\$36) will be deducted from the City employee's paycheck for failure to meet the qualifications of good standing in the Largo Employee Toastmasters Club.

Largo employees qualify for the new club membership fee and one year of paid membership dues (\$92) in Toastmasters. Any fees associated with participation beyond the first year of Toastmasters will be the responsibility of the employee.

Club Meeting Structure

Every Largo Employee Toastmasters Club meeting will have a member sign-in sheet that will be used to track attendance for the meeting. These sign-in sheets will be scanned and saved to the Toastmasters file located at <home/largo/lg/Toastmasters/attendance> in order to provide access to each Department for attendance verification. Club officials will report any noticeable attendance concerns to the respective Department Director.

The Largo Employee Toastmasters Club will follow the same structure as all Toastmaster Clubs. On an annual basis, there will be officer elections to the Club that will require a longer commitment than one year.

Membership Nomination Process

Department Directors will be asked on an annual basis to submit their employee nominations to lg_toastmasters@largo.com. New applicants will be required to follow the procedures outlined by Toastmasters International to complete the membership process.

END OF POLICY

CITY OF LARGO ADMINISTRATIVE POLICIES AND PROCEDURES MANUAL		
Policy:	Customer Service Recognition Program	Policy Number: E-16-01
Originating Department/Division: Human Resources		
Effective Date: February 1, 2016		Approved By:
Supersedes Policy: N/A		Dated: February 1, 2016

POLICY

The City of Largo and its employees strive to provide superior services at all times to the public and its internal customers that enhance the quality of life and community pride. In an effort to allow Departments to readily recognize and reward employees who consistently provide particularly exemplary and exceptional customer service, the City of Largo provides and supports the Instant Customer Service Recognition Program.

PROCEDURE

The Instant Customer Service Recognition Program consists of Supervisors and Managers having the ability to recommend an award to their Department Director of a \$5.00-\$15.00 gift card for superior/notable work performance or a particular accomplishment. The employee chosen to receive this recognition would have provided superior service to internal or external customers and/or have accomplished a particular project/program/task that has enabled superior customer service.

Supervisors and Managers would complete an e-mail/memo describing the exemplary and exceptional customer service to their Department Director or the Department Director of the employee being recommended for the recognition if the employee resides in another department (with a "cc" to the Department Director of the employee recommending). The Department Director will review the submissions and approve accordingly. The reason for the award must be documented in a memo format from the Department Director to the employee, with one copy retained in the employee's personnel file in Human Resources and one copy retained in the employee's departmental file. Departments will be responsible for purchasing their gift cards, and e-mailing Finance/Payroll to acknowledge the employee receiving the gift card (and amount) for tax purposes. A maximum of ten of these awards can be given out per department during the fiscal year.

CITY OF LARGO ADMINISTRATIVE POLICIES AND PROCEDURES MANUAL		
Policy:	Rehire of Retirees	Policy Number: E-16-02
Originating Department/Division: Human Resources		
Effective Date: May 1, 2018		Approved By:
Supersedes Policy: Rehire of Retirees		Dated: September 1, 2016

POLICY

When business needs dictate, and with City Manager approval, retired City of Largo employees may be considered for rehire after a break in employment from the effective date of their retirement as set forth below. It is the intent of this policy that a City of Largo retiree who is rehired will receive employee benefits and compensation in accordance with the established compensation and benefits of the position being sought.

PROCEDURE

1. Retired employees shall not be rehired in any regular part-time, or full-time position until at least one (1) year for a part-time position and two (2) years for a full-time position have elapsed from the effective date of retirement. For retirees that leave the city through the DROP (Deferred Retirement Option Plan) the final date of separation from the City of Largo will be utilized.
2. A rehired retiree must be employed in a substantially different capacity from the position held prior to retirement.
3. The rehire must receive City Manager approval.
4. A rehired retiree who was vested in the City's retirement plan 401(a) prior to terminating their employment with the City of Largo will retain credit for prior service, for retirement earning purposes.
5. A rehired retiree who is receiving or eligible to receive a defined benefit pension from the City of Largo will not be eligible for rehire into a position which earns a defined benefit pension.
6. Upon separation, the rehired retiree will revert back to the benefit coverage (if applicable-health, life, etc.) he/she had in force at the time of rehire.
7. The Human Resources Department will be responsible for ensuring compliance with this policy.
8. Retired Certified Police Officers rehired to the position of part-time Reserve School Resource Officer, are exempt from the provisions of sections 1 and 2 of this policy.

CITY OF LARGO – POLICIES AND PROCEDURES MANUAL		
Policy:	Public Information	Policy Number: E-17-01
Originating Department/Division: Administration		
Effective Date: June 1, 2017		Approved By:
Supersedes Policy: N/A		Dated: N/A

POLICY

The Communications and Marketing Division (C&M) collaborates with media, partnering agencies, and staff to deliver information. When providing information to media outlets regarding City business, news or programming, the primary role of Communications and Marketing and the Public Information Officer (PIO) is to act as a liaison between media representatives and City subject matter experts. In the absence of those subject matter experts, the PIO may represent the City with City Manager approval. In addition, when City staff requests information to be disseminated, the PIO's role is to facilitate the timely release of that information via media releases, the City website, social media, and Largo's television station.

PROCEDURES

Information Requests From Media

It is important to remember that when media representatives request information, they should be treated with the same customer service focus and courtesy as any other member of the public. When members of the media contact city staff requesting information, the following procedure should be followed:

- Staff should refer media to Communications and Marketing as an initial point of contact via email at PIO@largo.com or telephone at (727)586-7337.
- Staff should then notify Communications and Marketing at PIO@largo.com or (727)586-7337 that they were contacted by a member of the media. [Include the name of the media representative, the subject of the inquiry and any other relevant information]
- The PIO will then make contact with that media representative for any specifics or additional information.
- In some cases, a member of the media may have an established relationship with staff members such as a Director, Asst. Director, or manager. In these cases, approved staff members may provide information directly to the media representative.
- Notification of all media appearances or contacts such as telephone conversations and TV interviews should be emailed to the City Manager's Office and PIO@largo.com.

The role of the PIO is to facilitate the release of requested information in an accurate and timely manner. This may occur by connecting a media representative with a City subject matter expert such as a Department Director or other approved staff member. Staff may then facilitate the release of that requested information. When appropriate, the PIO may communicate with a media representative as a spokesperson and it is important that the PIO be able to connect with a subject matter expert in order to obtain the most accurate information in a timely manner that is responsive and respectful of media deadlines.

On-camera interviews may be approved by Administration or a Department Director. When an on-camera interview is deemed appropriate, the assigned PIO will work with Administration or the Department Director to identify the best staff member to give the on-camera interview and to assist with that interview.

Information Requests From Staff

Communications and Marketing routinely receives requests from departments to assist with promoting and marketing Largo programs, services and events. Those requests are processed and tracked utilizing an established marketing request system. However, Communications and Marketing is also occasionally asked to

provide public information assistance with unexpected events such as:

- Emergency Road Closures
- Boil Water Notices
- Water Main Breaks
- Organizational News

When a department requests urgent public information assistance, the following procedure should be observed:

- The requesting department should establish a single authoritative Point Of Contact (POC) who will be responsible for providing information to the Public Information Officer (PIO)
- The POC can submit a request via email at PIO@largo.com or via telephone at (727)586-7337 or (727)586-7455
- If those channels do not produce a timely response, the requesting department POC should attempt to contact any Communications and Marketing team member
- Communications and Marketing will establish a primary PIO for that incident who will confirm with the requesting department POC

Information Tools

Communications and Marketing utilizes several tools for publishing public information including Largo.com, Social Media, press releases and Media Alert. While departments may request specific tools, Communications and Marketing reserves the right to make the final determination of which tools are appropriate based on event impact.

Emergency Operations

During an emergency event or disaster, the Communications and Marketing (C&M) division may serve as the public information office or assist public safety PIOs with disseminating information to the media and the public. One staff member will serve as the lead Public Information Officer (PIO), report to the Incident Commander (IC), and work with other Communications and Marketing staff to disseminate timely information that is approved for release by the IC. There are two primary PIO roles. A lead PIO will work directly with the IC and City Manager's Office while a support PIO will work directly with the Citizen Information Center and provide other communications support. Both these roles may be accomplished by one PIO depending on the scope of an event.

- The Communications and Marketing Manager will assign a lead PIO for any event requiring PIO assistance. If working hours will carry beyond normal business hours, a shift schedule will be implemented to provide relief for the first shift lead PIO. If needed, additional support PIOs will be assigned shifts for their relief.
- The number of primary responders required to stay in Largo during an event will depend on the nature of the event. It is likely only one or two PIOs will need to be on duty for a particular shift.
- PIOs not on active duty will need to stay at an employee shelter (if activated) if conditions prevent that person from traveling between work and home.

II. Responsibilities:

- Monitor news and weather reports for relevant information pertaining to an event.
- Participate in all Disaster Management Group (DMG) meetings regarding the event.
- Receive information from the IC, media, public, and Pinellas County Communications
- Coordinate approval of all information with IC before release.
- Disseminate approved information to the media, public, and Pinellas County Communications.
- Coordinate all public information with the Citizen Information Center (CIC), if operational.
- Respond to media inquiries

III. Communication Tools:

- Largo.com
- Press releases
- Media Alert
- Social Media
- LTV

IV. Questions, Answers and Scenarios:

Q: When is Communications & Marketing activated as the Public Information Office?

A: When the IC deems information about an incident or event needs to be released, the IC may request assistance from Communications & Marketing via email at PIO@largo.com.

Q: If a storm is approaching, when does Communications and Marketing begin posting information on Largo.com about the storm?

A: Once Largo is included in the 5-day forecast cone for two consecutive advisories.

Scenarios

Storm Scenario

- The National Hurricane Center begins issuing advisories on a tropical storm approaching the Caribbean and Largo's Emergency Manager or Incident Commander (IC) begins updating the Disaster Management Group (DMG).
- If Largo becomes included in the 5-day forecast cone for two consecutive advisories, a lead PIO will be assigned for that storm during normal business hours and will post a news item on Largo.com that will act as a 'blog' of updates from the IC. Social media may be utilized as well to link readers to that news 'blog' item. As the storm continues to move closer to Florida, the Largo.com blog will be updated accordingly during normal business hours.
- If the CIC is activated for normal business hours, the lead PIO will stay in regular communication with the CIC Coordinator to ensure consistent information is being released.
- If the IC activates the CIC for after-hours operation, PIO duties will be assigned for those same hours and the PIO on duty may work remotely if possible. A shift schedule will be set up for the lead PIO position and it will also be determined whether additional PIO positions will be needed.
- 24-48 hours prior to a storm's arrival, standard Communications and Marketing functions will cease and electronic equipment will be secured.
- Communications and Marketing will also coordinate a schedule for staff to leave work and secure their families and homes. All other PIO assignments will be made and schedules assigned. Information will be released in regular updates and as needed. Examples of information that will need to be gathered and released are:

Storm advisory information
 How Largo is preparing for the storm
 Possible impacts on Largo
 What residents should do to prepare for impact
 Evacuation and shelter information
 Bridge and road closures
 Other storm-related news

Sudden Event

- An IC and Lead PIO will be assigned immediately. If the event is a Police or Fire Rescue incident, C&M will provide assistance upon request. If a citywide event, C&M will assist however needed, whether to act as Lead PIO or assist the Lead PIO.
- The PIO will assist the IC to develop an initial statement or release to inform the media and public about what information is known and being released.
- The scope of the event will determine the size of the C&M response, but it will begin with one C&M representative being assigned to offer assistance to the Lead PIO. If it appears that assistance will be needed beyond one operational period, a second C&M representative will be assigned to cover the next period. A shift schedule can also be implemented to allow multiple

C&M representatives to work simultaneously if necessary.

CITY OF LARGO ADMINISTRATIVE POLICIES AND PROCEDURES MANUAL		
Policy:	E.O.C. Staff Responsibilities	Policy Number: EM-01-01
Originating Department/Division: Fire		
Effective Date: July 15, 2001		Approved By:
Supersedes Policy: E.O.C. Staff Responsibilities Recall and Emergency Notification		Dated: 08/24/94

POLICY

Effective emergency management dictates that key personnel who have critical decision-making responsibilities, or their designers, be available to respond on very short notice to major emergencies. All management level employees who have specific responsibilities in connection with the City Emergency Operations Center (E.O.C.) will ensure that emergency contact information is kept up to date at the Police Department Communications Center.

PROCEDURE

1. Each key person who has specific responsibilities in the City's Emergency Operations Plan will ensure that the Police Department Communications Center has current emergency contact information. This will be accomplished by forwarding by memo to the Communications Section Supervisor the following information at a minimum:
 - Position
 - Primary responsibilities under the Emergency Operations Plan
 - Name
 - Office location
 - Office phone
 - FAX number
 - Home address
 - Home phone
 - Beeper number
 - Cellular phone number
 - Designated alternate's name
2. Each key person will identify an alternate, who will assume their responsibilities in the event the primary cannot be reached or is unavailable.
3. Each alternate will provide the same information required in No. 1 above to the Communications Section Supervisor, in the same manner.
4. Each key person and alternate will immediately provide an update to the Communications Section Supervisor whenever there is a change in the emergency contact information.
5. Whenever any key person or alternate leaves the area or becomes unavailable for any reason, he or she will notify the Communications Center, at 587-6730, of their change in availability status. Likewise, the Communications Center will be notified when the individual again becomes available. The intent of this requirement is that the listing of emergency contact information be current, 24 hours per day, 7 days per week, to facilitate rapid implementation of emergency procedures when the need arises.

CITY OF LARGO ADMINISTRATIVE POLICIES AND PROCEDURES MANUAL		
Policy:	Employee Disaster Responsibilities	Policy Number: EM-01-02
Originating Department/Division: Fire		
Effective Date: July 15, 2001		Approved By:
Supersedes Policy: Employee Disaster Responsibilities		Dated: 05/10/94

POLICY

All City of Largo employees must be prepared to assist the citizens of Largo in the event of natural or man-made disasters. All employees are expected to be available for service as identified in each department's Emergency Preparedness Plan.

PROCEDURE

1. All employees must be available for duty before, during, and after a disaster as directed by their departments. Department Directors may grant exceptions to this policy for extreme hardships.
2. All employees must know their disaster roles and responsibilities, including when and where to report for service. Department Directors will assign all employees to one of the following categories:
 - Primary Personnel: Employees who must be immediately available to their departments before, during, and after the disaster event.
 - Secondary Personnel: Employees allowed to go home before the event and required to report at a specified time and location after the event.
 - Reserve Personnel: Employees allowed to go home prior to the event and not required to report to work until requested or advised to do so.
3. In return for this commitment to the citizens of Largo, the City of Largo Administration will:
 - Ensure that plans are in place and training is provided to support employees and their families.
 - Provide shelter space for immediate families of City personnel who are unable to make other arrangements with friends, family, or coworkers.
 - Assist employees and their families with obtaining long-term critical relief supplies.
 - Assist employees who sustain major losses with filing insurance claims, obtaining federal assistance, and meeting temporary housing needs.
4. In accordance with the Personnel Rules and Regulations and applicable union contracts, employees may be allowed to use sick leave when a catastrophic disaster occurs at an employee's primary residence.

CITY OF LARGO ADMINISTRATIVE POLICIES AND PROCEDURES MANUAL		
Policy:	Facility Closures	Policy Number: EM-17-01
Originating Department/Division: Administration		
Effective Date: January 3, 2017		Approved By:
Supersedes Policy: N/A		Dated: N/A

POLICY

The City of Largo shall close its facilities, and/or suspend activities, during emergency situations to protect the life, health and safety of citizens and employees.

PROCEDURE

City facilities shall be closed, and/or activities suspended, based on emergency situations. Emergency situations may include weather, natural disaster, man-made threats, or site/facility specific issues. For weather/natural disaster related threats, closures shall be authorized by the City Manager or designee, using the attached matrix as guidance.

Closures related to site/facility specific issues shall be determined by the representative Department Director or City official (Building Official, Fire Marshall, Facilities Manager, or City Engineer). Each of these individuals may either suspend activities or close the affected facility. In these instances, the City Manager or Assistant City Manager shall be notified at the time of any action.

Closure/Response Matrix

Notice	Condition	Largo Operations	Closure	Shutter Buildings	Open EOC	Open CIC	Provide Temporary Child Care	Ready OP Commission
Severe Thunderstorm	Watch	1	No	No	No	No	No	No
Tornado	Watch	2	No	No	No	No	No	No
Tropical Storm	Watch	2	No	No	No	Partial	No	No
Hurricane	Watch	2	No	No	No	Partial	No	No
NoTornado	Warning	3	Maybe	No*	No	Maybe	Maybe	Yes
YesTropical Storm	Warning	3	Maybe	Yes	Monitor/ Partial	Yes	Maybe	Yes
Hurricane	Warning	4	Yes	Yes	Full	Yes	Maybe	Yes
State/County/Local (Depend on Severity)	Declaration of Emergency	4	Yes	Yes	Yes	Yes	Maybe	Yes
*Shuttering shall only proceed if there is enough time from the declaration of the warning to the event impact.								
Key								
	1	Business as usual						
	2	Communicate with staff to secure buildings, possibly pull non-essential vehicles/personnel off of roads.						
	3	Secure buildings, pull non-essential vehicles/personnel off roads. If Warning duration is for more than one hour (i.e., associated with a tropical system), CM consideration on canceling activities / closure of City facilities / activate child care provision.						
	4	Secure buildings, pull non-essential vehicles/personnel off roads. CM determines start time for cancellation of all activities and closure of City facilities.						
Notes								
		<ul style="list-style-type: none"> Under partial closures, City may require primary personnel to respond during the event. In those instances, RPA and other support departments may be required to provide child care in the event of PCSB closures. 						
		<ul style="list-style-type: none"> Under Level 4 closures, City will require primary personnel to respond during the event. In those instances, child care will NOT be provided until post event activities. 						

	<ul style="list-style-type: none">• During either partial or full closures, staff may be required to participate in Emergency Management functions in addition to, in combination with, or in place of, their regular work assignments.
	<ul style="list-style-type: none">• When Ready Alert OP used for incident briefings to Directors and Administration, it shall also be used for the City Commission.
	<ul style="list-style-type: none">• Temporary Child Care – When Pinellas County Schools are closed, but the City is still open. 7 am – 6 pm.

CITY OF LARGO ADMINISTRATIVE POLICIES AND PROCEDURES MANUAL

Policy:	Construction Project Management	Policy Number: F-01-01
Originating Department/Division: Public Works/Facilities Management		
Effective Date: May 1, 2004		Approved By:
Supersedes Policy: Construction Project Management Construction Project Management Construction Project Management		Dated: 10/01/12 07/15/01 04/27/95

POLICY

It is the intent of the City of Largo to manage the City’s construction projects and ensure that all work by the architects and all work and materials used by the contractors are in accordance with the plans, specifications and contract documents approved and issued by the City Commission on all capital projects.

PROCEDURE

The Construction Management Team will professionally manage construction projects from conception to the completion for the purpose of controlling time, cost, and quality.

Construction Management Team

The Construction Management Team may consist of any of the following representatives:

- | | |
|-----------------------------------|--|
| Department Project Representative | Construction Project Supervisor |
| Community Development Director | Architect/Engineer (Consultant) |
| City Engineer | Facilities Manager |
| Fire Marshal | Project Manager (selected by the City Manager) |
| Plans Examiner | Public Works Director |
| Risk Manager | Building Official |
| Assistant City Manager | Police Department representative |

The responsibility of the Construction Management Team will include the following:

1. Construction Management Team will submit all plans, documents, and cost estimates to the City Manager prior to City Commission presentation.
2. Prepare conceptual design plans and make presentation(s) of the concept plan to the City Commission.
3. Prepare design and construction documents for the project including production of plans, specifications, and addenda suitable for bidding purposes and make presentation(s) to the City Commission.
4. Review shop drawings, approve equipment and material, and evaluate substitute material/equipment.
5. Prepare and review cost estimates during the schematic, design, and construction documents phases.
6. Coordinate the pre-bid meeting, review contractors' questions, and prepare the appropriate addenda.
7. Analyze design changes and other design-related functions to ensure compatibility with the project intent, the Comprehensive Development Code, and the budget.
8. Tabulate and analyze bids and recommend to the City Commission awarding a contract to the lowest, responsive, responsible bidder or to the firm providing the best proposal if a Request for Proposal is used for selection.

9. Ensure that the appropriate construction documents are executed prior to commencing work, including:
 - a. Notice of Award
 - b. Notice to Proceed
 - c. Preliminary Schedule of Work
 - d. Schedule of Values
 - e. Agreement/Contract
 - f. Certificates of Insurance
 - g. Permits
 - h. Bid Bond
 - i. Performance Bond
 - j. Payment Bond
10. Conduct a preconstruction conference for the project. Record significant information from this conference and distribute copies to all appropriate parties.
11. Maintain a minimum of one record copy of the executed contract documents in the City Clerk's office. Maintain a complete set of plans and specifications.
12. Receive/prepare and evaluate the contractor's and owner's requests for modifications to plans and specifications.
13. Receive, evaluate and process all pay requests from the general contractor.
14. Compile and update the official record of the construction project to include at a minimum field reports, monthly reports, change orders, contract amendments, contingency balance, photos of the project at various intervals, payment history, and schedule.

Conceptual Design

The City Commission will give direction to the Construction Management Team to develop the conceptual design of the project.

1. The Construction Management Team will provide an analysis of space planning, site planning, and overall project development and present this analysis to the City Commission.
2. The Construction Management Team will present the conceptual design to community, advisory, and employee groups that may be affected by the proposed construction project.
3. The Construction Management Team will present the conceptual design to the Design Review Committee (DRC) for preliminary design suggestions.
4. The Construction Management Team will present the conceptual design to the City Manager.
5. The findings of the conceptual design analysis will be presented to the City Commission with cost estimates for the project and alternatives (if provided).
6. The Construction Management Team will incorporate final comments from the City Commission into the design of the proposed construction project.

Design/Construction Document Preparation

The Construction Management Team will develop the design documents for the project to be reviewed by the City Commission and bid on by qualified contractors. The purpose of this phase is to ensure constructability of the project, to develop bid documents suitable for competitive bidding, and to ensure compliance with City Building and Development Codes.

1. The Construction Management Team shall ensure during the conceptual phase of the project that completed concurrence questionnaires and copies of the concept plan are submitted to the Design Review Committee. The Construction Management Team should be prepared to sponsor a neighborhood meeting in the area where the project is planned. Comments resulting from the concurrence review, design review, and neighborhood meetings should be reflected in the 30/60/90% site plan drawings.
2. Public facilities and services must comply with all the applicable standards of the Comprehensive Development Code (CDC). Administrative relief and Board of Adjustment relief is available.

3. In-house staff or the consultant for the City may submit the completed building plans and specifications to the Building Division for review by the Plans Examiner during the Development Order review process. The Plans Examiner will coordinate the review of the building plans by the Fire Rescue and Building Division. A Development Permit (building permit) shall be issued when it has been determined that the building plans comply with the Standard Building Code and applicable Fire Code. The issuance of a Development Permit should not take in excess of ten (10) working days provided the Plans Examiner is given the same opportunity to review and comment during the conceptual and 30/60% stage of the drawings.
4. The issuance of the Development Permit signifies that the plans are in compliance with the various City Codes and construction may proceed.
5. Sometimes, facility development does not involve site improvements. In these instances, the proposed building improvements should be submitted to the Building Division for review by the Plans Examiner. The Plans Examiner will coordinate the review of the building plans by the Fire Rescue Department and Building Division. A Development Permit (building permit) shall be issued when it has been determined that the building plans comply with the Standard Building Code and applicable Fire Code.
6. Bid documents for all City construction projects will be prepared using the City of Largo's General Conditions for Construction Projects or other appropriate standard City agreement, along with technical specifications and construction drawings prepared by the Architect/Engineer and staff and approved by the City Commission. Three sets of bid documents must be submitted and approved by the Office of Management and Budget, Risk Management Division, and the City Attorney's Office. The following items will be addressed before bids are mailed to prospective bidders:

- _____ 1. Bid number
- _____ 2. Project name (must be used consistently)
- _____ 3. Length of contract, In consecutive calendar days
- _____ 4. Liquidate damages
- _____ 5. Insurance requirements approved by Risk Management
- _____ 6. Indemnification
- _____ 7. Table of Contents
- _____ 8. Schedule of Drawings
- _____ 9. Bid opening time, date and location
- _____ 10. Bid package purchase price, nonrefundable
- _____ 11. Brief description of project, including location
- _____ 12. Pre-bid conference
- _____ 13. Schedule requirements
- _____ 14. Licenses
- _____ 15. Bid cannot be withdrawn for 90 days
- _____ 16. Acknowledgement of Addenda
- _____ 17. Bid Security
- _____ 18. Bid Bond and Public Construction Bond

- _____ 19. Corporate (or other) Authority
- _____ 20. Retainage
- _____ 21. Guarantee and warranty period
- _____ 22. Consistency as to how Owner is referred
- _____ 23. Cost proposal page with detailed unit prices and deductive/additive alternatives
- _____ 24. Permits-Building permits must be obtained by the contractor and fees will be waived.

Bidding and Award

The Office of Management and Budget (OMB), in conjunction with the Construction Management Team, will coordinate the bidding or proposal process to ensure that there is fair competition between contractors. OMB and the Construction Management Team will determine the most responsive responsible bidder or best proposer and recommend to the City Commission award of a contract.

Bid/Request for Proposal:

1. OMB and the Construction Management Team will schedule a pre-bid meeting to discuss the project and receive questions from contractors. Addenda will be prepared by the Architect and distributed to all attendees.
2. A public bid opening will be held in City Hall and OMB will maintain the official record of the bid submittal.
3. OMB and the Construction Management Team will review all bids or proposals for responsibility and responsiveness and will present the bid or proposal to the City Commission for approval of award.
4. The Risk Manager, City Attorney's Office and the Contractor will review and execute the final contract prior to approval of the contract being placed on the City Commission meeting agenda.

Award:

1. After the City Commission awards a contract, OMB will issue a notice of award to the contractor.
2. A preconstruction meeting will be scheduled to discuss the project scope of work, discuss the project schedule, discuss, DER/EPA requirements, discuss permitting requirements, discuss hours of work, discuss progress payments, review request for information procedures, discuss change order process, review traffic and safety plan, sign contracts, receive a list of subcontractors from the contractor (if not required in the bid), receive a schedule of values, introduce key contacts in the construction administration process, and issue a notice to proceed.

Construction Administration

1. The schedule for on-site progress meetings with the Construction Management Team and contractor will be established and the Team will meet a minimum of once every two weeks. Frequency of meetings will be dependent upon the complexity of the project and the status of the work; however, weekly meetings will most likely be needed only during the first month.
2. The contractor will be responsible for coordinating the inspections to ensure compliance with site plan and building code requirements.
3. All change orders that impact the cost of the project will be submitted to OMB and the Project Manager for review and approval. Consistent with City of Largo Code of Ordinances, change orders or modifications involving aggregate increases or decreases in competitive sealed bids greater than or equal to Twenty-five Thousand Dollars (\$25,000) will be approved by the City Commission.

4. All projects will have a photographic record of preconstruction, construction, and project completion. Aerial photographs can be arranged and are encouraged.
5. Progress payments will be made to the contractor upon receipt of an application for payment that has been reviewed and approved by the Project Manager.
6. A final pay request is submitted when the project is complete and will be paid once the following items have been reviewed:
 - a. All punch list items have been signed.
 - b. The final change order has been submitted.
 - c. The Certificate of Final Inspection has been issued.
 - d. All required as-built drawings, warranties, maintenance, and operation instructions have been submitted.
 - e. Contractor's release of payment to suppliers and subcontractors has been submitted.
 - f. Consent of surety for final payment has been submitted.
 - g. Subcontractors release of all claims has been submitted.
7. Upon project completion, the Project Manager will submit building information to Facilities Management for future repairs and/or renovations.

Compliance with City Development Regulations

All City projects consisting of new construction or renovation of any buildings, electrical, gas, mechanical, or plumbing systems shall comply with the Development Order and permitting process to ensure building construction complies with adopted Codes. If a project is managed in-house, the Project Manager is responsible to follow the Development Order process. If a project is managed by a consultant, the Architect/Engineer will be responsible to follow the Development Order process. City projects are subject to the same regulatory process and requirements as private property owners.

Any renovation, addition, or demolition project at the Municipal Complex will be approved by the Assistant City Manager and Facilities Manager prior to project initiation. Any major renovation, addition, or demolition project on other City property will be approved by the appropriate Department Director and the Facilities Manager prior to project initiation. If such project is not budgeted, Assistant City Manager approval is also required.

CITY OF LARGO ADMINISTRATIVE POLICIES AND PROCEDURES MANUAL		
Policy:	Security and Security Inspections	Policy Number: F-01-02
Originating Department/Division: Human Resources		
Effective Date: March 1, 2004		Approved By:
Supersedes Policy: Facility Access Cards Security		Dated: no policy written 04/11/97

POLICY

All employees will be issued identification and/or proximity cards. Every employee must keep his/her identification card on his/her person, and display it while present on City premises or engaged in City business. The loss of an identification or proximity card must be immediately reported to the Human Resources Department.

The City of Largo provides desks, lockers, and other storage devices for the convenience of employees, but these remain the sole property of the City. The City of Largo also provides access to numerous facilities; therefore, it is important to establish and maintain security for all personnel and property. Access to secured buildings, facilities, areas, cabinets, lockers and desks is provided to employees; however, this access does not guarantee personal privacy to employees.

PROCEDURE

The City will issue locks for all lockers issued to personnel. Accordingly, all City property can be inspected, with or without prior notice, when deemed necessary. Searches will be conducted by two or more personnel selected by the Department Director, City Manager or designee.

Efforts will be made to notify and/or have the employee present during any search.

CITY OF LARGO ADMINISTRATIVE POLICIES AND PROCEDURES MANUAL

Policy: Facility Work, Permitting, and Site Plan Approval	Policy Number: F-10-03
Originating Department/Division: Administration	
Effective Date: 09/01/10	Approved By:
Supersedes Policy:	Dated:

POLICY

The purpose of this policy is to clarify roles and responsibilities for the performance of work within any Division, Department, or building, with regards to: involvement of Facilities Management (Facilities); involvement of Information Technology (IT); obtaining permits; and obtaining site plan approval. It is the City's explicit policy that site plan approval and/or a building permit shall be obtained when determined to be required in accordance with the procedures outlined below. Further, the responsible Division or Department, as determined through the process of this policy, shall ensure that work is performed in accordance with the site plan approval or permit, and that required inspections or other deliverables are completed. This requirement shall extend to any work performed on behalf of the City at any facility or in conjunction with a special event.

PROCEDURE

Facilities Management

If a department desires work for the interior or exterior of a building or ancillary structures, or construction or utility work on facility grounds, it is incumbent upon that department to contact Facilities Management prior to the commencement of any work. Facilities Management shall determine, within five (5) working days, whether the work will be coordinated/performed by Facilities Management, or relinquished to the requesting department. Facilities Management may relinquish projects to the requesting department at its discretion, terms, and conditions. This may include, as example: some or all of the work; coordinating and obtaining permits; coordinating and obtaining site plan approval. Determination of project coordination/performance shall be provided in writing to the requesting department director. It is incumbent upon individual departments and Facilities to establish those facilities or structures that are the responsibility of the requesting department prior to initiating any work by the requesting department (i.e. process tanks and associated equipment at the Wastewater Reclamation Facility). In the absence of established responsibilities for the requesting department, the responsibility lies with Facilities Management.

A request for the performance of new construction or contracted remodeling work shall be made to the Facilities Manager, in writing or e-mail format by the requesting department, with a copy to the requesting department's director. All requests for maintenance repairs or cosmetic work to facilities shall be submitted as a service request through the eGov Service Request system on the City of Largo website.

A request made to any other individual or through any other means than those listed, or not made in writing or e-mail, is not considered a valid request. There are no other positions within Facilities Management that are authorized to make determinations on the performance of work other than those listed above. Performance of work, without the expressed written consent of Facilities Management, will be considered unauthorized work.

Projects retained by Facilities shall be assigned costs and timetables for completion that are agreed to by Facilities and the requesting department. Facilities shall consult with the assigned department representative for the respective project prior to the commencement of work to: coordinate materials/methods/colors; establish timing of the work; minimize impacts to operations and damage to existing facilities. In the event Facilities and the requesting department cannot agree to all terms and conditions for a project prior to the commencement of work, Administration shall make final determinations of assigned roles, responsibilities, and time frames. Project conditions shall be provided, in writing, to the requesting Department Director.

Where Facilities Management is working for a department that has personnel dedicated to the operation, maintenance and repair of specific facilities or facility elements, work shall be coordinated with, and approved by, the appropriate Operational Manager or Department Administration (Director/Assistant Director) prior to the commencement of work. This shall include, but not be limited to:

Recreation, Parks & Arts

Parks Superintendent – playgrounds; picnic tables, shelters, and benches; kiosks; animal enclosures; statues; garden ponds; park sidewalks and trails; trees, landscaping and irrigation; park signs, bollards, light poles, and accent lighting; exterior painting/court surfacing; interior of park structures.

Aquatics Manager – pool construction, modification, resurfacing; pool decking; electrical (ancillary to pool pumps and associated pool equipment).

Environmental Services

Senior Foreman (Wastewater Reclamation Facility [WRF]) – all work described under the Tradesworker II classification shall remain within the Department and does not require coordination with Facilities Management. Tradesworker II duties that are not performed by Environmental Services shall be coordinated with Facilities Management through the Senior Foreman for the WRF.

Information Technology

IT shall have primary responsibility for installation and modification of telecommunication, data, and other related computer equipment. Requests for IT services shall be directed to the IT department. IT shall contact Facilities Management within five (5) working days after IT project approval to determine whether the work will be coordinated/performed by Facilities or IT.

Permitting

Facilities Management shall have the responsibility to request Building Division determination as to which, if any, permits are necessary for the performance of work. The requirement to obtain any required permits will reside with whichever division/department is assigned that responsibility from the original allocation of tasks. The determination of whether a permit is necessary shall be made within five (5) working days of the request for determination. A request to the Building Division shall be made to the following personnel, in writing or e-mail format:

- Building Official
- Assistant Building Official

A request made to any individual other than those listed, or not made in writing or e-mail, is not considered a valid request. There are no other positions within the Building Division that are authorized to make a determination on the requirement of building permits other than those listed above. Performance of work without a permit, without the expressed written consent of the Building Division, will be considered unauthorized work.

The Building Division, within 24 hours of request for permit determination, shall issue a determination in writing or e-mail format to Facilities Management, or request additional information in order to make a final determination. If a permit is required, a permit shall be obtained by a licensed contractor. The Building Division may issue an Annual Facility Permit pursuant to Florida Building Codes. If it is determined that a permit is not required, and the scope of the work to be performed changes following the initial determination, such changes shall also be reviewed with the Building Division to determine if a permit is required.

Site Plan Approval

When a project proposal involves modification of a facility's footprint, impervious surface, use, site contours, or landscaping elements, Facilities Management shall have the responsibility to obtain Planning Division determination as to whether site plan approval is necessary for the performance of work. The requirement to obtain site plan approval will reside with whichever division/department is assigned that responsibility from the original allocation of tasks. The determination of whether site plan approval is necessary shall be made within five (5) working days of the request for determination. A request to the Planning Division shall be made to the following personnel, in writing or e-mail format:

- Assistant Community Development Director

- Community Development Director

A request made to any individual other than those listed, or not made in writing or e-mail, is not considered a valid request. There are no other positions within the Planning Division that are authorized to make a determination of site plan approval requirement other than those listed above. Performance of work without site plan approval, without the expressed written consent of the Planning Division, will be considered unauthorized work.

The Planning Division, within three (3) days of a request for site plan determination, shall issue a determination in writing or e-mail format to Facilities Management, or request additional information in order to make a final determination. If a site plan is required, site plan submissions shall be made by licensed professionals (i.e., architect, engineer, etc.) in accordance with the requirements of the City's Comprehensive Development Code. If the determination is that site plan approval is not required, and the scope of the work to be performed changes following the initial determination, such changes shall also be reviewed with the Planning Division to determine if a site plan is required.

Utilities

Work that involves a change in utility service (i.e., potable water, sanitary sewer, electric accounts, etc.), whether it be activation, deactivation, or modification, shall be coordinated between the affected department and the Finance Department – Sr. Accounting Clerk. The requirement to coordinate with the Finance Department will reside with whichever division/department is assigned that responsibility from the original allocation of tasks.

Tenant Agreements and Joint Use Contracts

Several departments have tenant agreements or joint use contracts that may restrict, or allow for, the modification of tenant or joint use space by the outside party. Each individual department shall be responsible for managing and enforcing the terms and conditions of any tenant agreement or joint use contract that affects a facility or City property within that department. In the event an outside party seeks to modify a City facility or infrastructure through the terms of a tenant agreement or joint use contract, the request shall first be considered by Administration to determine any policy implications with the request. The determination of whether the request is approved shall be made within five (5) working days of the request for determination. A request to Administration shall be made to the following personnel, in writing or e-mail format:

- Assistant City Manager/City Manager

A request made to any individual other than those listed, or not made in writing or e-mail, is not considered a valid request. There are no other positions within Administration that are authorized to make a determination of facility modification by an outside party other than those listed above. In the event the request is approved by Administration, the affected department shall proceed with submitting a request for the modification or improvement as outlined in this policy.

CITY OF LARGO ADMINISTRATIVE POLICIES AND PROCEDURES MANUAL		
Policy:	Budget Adjustments (Transfers/Amendments)	Policy Number: FP-01-01
Originating Department/Division: Administration/City Manager		
Effective Date: April 22, 2009		Approved By:
Supersedes Policy: Budget Adjustments (Transfers/Amendments) Budget Adjustments		Dated: 04/15/01 12/21/94

POLICY

An administrative transfer involves the transfer of funds from one expenditure account to another within the same department and fund. Such a transfer is subject to approval by OMB.

In order to increase or decrease a department's total appropriation or its appropriation within a fund, the City Charter requires that the City Commission enact an ordinance amending the budget.

PROCEDURE

1. Transfer

To request a transfer, a department is required to complete a Budget Amendment or Transfer Form (home/largo/ad/omb/BudgetAmendment_Transfer) and submit it to OMB. Budget transfer requests are necessary only under the following circumstances:

- a. All capital expenditures not authorized in the budget must be approved in advance by OMB. If sufficient capital funds are not available in the appropriate program or department and fund (does not apply to Enterprise and Internal Service funds), then a Budget Amendment or Transfer Request should be sent to OMB when the purchase requisition is entered in the purchasing system. If the capital funds are available in the program but are in the wrong account, a transfer is not necessary unless a job number is associated with the project or purchase. If a job number is associated with the project or purchase, a budget transfer is needed to get budget amount linked to the job number.
- b. Operating or organizational changes that will result in expenditures significantly different from the adopted budget should be preceded by a budget transfer. Before requesting a transfer for such reason, please consult OMB to determine if one is necessary.

The transfer should be requested before the proposed expenditure of funds, not after the fact in an attempt to balance an account. This policy does not preclude OMB requesting that additional transfers be made in special situations.

After approval by OMB copies of the Budget Amendment or Transfer Request Form are sent to the originating department and the Finance Department for entry into the financial system. If not approved, such will be indicated on the form and it will be returned to the originating department.

Departments are not required to stay within the amounts budgeted in each expenditure account. Strict accountability is enforced only with regard to the total appropriation for each fund within each department.

2. Amendment

To request an amendment, a department must complete a Budget Amendment or Transfer Request Form (see example attached) and submit it to OMB.

If approved, a budget amendment ordinance and the Commission Memo and Ordinance will be prepared by the OMB Manager with assistance from the originating department and submitted to the City Commission. Upon approval, OMB will submit a request to process the approved Budget Amendment to the Finance Department for processing.

CITY OF LARGO ADMINISTRATIVE POLICIES AND PROCEDURES MANUAL

Policy:	Accounts Payable	Policy Number:	FP-01-02
Originating Department/Division: Finance			
Effective Date: July 09, 2011		Approved By:	
Supersedes Policy: Accounts Payable Accounts Payable		Dated: 07/15/01 05/01/04	

POLICY

This policy facilitates the accounts payable process. This policy applies to requesting payments for goods and services and does not apply to the purchasing guidelines or purchasing policy, which are related to making purchases of goods and services.

PROCEDURE

General Definitions

- PAM: Payment Authorization Memo used for non-competitive purchases such as legal fees, subscriptions/memberships, travel/training, petty cash, utility payments, etc.
- PO: Purchase Order used for competitive purchases greater than \$750, for all capital items, or when the City purchasing card is not accepted.
- BPO: Blanket Purchase Order used to secure a discount or guaranteed price for goods or services over an established period, such as for office supplies, lawn maintenance, pool chemicals, uniforms, etc. A hard-copy Requisition is used to request issuance of a BPO. A BPO Receiving Form is used to request payments against an approved BPO. Payments may also be made against a BPO with a purchasing card.
- Voucher Package: Paperwork used to request payment, including a completed PAM, PO, or BPO Receiving Form accompanied by an invoice and any other supporting documentation.

Payment Deadlines and Check Processing

- Voucher packages must be submitted to Accounts Payable by **Wednesday noon** of each week to ensure payment by Monday of the following week. Voucher packages received **after noon on Wednesday will be processed for payment the following week.**
- To ensure prompt payment, please submit all voucher packages to Accounts Payable for processing **as soon as possible**, but **no later than 30 days** after the receipt of goods or services.
- All checks are printed on Friday for Monday distribution. The **ONLY** checks not mailed are for employee reimbursements, petty cash reimbursements, and entertainer payments due the day of performance. Vendors should **NOT** be promised COD and checks may **NOT** be picked-up by vendors in person.
- Processing deadlines are affected by observed City holidays; therefore, Accounts Payable will inform Directors, Operational Managers, Management Analysts, and Clerical staff of revised processing schedules through email notification with at least one week’s notice. For example, if the City will be closed on Friday, the Wednesday noon deadline becomes Tuesday noon.
- At the end of the fiscal year, Accounts Payable will notify the same email recipients as noted above of the processing schedule to ensure payments are recorded in the proper fiscal year.
- “Stop Payments” on misplaced checks will not be made for two weeks after the check’s original issue date. This will allow a reasonable time for the check to be found. Please email Accounts Payable with the vendor name, amount, date, and number of misplaced checks.

Vendors Paid by Statement

- Certain vendors (such as Sam's Club) are paid by monthly statements rather than by invoice. Since Accounts Payable matches internal purchasing documentation to the vendor's statement, all documentation for purchases made in a given month must be submitted to Finance by the first business day of the following month. Any interest charged the City, due to non-payment of an unidentified invoice, will be charged to the department that did not submit appropriate documentation.

Voucher Package Preparation

- To request payments for vendors who are not paid by statement (see above section), the following items must be included with the respective accounts payable forms (PO's, BPO's, PAM's, etc.) before payments can be processed:
- Vendor number
- Vendor information (e.g., name, address, etc.) in the Funds Management System (Accounting System) **must** match the information included in the voucher package.
- Account number to be charged
- Amount charged to each account, if more than one account is being used
- BPO or job number, if applicable
- PAM's are used to request payments for noncompetitive purchases (e.g., utility payments, training, and for vendors not required to provide quotes or proposals). If purchases are of a competitive nature, payments should be processed after issuance of a PO.
- Three separate signatures should accompany most voucher packages (orderer, receiver, payment authorizer); however, if the same individual orders and receives the goods or services, only one additional signature is necessary to authorize the payment.
- Original invoices should be included in all voucher packages, to reduce the possibility for making duplicate payments, which could occur if a fax copy or photo copy of the invoice is included. If a fax copy or photo copy is necessary, please write why the original invoice could not be included along with your signature and date.
- If a purchase was made from a vendor who is used by other departments (e.g., Office Depot), please provide YOUR full name, department, phone number, and BPO/PO number for every payment request, to reduce confusion in identifying and processing payments.
- If white-out or other corrections are made on a voucher package, the person receiving the order must initial the change. If the voucher package was approved prior to the correction, the person authorizing **must also** initial by the change.
- If copies of any documentation is required to be submitted to a vendor along with a payment, please make all required copies and include the copies on the top of the voucher package, to ensure the vendor receives all documentation required.

Partial Shipments / Partial Payments

- If a "partial shipment" is sent (incomplete order) and the items not shipped are "back-ordered", whether a partial payment can be made depends upon the type of items.
- Dependent Items - Examples of dependent items include: a computer terminal and keyboard, a lawn tractor and mower attachments, etc.
- When there is a partial shipment of dependent items (the items can only function with each other), payment is withheld until the remaining items are shipped. This is done to ensure that the remaining items are shipped as quickly as possible and because the items that were shipped are not usable alone.
- If a vendor cannot deliver the remaining dependent items within a reasonable time, a decision must

be made whether to return the items already shipped or to pay for them.

- Independent Items - When there is a partial shipment of independent items (the items do not operate together), a partial payment for the items shipped first can be processed, because the items received can be used even if the back-ordered items are never delivered.
- It is sometimes preferable to withhold partial payments for independent items to ensure faster delivery of the remaining items. Partial payment for independent items can be made at the discretion of the ordering department.
- If a vendor is requesting payment for a partial shipment, ordering departments should not decide to withhold payment without contacting Accounts Payable.
- Partial payments for items purchased on a PO can be processed by printing out the PO Detail from the Funds Management System and indicating which items were received.
- Partial payments for items purchased on a BPO can be requested by preparing separate BPO Receiving Forms.

Exempt Sales, Non-exempt Sales & Sales Tax

- Taxable purchases are infrequent, but can occur; therefore, Accounts Payable treats all purchases as exempt from sales tax unless departments clearly designate otherwise on the voucher package. Departments involved in taxable transactions should indicate on the voucher package that sales tax should be paid.
- Accounts Payable maintains copies of tax-exempt certificates that can be provided to vendors, and departments may make copies to mail to all vendors. The tax exempt certificate is also available on the City computer system under, "Department forms/finance".

Purchasing Card Payments

- For City employees using a City Purchasing Card, procedures for reconciling monthly statements with supporting documentation differ from the payment procedures mentioned above. The Purchasing Card Policies and Procedures are provided to all cardholders in a separate document.

General Reminders

- Departments are not required to retain copies of voucher packages. Accounts Payable retains original copies of all voucher packages for at least three years (longer for capital purchases). Account Payable files are accessible to departments at any time to make copies of voucher packages or to conduct research.
- All purchases for travel/training (.40) must be approved by the Department Director or Administration prior to purchasing and requesting payment (see Travel and Training Approval and Reimbursements Policy FP-01-02 for approval requirements).
- All expenditures for software (.59) and software support (.36) must be approved by the Information Technology (IT) Director prior to purchasing and requesting payment.
- All vendor inquiries (e.g., regarding the status of checks) should be transferred to Accounts Payable staff to ensure the most up-to-date information is communicated.

CITY OF LARGO ADMINISTRATIVE POLICIES AND PROCEDURES MANUAL	
Policy: Acquisition of Professional Services for Local Agency Program (LAO) Projects	Policy Number: FP-01-13
Originating Department/Division: Community Development/Engineering	
Effective Date: March 27, 2013	Approved By:
Supersedes Policy: N/A	Dated: N/A

POLICY

This policy defines the method used by the City of Largo to acquire qualified professional architectural; engineering; landscape architectural; land surveying and mapping; planning; and right of way acquisition and property management services for Local Agency Program (LAP) projects involving State and Federal funding only, and is not intended for use in the procurement of professional services for other city purposes. This policy is intended to comply with **49 CFR, Part 23** and **23 CFR, Part 172, Sections 287.055, 337.105, 337.106, 337.107, 337.1075** and **Chapter 339, Florida Statutes (F.S.), and Rule Chapter 14-75 and 14-78, Florida Administrative Code (F.A.C.)**. The regulations will supersede any discrepancy between the information in this policy and the regulations. If so directed in writing by the State or Federal funding agency, alternate procedures may be followed with authorization from the City Manager and documentation will be kept in the project file outlining those alternate procedures.

Certain professional services contracts are exempted from formal advertising and selection in strict adherence to the selection procedures outlined below. These include projects where the fee for professional services is less than the threshold amount in **Section 287.017, F.S.**, for Category Two (\$35,000) or when the construction cost is estimated to be less than the threshold amount for Category Five (\$325,000).

PROCEDURE

1. Definitions

Purchasing Category Threshold Amounts (Section 287.017, F.S.):

Category One:	\$20,000
Category Two:	\$35,000
Category Three:	\$65,000
Category Four:	\$195,000
Category Five:	\$325,000

CEI: Construction Engineering Inspection

Letter of Qualification: On each occasion when the City requires professional services for Local Agency Program (LAP) projects, the advertisement for such services will require interested Consultants to submit a Letter of Qualification. The content criteria for this letter will be finalized by the City's Project Manager and listed in the project's advertisement.

RFTP: Request for Technical Proposal

Project: A project may include the following:

- Professional services associated with a specifically identified project.
- Professional services provided to the City on a continuing basis with no time limitation except that the contract will provide a termination clause. Continuing contracts for professional services will be restricted in use to services for Local Agency Program (LAP) projects with estimated construction costs that do not exceed \$1,000,000 each, or for each study activity when the fee for such professional service does not exceed \$50,000, or for work of a specified nature as outlined in the contract. Continuing contracts using federal-aid funds must be limited in duration to a period not to exceed two years, unless otherwise approved by the appropriate federal agency.

Project Manager or Project Engineer: The role of the Project Manager or Project Engineer may include the following:

- Responsible for the general administration of the professional service contracts for Local Agency Program (LAP) projects,
- Coordinates activities between the Consultant and the City,
- Assures Consultant provides the specified services at a satisfactory level of quality, in accordance with the terms and conditions of the contract,
- Completes performance evaluations on the Consultant as required,
- Initiates necessary actions as the result of the Consultant's non-compliance with the terms and conditions of the contract, and
- Prepares the City's project management plan when the City requires professional services except where not applicable for task assignment type contracts, project management plans are required at the time of each assignment.

Selection Committee (City): The roles and duties of the Selection Committee include the following:

- The Committee will make both shortlist and final selections.
- The Committee also provides the same functions as a Technical Review Committee
- As a minimum, Committee is composed of
 - City Engineer or Assistant City Manager (ACM), or their designee, who will serve as Chairperson
 - Project Manager
 - Sponsoring Department Director,
 - Impacted Operational Manager(s),
 - other members appointed by the Sponsoring ACM or Director, and
 - member of the state or federal funding agency as required by Local Agency Program (LAP) and/or funding terms and conditions.
- The Chairperson will appoint a non-voting Recording Secretary to attend all meetings
- Committee members may appoint management level alternates
- Committee members must sign a *Conflict of Interest Certification* (copy attached), which will be maintained in a file by the Recording Secretary.

Shortlist: The shortlist includes the following:

- Consists of no less than three Consultants chosen by Selection Committee
- Consultants may be required to submit written proposals, present oral proposals or both for the required work to be considered for final selection.

2. Advertisement

The City will advertise, in accordance with Florida law and in a uniform and consistent manner, on each occasion when professional consulting services are required for Local Agency Program (LAP) projects and the fee is in excess of the threshold amounts of either Category Two (professional

services) or Category 5 (construction), **Section 287.017, F.S.** The minimum advertisement period will be three weeks, however a longer period may be utilized as needed, or as required by the funding agency. The results of all final selection meetings will also be advertised.

The City shall have a complete project management plan, including an outline of the desired scope of services prior to the advertisement of the project. The Project Manager will prepare the project management plan for each occasion that the City requires professional services except where not applicable for task assignment type contracts. (For task assignment type contracts, project management plans are required at the time of each assignment.)

At a minimum, each advertisement shall contain as applicable:

- Name and description of the project,
- Project location,
- Major work type(s) required,
- Any minor work type(s) required,
- Estimated construction cost of the project (if applicable),
- How and where Consultants may respond,
- Due date of Letter of Qualification,
- Selection criteria,
- Tentative dates for shortlist and final selection,
- Statement that services are being sought for Local Agency Program (LAP) projects only,
- Any known terms and conditions associated with funding,
- Indicate if final ranking is to be made directly from the letters of qualification, and
- The maximum length of the letter of qualification.

Where multiple consultants are needed for projects with similar requirements, this may be accomplished with one advertisement and one selection process where practical and allowable by the funding agency and conditions of the Local Agency Program (LAP). The advertisement for such projects should include a statement that multiple contracts may be awarded.

The advertisement should encourage participation by firms that are Certified Disadvantaged Business Enterprises (DBEs) or Certified Minority Business Enterprises (MBEs), when applicable, and if required by Local Agency Program (LAP) and/or funding terms and conditions.

3. Shortlist Selection

3.1. Shortlist

The purpose of the shortlist is to select no less than three Consultants that will be required to submit written proposals, present oral presentations or both in order to be considered for final selection.

The Project Manager will:

- Review all letters of qualification,
- Identify as non-responsive any letters received from Consultants not qualified or alternatively who do not have a subconsultant qualified in those type(s) of work advertised,
- Provide the Selection Committee Chairperson copies of all responsive Letters of Qualification
- Provide the entire Selection Committee with the Letters of Qualification, along with supporting data

The Selection Committee will shortlist a minimum of three Consultants. Factors to be considered by the Selection Committee include but are not limited to the following:

- Performance of the Consultant on current and previous City projects,
- The volume of work previously awarded to the Consultant by the City within the past five

- years,
- The location of the Consultant in relation to the requirements necessary for the work to be performed,
- Balancing the needs of the project to the abilities of the Consultant,
- The general and specific information contained in the Letter of Qualification,
- Past experience with Local Agency Program (LAP) and other state or federally funded projects.

Where multiple contracts are being selected with one advertisement, at least three more consultants than contracts being awarded will be shortlisted. When this is the case, only one composite short list will be used, but a separate final ranking list will be developed for each contract. As required, the shortlist and supporting data may also be provided to the funding agency for review.

At the shortlist meeting, the Selection Committee will decide on the type of technical proposal to be required from the shortlisted consultants:

- Either oral presentations or written proposals may be required
- The Project Manager may make a recommendation to the Selection Committee as to the type of proposal and include it with the shortlist.

Following conclusion of the shortlist meeting, the Project Manager will contact each shortlisted Consultant to advise of their inclusion on the short list. Contact will be made via email or letter sent through the US Postal Service and a copy will be maintained in the project file.

3.2. Optional Alternate Selection Process

An alternate selection process, allowing final ranking directly from letters of qualification, may be utilized for contracts where a detailed technical proposal is not practical or desired, such as CEI projects, City-wide contracts, and other task assignment contracts. When the advertisement has stated that the alternative process will be used the following procedures will be followed:

- The Project Manager will provide the Selection Committee with the letters deemed responsive.
- The Selection Committee will review the documents and develop a recommended final ranking of no fewer than three firms. The factors to be considered in developing the recommendations should be the same as described above in Section 3.1.
- The recording secretary will document the reasons for the ranking.
- The Project Manager should notify the top-ranked consultant within three working days of the selection Committee meeting.
- When this alternate selection process is used, **Sections 4, 5, 6 and 7** of this procedure do not apply.

4. Preparation of Request for Technical Proposals

The Project Manager will prepare the RFTP package to be provided to the shortlisted consultants. The RFTP package should consist of the following:

- Boilerplate information on technical proposal due date, scope of services meeting, identification of project manager, insurance requirements, reference to standard professional services agreement terms, schedule of events, proposed scope of services, method of compensation, evaluation criteria, etc.
- If written proposals are selected, the shortlisted consultants should be encouraged to use simplified proposal formats and packaging for the proposal and to restrict the content of the proposal to a demonstration of an awareness of project issues, explanation of the proposed approach to the project, and plans for the staffing of the project. Performance of actual design as part of the proposal should be discouraged.
- If oral presentations are selected, the shortlisted consultants will be instructed to make their presentations project specific. The presentation should provide a demonstration of

an awareness of project issues, explanation of the proposed approach to the project, and plans for the staffing of the project.

- The RFTP will identify all known State and Federal funding sources and requirements associated with those funding sources.
- The RFTP will indicate required certification forms and notices, which will vary depending on the LAP, State or Federal agency requirements.
- The RFTP should encourage use of DBE or MBE sub-consultants and stress that completion of the DBE or MBE participation forms with meaningful data is required.
- For CEI contracts, a notice will be included advising that a consultant under contract with the City to perform CEI or material sampling and testing work on a project may not subcontract with the construction contractor on the same project.
- The RFTP will provide instruction for requests for additional information and shall indicate an information cutoff date.

5. Scope of Services Meeting and Information Requests

Scope of services meetings are optional, but should be held for complex projects or where procedural issues exist. The purpose of this meeting is to provide a forum for all concerned parties to discuss the proposed project, answer questions on the scope of services, method of compensation, instructions for submitting proposals, and other relevant issues. The need for a meeting will be determined by the Project Manager in conjunction with the Chairperson.

No questions should be answered relating to the project objectives after the information cutoff date established in the RFP. It is the responsibility of the Project Manager to ensure that all shortlisted consultants receive the same information in a timely fashion. Information will be provided in writing to all consultants at the same time. The project file will clearly document all communications with any Consultant regarding the scope of services by the Project Manager.

At the conclusion of the scope meeting, or when it is reasonable to assume that no further scope changes will be required, the Project Manager will update the project management plan and scope of services outline, as necessary. A review of the City's original scope of services following the scope of services meeting is essential to the negotiations process. The updated project management plan and scope should be made available to each member of the Selection Committee prior to the evaluation of the technical proposals. Also, should significant changes result from the scope of services meeting, the shortlisted consultants should be provided the updated scope of services.

6. Review of Technical Proposals and Presentations

All presentations will be tape-recorded by the Recording Secretary and kept in the project file. Evaluations will be conducted through a point-based system. Each member of the Selection Committee must base their assessment on the same criteria. The following considerations may be used as a guide in establishing review criteria:

- Demonstration of project understanding,
- Proposed project approach,
- Proposed staffing, including qualifications, availability, proximity to project, and experience on similar projects,
- Performance on past projects, experience with Local Agency Program (LAP) and other state or federally funded projects, and commitment to satisfy the City's needs.

The Project Manager is encouraged to meet with the Selection Committee as a group so that project requirements and major emphasis points can be discussed. The Selection Committee members should:

- Provide objective evaluations from a solely technical standpoint,
- Evaluate individually and not as a consensus evaluation,
- Consider the Staff Hour Estimates only in terms of understanding of the scope,
- Staff Hour estimates will not be assigned evaluation criteria points; however, the work

- effort is recognized as an indication of scope understanding,
- Provide a narrative explanation for scores,
- Sign and date each evaluation,
- Provide raw scores to the Project Manager.

7. Ranking of Shortlisted Consultants

After the technical review, the Project Manager will complete the scoring of the weighted rankings and the comments written by the Selection Committee, and schedule a final selection meeting. During the final selection meeting, the final ranking will be documented by the Recording Secretary with a narrative explanation for the reasons for the ranking.

The Project Manager should notify each Consultant of the selection results within five working days of the selection meeting. The recording secretary's office shall ensure recordings of selection meetings are made and available upon request in accordance with Florida law. The announcement will state the project name and description, as well as the ranking of the Consultants. Contact will be made via email or letter sent through the US Postal Service and a copy will be maintained in the project file.

8. Negotiating Contract Fees

8.1. City Commission Approval

Upon the ranking of the shortlisted Consultants, a Commission item will be prepared and presented to the City Commission for review and approval. Upon approval by the City Commission of the ranking of Consultants, negotiation of fee as it relates to work effort, as provided in Section 8.2, shall commence.

8.2. Negotiating Work Effort

Upon approval by the City Commission, negotiations will begin with the number one ranked Consultant. At this time, the Consultant will usually be requested to submit a detailed Staff Hour Estimate and Fee Proposal with support information to the City. When the final ranking has occurred directly from letters of qualifications, required certification forms and notices, which will vary depending on the LAP, State or Federal agency requirements, will also be requested with the fee proposal. Once the Consultant's detailed Staff Hour Estimate is received, the City will make available the City's detailed estimate of work to the Consultant. The negotiations for work effort should focus on the technical proposal for the purpose of clarifying and resolving any differences concerning the scope of the project and the level of effort necessary to accomplish the project. The objective of work effort negotiations is to ensure that estimated work effort is fair and reasonable.

8.3. Review Process for Fee Proposal and Audit Package

The Project Manager must review the proposed costs to assure that they are reasonable, accurate and allowable. The Project Manager will review these costs with the Sponsoring Department's Management Analyst and Director prior to moving forward to ensure they meet the constraints of the Department budget. The fee proposal shall be signed by a principal authorized to legally bind the Consultant's corporation. The Project Manager will review the fee proposal and supporting documentation for compliance with the LAP, State or Federal agency requirements. The review of the fee proposal by the Project Manager should include the following:

- Identification of the basis for proposed wage rates
- Overhead and fringe benefits,
- Operating margin,
- Expenses, and
- Subconsultant costs

The Project Manager will review the various cost elements to determine if the cost elements contained in the fee proposal are necessary for the performance of the required services. The Project Manager should provide a written technical analysis of the fee proposal for use in the price review.

The Project Manager should verify the cost elements of the fee proposal, review the technical analysis, and also review all proposed salaries to determine if they are in line with prevailing wage rates. Any errors, deficiencies, omissions, etc., noted during the review of the fee proposal by the Project Manager should be brought to the attention of the selected Consultant, and corrective data should be requested immediately.

8.4. Establishing the Method of Compensation

Compensation for professional services agreements may include one or more of the following methods:

LUMP SUM: A firm fixed price not subject to adjustment due to the actual cost experience of the Consultant in the performance of the contract. This places the maximum risk on the Consultant and provides motivation for efficient cost management to maximize profits. It also minimizes the City's time in contract administration. It is the recommended method of compensation when the scope of services is well defined and the level of effort can be reasonably predicted.

COST REIMBURSEMENT: The Consultant is reimbursed the actual costs incurred in the performance of the contract. A "maximum limiting amount" is normally established to cap the amount the City will pay for the services. This method is used when the services are so vague or complex that the level of effort or expenditure cannot be estimated with reasonable accuracy.

SPECIFIC RATES OF COMPENSATION: Billing rates are established for units of time, usually per hour. These rates normally include wages, overhead, estimated expenses and operating margin. A maximum limiting amount is normally established. This method is frequently used for surveying, legal services and expert witness contracts. Except for extraordinary contract requirements, the method of compensation should be described in the agreement using the standard Method of Compensation language.

8.5. Negotiations

Final negotiations will reconcile any variances in work effort from that previously negotiated and establish the compensation to be paid the Consultant for the services to be rendered. The results of all negotiations with the Consultant must be documented in writing and made a part of the permanent project file. Compensation will be negotiated within the limits established by state and federal law, rules and regulations, whichever is more restrictive. The negotiated compensation will be in an amount the City determines is fair, competitive, and reasonable considering the scope and complexity of the project. The final binding agreement, including the fee, must be approved by City Commission if the fee exceeds \$25,000.

Should the City be unable to resolve differences in the considered data or negotiate a fair and reasonable fee for the services as determined in the sole discretion of the City Manager or his/her designee, the City will terminate negotiations with the Consultant and provide written notice of termination to the Consultant. The City will then initiate negotiations with the Consultant ranked second in the ranking approved by the City Commission.

Should the City be unable to negotiate an agreement with the second ranked Consultant, the aforementioned procedure will be initiated with the third ranked Consultant. Should the City be unable to negotiate a satisfactory agreement with any of the selected Consultants, the

City will select additional Consultants in order of their competence and qualification and continue negotiations in accordance with these procedures until an agreement is reached, or initiate a new selection process in accordance with this procedure.

The decision to terminate negotiations is a business decision the City makes and it should not cause the Consultant to be viewed negatively or in any way impact their opportunity for future selections.

9. The Agreement

9.1. Preparation of the Agreement

Subsequent to negotiations, the City Attorney will prepare an appropriate agreement consistent with the results of the negotiations. The agreement will generally consist of: a Standard Professional Services Agreement, Exhibit "A" - Scope of Services, and Exhibit "B" - Method of Compensation.

9.2. Agreement Execution

Any professional services contract in the amount of \$25,000 or greater must be approved by the City Commission in an advertised public hearing. This approval authorizes the City Manager to execute the contract, which will obligate the City to the terms, conditions, and provisions of the agreement. The Project Manager will coordinate execution of the professional service agreement including the following signatures: Consultant, City Attorney, Risk Manager, City Manager, and City Clerk.

The Project Manager distributes the executed agreements in the manner set forth below.

- One original to the Consultant.
- One original to the City Clerk.
- One copy to the Project Manager.

CITY OF LARGO CONFLICT OF INTEREST CERTIFICATION TECHNICAL REVIEW COMMITTEE

I hereby certify that I have no present conflict of interest on the projects identified below, and that I will recuse myself from any capacity of decision making, approval, disapproval, or recommendation of any consultant/contractor/vendor for selection on any contract if I have a conflict of interest or a potential conflict of interest as defined by Chapter 112 Florida Statutes, Section 2-278 of the City Code and the City's personnel and purchasing policies.

I recognize that employees are expected to honor the ethical obligations inherent in public service. These obligations go beyond mere legal obligations and demand from the employee a greater sensitivity to his or her conduct, as well as the public's perception of such conduct.

Employees are expected to safeguard their ability to make objective, fair, and impartial decisions, and therefore may not accept benefits of any sort under circumstances in which it could be inferred by a reasonable observer that the benefit or gift was intended to influence a pending or future decision of theirs, or to reward a past decision. Employees should avoid any conduct (whether in the context of business, financial, or social relationships) which might undermine the public trust, whether or not that conduct is unethical or lends itself to the appearance of ethical impropriety.

I realize that violation of the above mentioned statutes, City Code provisions and City policies would be punishable in accordance with Section 112.317, Florida Statutes, the City Code and the City's personnel and purchasing policies.

Project Description(s): _____

Financial Project Number(s): _____

Technical Review Committee Members

Each undersigned individual hereby attests that he/she has no conflicts of interest related to the procurement identified above, or the entities evaluated by the project(s).

Printed Names	Signatures	Date
_____	_____	
_____	_____	
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CITY OF LARGO ADMINISTRATIVE POLICIES AND PROCEDURES MANUAL	
Policy: Title VI Nondiscrimination Policy and Plan for LAP	Policy Number: FP-01-17
Originating Department/Division: Community Development/Engineering	
Effective Date: July 1, 2017	Approved By:
Supersedes Policy: N/A	Dated: N/A

POLICY

The City of Largo (the City), as the FDOT designated sub-recipient, has a goal not to discriminate against any person with respect to a City program, activity or service. To meet this goal, the City developed a Title VI Program pursuant to Title VI of the Civil Rights Act of 1964 as amended.

The City values diversity and welcomes input from all interested parties, regardless of cultural identity, background or income level. Moreover, the City believes that the best programs and services result from careful consideration of the needs of all of its communities and when those communities are involved in the transportation decision making process. Thus, the City does not tolerate discrimination in any of its programs, services or activities. Pursuant to Title VI of the Civil Rights Act of 1964 and other federal and state authorities, the City will not exclude from participation in, deny the benefits of, or subject to discrimination anyone on the grounds of race, color, national origin, sex, age, disability, religion, income or family status.

PROCEDURE

The City has established a discrimination complaint procedure and will take prompt and reasonable action to investigate and eliminate discrimination when found specific to the LAP project. Any person who believes that he or she has been subjected to discrimination based upon race, color, national origin, sex, religion, age, disability, family or income status in any of the City’s LAP projects may file a complaint with the City’s LAP Title VI/Nondiscrimination Coordinator:

City Engineer
LAP Nondiscrimination Coordinator
Mailing Address: Engineering Services Department,
201 Highland Avenue P.O. Box 296, Largo, Florida 33779
Physical Address: 201 Highland Avenue, Largo, Florida 33770
Phone: (727) 587-6700
Fax: (727) 586-7413
Hearing Impaired: Florida Relay 7-1-1

If possible, the complaint should be submitted in writing and contain the identity of the complainant; the basis for the allegations (i.e., race, color, national origin, sex, religion, age, disability or family status); and a description of the alleged discrimination with the date of occurrence. If the complaint cannot be submitted in writing, the complainant should contact the LAP Title VI/Nondiscrimination Coordinator for assistance.

The LAP Title VI/Nondiscrimination Coordinator will respond to the complaint within thirty (30) calendar days and will take reasonable steps to resolve the matter. Should the City be unable to satisfactorily resolve a complaint, the LAP Title VI/Nondiscrimination Coordinator will forward the complaint, along with a record of its disposition to the appropriate District of the Florida Department of Transportation (FDOT) for further processing.

The City’s LAP Title VI/Nondiscrimination Coordinator has easy access to the City Manager and is not

required to obtain management or other approval to discuss discrimination issues with the City Manager. However, should the complainant be unable or unwilling to complain to the City, or if the complainant is dissatisfied with the City's handling of the complaint, the written complaint may be submitted directly to the Florida Department of Transportation (FDOT). FDOT will ensure that the matter is assigned to the correct Federal or State authority for processing.

Florida Department of Transportation
Equal Opportunity Office
ATTN: LAP Title VI Complaint Processing
605 Suwannee Street MS 65
Tallahassee, FL 32399

ADA/504 Statement

Section 504 of the Rehabilitation Act of 1973 (Section 504), the Americans with Disabilities Act of 1990 (ADA) and related federal and state laws and regulations forbid discrimination against those who have disabilities. Furthermore, these laws require federal aid recipients and other government entities to take affirmative steps to reasonably accommodate the disabled and ensure that their needs are equitably represented in transportation programs, services and activities.

The City will make every effort to ensure that its facilities, programs, services, and activities are accessible to those with disabilities. The City will make every effort to ensure that its advisory committees, public involvement activities and all other programs, services and activities include representation by the disabled community and disability service groups.

The City encourages the public to report any facility, program, service or activity that appears inaccessible to those who are disabled. Furthermore, the City will provide reasonable accommodations to disabled individuals who wish to participate in public events or who require special assistance to access facilities, programs, services or activities. Because providing reasonable accommodations may require outside assistance, organization or resources, the City asks that requests be made at least seven (7) calendar days prior to the need for accommodation.

Questions, concerns, comments or requests for accommodation should be made to the City's ADA Officer:

Assistant City Manager
ADA Officer
Mailing Address: P.O. Box 296, Largo, Florida 33779
Physical Address: 201 Highland Avenue, Largo, Florida 33770
Phone: (727) 587-6700
Fax: (727) 586-7413
Hearing Impaired: Florida Relay 7-1-1

Limited English Proficiency (LEP) Guidance

Title VI of the Civil Rights Act of 1964, Executive Order 13166, and various directives from the US Department of Justice (DOJ) and US Department of Transportation (DOT) require federal aid recipients to take reasonable steps to ensure meaningful access to programs, services and activities by those who do not speak English proficiently. To determine the extent to which LEP services are required and in which languages, the law requires the analysis of four factors:

- The number or proportion of LEP persons eligible to be served or likely to be encountered by the City's programs, services or activities.
- The frequency with which LEP individuals come in contact with these programs, services or activities.

- The nature and importance of the program, service, or activity to people's lives and;
- The resources available to the City and the likely costs of the LEP services.

Using census data, the City has determined that LEP individuals speaking English represent less than approximately 4% of the community. The City realizes that such statistical data can be outdated or inaccurate. Given this information, the City reasons that a relatively small portion of its service population are LEP speakers.

The City understands that its community profile is changing and the four factor analysis may reveal the need for more LEP services in the future. As, such, it will biannually examine its LEP plan to ensure that it remains reflective of the community's needs.

Persons requiring special language services should contact the City's LAP Title VI/Nondiscrimination Coordinator.

Public Involvement

In order to plan for efficient, effective, safe, equitable and reliable transportation systems, the City must have the input of its public. The City spends extensive staff and financial resources in furtherance of this goal and strongly encourages the participation of the entire community. The City holds a number of transportation meetings, workshops and other events designed to gather public input on project planning and construction. Further, the City attends and participates in other community events to promote its services to the public. Finally, the City is constantly seeking ways of measuring the effectiveness of its public involvement.

Persons wishing to request special presentations by the City, or offer suggestions for improvement of City public involvement may contact:

Community Outreach Coordinator

Mailing Address: 201 Highland Avenue P.O. Box 296, Largo, Florida 33779

Physical Address: 201 Highland Avenue, Largo, Florida 33770

Phone: (727) 587-6700

Fax: (727) 586-7413

Hearing Impaired: Florida Relay 7-1-1

Data Collection

Federal Highway Administration regulations require federal-aid recipients to collect racial, ethnic and other similar demographic data on beneficiaries of or those affected by transportation programs, services and activities. The City accomplishes this through the use of census data, American Community Survey reports, Environmental Screening Tools (EST), driver and ridership surveys, its Community Development Department and other methods. From time to time, the City may find it necessary to request voluntary identification of certain racial, ethnic or other data from those who participate in its public involvement events. This information assists the City with improving its targeted outreach and measures of effectiveness. Self identification of personal data to the City will always be voluntary and anonymous. Moreover, the City will not release or otherwise use this data in any manner inconsistent with the federal regulations.

Assurances

Every three years, or commensurate with a change in City executive leadership year, the City must certify to FHWA and FDOT that its programs, services and activities are being conducted in a nondiscriminatory manner. These certifications are termed 'assurances' and serve two important purposes. First, they document the City's commitment to nondiscrimination and equitable service to its community. Second, they serve as a legally enforceable agreement by which the City may be held liable for breach. The public may view the annual assurance on the City's website or by visiting the City's offices.

CITY OF LARGO ADMINISTRATIVE POLICIES AND PROCEDURES MANUAL

Policy:	Purchasing	Policy Number:	FP-02-03
Originating Department/Division: Administration/Office of Management and Budget			
Effective Date: October 1, 2017		Approved By:	
Supersedes Policy: Purchasing		Dated: January 4, 2016	

POLICY

The purchasing process is governed by Chapter 2, Article V of the Code of Ordinances.. The purpose of this policy and procedure is to implement the requirements of the Code of Ordinances.

The Office of Management & Budget (OMB) is responsible for ensuring that all purchasing is conducted in an unbiased and fair manner that results in public funds being spent for high quality goods and services at a fair and competitive price. The goal is to achieve a proper balance between quality and cost while maintaining public confidence in the purchasing process.

PROCEDURE

Purchasing Definitions

APA Annual Purchase Agreement (APA) is used for a purchase for an estimated amount within a fiscal year. An APA can encumber funds to easily identify anticipated current, on-going, or future purchases. The key difference between a BPO and an APA is the APA is created within the Financial System providing an automated way of tracking purchases and does not cross over fiscal years. Any APA equal to or greater than \$50,000 in one fiscal year must be taken to the City Commission for approval.

Example A: Purchase of Chemicals – The estimated purchase amount is encumbered and a unit cost is set for the fiscal year.

Example B: Solid Waste Disposal Cost - More than one vendor is used for this service so three APA's are created encumbering \$1.00 on each. Actual purchases are charged against the APA's as the invoices are received. There is no projection of how much debris will require disposal or which vendor will be utilized.

Bid A bid is a competitive process used for purchases equal to or greater than \$50,000. A bid is used when price is used as the primary criteria for award. Please note: All bid evaluation meetings are public meetings. While the evaluation committee may meet at any time to address pertinent issues pertaining to the procurement process, any discussion regarding the actual evaluation and/or ranking of bids must be advertised as a public meeting and must be held at a location accessible by the public.

BPO A Blanket Purchase Order (BPO) is used to establish a price or discount for a set period of time. A BPO does not encumber funds. BPOs are established prices or discounts that cross fiscal years and/or are not tied to a specific account number. Any BPO that may result in purchases equal to or greater than \$50,000 must be taken to the City Commission for approval. To initiate a BPO receiving form, contact the Procurement Analyst in OMB.

BPO Example A: Car Washes - Estimated purchase for a one-year period; departments

may use the BPO to purchase car wash services using various account numbers.

BPO Cont. BPO Example B: Copier Lease – Agreement for multiple years; departments may use the BPO to procure a copier lease using account numbers from various departments.

CCNA Competitive Consultant's Negotiation Act: The CCNA is included in Section 287.055 of Florida Statutes and governs the procurement of professional individuals/firms for architectural, engineering, landscape architecture, land survey and mapping services. The City's SOP for complying with the CCNA is included in Appendix A of this policy.

Commission Memo A memo written from City staff to the City Commission to seek approval for all purchases equal to or greater than \$50,000.

Contract A contract can come in many forms and be called many things. Look for documents titled "Agreement," "Memorandum of Understanding," "Terms and Conditions," or "Scope of Work/Services." When you receive a document from a vendor or contractor, regardless of how it is titled, you should look to see whether it contains any legal terms or requirements. Things to look for would include payment terms, warranty information, insurance requirements, indemnification or "hold harmless" language, items related to legal procedures, etc.

DPO A Direct Purchase Order (DPO) is a purchase order issued by the city for capital costs (building and construction materials) that are included as part of costs in a construction contract so that sales tax payments can be avoided. The City issues the purchase order for the items and the cost of these items are deducted from the construction purchase order. Assistant City Manager (ACM) approval is required prior to utilizing a DPO.

Emergency Purchase An emergency purchase is made to protect the public's health or safety or when an immediate repair is necessary to prevent further damage to public property, machinery or equipment. The competitive portion of the purchasing process may only be waived by the City Manager or an ACM. Please refer to the Emergency Purchase Procedure reference within this policy.

Noncompetitive or Sole Source

A noncompetitive or sole source purchase is when OMB determines there is only one practical source for a product or service, or when using competitive purchasing is not in the best interest of the City. OMB will determine if a product or service qualifies as a sole source upon reviewing written justification from the purchasing department. A source is not a sole source because it is the desired vendor or because a certain brand is desired when other brands are available.

Piggyback Piggybacking is the utilization of a Bid completed by another local or state government. The Piggyback must be for a current and active contract for the identical item. The City cannot Piggyback if any part of the item needs to be modified. If the purchase is equal to or greater than \$50,000, the City Commission must approve the purchase.

The following documentation is required when submitting a Piggyback purchase:

1. Copy of the Bid document from other governmental agency
2. Copy of the Bid tabulation sheet or proposals (more than one Bid must have been received)
3. Copy of the Commission/Council award

If requesting to piggyback on a RFP for services, approval must be obtained by an ACM and a separate contract must be negotiated with the vendor under the City's terms and conditions. All such contracts must be reviewed by the Legal Division.

Purchase Order A Purchase Order (PO) provides approval to purchase an item or service and is issued for all purchases greater than \$2,500, other than those purchases made with a BPO, APA or purchasing card, or for a smaller amount if a purchasing card cannot be used. If a PO is required, it must be issued prior to any purchase being made.

Requisition A requisition must be entered for all purchases exceeding \$2,500. The requisition must include: model/part numbers, description of the item (color/size/style), quantity, City account number, and ship-to location. When entering a requisition for award of a bid or RFP include the bid/RFP number on the requisition. Once the requisition is approved, a purchase order is issued by OMB.

RFI Request for Information (RFI) is a competitive process where information is requested and is then used to prepare an RFQ, RFP or Bid. Sometimes, requesting information is necessary when the City does not have experience or expertise in an area, service providers are unknown, or an area is rapidly changing. Please Note: All RFI evaluation meetings are public meetings. While the evaluation committee may meet at any time to address pertinent issues pertaining to the *procurement process*, any discussion regarding the actual evaluation and/or ranking of proposals must be advertised as a public meeting and must be held at a location accessible by the public.

RFP A Request for Proposal (RFP) is a competitive process used for purchase with a cost equal to or greater than \$50,000. An RFP is used for purchases where qualitative factors are the primary consideration criteria for award rather than price. The RFP shall include specifications, all contractual terms and conditions, including the criteria for award, which shall include but not be limited to price. A few examples where the RFP process has been used include for the purchase of fire vehicles, financial consulting services, grounds maintenance services and softball field lighting. Please Note: All RFP evaluation meetings are public meetings. While the evaluation committee may meet at any time to address pertinent issues pertaining to the *procurement process*, any discussion regarding the actual evaluation and/or ranking of proposals must be advertised as a public meeting and must be held at a location accessible by the public.

RFQ A Request for Qualifications (RFQ) is a competitive process used to evaluate service providers' qualifications where price is not the primary criteria for award. This process can be used when a specific project scope or specifications are not available or to pre-qualify proposers. Please Note: All RFQ evaluation meetings are public meetings. While the evaluation committee may meet at any time to address pertinent issues pertaining to the *procurement process*, any discussion

regarding the actual evaluation and/or ranking of proposals must be advertised as a public meeting and must be held at a location accessible by the public.

Quotes

Written quotes will be obtained for all purchases costing more than \$2,500 and less than \$50,000.

The following chart gives the number of quotes required for the dollar amount to be purchased:

<u>Purchase Amount</u>	<u>Number of quotes required</u>
Up to \$2,500	No written quotes required; a price comparison is encouraged
\$2,501 - \$10,000	2
\$10,001 - \$25,000	3 with written specifications, preferred
\$25,001 - \$49,999	3 with written specifications, required

Note: exceptions can be made if approved by OMB in writing.

Quotes can be obtained by using a telephone quote sheet, faxed, mailed or e-mailed from the vendor. For any commodity or service that equals or is greater than \$25,000, written quotes must be obtained with a complete description written by the City of the item or service to be purchased. This written description or specifications should be provided to all vendors from which a quote is sought. This will ensure that all vendors are submitting quotes for similar/identical items or services. Do not contact a vendor for a quote with whom you have previously had unsatisfactory experience.

All copies of quotes shall be submitted to OMB with the requisition to serve as the documentation for the purchase. Quotes with terms and conditions attached are subject to the following procedure:

Up to \$25,000: Review of Terms and Conditions by Management Analyst. If the vendor does not agree to delete or accept changes to terms or conditions, the non-acceptable terms must be striken-through and a copy of the changed terms and conditions must be provided to the vendor with the PO.

Over \$25,000: Terms and conditions must be reviewed by legal and approved by an ACM.

****Terms and Conditions under \$25,000 can only be signed by a Department Director after Management Analyst Review****

****Terms and Conditions over \$25,000 can only be signed by an Assistant City Manager/City Manager****

Purchase Orders

All purchases equal to or greater than \$50,000 must be approved by the City Commission.

Purchases over \$2,501 must be quoted and processed on a Purchase Order (PO).

Example: A department is purchasing Oak trees. The department would obtain price quotes over the phone or writing from two to three vendors, which will be attached to the requisition as documentation for the product/price/vendor selected. Once the requisition is reviewed and approved, OMB will issue a PO.

Example: A department has a printing project. The department creates the specifications/requirements for the project and sends them to vendors for quotes. Sending the same specifications/requirements to vendors makes the project clear and ensures that the department receives quotes that are for the same product/service. All received quotes are attached to the requisition as documentation for the selected vendor. Once the requisition is reviewed and approved, OMB will issue a PO.

Purchase of \$10,001 through \$25,000, must be quoted, and it is preferred that written specifications are used, and must be processed on a PO. Purchases of 25,001 through \$49,999 must be quoted with written specifications and processed on a PO. Note: written specifications may resemble portions of a formal RFP document.

Example: Facilities Maintenance has a small office remodeling job with a budget of \$26,000. The department develops a scope of work (project description) and obtains at least three written quotes. Quotes are evaluated and documentation is provided by the department as to which vendor is selected. If the lowest quote is not selected, a justification must be submitted to OMB. Once the requisition is reviewed and approved, OMB will issue a Purchase Order.

Purchases equal or greater than \$50,000 must be competitively bid, approved by the City Commission and processed on a Purchase Order.

Example: The Public Works Department has budgeted \$60,000 for the purchase of a tractor. The department must submit specifications, evaluation criteria if applicable and a vendor list to OMB. A bid or RFP will be compiled by OMB and posted to the City Website to initiate the advertisement period, which typically ranges from three to six weeks. When the bids or proposals are opened and evaluated, a recommendation for award is made to the City Commission through a Commission Memo. After Commission approval, a requisition must be entered, approved by OMB, and a Purchase Order will be issued.

Commission Memos

Commission memos are required for consideration of purchasing requests by the City Commission at regular City Commission meetings for purchases that equal or are greater than \$50,000. The City's Administrative Policies and Procedures #CC-01-02, explains the Commission Memo policy and format.

Bid Protest

A bid/RFP protest process is outlined in the City's purchasing ordinance, and occurs when a vendor or vendors express in writing to OMB their concerns regarding another vendor's bid or proposal submittal or any part of the procurement process. The letter of protest is reviewed by OMB and the Assistant City Manager and a response is sent to the vendor. A bid/RFP protest must be submitted within six calendar days after the vendor knew or could have reasonably been expected to know of the facts giving rise to such protest. The City Manager/Administration has the authority to settle a bid protest for consideration less than \$50,000.

If any protest is received from a vendor in reference to a bid or proposal to be awarded by the City Commission, the award should not be placed on a City Commission Meeting Agenda until OMB staff has had sufficient time to respond to the protest. If the item is already on the agenda, please contact the City Clerk to have it removed prior to the City Commission Meeting.

Process for Bid Protest:

1. Bid Protest is received in writing prior to award of the bid.
2. Office of Management and Budget and department representatives review protest.
3. Office of Management and Budget and department representatives meet or discuss with protesting vendor.
4. Written response is sent to the vendor within three business days.
5. If the protest is not settled, a meeting with the Assistant City Manager is scheduled. The ACM may uphold or dismiss the protest.
6. If the vendor chooses, the vendor may appeal the decision of the ACM to the City Commission. The City Commission is the final authority to settle a bid protest.

Emergency Purchases

When the need arises for an emergency purchase, please contact the ACM (non-business day) or the Office of Management and Budget (OMB Manager or Purchasing Analyst) immediately or as soon as practical for a consultation. Communication with the Office of Management and Budget is important to

ensure that proper procedures are followed.

Included in the purchasing ordinance is a provision allowing the City Manager to waive the normal purchasing requirements in emergencies. If the purchase equals or is greater than \$50,000, City Commission approval is required after the purchase has been made. Such requests must be accompanied by written documentation from the City Manager that an emergency existed. The emergency provision is intended to expedite the purchasing process, but not to circumvent all normal procedures. During normal business hours, it is still necessary for OMB to issue a purchase order or agree to an alternative means to make the purchase. Normal insurance requirements must also be complied with. In most cases, the formal bid process is waived and either quotes are secured or direct negotiation with vendors occur, depending on the immediacy of the emergency and the availability of alternative sources. If it is practical, the City Commission should approve an emergency purchase prior to the purchase being made or the orders processed.

An Emergency Purchase is made to protect the public health or safety or when an immediate repair is necessary to prevent further damage to public property, machinery or equipment. *Poor planning does not constitute grounds for an emergency purchase.*

Emergency Purchase Procedure:

1. Notify OMB of the emergency, or if not during normal operating hours, notify the ACM.
2. Secure a firm price from a qualified vendor than can perform the service/provide equipment immediately.
3. If the cost is over \$50,000 an ACM must authorize the expenditure.
4. If possible, a purchase order should be issued. If a non-business day, a PO must be issued on the next business day following the emergency.
5. If the emergency purchase is equal to or greater than \$50,000, the item must be approved by the City Commission at the next regular City Commission meeting.

Conflict of Interest

The City requires that vendors certify that, to the best of their knowledge or belief, no elected/appointed official or employee of the City of Largo, a spouse thereof or other person residing in the same household, is financially interested, directly or indirectly, in providing the goods or services specified in any submitted bid or proposal. A financial interest is defined as ownership of more than five percent (5%) of the total assets or capital stock or being an officer, director, manager, partner, proprietor, or agent of the business submitting the bid or proposal or of any subcontractor or supplier thereof providing goods or services in excess of ten percent (10%) of the total bid or proposal amount.

Additionally, the vendor, on company letterhead, must divulge at the time of the submittal of a bid or proposal, any relative, other than those already specified, of an elected/appointed official or employee of the City of Largo who has a financial interest, in providing the goods or services specified in the bid or proposal. The City, at its sole discretion, will determine whether a conflict exists and whether to accept or reject the bid or proposal.

Office of Management and Budget Customer Service

The Office of Management and Budget is committed to providing quality customer service internally to our City Departments as well as externally to any potential or current vendor. Listed below are service goals once all necessary justification, backup, documentation and final changes are received by OMB:

Purchase Orders – three business days from the requisition arriving to the Purchasing Analyst with the proper quotes and back-up documentation a PO will be issued.

Bid/RFP/RFQ/RFI – two weeks from request and required associated information arriving to the Purchasing Analyst the Bid/RFP/RFQ/RFI will be posted to the website.

Related Policies:

- Accounts Payable Policy (FP-01-02)
- Finance Department's City Purchasing Card Policy
- Ethics Policy (E-01-21) as it pertains to purchasing

Appendix A: Consultants Competitive Negotiation Act (CCNA) procedures

Appendix B: Contract Review, Drafting and Processing Procedures

FP-02-03 Appendix A

***Competitive Consultant's Negotiation Act
Professional Services Procurement Procedures***

Purpose

The purpose of the procedures outlined herein is to guide staff through the procurement of professional individuals/firms for architectural, engineering, landscape architecture, land survey and mapping services. This is also intended to ensure the City operates in compliance with Section 287.055, Florida Statutes, commonly known as the "Competitive Consultant's Negotiation Act."

Before pursuing the procurement of any of these services, it is highly recommended that you have a kick-off meeting with the project manager and/or requesting department and representatives from OMB, the City Clerk's Office and the City Attorney's Office. This meeting will confirm the necessary procedures and requirements regarding the City's procurement policy, the CCNA and public records law. When in doubt regarding any procedure or policy, call the OMB Manager first and she/he will direct you to the appropriate member of staff or City Administration to address your needs or concerns.

Procedures

The table below is intended to provide general information regarding when the CCNA applies based on the type of project or service to be procured, estimated project cost, and whether the procuring department desires a continuing Professional Services Contract with the selected firm. A more detailed procedural description is provided below the table.

CCNA PROCUREMENT – GENERAL GUIDELINES				
	Type of Project/Service	Estimated Cost	Applicable Procedure(s)	
			w/out PSA	w/ PSA
Scenario A	Planning Activity or Study: Consultant Fee	Under \$35,000	Follow City's procurement policy	Direct Selection
	Arch/ Eng/ Landscaping: Construction Cost	Under \$325,000		
Scenario B	Planning Activity or Study: Consultant Fee	\$35,000 to \$200,000	CCNA Applies	Direct Selection
	Arch/ Eng/ Landscaping: Construction Cost	\$325,000 to \$2,000,000		
Scenario C	Planning Activity or Study: Consultant Fee	More than \$200,000		CCNA Applies (does not qualify for a PSA)

	Arch/ Eng/ Landscaping: Construction Cost	More than \$2,000,000	CCNA Applies	
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I. Release of CCNA Requests for Qualifications (RFQs)

The City is required to publicly notice, in a uniform and consistent manner, each instance in which professional services will be procured in accordance with the CCNA. The notice must include a general description of the project and indicate how interested consultants may apply for consideration. OMB, or the department procuring the professional services as applicable, will develop an RFQ document based on the needs of the department. When doing so, staff must provide a good faith estimate in determining whether the proposed services to be procured, or the project to be constructed, meet the threshold amounts identified in the CCNA (see table above). The RFQ document will be advertised and released in accordance with the City's procurement procedures and as identified herein.

The RFQ document must, at the very least, contain a general description of the project or scope of work and indicate the method and time within which the interested professional firms can provide their written responses. In addition, the RFQ shall contain a draft Professional Services Agreement (where applicable), including the contract term and any potential contract extensions and require the responding individual or firm to indicate whether they are a minority owned business as certified by the State of Florida, Office of Supplier Diversity. The RFQ shall require that all responding parties supply, at a minimum, information regarding the individual's/firm's minimum qualifications as outlined below under the subheading "*Minimum Qualifications For Consideration in Evaluations and Ranking.*" **The RFQ cannot request responding parties to supply the cost/price for the services being procured.**

II. Evaluation of Consultants and Ranking

For each project, an evaluation committee should be created to evaluate the qualifications of each individual/firm responding to an RFQ. The evaluation committee must consist of at least one person from the department procuring the professional services and be comprised of an odd number of individuals. This committee will review statements of qualifications and performance data submitted in response to a released RFQ. The evaluation committee shall select no less than 3 firms deemed to be the most qualified (if at least 3 firms responded to the RFQ) but no more than 7 firms unless City Administration approves additional rankings. If there are less than 3 individuals/firms responding to the RFQ, and after reviewing the RFQ process it is decided every effort was made to meet the requirements of Section 287.055, Florida Statutes, the evaluation committee may proceed with evaluation of those responses received. The committee may choose to rank individuals/firms on the basis of RFQ responses only. This may include a ranking of all responding individuals/firms, or a "short list" of no less than the top 3 individuals/firms.

After completing its "short list", the evaluation committee must meet with each individual/firm, with or without the requirement for a formal oral presentation, to discuss each individual's/firm's qualifications. *To be clear, the opportunity for each individual/firm to make a formal oral presentation is optional.* These meetings must be conducted with no less than the top 3 individuals/firms, but may include more than the top 3 individuals/firms based on the committee's initial review of RFQ and number of individuals/firms on the "short list." All evaluation meetings are public meetings. While the evaluation committee may meet at any time to address pertinent issues pertaining to the procurement process, any discussion regarding the actual evaluation and/or ranking of proposals must be advertised as a public meeting and must be held at a location accessible by the public. The date, time and location of all *public* evaluation committee meetings must be advertised no less than 7 business days prior to the meeting. Minutes must be taken at all public meetings and should, at a minimum, include the names of the evaluation committee members and any official action taken by the committee. The evaluation committee should contact the

City Clerk's office to coordinate preparation and posting of all public notices to ensure this process is consistent with City procedures, the CCNA and the Sunshine Law.

If formal oral presentations are requested, the evaluation committee will determine the allotted time for presentations (on a project-by-project basis), the mode and manner of the presentations and any other administrative matters related to presentations. Oral presentations should include, at a minimum, those items identified below, in addition to any other information the evaluation committee requires to complete its evaluation and ranking of qualified firms. Based on the minimum criteria provided below, each evaluation committee member shall rank each individual/firm in order of personal preference and the committee will subsequently decide overall ranking of all presenting firms. The criteria established below constitute the minimum criteria to be considered for compliance with the CCNA.

Guidelines for the Committee's Evaluation and Ranking of Firms

Minimum Criteria for Consideration in Evaluation and Ranking:

1. Individual/firm's capabilities, including adequacy of personnel and the individual/firm's willingness and ability to meet the project schedule and budget.
2. Individual's/Firm's experience with projects of similar size and scope, including past performance and experience with the City.
3. Volume of work previously awarded by the City.
4. Individual's/Firm's minority business status.
 - a) RFQ response should indicate whether the individual/firm is a minority owned business as certified by the State of Florida, Office of Supplier Diversity.
 - b) If the evaluation committee determines all factors are equal between two or more individuals or firms, the individual/firm that is certified as a minority owned business will be ranked higher.
5. Individual's/Firm's location.
6. The individual's/firm's recent, current and projected work loads.
7. Any additional (project specific) criteria requested in the RFQ packet.

**** Cost may not be a factor considered in evaluating and ranking individuals/firms under the CCNA. Information regarding compensation may only be utilized during the negotiation phase of this process.**

Suggested Minimum Criteria for Oral Presentations:

1. Evaluate the individual's/firm's qualifications and understanding of the project.
2. Evaluate the individual's/firm's ability to provide the required services within budget and on schedule.
3. Evaluate the managerial methods used to plan, design and administer the project.
4. Evaluate the individual/firm based on additional criteria supplied in the RFQ packet.

In the event the estimated cost for the project/service to be procured exceeds \$25,000, the rankings must be presented to the City Commission for approval prior to initiation of negotiations.

III. Competitive Negotiation Procedures

After completion of ranking (and City Commission approval where applicable), the evaluation committee or an appointed representative of that committee, may then commence negotiations with the top ranked (#1) individual/firm. As part of the negotiations the evaluation committee or appointed representative must consider the cost of the professional services to be procured, in addition to considering their scope and complexity, when determining a fair, competitive and reasonable price. The final terms and associated scope of work will be memorialized in a Professional Services Agreement (PSA) between the City and the selected individual/firm, and the PSA shall be approved by the City Commission if the cost exceeds \$25,000.

In the event negotiations with the #1 individual/firm are unsuccessful, the next step would be to proceed

with negotiations with the #2 ranked individual/firm. Prior to commencing negotiations with a subsequently ranked firm, the City must formally terminate negotiations with the individual/firm it has currently engaged in negotiations. This should be done in the form of a letter addressed to the individual or the firm's principal. If negotiations with the top 3 ranked firms are all ultimately unsuccessful, the evaluation committee, if it has not already done so, would go back to complete a ranking of any additional individuals/firms that were responsive to the RFQ. If the committee determines the remainder of the proposers are not sufficiently qualified to be ranked, the City may then begin the procurement process again. If the committee determines the remaining proposers are sufficiently qualified to be ranked, after completion of a subsequent ranking staff must then go back to the City Commission to seek approval of this new ranking for projects with an estimated cost of \$25,000 or more. The City may then commence negotiations with subsequently ranked firms in order of ranking. If negotiations fail with all ranked firms, the City must begin the procurement process again by releasing a new RFQ.

IV. Additional Requirements for CCNA-Related Procurement/PSA Requirements

For any lump-sum or cost-plus-a-fixed-fee project over \$195,000: Staff will require the firm receiving the award to execute a truth-in-negotiation certificate stating that wage rates and other factual unit costs supporting the compensation are accurate, complete, and current at the time of contract award. Any PSA under which such a certificate is required must contain a provision that the original contract price and any additions will be adjusted to exclude any significant sums which staff determines increased the contract price due to inaccurate, incomplete, or non-current wage rates and other factual unit costs. All such contract adjustments must be made within 1 year following the end of the contract term.

For ALL Professional Services Agreements: All PSAs must contain a prohibition against contingent fees as follows (provided in Subsection 287.055(6)(a), Florida Statutes:

“The architect (or registered surveyor and mapper or professional engineer, as applicable) warrants that he or she has not employed or retained any company or person, other than a bona fide employee working solely for the architect (or registered surveyor and mapper, or professional engineer, as applicable) to solicit or secure this agreement and that he or she has not paid or agreed to pay any person, company, corporation, individual, or firm, other than a bona fide employee working solely for the architect (or registered surveyor and mapper or professional engineer, as applicable) any fee, commission, percentage, gift, or other consideration contingent upon or resulting from the award or making of this agreement.”

Direct Selection Procedures

The Office of Management and Budget oversees a process every 3 to 5 years whereby the City issues an RFQ for response from individuals/firms of various disciplines, including those covered by the CCNA, who are subsequently evaluated, ranked and accepted for inclusion in a group of “pre-qualified” firms for use on various City projects in accordance with CCNA procedures. Those firms selected for inclusion in this standing group enter into a PSA or “continuing contract” with the City. This allows for a streamlined procurement of professional services from individuals/firms. When the City has a project requiring professional services from a pre-qualified individual/firm, the individual/firm is selected from this standing list through a “direct selection” process as the CCNA process would already have been conducted.

Design-Build Projects

The CCNA generally does not apply to design-build projects with a few limited exceptions. Before staff begins the process to engage an individual or firm for a design-build project, they must first contact the OMB Manager to discuss application of the CCNA procedures in the procurement of these services.

***Purchasing Policy Appendix B:
Procedures for the Review, Drafting and Processing of Contracts***

Purpose

The purpose of the procedures outlined herein is to guide staff through the process of identifying when a contract is necessary for a given project or purchase. These procedures provide a guideline for initiating the review, drafting and processing of contracts for the City. These are intended to assist staff in determining when a particular project would require a contract, when legal review of a contract is required prior to execution, and who is authorized to execute contracts on the City's behalf.

Procedures

I. Identifying what a contract looks like:

A contract can come in many forms and be called many things. Look for documents titled "Agreement," "Memorandum of Understanding," "Terms and Conditions," or "Scope of Work/Services." When you receive a document from a vendor or contractor, regardless of how it is titled, you should look to see whether it contains any legal terms or requirements. Things to look for would include payment terms, warranty information, insurance requirements, indemnification or "hold harmless" language, items related to legal procedures, etc.

II. Identifying when a contract is necessary:

When initiating a new purchase or when working on a project, staff should consider the circumstances of the services or commodities to be procured to determine whether a contract is necessary. This analysis would include a determination of whether the City's standard Purchase Order terms and conditions or Bid/RFP/RFQ documents are insufficient to address necessary legal issues or where those documents would lack the specificity a contract could provide. This assessment should occur early and involve the procuring department's Director or Assistant Director depending on department policies. Input from City Administration, the City Attorney's Office (CAO) or the Risk Manager may be warranted when there may be a heightened level of risk exposure. This analysis should be conducted early to avoid lost time later in the procurement process.

Questions to ask to determine whether a contract is necessary:*

1. Does City Administration require or desire a contract for this project?
2. Does the City have a standard contract typically utilized for projects of this nature?
3. Does the project or purchase encompass a time period in excess of one fiscal year?
4. What is the City's risk exposure?
 - a) What is the risk of the activity involved?
 - b) Will there be outside personnel onsite to conduct all or a portion of the work?
 - c) Does the activity involved have an associated risk of injury to the City's employees, the contractor's employees, subcontractors or the public?
 - d) Does the activity involved require a heightened level of safety or security?
5. What is the cost of the project?
6. What is the scope of work or services involved?
 - a) Are there specific performance standards that the vendor/contractor must comply with?
 - b) Is the City requesting any guarantees or warranties?
 - c) Does the scope of services include data hosting or sharing?
 - d) Are there any applicable or necessary public records or confidentiality provisions?
 - e) Does the relationship with the vendor/contractor involve the lease or conveyance of property?
7. What is the City's experience with this vendor/contractor?
 - a) Has the vendor/contractor successfully completed a project of this nature before?
 - b) Has the City had a good or bad experience with this vendor/contractor on previous projects?
 - c) Has the City had *any* experience with this vendor/contractor?

* The exercise of determining whether a contract is required will not always be necessary. For example, if the vendor/contractor supplies a contract to the City or if the City's standard operating procedures already call for a contract (i.e. construction projects), staff would proceed directly to processing the contract for review as outlined below.

III. When should the City Attorney's Office and IT Department become involved?

There are several instances where a contract should be forwarded directly to the City Attorney's Office ("CAO") for review prior to any action being taken with the other party or vendor.

1. When the vendor/contractor has supplied a contract for the City's execution or acceptance, the contract should be forwarded to the City Attorney's Office subject to the following exception:
 - a) If the project or purchase cost is less than \$25,000, the contract should first be forwarded to the department's Management Analyst (MA) for review. The MA will determine whether review by the City Attorney's Office is necessary. If CAO review is not necessary, the MA will conduct the necessary review and address any changes with the vendor. The MA will then follow up with the appropriate staff member to process the contract for execution and payment. For all leases and rental agreements, regardless of cost, the MA will be required to discuss the contract with the City Attorney or Assistant City Attorney to confirm whether the MA or City Attorney's Office will conduct the review. The MA will also be required to discuss with the City Attorney or Assistant City Attorney any contracts requiring the City Attorney's signature.
2. When OMB has identified that the project or purchase requires legal review based on the City's purchasing policy.
3. When the contract requires City Commission approval. Examples include:
 - a) Any purchase of \$50,000 or more
 - b) Scopes of work or services, regardless of whether they contain legal terms and conditions.
 - c) Interlocal Agreements or multi-jurisdictional agreements
 - d) Grant Agreements
 - e) Lease Agreements
 - f) Authority to Operate Agreements
 - g) Contracts that span more than one fiscal year and that lack a fiscal non-funding clause (which require approval by ordinance in accordance with the City Charter)
4. When a risk assessment identifies a moderate to high level of risk exposure. (This would often be identified by the Director of the department where the project is initiated, by City Administration or by the City's Risk Manager.)

Staff should be mindful that the standard turn around time for CAO review is 2 weeks from date an item is received. However, if changes are required or requested, subsequent review by the CAO would be necessary. Staff will be responsible to communicate with the vendor any changes or comments from the City Attorney's office. Staff should allow an additional 1 week turn around time for each subsequent review. If more complex negotiations occur, or in the event the vendor's attorney becomes involved in the contract review/negotiation process, the City Attorney or Assistant City Attorney will finalize negotiations with the vendor and forward the final draft contract to staff to process as necessary for approvals and execution.

If a project involves the purchase of software/hardware, data hosting or sharing, or any other item which warrants or necessitates input from the IT Department, staff should also submit a copy of the contract to the IT Director. Staff should endeavor to submit copies of a contract to the CAO and IT Director at the same time to allow for a more timely and efficient process. If the CAO believes IT review is warranted, the City Attorney or Assistant City Attorney will note that on the contract when it is returned after he/she completes the first review. For complex contracts involving Information Technology related issues, the City Attorney/Assistant City Attorney and the IT Director may determine it appropriate to forward the contract to an outside attorney for review.

IV. Who has the authority to sign contracts on behalf of the City?

Generally, only the Mayor or City Manager is authorized to execute contracts on behalf of the City of Largo. In the absence of the Mayor, the Vice Mayor is authorized to execute contracts and in the absence of the City Manager, the Assistant City Manager is authorized to execute contracts. Exceptions to this rule, including additional authorization for other members of executive management to execute contracts on behalf of the City, are outlined below:

1. Examples of contracts the Mayor is authorized or required to execute include, but are not limited to:
 - a) Interlocal Agreements
 - b) Grant Agreements
 - c) Agreements with other governmental agencies which require the Mayor's signature
2. The City Manager, with the consent of the City Commission in accordance with Section 2-133 of the City's Code of Ordinances, has authorized Department Directors to execute certain contracts on behalf of their respective departments. In the Director's absence a contract may be executed by the City Manager, the Assistant City Manager or the Assistant Director of the department, subject to department policy. **PLEASE NOTE:** This authorization does not relieve the department from ensuring the City Attorney's office or the department's Management Analyst completes a review of the contract before execution as outlined in this SOP, unless otherwise stated below.
3. Department Directors may execute "form" contracts drafted "in house" by the City Attorney's Office for purchases/projects costing less than \$25,000 that begin and end within a single fiscal year, subject to all limitations and restrictions outlined in the City Charter, Chapter 2 of the Code of Ordinances and this SOP. Contracts drafted in house will not require review by the department's Management Analyst or the City Attorney's Office. However, **no changes may be made to an "in house"/"form" agreement without the express consent of the City Attorney's office.** Directors are also authorized to execute contracts prepared by outside/third party vendors for purchases/projects costing less than \$25,000 after the contract has been reviewed and approved by either the department's Management Analyst or the City Attorney's Office as provided in this SOP. This authorization does not extend to any contract that requires City Commission approval or contracts that are otherwise exempted by this policy.
4. The Recreation, Parks and Arts Director is authorized to execute rental agreements of limited duration (i.e. athletic field, shelter, equipment, and facility rentals continuing for 7 days or less), agreements with performers and instructors of limited duration (i.e. performances/instruction continuing for 7 days or less), entertainment agreements and agreements related to the provision of services and supplies for special events (i.e. food vendors, inflatable rentals, etc.).

Questions regarding specific contracts may be addressed to the City Attorney, Assistant City Attorney, the City Manager or the Assistant City Manager.

Agreements that do not require City Attorney or Management Analyst review prior to execution will be required to undergo review by the City Attorney's office prior to expiration of the existing contract (if one is to be renewed) or annually if the contract is for a limited duration (i.e. contracts with a one year or shorter term) to ensure the contractual language and form remain up to date. The appropriate review schedule may be coordinated with the City Attorney and/or Assistant City Attorney in conjunction with each Director and their division managers.

CITY OF LARGO ADMINISTRATIVE POLICIES AND PROCEDURES MANUAL		
Policy:	Grant Application, Administration, Closeout and Lobbying	Policy Number: FP-04-04
Originating Department/Division: Administration		
Effective Date: January 1, 2017		Approved By:
Supersedes Policy: Grant Applications and Administration		Dated: 12/29/06

POLICY

On January 6, 2004, the City Commission adopted guidelines regarding the approval of the application for and acceptance of grants. City Commission approval is required prior to applying for or accepting grants in circumstances in which:

- The grant amount equals \$25,000 or greater and is not included in the adopted budget;
- The grant requires City matching funds that have not been appropriated;
- The grant requires recurring expenditure of City funds beyond the grant period;
- The grant rules specifically require legislative body approval.
- The grant contains obligations, requirements, or other information that Administration deems requires City Commission authorization.

The purpose of this policy is to establish an administrative pre-approval process for grants requiring City Commission approval, an administrative approval process for those grants not requiring City Commission approval, and grant administration and closeout process to monitor grant compliance. Additionally, guidance on legislative appropriations is also provided.

PROCEDURE

Grant Application

A Grant Application Pre-Approval Form (Form, attached) shall be submitted to the Assistant City Manager (ACM) or their designee for review to develop a recommendation on the grant opportunity. As part of this recommendation, the ACM or designee will determine eligibility, qualification of the program or project, identify grant requirements, and determine other funding uses, if applicable. In order to pursue a grant, approval is required from the ACM or City Manager. Such approval must be in writing on the Form, and will be made in consideration of both the designee (if appointed) and the Department Director's recommendations. ***Only the Mayor, City Manager or their designee is authorized to sign a grant application on behalf of the City.***

City Commission approval for the grant application is required, and may also be required for grant acceptance, if the grant meets any of the criteria below:

- The grant amount equals \$25,000 or greater and is not included in the adopted budget;
- The grant requires City matching funds that have not been appropriated or a Budget Amendment is required;
- The grant requires recurring expenditure of City funds beyond the grant period;
- The grant rules specifically require legislative body approval.
- Administration direction for City Commission approval (Charter requirements, fiscal non-funding, inter-local agreement, new funding program, political issues, etc.).

The Department Director will assign a Grant Manager (GM) and communicate this information to the ACM, Office of Management and Budget (OMB) Manager, and City Clerk.

Grant Acceptance

The GM will coordinate with the Attorney's Office and OMB Manager for legal review and fiscal impacts of the grant agreement/contract. All grant agreements/contracts shall be reviewed by the Department Management Analyst (MA) and/or the City Attorney's Office, as applicable with the latest policies and procedures for legal document review. The MA shall work with the OMB Manager to determine fiscal impact of the grant award/contract. The GM shall forward the results of both the legal and fiscal review to the ACM for consideration before acceptance. The ACM will assess the review comments to determine whether or not the City should proceed with acceptance of the grant. Upon favorable determination, the City may enter into the grant agreement/contract, unless City Commission approval is required based on the criteria stated above or as directed by the ACM.

Grant Administration

Grant Administration ensures that the City is in compliance with all grant requirements. Grant Administration responsibilities rest with the assigned Grant Manager. In order to ensure compliance with financial grant requirements, the OMB Manager and Treasury Manager may provide additional oversight and assistance to the Grant Manager. Where directed by the ACM, grant administration shall follow a Project Management Plan and follow the City's project management policy.

Grant Closeout

Prior to submission of any final or closeout report to a grant provider (Funder), the Grant Manager must submit such report for review to: the City Clerk; the OMB Manager; and Department Director. The Department Director has final approval authority for submission of any final or closeout report. A copy of the final or closeout report submitted to the Funder will be provided to the City Clerk's Office for official record keeping. The Grant Manager will pursue verification of grant closeout from the Funder and submit such verification to the City Clerk for official record keeping, and copies to the Treasury Manager and Department Director for notification.

Legislative Appropriations

The City Commission may desire to submit a funding request (either grant or appropriation) to the State or Federal government through local legislators. The City Manager shall communicate with the City Commission to confirm details of the request being made, associated time frame for the request, and legislators for contact. Authorization for contact with legislators by Commissioners shall be in accordance with the City's Legislative Policies and Procedures and/or City Charter.

The City Clerk's Office shall coordinate with the Office Administrator to the City Commission, and function as:

- point of assembly for all data associated with a legislative request
- point of contact with State and Federal legislators to establish meetings or information exchange
- interim and final record keeper of all documents and information provided to legislators

Grant Application Pre-Approval Form

General Information		Initials / Sign-off
Department / Director		
Grant Manager		
Associated City Project		
City Project Manager		
Management Analyst		
Grant Information		
Grantor		
Grant Program		
Submission Deadline / Award Period		
Amount Sought		
Local Match Required		YES / NO
Amount Required		
Funding Source		
Account #		
Other Performance Requirements		
Additional Information		
Admin. Authorization		Date
CM/ACM Signature		

CITY OF LARGO ADMINISTRATIVE POLICIES AND PROCEDURES MANUAL	
Policy: Purchasing for FEMA Reimbursement	Policy Number: FP-18-01
Originating Department/Division: Administration / Office of Management & Budget	
Effective Date: January 1, 2018	Approved By:
Supersedes Policy: N/A	Dated: N/A

POLICY

City departments will adhere to this policy and set of procedures when conducting procurement processes that will be submitted to the Federal Emergency Management Agency (FEMA) for reimbursement. FEMA is a valuable resource for the City in responding to and recovering from disasters. Along with FEMA assistance and funding come contracting practices and terms that may not otherwise apply to the City. To facilitate effective cooperation with this important federal partner, the City intends to comply with the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, codified at 2 C.F.R. part 200 (Uniform Requirements), and any other FEMA guidance. The City will comply with the practices detailed below and will include in FEMA-related contracts the special conditions contained in this Policy.

PROCEDURE

The City will conduct all procurement transactions in a manner providing full and open competition consistent with the Uniform Requirements. Whenever practicable, the City will use one of the competitive solicitation methods described in Policy FP-02-03. Noncompetitive procurement may be used only under the limited circumstances described in Policy FP-02-03, including when the public exigency or emergency will not permit the delay resulting from use of competitive solicitation.

- A) The City will take all necessary affirmative steps to assure the use of minority businesses, women's business enterprises, and labor surplus area firms when possible, such as considering a reduction in insurance requirements or policy limits, reducing or omitting payment and performance bond requirements, dividing up procurements, or following any of the steps described in paragraph SC-10 of this Policy.
- B) The City will maintain oversight and documentation to ensure contractors perform according to the terms, conditions, and specifications of their contracts or purchase orders.
- C) The City will maintain written standards of conduct covering conflicts of interest and governing the performance of its employees who engage in the selection, award, and administration of contracts.
- D) The City will maintain records sufficient to detail the history of the procurement. These records will include, but are not limited to the following: rationale for the method of procurement, selection of contract type, contractor selection or rejection, and the basis for the contract price.
- E) The City will not use time-and-material-type (T&M) contracts unless it has first determined that no other contract is suitable. Any T&M contract will include a ceiling price that the contractor exceeds at its own risk. A T&M contract means a contract whose cost to the City is the sum of (1) the actual cost of materials; and (2) direct labor hours charged at fixed hourly rates that reflect wages, general and administrative expenses, and profit.
- F) In connection with every procurement action in excess of \$50,000, including contract modifications, the City will perform a cost or price analysis whenever practicable.

- G) If the City is unable to perform a cost analysis, or if there is no price competition, the City will negotiate profit as a separate element of the price.
- H) The City will not use cost-plus-a-percentage-of-cost or percentage-of-construction-cost methods of contracting.
- I) The City will designate a person to coordinate the accumulation of records related to the contract.
- J) The City will establish a separate and distinct account for recording revenue and expenditures, and a separate identifier for each distinct FEMA project.
- K) The City will ensure that the final claim for each project is supported by amounts recorded in the accounting system.
- L) The City will ensure that each expenditure is recorded in the accounting books and is referenced to supporting source documentation (checks, invoices, etc.) that can be readily retrieved.
- M) The City will research insurance coverage and seek reimbursement for the maximum amount, and then credit the appropriate FEMA project with that amount.
- N) The City will consider the availability of funding under other Federal programs (Federal Highway, Housing and Urban Development, etc.) and ensure that the final project claim does not include costs that another Federal agency funded or should have funded.
- O) The City will ensure that materials taken from existing inventories for use under FEMA projects are documented by inventory withdrawal and usage records.
- P) The City will ensure that expenditures claimed under the FEMA project are reasonable and necessary, are authorized under the scope of work, and directly benefit the project.

Special Construction Project Contract Conditions

SC-1: Equal Opportunity

If the contract is for construction, then during the performance of the contract, the contractor agrees as follows:

(1)The contractor will not discriminate against any employee or applicant or employment because of race, color, religion, sex, sexual orientation, gender identity, or national origin. The contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, color, religion, sex, sexual orientation, gender identity, or national origin. Such action shall include, but not be limited to the following: Employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided setting forth the provisions of this nondiscrimination clause.

(2) The contractor will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, or national origin.

(3)The contractor will not discharge or in any other manner discriminate against any employee or applicant for employment because such employee or applicant has inquired about, discussed, or disclosed the compensation of the employee or applicant or another employee or applicant. This provision shall not apply to instances in which an employee who has access to the compensation information of other employees or

applicants as a part of such employee's essential job functions discloses the compensation of such other employees or applicants to individuals who do not otherwise have access to such information, unless such disclosure is in response to a formal complaint or charge, in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or is consistent with the contractor's legal duty to furnish information.

(4)The contractor will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice to be provided advising the said labor union or workers' representatives of the contractor's commitments under this section, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

(5)The contractor will comply with all provisions of Executive Order 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.

(6)The contractor will furnish all information and reports required by Executive Order 11246 of September 24, 1965, and by rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the administering agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.

(7)In the event of the contractor's noncompliance with the nondiscrimination clauses of this contract or with any of the said rules, regulations, or orders, this contract may be canceled, terminated, or suspended in whole or in part and the contractor may be declared ineligible for further Government contracts or federally assisted construction contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.

(8)The contractor will include the portion of the sentence immediately preceding paragraph (1) and the provisions of paragraphs (1) through (8) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to section 204 of Executive Order 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The contractor will take such action with respect to any subcontract or purchase order as the administering agency may direct as a means of enforcing such provisions, including sanctions for noncompliance: *Provided*, however, that in the event a contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the administering agency, the contractor may request the United States to enter into such litigation to protect the interests of the United States.

SC-2: Davis-Bacon Act

(1)If the contract is for construction exceeding \$2,000, the contractor will comply with the Davis-Bacon Act, as amended, 40 U.S.C. §§ 3141 – 3148, as supplemented by Department of Labor regulations, 29 C.F.R. Part 5, pursuant to which contractors must pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor.

(2) The current prevailing wage determination(s) applicable to this contract are attached to these special conditions as Attachment 1. *[Note: To locate content for Attachment 1, go to <https://www.wdol.gov/dba.aspx>, then copy and paste it to another document and save it.*

SC-3: Copeland "Anti-Kickback" Act

(1) If the contract is for construction exceeding \$2,000, the contractor will comply with the Copeland "Anti-Kickback" Act, 40 U.S.C. § 3145, as supplemented by Department of Labor regulations, 29 C.F.R. Part 3, pursuant to which contractors are prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled.

(2) The contractor or subcontractor shall insert in any subcontracts the clause above and such other clauses as the FEMA may by appropriate instructions require, and also a clause requiring the subcontractors to include these clauses in any lower tier subcontracts. The prime contractor shall be responsible for the compliance by any subcontractor or lower tier subcontractor with all of these contract clauses.

(3) A breach of the contract clauses above may be grounds for termination of the contract, and for debarment as a contractor and subcontractor as provided in 29 C.F.R. § 5.12.

SC-4: Contract Work Hours and Safety Standards Act

If the contract is in excess of \$100,000 and involves the employment of mechanics or laborers, the contractor will comply with 40 U.S.C. §§ 3702 and 3704, as supplemented by Department of Labor regulations, 29 C.F.R. Part 5. Under 40 U.S.C. § 3702, contractor must compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. § 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous.

SC-5: Clean Air Act

If the contract is in excess of \$150,000, the contractor will comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act, 42 U.S.C. §§ 7401,- 7671q. The contractor will report violations to FEMA and the Regional Office of the Environmental Protection Agency.

SC-6: Federal Water Pollution Control Act

If the contract is in excess of \$150,000, the contractor will comply with all applicable standards, orders or regulations issued pursuant to the Federal Water Pollution Control Act as amended, 33 U.S.C. §§ 1251,-1387. The contractor will report violations to FEMA and the Regional Office of the Environmental Protection Agency.

SC-7: Debarment and Suspension

The contract is void if contractor is listed on the government-wide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 C.F.R. 180 that implement Executive Orders 12549 and 12689.

SC-8: Byrd Anti-Lobbying Amendment

If the contract is in excess of \$100,000, the contractor must file the certification required by Byrd Anti-Lobbying Amendment, 31 U.S.C. § 1352, certifying that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any award covered by the law.

SC-9: Procurement of recovered materials

The contractor will comply with section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act, 42 U.S.C. § 6962, the requirements of which include: procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 C.F.R. Part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired during the preceding fiscal year exceeded \$10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.

SC-10: Contracting with Small and Minority Businesses, Women's Business Enterprises, and Labor Surplus Area Firms

If the contractor lets subcontracts, it will take the following affirmative steps when possible:

- (1) Place qualified small and minority businesses and women's business enterprises on solicitation lists.
- (2) Assure that small and minority businesses and women's business enterprises are solicited whenever they are potential sources.
- (3) Divide total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses and women's business enterprises.
- (4) Establish delivery schedules, where the requirement permits, which encourage participation by small and minority businesses and women's business enterprises.
- (5) Use the services and assistance, as appropriate, of such organizations as the Small Business**

Administration, the Minority Business Development Agency of the Department of Commerce, the Florida Small Business Development Center, and the Florida Office of Supplier Diversity.

CITY OF LARGO ADMINISTRATIVE POLICIES AND PROCEDURES MANUAL

Policy:	Americans with Disabilities Act	Policy Number: L-01-01
Originating Department/Division: Administration		
Effective Date: September 9, 2004	Approved By:	
Supersedes Policy: Americans with Disabilities Act Americans with Disabilities Act Americans with Disabilities Act Americans with Disabilities Act	Dated: 10/01/12 05/01/04 07/15/01 08/05/96	

POLICY

The City of Largo has adopted an internal procedure to provide for the prompt investigation and equitable resolution of alleged violations of the Americans with Disabilities Act of 1990 (ADA). As part of this effort, the following position has been designated the ADA Coordinator with the authority to investigate complaints:

Assistant City Manager
201 Highland Avenue
P. O. Box 296
Largo, FL 33779-0296
(813) 587-6727

PROCEDURE

When, in the opinion of any individual, a violation of the ADA has occurred by the action or inaction of the City, its representatives, or employees, the attached form shall be completed and forwarded to the Assistant City Manager. The procedure will adhere to the following guidelines:

1. The Complainant shall submit the Complaint Form with pertinent information to the Assistant City Manager within a reasonable length of time of the incident or knowledge of the incident.
2. The Assistant City Manager shall investigate the charge personally or through a Department Representative. Should a fact-finding hearing be necessary, the Assistant City Manager shall schedule said hearing within five (5) work days of receipt of the complaint.
3. The Assistant City Manager shall render a determination within five (5) work days of the fact-finding hearing or ten (10) work days of receipt of the complaint, whichever is greater.

The purpose of this procedure is to resolve ADA compliance issues at the local level. However, aggrieved individuals also have the right to file a complaint with the appropriate federal agency (as indicated on the next page) if the individual believes a violation has occurred and/or is dissatisfied with the Assistant City Manager's resolution of the complaint.

Title I: Employment

Equal Employment Opportunity Commission
501 East Polk Street, Suite 1020
Tampa, FL 33602
(813) 228-2310 (voice)
(813) 228-2003 (TDD)

Title II: Public Services

U. S. Department of Justice
Civil Rights Division
P. O. Box 66738
Washington, D. C. 20035-6738
(800) 514-0301 (voice)
(800) 514-0383 (TDD)

Public Services/Recreation Programs

U. S. Department of Interior
1849 C Street NW
Washington, D. C. 20240
(202) 208-3171 (voice)
(202) 208-4817 (TDD)

Public Transportation

U. S. Department of Transportation
400 Seventh Street SW, Room 10424
Washington, D. C. 20590
(202) 366-9305 (voice)
(202) 755-7687 (TDD)

Title III: Public Administration

U. S. Department of Justice
Civil Rights Division
P. O. Box 66738
Washington, D. C. 20035-6738
(800) 514-0301 (voice)
(800) 514-0383 (TDD)

Transportation Provisions

U. S. Department of Transportation
400 Seventh Street SW, Room 10424
Washington, D. C. 20590
(202) 366-9305 (voice)
(202) 755-7687 (TDD)

Title VI: Communications

Federal Communications Commission
Wireless Bureau
Enforcement Division
2025 M Street NW, Suite 8308
(202) 418-0569 (voice)
(202) 418-7306 (TDD)

POLICY OF NON-DISCRIMINATION ON THE BASIS OF DISABILITY

The Americans with Disabilities Act of 1990 (ADA) prohibits discrimination in employment and in the provision of public services.

The City of Largo has appointed a task force to review compliance guidelines for the ADA. It is the City's intent to conform with each applicable requirement of the Act. Any individual desiring to have input into the City's compliance review efforts should contact:

Assistant City Manager
City of Largo
P. O. Box 296
Largo, FL 33779-0296
(727) 587-6727

Individuals who feel that an action or inaction on the part of the City, its representatives, or employees, is in violation of the Act may file a complaint. The complaint procedure and appropriate form may be obtained from the applicable City facility or department, or through the Administration Department, Largo City Hall, 201 Highland Avenue, Largo, (727) 587-6727.

AMERICANS WITH DISABILITIES ACT COMPLAINT FORM

Assistance with completing this form is available upon request.

Any complaint shall be submitted as soon as possible after the incident or knowledge of incident to:

Assistant City Manager
201 Highland Avenue
P. O. Box 296
Largo, FL 33779-0296
(727) 587-6727

COMPLAINANT INFORMATION

Name: _____ Telephone or TDD: _____

Address: _____

Date of Alleged Violation: _____

City Facility/Site of Alleged Violation: _____

Complainant's statement. Include suggestion(s) for resolution. List employee name(s) as applicable. Pages may be attached if additional space is required.

Complainant Signature

Filing Date

Received by: _____

Date: _____

DETERMINATION

Assistant City Manager

Determination Date

AMERICANS WITH DISABILITIES ACT COMPLAINT PROCEDURE

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1. The Complainant shall submit the Complaint Form with pertinent information to the Assistant City Manager within a reasonable length of time of the incident or knowledge of the incident.
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3. The Assistant City Manager shall render a determination within five (5) work days of the fact-finding hearing or ten (10) work days of receipt of the complaint, whichever is greater.

The purpose of this procedure is to resolve ADA compliance issues at the local level. However, aggrieved individuals also have the right to file a complaint with the appropriate federal agency (as indicated on the reverse side) if the individual believes a violation has occurred and/or is dissatisfied with the Assistant City Manager's resolution of the complaint.

CITY OF LARGO ADMINISTRATIVE POLICIES AND PROCEDURES MANUAL

Policy:	City Attorney's Office	Policy Number: L-01-02
Originating Department/Division: Administration/City Attorney		
Effective Date: February 1, 2007		Approved By:
Supersedes Policy: City Attorney's Office City Attorney's Office		Dated: 05/01/04 07/15/01

POLICY

The City has contracted with an outside law firm to handle the City's legal issues. Since the City Attorney only has office hours in City Hall on Tuesday afternoon and Thursday morning, the City has hired an Assistant City Attorney to assist in providing legal representation on a full-time basis.

PROCEDURE

Any documents for review and/or signature shall be sent to the City Attorney's Secretary and the information will be logged in for tracking purposes. The goal is to review and provide comments on all documents within two weeks of receipt in the City Attorney's Office. The expected turnaround time on documents that require signature only will be three to five days.

A Legal Review Request Form should be attached to all documents to be reviewed by the City Attorney or Assistant City Attorney. The Request Form should indicate who is submitting the document; what action is requested; the request date; the Commission Agenda date; and what date the document is expected to be returned to the department. A copy of the Legal Review Request Form template is located in /home/largo/lg/forms/legal_review_request. (A sample copy is also attached.)

Include the City Attorney's office in the early stages of document preparation, not after the document has been approved by all involved.

Advise the City Attorney's Office of any deadlines associated with the documents/issues when initially submitting the information.

Any issue not included in the Assistant City Attorney Guidelines listed below shall be sent directly to the City Attorney:

Assistant City Attorney shall:

- handle all Code Enforcement issues;
- attend all Planning Board and Code Enforcement Board meetings and handle all inquiries regarding the policies and procedures of these boards;
- attend all City Commission work sessions;
- handle foreclosure actions where the City is named as a defendant;
- handle bankruptcy matters when the City has outstanding debt;
- review and draft contracts, resolutions, and ordinances as assigned by the City Attorney;
- sign contracts, resolutions, and ordinances upon approval of City Attorney;
- attend meetings with staff in City Attorney's absence or as assigned by City Attorney;
- assist Risk Manager in handling liability and other claims prior to instituting lawsuit, including attending Risk Committee meetings when necessary.

CITY OF LARGO ADMINISTRATIVE POLICIES AND PROCEDURES MANUAL

Policy:	Code Enforcement Violations	Policy Number: L-01-03
Originating Department/Division: Administration/City Attorney		
Effective Date: May 1, 2004		Approved By:
Supersedes Policy: Code Enforcement Violations Code Enforcement Violations Code Enforcement Violations		Dated: 09/01/03 01/15/03 05/01/01

POLICY

The policy of the City of Largo is for City staff, specifically Code Enforcement Officers, to proactively enforce the Largo Code of Ordinances adopted by the Largo City Commission thereby ensuring compliance with all City ordinances. By being proactive in enforcement of the City Codes, City staff will ensure that the City Commission’s adopted policies are properly enforced.

PROCEDURE

1. All ordinance violations that do not involve State Building Code violations should be handled initially through the Pinellas County Court using the Uniform Fine Schedule and Notices to Appear for violations not corrected after the first Notice of Violation. *Building Code violations are addressed by the City Building Official and Building Inspectors and shall be heard by the Code Enforcement Board if not corrected after the first Notice of Violation.*
2. If the property owner is fined for a violation that has previously been before the County Court and the violation continues, the matter shall be brought to the Largo Code Enforcement Board as a repeat violation.
3. If the violation(s) continues thirty (30) days after the Court orders fines against the violator (or the length of time the Court gives the owner to pay the fine), the City Attorney’s Office shall be notified and the case prepared for the Largo Code Enforcement Board as a repeat violation case.
4. The Largo Code Enforcement Board may recommend that the Largo City Commission order the property to be cleaned up by the City and brought into compliance.
5. The Largo City Commission may order the City Attorney to seek an injunction in Court against a property owner for violation of City ordinances and/or file a legal action to foreclose on a lien or collect any outstanding fines.
6. The City Attorney’s Office shall be notified of any violation that persists in excess of sixty (60) days from the date of issuance of the first Notice of Violation.
7. The Code Enforcement Officer shall consult with the City Attorney if a different procedure should be considered to gain compliance with the City Code.
8. All actions to be taken by the Code Enforcement Officer and/or City Attorney shall be done in a timely manner to gain compliance with the City Code.

CITY OF LARGO ADMINISTRATIVE POLICIES AND PROCEDURES MANUAL		
Policy:	Document Retention	Policy Number: L-01-04
Originating Department/Division: Administration/City Clerk		
Effective Date: July 15, 2001		Approved By:
Supersedes Policy: Storage of Documents		Dated: 03/12/90

POLICY

All original City documents (I.e., agreements, contracts, ordinances, minutes, resolutions) shall be retained in the City vault or records storage area.

PROCEDURE

1. One (1) original of **all** contracts, agreements, leases, deeds, appraisals, property purchase documents and/or surveys **must** be submitted to the City Clerk's Office for vault storage.
2. Any City department which creates or receives original documents, such as those described above, shall deliver the originals to the Records Technician in the City Clerk's Office.
3. Included with boxed records shall be a completed Request and Receipt for Storage form.
4. The Records Technician will determine where the document will be filed based upon its subject and classification.
5. All documents retained by the Records Technician will be kept according to the State of Florida retention schedules.
6. Records scheduled for permanent retention shall be stored in the form of microfilm and/or scanned.
7. Any requested copies of these original documents shall be obtained through the City Clerk's Office. Applicable charges will be assessed.

CITY OF LARGO ADMINISTRATIVE POLICIES AND PROCEDURES MANUAL

Policy:	Legal Notices	Policy Number: L-01-05
Originating Department/Division: Administration/City Clerk		
Effective Date: July 15, 2001		Approved By:
Supersedes Policy: Legal Notices		Dated: 12/21/94

POLICY

Items to be considered for public hearing must be advertised in a local circulation newspaper at least ten (10) days prior to the date of the hearing. Land use plan amendments and annexations must be advertised at least thirty (30) days in advance. Police Disciplinary Review Board advertisements must be placed at least seven (7) days prior to the meeting. Departments are responsible for notifying the City Clerk's Office of advertising requirements that differ from the standard 10-day period.

PROCEDURE

1. Requests for publication of legal notices will be submitted to the City Clerk's Office by the Monday morning prior to the Saturday publication date.
2. All legal notices must include the date, time, location, reason for hearing, statement of the right of appeal, and contact number for further information.
3. Any notices which must, by Code or Statute, be advertised in a specific newspaper will be identified as such when submitted to the City Clerk's Office.
4. After preparation, the City Clerk will FAX or hand deliver the notices to the newspaper.
5. Any department requiring proof of advertising must notify the City Clerk so the proper proof may be copied and delivered to that department.

CITY OF LARGO ADMINISTRATIVE POLICIES AND PROCEDURES MANUAL		
Policy:	Purchase of Property by City	Policy Number: L-03-06
Originating Department/Division: Administration/City Attorney's Office		
Effective Date: September 1, 2003		Approved By:
Supersedes Policy: Purchase of Property by City		Dated: 10/01/12

POLICY

To ensure that all property purchases by the City of Largo are carefully reviewed and legally acquired, the following procedures will be followed by all City departments interested in purchasing property.

PROCEDURE

1. The department interested in purchasing property will initiate a memorandum to the Assistant City Manager, City Engineer and City Attorney indicating interest, providing a general description of the property, and providing the intended use of the property. Additionally, the memorandum should indicate if there are any time deadlines within which it is necessary to purchase the property. The department shall indicate in the memorandum which department employee will be assigned as the department's representative for issues related to the purchase of the property. The department's representative, Assistant City Manager, City Engineer, and City Attorney will comprise the committee that will coordinate the efforts to purchase the property.
2. The staff members assigned to the real estate property acquisition and the City Manager will determine if an appraisal is appropriate and whether the matter should be taken to the City Commission for conceptual approval or for approval to obtain an appraisal.
3. If an appraisal is sought, with the City Manager's approval, the appraised value will be brought to the City Commission for approval to negotiate for the purchase of the property.
4. The appropriate staff members will be requested to negotiate the business terms of the purchase agreement.
5. Once the business terms are agreed to, the City Attorney will draft the purchase agreement.
6. The finalized purchase agreement, fully executed by the property owners, will be presented to the City Commission for approval. The interested department's representative shall prepare the necessary Commission agenda memo, with the review and approval of the City Manager.
7. If the City Commission approves the purchase agreement, the City Attorney's Office will order the survey and title, assuming that the City is responsible for ordering the survey and/or title. The City Engineer will order the environmental survey. The City Attorney's Office will prepare a contract schedule that will be distributed to the Assistant City Manager, City Engineer and department's representative. Upon completion, the survey will be distributed to the City Engineer and City Attorney for their review. The environmental survey will be reviewed by the City Engineer and then provided to the City Attorney for review.
8. It is intended that all correspondence or memoranda will be circulated among the City Manager, Assistant City Manager, City Attorney, City Engineer, and the department's representative. The City Attorney will be responsible for completing the closing with the assistance of other staff members.

CITY OF LARGO ADMINISTRATIVE POLICIES AND PROCEDURES MANUAL

Policy:	Sale of City-owned Property	Policy Number: L-03-07
Originating Department/Division: Administration/City Attorney		
Effective Date: September 1, 2003	Approved By:	
Supersedes Policy: Sale of City-owned Property	Dated: 10/01/12	

POLICY

To ensure accurate and legal transactions regarding sale of City-owned properties, the following procedure will be followed.

PROCEDURE

Since the sale of City-owned property will generally be related to economic development and development in certain areas of the City, any sale of City-owned property will involve the Community Development Director, Assistant City Manager, City Engineer, City Attorney, and City Manager. When the City is interested in selling a piece of property or receives a proposed offer for the purchase of a piece of property, all above staff members shall receive notice of the offer.

1. The staff members, upon receipt of an offer, will determine if an appraisal should be received or if some other method should be utilized to determine the appropriate value of the property.
2. Appropriate members of the committee, as decided by the committee, will negotiate the business terms of the purchase agreement and then the other necessary agreements governing the sale of the property. Initially, the staff members may choose to pursue a letter of intent indicating the City's intent to sell the property to the potential purchaser and including the general business terms of the proposed sale.
3. The approved terms may be presented to the City Commission for approval in concept at the discretion of the City Manager.
4. The City Attorney will then draft any necessary agreements which will be executed by the purchaser prior to City Commission approval.
5. At the City Manager's direction, the City Commission will then be requested to approve the fully executed agreements. The Community Development will prepare any necessary Commission agenda memos, with the review and approval of the City Manager.
6. Upon approval of the agreements by the City Commission, the City Attorney will order the title and survey, if the City is obligated to obtain the title and/or survey. A contract schedule will be prepared by the City Attorney's Office and share with the other staff members.
7. The City Attorney will prepare any necessary documents or review any necessary documents for the closing of the matter. All correspondence, memoranda, and other documents will be share with the other staff members.

CITY OF LARGO ADMINISTRATIVE POLICIES AND PROCEDURES MANUAL		
Policy:	Public Meetings	Policy Number: L-10-09
Originating Department/Division: Administration/City Clerk		
Effective Date: April 13, 2010		Approved By:
Supersedes Policy:		Dated:

POLICY

All City public meetings (including but not limited to meetings of the City Commission, Advisory Boards, Advisory Committees, Labor Negotiations, and RFP/RFQ/Bid Evaluation Committees) shall be publicly noticed, must be accessible to the public and minutes must be taken.

PROCEDURE

1. Meeting notices are to be prepared by the department in charge of the meeting using the attached template. Notices shall be posted on the City Hall bulletin board in advance of the meeting and faxed or emailed to the press. For regular meetings, the department should attempt to post the notice at least one week prior to the meeting. For special meetings, the department should attempt to provide notice 24 hours prior to the meeting, when possible. Notices shall also be posted to the City's web site. Departments are responsible for posting notices on the City Hall bulletin board and transmitting notices electronically to the City Clerk for posting to the web site. Notices will be removed after the meeting by the City Hall receptionist and kept on file in the City Clerk's Office.
2. Meetings are to be held in a meeting room accessible by the public. Meetings at City Hall are to be held in the Community Room or Commission Chamber unless the meeting is held during normal work hours, in which case the meetings can be held in conference rooms within the department's offices. Departments shall notify the front desk receptionist of the time and place of the meeting so that either she can direct members of the public to the meeting room or directional signage can be posted in the lobby.
3. Departments shall notify appropriate Human Resources staff of the date and time of any public meeting held at City Hall and ensure that the front door of the lobby is programmed to open and close. Facilities with front gates must ensure that the gates are open during public meetings.

CITY OF LARGO

NOTICE OF PUBLIC MEETING

NOTICE IS HEREBY GIVEN that the (name of board) will meet at (time) on (date) in the (name of room) at (name of facility), (address including Largo, FL), to consider the following:

[INSERT MEETING AGENDA]

This meeting is open to the public. Any person who decides to appeal any decision of the (name of board) with respect to any matter considered at this meeting will need a record of the proceedings, and for such purpose may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. The City of Largo is committed to providing reasonable accommodation for access for the disabled. Anyone needing assistance with regard to this meeting should contact the City Clerk's Office at (727) 587-6710 or the Library T.D.D. Line at (727) 587-6778 at least two days prior to the meeting. For further information regarding this meeting, please contact (name of staff contact and telephone/email contact information).

CITY OF LARGO ADMINISTRATIVE POLICIES AND PROCEDURES MANUAL

Policy:	Mail	Policy Number: M-01-01
Originating Department/Division: Administration/City Clerk		
Effective Date: May 1, 2004		Approved By:
Supersedes Policy: Mail Bulk Mailing Mail and Package Pickup and Delivery Mailroom		Dated: 07/15/01 03/12/90 03/12/90 03/12/90

POLICY

All incoming and outgoing mail and packages, less bulk mail, will be processed by the Couriers in the Mail Room.

PROCEDURE

Interoffice Mail

1. Interdepartmental mail must be properly addressed with the receiving person's name and department and placed in an interoffice envelope.
2. All departments located in City Hall are to deliver their outgoing interoffice mail to the Mail Room and distribute to appropriate bins.
3. Pick up and delivery will be provided to all departments and facilities located outside City Hall.

First Class Mail

1. Morning mail is picked up from the Post Office at 8:00 a.m. City Hall departmental mail is placed in bins located in the Mail Room and may be picked up after 9:00 a.m. All off-site departments and facilities will have their mail delivered and outgoing mail picked up.
2. Letter size envelopes should be properly addressed and delivered to the "Regular Mail" bin located in the Mail Room. These envelopes **must not be sealed and should be "nested."**
3. All other size envelopes must be properly addressed and sealed by the originating department and placed in the "Regular Mail" bin.
4. Folded mail, such as programs, brochures or flyers must be secured with staples or must be placed in an envelope. Tape or other adhesive media may not be used.

Overnight Mail

1. Overnight mail is to be sent via U. S. Post Office Express Mail. Supplies are located in the Mail Room.
2. Overnight mail must be placed in the "Certified & Express Mail" bin in the Mail Room. The Courier will fill in the City's account number. All other air bill information must be completed by the originating department.
3. No other overnight carrier is to be used without prior approval from the City Clerk.

Certified Mail

1. Certified mail must be delivered to the Mail Room by 1:00 p.m. to go out that day. Certified supplies are located in the Mail Room and all certified mail should be placed in the "Certified & Express Mail" bin in the Mail Room.

2. Return receipts must be self addressed including **name and department**
3. One additional label to the addressee must be attached.

Business Reply Mail

1. The City maintains a business reply mail account with the Post Office, with one bar code for business reply envelopes and business reply cards. Envelopes are available in the Mail Room for small mailings.
2. User departments must have business reply envelopes printed for large mailings. A positive for printing purposes may be obtained from the City Clerk.
3. All business reply cards must be printed by department. A positive may be obtained from the City Clerk.

Packages

1. All packages must be wrapped and addressed prior to delivery to the Mail Room and be placed in the "UPS to be Processed" area.
2. Packages are to be accompanied by a completed UPS Shipping form or Returned Goods form. The shipping form is in Open Office as: /home/largo/lg/forms/citywide/ups_form.sxw.
3. All packages that are being returned to a vendor must be accompanied by a completed "Returned Goods" form.
4. Packages which can be shipped at the Library rate will be shipped via the Post Office.
5. Any special handling requirements must be conspicuously attached to the package.

Bulk Mail

1. All mailings in excess of 300 pieces must be mailed at the bulk rate.
2. Each department is responsible for budgeting appropriate funds for bulk mail. All bulk postage will be charged back to the user department.
3. Instructions for preparing bulk mail:
 - a. Sort pieces by 5-digit zip code. All pieces with the same 5-digit zip code must be bundled in stacks of at least 10 pieces but may not measure more than four inches in width. Bundle with rubber bands, the first going north and south and the second going east and west. Pieces with the same 5-digit zip code do not have to be bundled if they fill a tray. Each bundle of 5-digit zip codes must have a red "D" in the lower left hand corner of the top piece.
 - b. Next, sort by the same first 3 digits of the zip code. (Above rules apply to these stacks.) Each bundle sorted by the first 3 digits must have a green "3" affixed to the lower left hand corner of the top piece.
 - c. The red D's and green 3's, rubber bands, and trays are available from the bulk mail section of the Post Office, located at the rear of the building.
 - d. Each piece must be sealed. The postage machine in the Mail Room has a "seal only" function and may be used for this purpose during periods when the Couriers are not using the machine, generally between 9:00 and 11:30 a.m. and 1:30 to 3:30 p.m. Contact the City Clerk for assistance.
 - e. Stamp each piece with bulk mail stamp in upper right hand corner. Make sure the number is legible. Departments may have their own bulk mail stamp made.
 - f. Count number of pieces and complete bulk mail form which is available in the Mail Room. The user department's account number must be marked on the form. City Clerk's signature is required.
 - g. Take bulk mail to the Clearwater Post Office. The Largo Post Office does not accept bulk mail.

Courier Service

1. The two Couriers may be used for special pick-ups and deliveries in the Largo area (Largo, Clearwater, Seminole, Pinellas Park) by making a request to the City Clerk at least two days in advance.
2. Courier runs, pick-up or delivery, to areas such as St. Petersburg or Tampa, will be made via a vendor. Requests should be made to the City Clerk at least two days in advance.

CITY OF LARGO ADMINISTRATIVE POLICIES AND PROCEDURES MANUAL		
Policy:	Press Information	Policy Number: M-01-02
Originating Department/Division: Administration/City Clerk		
Effective Date: May 1, 2004		Approved By:
Supersedes Policy: Press Information Press Folder		Dated: 7/15/01 3/12/90

POLICY

The City Clerk's Office will maintain press folders which will include current informational materials for access by the press and public. Copies of any information submitted to the City Commission must be placed in the appropriate press folders.

PROCEDURE

1. The City Clerk's Office will maintain two press folders in the press room and a master press file in the City Clerk's Office which will contain copies of the most recent Commission correspondence, as well as other informational materials.
2. All items sent to the City Commission must also be sent to the press and the Secretary to the Mayor and Commission and to the City Manager. Therefore, five additional copies must be submitted.
3. A press charge log book for billing to the respective publications will also be maintained by the City Clerk's Office.
4. Any requested copies from items in the press folders will be obtained through the City Clerk's Office. (Applicable charges will be addressed.)
5. News/media will be billed on a quarterly basis for copies. Members of the public must pay applicable copy charges upon receipt of copies.

CITY OF LARGO ADMINISTRATIVE POLICIES AND PROCEDURES MANUAL

Policy:	Flags	Policy Number: M-01-03
Originating Department/Division: Administration		
Effective Date: July 15, 2001		Approved By:
Supersedes Policy: N/A		Dated: N/A

POLICY

The City of Largo Administration subscribes to the National Flag Advisory Service. This service notifies the City Manager's Office by fax on specific dates, times, and circumstances under which the President has advised that the flag is to be flown at half staff. Under the national notification, flags at all City facilities will be flown at half staff. This service advisory will be followed on specific holidays and when the person is of great national significance or of particular significance to the State of Florida.

There are certain other local situations for which the Administration may authorize the American flag to be flown at half staff at the Municipal Complex and at the Court of Honor. These include the following:

- Police Officer or Firefighter who loses his or her life in the line of duty in the Bay Area (Pinellas County, Hillsborough County, Pasco County, and Manatee County). For Police Officers, flags at the Municipal Complex will be lowered. For Firefighters, flags at the Municipal Complex and the various fire stations may be lowered.
- City of Largo employee in the performance of his/her duties.
- Current and past elected officials of the City of Largo.

PROCEDURE

National Flag Advisory Service

1. When the City Manager's Office receives notification from the National Flag Advisory Service, the Assistant City Manager will determine if the flags are to be lowered.
2. One of the Executive Secretaries in the Manager's Office will notify by e-mail or telephone call directors at various facilities, as well as Facilities Management Division of the Public Works Department, when the flags are to be lowered and when they may be raised to full staff.
3. It is the responsibility of each facility to raise/lower the American flag located at the site. Facilities Management will be responsible for raising and lowering flags at the Municipal Complex. Currently, the flag at the Library must be raised and lowered by the Parks Division.

Local Notification

1. It is the responsibility of each department to contact the Assistant City Manager when receiving notice of the death of a Police Officer or Firefighter in the line of duty in the Bay Area.
2. The City Manager's Office will contact the Facilities Management Division to lower the flags at the Municipal Complex and will also contact Fire Administration authorizing flags at the stations to be flown at half staff in the case of a Firefighter.
3. In the case of a current or past elected official, any employee who receives this notification is asked to contact the Administration Department as soon as possible.
4. In these local instances, flags will be lowered upon notification of the person's death and will be raised the day after the memorial/funeral service.

CITY OF LARGO ADMINISTRATIVE POLICIES AND PROCEDURES MANUAL		
Policy:	Transitional Duty	Policy Number: RS-01-01
Originating Department/Division: Human Resources		
Effective Date: March 1, 2004		Approved By:
Supersedes Policy: Light Duty Work Pool Light Duty Work Pool		Dated: 07/15/01 03/12/90

POLICY

The transitional duty program is available to all City departments. This program is designated solely for employees incurring a work related injury and who are medically unable to return to full duty status for a temporary period of time. The primary goals are to protect the employability of the worker, to prevent and reduce the number of lost days, increase productivity, and to assist the employee with assimilating back into the workforce. Transitional Duty work assignments will be made in full compliance with all medical restrictions. In all instances, employees will be paid in accordance with City of Largo and state statutory workers' compensation policies and procedures.

PROCEDURE

1. Departments requesting transitional duty personnel will contact the Risk Manager, or his designated representative, in the Human Resources Department and provide the following information:
 - a. Nature of the work
 - b. Anticipated time employee will be needed
 - c. Number of personnel needed
 - d. Location of work assignment
 - e. Name and phone number of the supervisor to whom the employee should report
2. The Risk Manager, or his designated representative, will review the list of transitional duty personnel and perform the following:
 - a. Ascertain the employee on the list that is able to perform the duties of the assignment.
 - b. Contact the appropriate medical reference to get the opinion of the physician as to the employee's ability to perform the assignment.
 - c. Contact the employee by phone; or, if not by phone, by mail, designating the assignment.
 - d. Inform the requesting department of the reporting day, nature of limitation and name of the individual assigned.
3. If the individual refuses to accept the assignment, the Human Resources Department will take appropriate action to have the injury leave pay terminated. This will not affect the employee's workers' compensation benefits.
4. The requesting department should inform the Risk Manager, or his designated representative, when the assignment has been completed.
5. Once an employee reaches Maximum Medical Improvement (MMI), and is not able to return to their position, with or without reasonable accommodation, the City will endeavor to identify any existing vacancy(s) for which the employee is qualified. If a position is identified, the City will make every effort to place the

employee.

CITY OF LARGO ADMINISTRATIVE POLICIES AND PROCEDURES MANUAL		
Policy:	Risk Management	Policy Number: RS-01-02
Originating Department/Division: Human Resources		
Effective Date: May 1, 2004		Approved By:
Supersedes Policy: Risk Management		Dated: 08/23/96

POLICY

Risk Management Objectives

The City of Largo recognizes the need to protect its assets and to preserve operational continuity from risks and hazards that may arise from business activities or events that may affect the operation of the City. Efficient risk management is considered essential to the successful overall management of the City. The goal of risk management is the efficient minimization of the following categories of potential risk:

- Property and Auto Physical Damage
- General Liability
- Fleet Liability
- Workers' Compensation
- Mechanical Breakdown
- Business Interruption

Catastrophic Loss

Catastrophic risk of potential loss is to be given the City's fullest attention. All reasonably practical techniques to avoid, control, transfer, or finance such catastrophic risks shall be given due consideration.

An operational contingency plan shall be formulated. The plan shall consider potential property loss to the City that could significantly reduce the City's income and/or require significant additional expense to continue operations as nearly normal as possible. Preplanning of possible backup systems to minimize loss will be considered essential to the plan.

Risk Management Authority and Responsibility

The City Commission retains ultimate authority and responsibility for risk management.

Staff responsibility for providing recommendations to the Commission to facilitate major risk management decisions is granted to the City Manager who receives input from the City's Risk Management Committee.

The Risk Manager is charged with day-to-day responsibility for ongoing administration of the risk management program. This includes the management of workers' compensation, general and automobile liability claims, property losses, insurance policy maintenance, review of agreements, contracts, and leases for hold harmless/indemnification clauses and insurance requirements, and the City's loss prevention programs.

The City Attorney is charged with legal review of all agreements, contracts, and leases and management of litigated claims against the City.

All employees are expected to act responsibly in the conduct of their duties and shall be required to participate in the City's Risk Management and Loss Prevention Programs to the extent required by the City and its designees.

Federal, state, and local laws shall be considered in formulating the Risk Management Program and in all subsequent changes.

Risk Management Technique

The City shall employ the following risk management techniques to meet its objective of preventing or limiting its exposure to accidental losses:

Risk Identification and Analysis

The City shall continuously seek to identify and analyze possibilities of loss with potentially significant financial or personal impact.

Risk Avoidance

Where future undertakings of the City shall be accompanied by risks of such a hazardous nature that control or financing of potential risks of loss is impossible or impractical, then the City shall consider avoiding such undertakings.

Risk Control

Where possible, and within reasonable cost, the City shall seek to prevent risks of loss and act to limit or reduce the potential extent of any losses that cannot be totally prevented. Efforts at risk control shall be continuous, as long as an exposure exists.

Insurers of major risks shall be asked to what extent their premium charges contemplate provisions of risk control services. Such services shall be required when judged to be in the best interests of the City.

Risk Finance

Upon evaluation of its risks of financial loss, the City shall provide for appropriate financing measures. Depending on the nature of the individual risks, the City shall decide whether to retain risks of loss on an uninsured basis, transfer risk of loss to an insurer, or transfer risks of loss to another party.

Risk Retention

The City shall consider being self-insured or shall consider acceptance deductibles, exclusions, or restrictions when:

- Potential amounts of loss are small and there would be no significant affect on the budget.
- Insurance premium for coverage is unreasonably expensive.
- Risk of loss is so remote that insurance would not ordinarily be purchased.

Insurance Purchase

The City shall consider purchase of insurance when:

- Potential amounts of loss are too large to be retained without budgetary problems.
- Required.

Transfer of Risk to Others

The City shall consider transferring risk of loss to others (by hold harmless agreements and contractual requirements that insurance be provided by others to protect the City) when:

- The transfer will not increase the City's costs above the amount of such costs the City would have incurred had it retained or insured the risks of loss.
- The other party proves they have purchased acceptable limits of insurance coverage for the exposure.

Insurance Marketing

The City shall endeavor to seek insurance from capable insurers and agents. As long as coverages and premium costs of current insurers and the service provided by current agents and insurers remain satisfactory, it is acceptable to renew these insurance policies. Periodic consideration should be given to obtaining competition for replacement.

At least every five years the City's insurance program should be evaluated to determine if it is either necessary or desirable to solicit competitive proposals. If it is likely that competition would produce much better cost, coverage, or service to the City's benefit, then formal proposals should be requested.

Should competition be solicited in the future for the City's insurance programs, the City will provide sufficient information to agents and insurers to assure that solicited proposals shall be comparable. This

should be accomplished by preparation of formal specifications stating desirable coverages, limits of coverage, deductibles, and endorsements.

When Requests for Proposals are requested, the broadest coverage available shall be preferred if the premium cost is acceptable.

Premium cost should not be the sole consideration for accepting a competitive insurance proposal. Premium costs should receive major emphasis, so long as other considerations are consistent. Cancellation notices required of insurers should be no less than 90 days and should include insurer notice of adverse change, rate increase, or non-renewal. Renewal premium quotations should be required well in advance of policy renewal dates.

Risk Management Communications

Open and frequent communications about organizational and operational changes within the City are critical to ongoing maintenance of an effective, up-to-date risk management and insurance program. It is important that Risk Management be promptly made aware of any actions which may require a revision of risk management techniques or change in insurance policies, self-insurance programs, loss control measures or agreements, contracts, or leases.

Management and staff personnel should be constantly aware of the risk management/insurance implications of their ongoing decisions and actions and should not delay notification to Risk Management of changes of risk which may require corresponding changes in programs of insurance or loss control.

PROCEDURE

Accident and Claims Reporting

All accidents and claims involving injury to persons or damage to property are to be reported to Risk Management described in the City Safety Manual and Employee Safety Manual.

Payments from Risk Management Fund

The value of any damaged or lost property will be based on either the cost to repair or its replacement cost.

If a City vehicle is damaged and repairs will exceed \$1,500, an independent repair estimate estimate will be obtained and forwarded to Risk Management for review and approval prior to its repair or replacement. If the cost to repair any damaged vehicle is 80% greater than the vehicle's actual cash value, Risk Management will consider the vehicle a total loss. The Actual Cash Value (ACV) of the vehicle will be paid either from the Risk Management Fund or by the Physical Damage Carrier.

Safety and Loss Control

Department directors shall actively support safety, loss prevention, and loss control programs and require such support from all personnel within their department. For an explanation of the formal safety and loss control program refer to the City Safety Manual and Risk Management Handbook.

Operational, Personnel, and Property Changes

All changes to risk should be promptly identified and analyzed. Consideration will be given to various alternatives available to cover the risk. Each department director shall ensure that any operational, personnel, or property changes are promptly reported to Risk Management.

Operational changes include restructuring of authority or responsibility, engaging in new business activities, or discontinuing previous business activities which may increase or decrease potential public liability, professional liability, fiduciary responsibility.

Personnel changes include increase or decrease in staff and the expansion or contraction of staff duties and responsibilities, which may generate greater exposure for employee welfare or which may necessitate greater protection of employees.

Property changes include purchase or sale of real or personal property, including land, buildings, contents and equipment, vehicles, aircraft, watercraft, borrowing or lending of such property, and

changes in care, custody, or control of real or personal property.

Maintenance Agreements and Insurance Policies

Each department director shall ensure that any maintenance agreements or insurance policies that are either purchased, renewed, or non-renewed are promptly reported to Risk Management.

Insurance and Indemnification Requirements for Agreements, Contracts, and Leases

Standard insurance and indemnification requirements have been developed that represent the City's risk management viewpoint of desirable policy and language for the risk and insurance provisions in agreements, contracts, and leases.

Each department shall include the Standard Insurance and Indemnification Requirements for Agreements, Contracts, and Leases (*see Risk Management for a copy of standards*) within all proposed RFP's, agreements, contracts, and leases. Prior to either advertising or sending out a RFP or entering into any agreement, contract, or lease, each department shall forward a copy of the proposed RFP, agreement, contract, or lease along with any special requirements or comments to Risk Management for review and approval.

Certificates of Insurance

Each department shall ensure that Certificates of Insurance are received and reviewed for all executed agreements, contracts, and leases. Each department should check certificates for the required insurance coverages, amount of policy limits and deductibles, and policy expiration dates. If there is any question regarding the adequacy of a certificate, the department shall promptly notify Risk Management. Certificates of Insurance are to be kept on file in Risk Management. A copy of each Certificate of Insurance shall be forwarded to Risk Management specifying by name and date to which RFP, agreement, contract, or lease the certificate applies.

CITY OF LARGO ADMINISTRATIVE POLICIES AND PROCEDURES MANUAL

Policy:	Safety Prescription Lens Eyeglasses	Policy Number:	RS-01-03
Originating Department/Division: Human Resources			
Effective Date: November 20, 2007		Approved By:	
Supersedes Policy: Safety Prescription Lens Eyeglasses Safety Prescription Lens Eyeglasses		Dated: 05/01/04 03/29/00	

POLICY

This policy is designed to assist employees in the purchase of safety prescription lens eyeglasses for the safe execution of duties considered high risk for eye injury.

PROCEDURE

Safety glasses will be provided to employees upon request by the employee with approval of the Department Director. Employees required to wear safety glasses may be reimbursed for prescription safety eyeglasses on a biannual basis (every two years). The reimbursement will be for frames, lenses and side shields (wings) up to the maximum reimbursement amount.

Each department is responsible for determining which functions require the use of safety eyeglasses. The use of safety glasses is not an option. Safety glasses will be worn at all times during which the employee is performing their job.

The City will pay for one pair of prescription safety eyeglasses every two years unless prior approval is received by Human Resources due to extenuating circumstances (broken glasses, change in Rx).

Employees who choose not to participate in the reimbursement program and are required to wear safety glasses in the performance of their duties will be required to wear eye goggles or a full face shield over their prescription eyeglasses.

Procedure for Reimbursement:

- Employee is responsible for obtaining an up-to-date prescription from an optometrist or ophthalmologist.
- Employee takes his/her prescription and Reimbursement Request (copy attached) to an optician or ophthalmologist and purchases safety glasses which meet ANSI design, testing, and use standards.
- Optician completes the reimbursement form stipulating that the safety glasses meet the required ANSI standards. The optician or ophthalmologist must clearly state that any feature prescribed is medically necessary.
- Employee submits original receipt for safety glasses and reimbursement form completed by an optician to respective Department Director who will then approve purchase and forward to Risk Manager.
- After approval of purchase by Risk Manager, reimbursement will be forwarded to Finance for reimbursement up to \$350 for authorized safety eyeglasses. Breakdown for reimbursement is as follows:

Safety frames	up to \$100.00
Prescription safety lenses*	up to \$250.00

* All optional features must be considered medically necessary by the prescribing eye-care professional before the City will reimburse (e.g., thin-n-lite lenses, progressive lenses, reflective free lenses, transitional lenses)

CITY OF LARGO ADMINISTRATIVE POLICIES AND PROCEDURES MANUAL		
Policy:	Safety Shoes	Policy Number: RS-01-04
Originating Department/Division: Human Resources		
Effective Date: February 1, 2013		Approved By:
Supersedes Policy: Safety Shoes Safety Shoes Safety Shoes		Dated: 02/01/2013 05/01/04 10/01/04 08/23/96

POLICY

Reimbursement for safety shoes will be provided upon request by the employee with the approval of the Department Director.

- Safety shoes must be worn at all times by employees performing designated jobs. The type of shoe required for each job will be determined by the department management.
- Employees will be required to wear safety shoes in accordance with the applicable union contracts and departmental Standard Operating Procedures.
- Safety shoes must be in good condition. Torn, taped, excessively worn shoes will not be permitted.

SAFETY SHOE STANDARDS

The City of Largo will comply with OSHA regulation 29 CFR 1910.136 which states that safety footwear must comply with the guidelines established by the American Society of Testing Materials (ASTM) and American National Standard for Personal Protection-Protective Footwear (ANSI) Z41 performance standards. These standards include determination of the shoe materials and durability requirements.

Safety shoes are rated according to the type of hazard protection provided. The protection offered must be substantiated through independent laboratory test results.

Exposure to the following hazards in the workplace should be considered when department management determines the type of safety shoe required for each position. The abbreviations in parentheses coincide with those used on the shoe tags to denote the approval rating.

- All safety shoes must first meet the ANSI Z-41 impact (I) and compression (C) requirements for toe protection. Additional protection is available for the metatarsal (Mt) area of the foot.
- Puncture resistance (PR) of the shoe.
- Chain saw cut resistant (CS) footwear.
- Conductive (Cd) protection to reduce danger from static electricity buildup, as well as possible ignition of volatile chemicals and explosives.
- Electric hazard (EH) protection from injury caused by stepping on a live electrical wire.
- Static dissipative properties (SD) to reduce hazards involving low electrical resistance.
- Dielectric insulation (Di) provides additional insulation if accidental contact is made with energized electrical conductors.

- Employees working in areas involving slip hazards are also required to wear shoes with non-slip soles.

PROCEDURES FOR SAFETY SHOE REIMBURSEMENT

1. After employee purchases safety shoes, the employee will bring his/her receipt and unworn shoes to his/her supervisor for approval.
2. Supervisor will approve/disapprove the shoe purchase, complete the Payroll Input Sheet and forward the sheet to the payroll preparer for reimbursement.
3. Employee will be reimbursed by the City for the purchase price of the safety shoes through the regular payroll process.
4. Alternatively, with Director approval, the employee can choose the style and size of appropriate safety shoes and have them ordered directly through the department.
5. If an employee has a medical condition or type of restriction, the employee will provide a medical note from an orthopedic doctor or a podiatrist. Any expense for a medical exam to obtain this medical opinion will be at the employee's expense and will not be reimbursed by the City.

PAYROLL INPUT SHEET

Reimbursement for Safety Shoes

Employee Name: _____
Type Code: 192

Employee No:

Amount: _____

Date: _____

Supervisor Signature

ATTACH RECEIPT HERE

CITY OF LARGO ADMINISTRATIVE POLICIES AND PROCEDURES MANUAL

Policy:	Sewer Blockages	Policy Number: RS-01-05
Originating Department/Division: Environmental Services		
Effective Date: May 1, 2004		Approved By:
Supersedes Policy: Sewer Blockages		Dated: 07/15/01

POLICY

PROCEDURE

The following is the procedure for City response to sewer blockages that are reported by affected property owners.

- When an inhabitant of a property on the City of Largo's Sanitary Sewer System determines that the sewer system has become inoperative, he or she will be informed to first call a licensed plumbing company to identify the location and the extent of the sanitary sewer problem. No sewer division employee will recommend a specific plumber.
- The plumber determines where the stoppage or failure is located. If the stoppage is found to be in the City's sewer main or the sewer lateral from sewer main to the point where it enters private property, the plumber shall call the City of Largo Environmental Services Department Wastewater Collections Division, (507-4460) to report the situation. The plumber shall give his name, license certificate number, address of the property involved, and the nature and location of the blockage when calling. The plumber shall coordinate an on-site meeting with the Environmental Services Director, or designee, and remain at the site until a City crew arrives.
- Upon arrival at the scene, City crew will verify the stoppage as a City responsibility and make all necessary repairs. The inhabitant will be given a post card which outlines responsibilities of the City/inhabitant.
- If there is damage to the inside of the building (wet carpet, furniture, etc.) the City Foreman will notify the Risk Manager to call an authorized damage restoration company to perform the cleanup. **(No Environmental Services employee shall be authorized to enter the dwelling at any time.)** If the damage occurs outside of normal business hours or if no one is available in Risk Management, the City Foreman, with authorization from the Environmental Services Director or designee, will contact an authorized damage restoration company to perform the cleanup and notify the Risk Manager the next working day.
- If the inhabitant of the dwelling indicates that the damage is so severe as to make the dwelling temporarily uninhabitable, the City Foreman or designee will direct the inhabitants to contact the Risk Manager (587-6774). Outside of normal business hours, decisions concerning any reimbursement for lodging should be directed to the Environmental Services Director, or designee. Risk Management should be advised during normal working hours.
- Environmental Services employee will complete a Sewer Stop Report and get the inhabitant to sign the completed report, including a list of all property damage. Environmental Services will ensure that the report is delivered or faxed to the Risk Manager if the authorized damage restoration company is called and/or if there is any reported damage to the property within two business hours of the services being repaired. The stop report for other less serious back-ups (minor clean-up and/or minor or no damage reported) should be delivered to Risk Management at the end of each business day.
- Following the action by the City to repair the sewer, the homeowner/occupant will submit the plumbing bill to Risk Management for reimbursement determination. At no time will Sewer Division personnel commit the City to any payment to the homeowner/occupant, but will defer all questions regarding payment to Risk Management.

- Upon receipt of the plumber's bill from the property owner, the City may reimburse that property owner for reasonable costs. For reimbursement to be made, the stoppage must have been verified as the City's responsibility by the Environmental Services Department and the payment approved by the City's Risk Manager.
- The City shall respond to conditions such as sewage flowing out of sewer manholes or on to private property that clearly indicate problems in the City's portion of the sewer system, no matter how reported.
- Claims arising from damage occurring to private property because of localized blockages or failure within the City's portion of the sewer system shall be investigated and satisfied through the City's Risk Manager on a case-by-case basis.

CITY OF LARGO ADMINISTRATIVE POLICIES AND PROCEDURES MANUAL		
Policy:	Vehicle Crashes	Policy Number: RS-01-06
Originating Department/Division: Human Resources/Risk and Safety		
Effective Date: March 1, 2004	Approved By:	
Supersedes Policy: Vehicle Crashes		Dated: January 31, 2001

POLICY

The City of Largo is committed to promoting safe driving of City vehicles and personal vehicles while on City business. It is the belief of the City that safety conscious drivers will be able to prevent crashes. The purpose of this policy is to promote safe driving and reduce the costs and injuries associated with vehicle crashes. City employees are expected to use the utmost caution when operating a vehicle while on City business. Any behavior which is considered dangerous in the operation of a vehicle while on City business will not be tolerated.

A vehicle crash, for purposes of this policy, is defined as any activity involving a City vehicle for any reason or a personal vehicle while on City business which causes damage to real or personal property, or personal injury or death, regardless of the amount of damage or the extent of injuries.

A vehicular incident, for purposes of this policy, is defined as an occurrence which results from a vehicle/equipment operation causing damage:

- to fixed object/s (i.e. mailbox, or an item that does not represent a material loss), or
- to overhead structure/s or object/s (i.e. tree branches, electrical lines, etc.) or
- to a single City vehicle sustaining damage that is not a material loss and does not involve another vehicle (i.e. vandalism, cracked windshield, etc.), or
- There is no personal injury involved.

A material loss is defined as property damage in excess of \$1,000.00. Property damage may have occurred to:

- a City vehicle
- a personal vehicle while being operated on City business by a City employee
- damage to another vehicle, structure, or fixed object.

PROCEDURE

The following procedure has been implemented in order to assist employees and supervisors in determining when a crash is preventable and in determining the appropriate action to take following a vehicle crash.

Professional drivers may become involved in vehicle crashes over which they have no control. In most situations, when two drivers are involved in a crash, one is at fault. Either driver, though, may have taken action to prevent the crash. City Administration has a right and responsibility to expect employees to drive defensively and prevent crashes. Preventability is the most important decision to be made following a vehicle crash. The City of Largo has defined a preventable crash in the following manner:

A preventable crash is any crash involving a City vehicle at any time, or personal vehicle operated while on City business, in which the driver caused or contributed to the cause of the crash by his/her action or inaction or failed to exercise every reasonable precaution to prevent the crash.

For Vehicle Incident:

A Vehicle Incident Report must be completed. The operator's supervisor must be notified immediately following any vehicular incident. Vehicle incidents are not to be reported to a police department unless a

third party requests a police report to be completed.

For Vehicle Crashes which are not Vehicular Incidents.

The employee will (unless employee is injured and requires immediate medical attention) complete a vehicle crash report on the shift in which the crash occurred, giving detailed information regarding the crash to include how, when, and where the crash occurred. Failure to report a vehicle crash on the shift during which it occurred may result in disciplinary action.

The Department Director or designee will, within two working days of the crash, schedule a meeting to be held with the Risk Manager to review the vehicle crash report, photographs, and statement of all parties involved. The employee will be available to answer questions regarding the crash. The Department Director or designee and Risk Manager will jointly determine whether the crash was preventable. The Department Director or designee will give a written determination within 3 working days of the meeting indicating whether the crash was determined to be preventable. In the event that the Department Director (or designee) and Risk Manager disagree, each will provide a written summary to the Human Resources Director within 3 working days of the meeting. The Human Resources Director will review the facts of the crash and make a determination regarding whether the crash was preventable. The Human Resources Director will make a written recommendation within 2 working days of receiving the written summaries. The Department Director will take appropriate action as required and follow the guidelines for disciplinary action in the Personnel Rules and Regulations, Code of Conduct. Any disciplinary action will be reviewed with the Human Resources Director to ensure uniformity of action.

Ongoing Procedure (to include hiring drivers, incidents which occurred prior to policy implementation):

Applicants for positions which require driving a City vehicle will complete a questionnaire regarding their driving record. The driving record will be checked prior to hire. Applicants with two or more violations within the previous two year period or three or more violations for the period of time as reported on the DMV report will not be considered for a driving position with the City of Largo. Any questionable records should be referred to the Personnel Manager for review prior to offering a position.

The Risk Manager will review vehicle crash reports and identify any employee with two or more prior crashes, regardless of fault, within a two year period. The Risk Coordinator will review the State of Florida drivers' license report on a semi-annual basis. The Risk Coordinator will identify all City employees who have one or more moving violation(s) within a two year period.

The Risk Manager will compare the City vehicle crash reports and the State of Florida drivers' license report and identify any employee who has two or more incidents on the combined reports.

The Risk Manager will review the vehicle crash reports and the State of Florida drivers' license report for any pattern of reckless behavior during a five year period of time which might cause a safety concern. The Risk Manager will bring the concerns to the Department Director's attention for corrective (not punitive) action.

The Department Director and Supervisor will be required to meet with the employee within one week following notification by Human Resources and follow "Guidance and Counseling" procedures. The employee will be counseled and advised that any preventable crash in a City vehicle and/or additional traffic citations may result in disciplinary action up to and including termination. The Supervisor will send an e-mail or memo to the Risk Manager and Human Resources Director to document the outcome of the Guidance and Counseling session.

Follow-up and Corrective Action

The Risk Manager will review internal crashes involving City vehicles and the State of Florida drivers' license reports (annually) to determine if employees fall into the categories listed above. The Risk Manager and Human Resources Director will make recommendations to the Department Director and Supervisor regarding corrective action to be taken. Corrective action may be in the form of on-the-road driver training, classroom driver improvement training, and/or disciplinary action up to and including termination, depending on the severity and frequency of crashes and/or citations.

CITY OF LARGO ADMINISTRATIVE POLICIES AND PROCEDURES MANUAL		
Policy:	Use of Personal Vehicles for City Business	Policy Number: RS-01-07
Originating Department/Division: Human Resources/Risk and Safety		
Effective Date: March 1, 2004		Approved By:
Supersedes Policy: RS-01-07		Dated: August 11, 1997

POLICY

In the event of an accident involving a City employee operating a personal vehicle within the scope of his/her employment, the City will, within limits, reimburse the employee for damage to the vehicle and will assume primary responsibility for other property damage caused as a result of the accident.

This policy is in effect only if the employee is on duty and is functioning within the scope of his/her employment. It does not cover normal commuting to and from work. Also, the employee is required to be on a route that takes him/her directly to, or from, the place where City business is to be conducted. Any deviation from a direct route will be considered personal usage and not within the normal scope of employment.

PROCEDURE

If a claim is made against an employee for property damage or bodily injury arising from his/her operation of a personal vehicle within the scope of his/her employment, the City will assume liability and defense costs, subject to the provisions and limitations of Florida Statute 768.28 (Waiver of Sovereign Immunity) and City Code Section 2-10 (Indemnification of City Employees).

If an accident does occur, the employee must present proof of insurance pertaining to his/her personal vehicle being used for City business pursuant to Florida Statute.

If a personal vehicle is damaged in an accident while being operated by an employee within the scope of his/her employment, it will be repaired at City expense, at a facility customarily used by the City for such repairs, subject to a maximum of \$20,000 or the actual cash value of the vehicle, whichever is less.

Any injuries sustained by an employee while operating a personal vehicle within the scope of his/her employment will be treated through the City's workers' compensation system.

The same circumstances that would make an employee subject to disciplinary action and/or drug and alcohol testing as a result of an accident while in a City vehicle will apply to an accident in a personal vehicle while an employee is operating a vehicle within the scope of his/her employment.

CITY OF LARGO ADMINISTRATIVE POLICIES AND PROCEDURES MANUAL		
Policy:	City Hall Evacuation Procedure	Policy Number: RS-16-09
Originating Department/Division: Administration		
Effective Date: March 1, 2016		Approved By:
Supersedes Policy: N/A		Dated: N/A

PURPOSE

To establish a formal procedure for the evacuation of City Hall and accounting for the safety of the evacuated personnel.

POLICY

In the event of a need to evacuate the City Hall building, it is critical to the safety of employees and visitors that the evacuation be conducted in an orderly manner to ensure that all persons are accounted for and that employees understand what is expected of them.

PROCEDURE

When ordered to evacuate, employees should do so with the anticipation that the evacuation will most likely be effective for a protracted period of time.

Each department director must designate one or more “fire marshals,” whose duties are to inform employees and visitors in their work area and adjacent hallways, restrooms, and conference rooms of the evacuation.

Employees are to walk to the Highland Recreation Complex.

Weather permitting, employees are to assemble on the outdoor basketball courts on the west side of the building. In inclement weather, employees are to assemble in the gymnasium inside the building.

Once assembled, each department is to gather together their employees and determine if everyone can be accounted for. Employees unaccounted for need to be reported to Police or Fire personnel on scene.

During an evacuation, employees remain “on the clock.” Employees must remain with their department group unless released from work by management. Employees assigned to a worksite outside of City Hall are to return to their worksite immediately and report to their supervisor.

CITY OF LARGO – COMMUNITY DEVELOPMENT DEPARTMENT		
POLICIES AND PROCEDURES MANUAL		
Policy:	Traffic Calming	Policy Number: RS-16-10
Originating Department/Division: Community Development – Engineering		
Effective Date: January 1, 2017		Approved By:
Supersedes Policy: N/A		Dated: January 1, 2017

OVERVIEW OF TRAFFIC CALMING PROCEDURES

1. Citizen initiates the procedure by submitting the application form which names the boundaries of the area to be considered (usually a certain length of roadway, or a particular neighborhood) and agrees to become the applicant or contact person in the petitioning work that follows. The City will assist in the petitioning process.
2. City Engineer agrees to the requested study boundaries or negotiates a boundary change with the applicant, determines whether the involved street(s) are eligible for calming based on roadway classification and perform the traffic counts and speed analysis to determine whether the traffic situation in the study area meets the speed or volume criteria for calming identified in the Traffic Calming policy.
3. If the road classification or traffic counts do not meet the criteria for calming the applicant is informed and the process is ended. If the road classification and traffic situation meet the criteria for calming, a study is performed by the Engineering Division to determine the appropriate calming measure(s) which might be employed.
4. A meeting is held with the residents to present the data and traffic calming options, receive comments, and develop a final recommendation.
5. A petition describing the specific recommended calming measure(s) is prepared and circulated by the Engineering Division. A map with the property addresses is provided. The petition must be returned and approved by the property owner of at least 60 percent of the affected residences. The petition must be returned within 90 days from the date of issuance.
6. Upon meeting all requirements, the Engineering Division would mail out letters notifying citizens of the plan and schedule to install the specific calming measures. The City Administration, Fire Rescue, Police, and Public Works Departments would be copied on this letter.

For your reference, the approved Traffic Calming Program is available for viewing and download at www.Largo.com

Introduction

Your City Commission is aware that speeding and excessive traffic volume are two of the most common neighborhood traffic complaints reported to local law enforcement and City officials.

Development in Pinellas County has drastically increased the number of vehicles on the roads during peak commuter hours. Frustrated commuters often resort to the use of local roads and streets to bypass congested highways or overloaded intersections. Usually in a hurry to get to work or home, commuters often ignore neighborhood speed limits. The result is an ever-increasing number of concerns from neighborhood areas over

“safety” and “quality of life” issues.

Residents who live on these local roads perceive a danger to children playing outdoors, while others fear increased auto exhaust pollution, road noise, crime or hazards to walkers, joggers and bicycle riders. Such concerns can lead neighborhoods to organize in an effort to convince elected officials to take action to alleviate these situations.

The City Commission has adopted this “traffic calming” program to help residents find solutions to their neighborhood traffic problems. Traffic calming involves changes in street alignment, installation of barriers and other physical measures to reduce traffic speeds and/or cut-through volumes, in the interest of street safety, livability, and other public purposes. When possible a traffic calming program should be planned and implement improvements on an area-wide basis, with multiple streets treated at the same time. Consideration is given to a variety of neighborhood traffic concerns and to the characteristics of these concerns on a case-by-case basis. Each situation is reviewed with respect to the available traffic control measures that have been, or could be found, effective to alleviate undesirable neighborhood traffic conditions.

There are many factors taken into consideration when reviewing neighborhood traffic concerns to determine the most feasible traffic control measures. These factors include: the surrounding roadway network, resident and emergency vehicle access, speeds and/or volume of traffic, accident or crash history and construction in the nearby area. This publication outlines the guidelines and procedures, which can be used to develop the optimum solution or solutions to each particular situation.

The standards, criteria and traffic engineering principles incorporated in this procedure are in substantial keeping with those recognized by the following organizations:

- Federal Highway Administration (FHWA)
- Florida Department of Transportation (FDOT)
- American Association of State Highway Transportation Officials (AASHTO)
- Institute of Transportation Engineers (ITE)
- National Fire Protection Association (NFPA)

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What Roads Are Covered In This Program?

The traffic calming control measures provided in this publication are specifically designed for neighborhood roads and streets that are classified as local streets or minor collector, as defined in the City's Comprehensive Plan. Arterial roadways and major collector roadways cannot be considered for traffic calming devices under the guidelines of this program.

Eligibility Requirements for Local Roads

- Must be classified as a local street and have a daily traffic volume less than 3,000 vehicles per

- day.
- Must not be designated as a primary emergency service response route.
- Must not provide for more than one moving traffic lane in each direction.
- Must not have a posted speed limit greater than 30 MPH.

Eligibility Requirements for Community Streets

- Must be classified as a minor collector and have between 3,000 and 4,500 vehicles per day traveling the subject roadway.
- Must not provide for more than one moving traffic lane in each direction.
- Must not have a posted speed limit greater than 35 MPH.

The City may enter into joint usage projects with neighboring municipalities and the County where jurisdiction is shared by both parties. If the jurisdiction does not wish to participate in the traffic calming project, The City will evaluate and study the need for traffic calming along that portion of the roadway that falls under its jurisdiction.

Who Pays For Control Measures?

Roadway changes intended to reduce speeding and/or discourage non-local motorists can result in costly construction. Control measure schedule is based on available funding and the current Capital Improvement Program (CIP) schedule.

Who May Request Traffic Calming

Any citizen of Largo, or Neighborhood Association may make application for traffic calming. In addition, the City Administration or City Engineering Division may initiate the process. The process is the same for all applicants.

STEP 1 - INITIATION OF REQUEST

Upon receiving a completed Project Application Form for traffic calming from the person who agrees to serve as the requesting Applicant, and who has agreed with the City Engineer as to the boundaries of the study area, the City’s Engineering Division will perform an initial investigation, traffic count, and speed analysis. The purpose of this investigation and count is to determine if the roadway in question is functionally classified as a local or community street, and that the speed and volume counts indicate that the traffic situation meets the criteria of the traffic calming policy for the installation of traffic calming devices. If the street(s) involved are not eligible for traffic calming or if the initial speed and volume counts do not meet the criteria established in the traffic calming program/policy the process is terminated and the applicant notified.

STEP 2 - DATA COLLECTION

If the initial investigation and traffic counts indicate that the criteria for traffic calming has been met, the engineering staff will conduct further study which may include all of the following parameters:

- Traffic conditions at the location
- Motorists’ travel patterns
- 24-hour traffic counts
- Vehicle turning movement counts
- Pedestrian counts
- Collision diagram studies
- Existing traffic signs and markings
- Emergency services concerns
- Vehicle speed recordings
- Origination/Destination study
- Accident report summary

STEP 3 - ENGINEERING STAFF ANALYSIS & RECOMMENDATION

The City’s Engineering Division will analyze the collected data and other available information in

determining appropriate traffic control tools/measures for recommendation.

Criteria for the establishment of traffic control

SPEED:

- When 85 percent of the traffic is traveling at a speed more than 10 MPH above the posted speed limit, but in no case less than 35 MPH, regardless of the posted speed limit.

VOLUME:

- When the average daily traffic is 250 or more vehicles per day and 10 percent or more of the average daily traffic occurs in any one hour.

STEP 4 - PUBLIC MEETING WITH ENGINEERING STAFF

A Public Meeting will be conducted by the City's Engineering Division to inform and advise residents of the traffic control measures being considered within the traffic study area. Residents within the community of proposed traffic control measures may express their views and opinions regarding residential traffic calming methods to be used in their neighborhood at the Public Meeting.

STEP 5 - PETITION PROCESS

A petition allowing the study area to vote yes or no on the recommendation described in the petition will be issued by the Engineering Division to the applicant. The applicant will receive a map highlighting the area properties to be petitioned. The petition area map will depict the properties adjacent to the study boundaries and that are directly affected by high speed and/or excessive volumes of traffic.

A petition describing the specific recommended calming measure(s) will be prepared and circulated by the Engineering Division. The petition must be returned and approved by the property owner of at least 60 percent of the adjacent, residential properties in the affected area. Each affected residential property shall be counted as one vote, regardless of the number of separate properties owned. In the case of multiple owners, only one vote shall be counted for that property.

The properties within the study area have 90 days to return the completed petition. Petitions not received within the 90 day period will be deemed null and no action will be taken. If requested by the applicant prior to the expiration of the initial 90 day period, a one-time extension of the 90 days may be granted by the Engineering Division. However, in no case will petitions be accepted later than 180 days from the beginning of the initial signature period.

If a location fails to achieve the necessary petition majority within the signature period, the petition process may not be repeated for a period of three years from the date the signature period expires.

STEP 6 - CITY'S CONSIDERATION FOR APPROVAL

Upon meeting all requirements, the Engineering Division, with the approval of City Administration, would mail out letters notifying citizens of the plan and schedule to install the specific calming measures. The City Administration, Fire Rescue, Police, and Public Works Departments would be copied on this letter.

EMERGENCY PROCEDURES

The City may, at its option, install traffic control measures based on life safety considerations. City staff to review with the Fire and Police Departments prior to installing emergency control measures.

WHO DO I CALL FOR HELP?

Should you have any questions regarding our program, please feel free to call one of our Engineering staff at 727-587-6713.

REMOVAL OF TRAFFIC CALMING DEVICES

If a neighborhood which has had traffic calming devices installed should want the devices removed, they may do so, provided that the following conditions are met.

**CRITERIA TO REMOVE EXISTING
TRAFFIC CALMING DEVICES**

- The traffic calming device in question must be in place for a minimum three-year period.
- In order to start the removal process, the owners of five (5) separate properties in the neighborhood must sign the Request for Removal petition.
- The new petition must include the same affected area as the original.
- Approval of 60% of the properties in the original affected area is required for consideration for removal of the traffic calming devices.
- The City Administration, Fire Rescue, Police, and Public Works Departments must approve all removal petitions. Upon meeting all requirements, the Engineering Division would mail out letters notifying citizens of the plan and schedule to remove the specific calming measure.

END OF POLICY

CITY OF LARGO ADMINISTRATIVE POLICIES AND PROCEDURES MANUAL		
Policy:	Risk Fund/Claims Procedures - Damage to City Property	Policy Number: RS-11-08
Originating Department/Division: Human Resources/Risk Management		
Effective Date: February 15, 2011		Approved By:
Supersedes Policy:		Dated:

POLICY

Internal Risk Fund Claims

The Risk Fund provides funding for the City's self insurance program. The Fund pays for general liability claims, motor vehicle liability claims, Worker's Compensation claims and accidental damage to City property. The Risk Fund is not intended to absorb costs related to depreciation, regular maintenance, or scheduled replacement. Claim adjustment will reflect these policies. Decisions regarding payment of departmental claims will be made by the Risk Management Division.

Claim payments from the Risk Fund are capped at \$100,000. Claims in excess of \$100,000 will be addressed by the Office of Management and Budget.

Claims Procedures

Claims must be submitted on the appropriate claim form which can be accessed through the City's browser under Computer / More Applications / City Forms / HR / HR Risk Forms. The form must be fully completed and submitted to Risk Management within two business days of the accident. If the department director is not available to sign the form prior to submission, the form should be submitted timely and followed with a signed copy. The department director must sign the claim form before reimbursement will be issued. The claim forms must be completed including a full description of the accident/incident and damage.

In accordance with the City's Code of Conduct, the employee's department will address disciplinary action resulting from the loss of City property.

Payment for Damage to City Property and Vehicles

The information about the property involved must include the date of purchase and expected life of the item(s). Cost for replacement or repair must be documented with receipts or replacement estimates. Copies of this documentation must accompany claim payment requests in accordance with the City's purchasing policy. Payment requests must be approved by Human Resources / Risk Management before the request is submitted to the Finance Department.

A deductible of \$750 will apply to vehicle and property damage involving preventable City operator error, omission, or negligence. The employee's department is responsible for paying this deductible.

No deductible will be charged to the department for non-preventable accidents, vandalism, theft or situations involving acts of God; i.e., windstorm, hail, or flood. Claims adjustment will be handled by Risk Management.

Costs associated with unexplained damage and vandalism to City property requiring repairs under \$750 will not be paid from the Risk Fund. These costs will be paid by the department responsible for the asset and should be charged to the department repair and maintenance account. Minor damage not recoverable from the Risk Fund would include scratches to vehicles, graffiti, or minor repairs that can be performed by City personnel in the course of their regular work.

If a City motorized vehicle or equipment cannot be repaired by City Personnel, two estimates must be obtained from approved vendors in accordance with the City's purchasing policy. Repairs will be done by the collision shop offering the most effective repair solution.

If repair cost for a City vehicle exceeds the current actual cash value of the vehicle, the Risk Management fund will pay the department according to the total loss value of the vehicle as assessed by a licensed appraiser.

Although a \$750 deductible will be paid by the Department for at fault accidents, glass replacement will be covered at 100% regardless of fault.

Risk Funds

The monetary amount received by each department from the Risk Fund will be tracked and considered in assessing each department's future contributions to the Risk Fund.

When the City is not responsible for the accident, Risk Management will seek restitution from the third party for the City's damages. Successful recovery of damages from the third party will be credited as appropriate to diminish the total Risk Funds used by each department. Recovery status is available on the Accident Status Report located at Computer / More Applications / City Forms / HR / HR Risk Forms / Accident Status Report.

CITY OF LARGO ADMINISTRATIVE POLICIES AND PROCEDURES MANUAL		
Policy:	Audio/Visual Equipment in Commission Chambers	Policy Number: T-03-03
Originating Department/Division: Administration/Communications and Marketing		
Effective Date: December 1, 2003		Approved By:
Supersedes Policy: N/A		Dated: N/A

POLICY

Use of audio/visual equipment in the Commission Chambers is restricted to City staff only. The purpose of this policy is to facilitate the decision-making process of the City Commission.

PROCEDURE

The use of the document camera, the CRT panel for facilitation of Power Point presentations, and access to the VCR deck in the LTV-15 control room is restricted to City Staff.

1. City staff must be in place at the staff table to facilitate presentation of any materials previously submitted by paid consultants working on behalf of an agenda item or other individuals wishing to present materials. Corresponding City staff or the staff in the LTV control room should be contacted at least 30 minutes prior to the start of the meeting.
2. All audio/visual materials to be used by a guest presenter must be submitted through the City Clerk prior to the start of the meeting. If the meeting is underway, materials should be handed to the City Clerk and the City Clerk will distribute these materials to the Commission during the meeting, or after the meeting if the item is continued.

CITY OF LARGO ADMINISTRATIVE POLICIES AND PROCEDURES MANUAL

Policy: Technology	Policy Number: T-04-09
Originating Department/Division: Information Technology	
Effective Date: January 1, 2015	Approved By:
Supersedes Policy: Cellular Telephone and Personal Communication Devices Computer Technology General Computer Technology Security Computer Technology Acquisitions Computer Technology Software Computer Technology Electronic Mail Computer Technology Internet	Dated: 10/01/01 05/01/04 05/01/04 05/01/04 05/01/04 08/01/06 11/01/09

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POLICY

The Information Technology (IT) Department consists of four distinct programs: Integration, Infrastructure, Technology Support and Telecommunications that provide a variety of computerized information technology services to all City departments. The IT Department is the authority for ensuring that all City technology is acquired and used in accordance with City policies and procedures as approved by the Information Technology Governance Committee. The City network includes all technology used in the City such as, but not limited to, network computer equipment, computer hardware, computer software, operating systems, business applications, computer security, badge access security, mobile computing hardware, telecommunications, telephones, cellular communications, cellular phones, wireless communications, data and voice circuits, technology service providers, outsourced technical services, security cameras, software as a service, outsourced and hosted application services, licensing, computer rooms, data closets and maintenance of such technology. This includes technology purchased as part of a grant and/or technology that may be included as part of a non-computer related purchase. All City computer technology must be used for City business only.

IT Director approval shall mean the IT Director or designee.

PROCEDURE

Information Technology Governance Committee (ITGC)

The Information Technology Governance Committee's primary objective is to establish strategic technology direction that benefits the City in the form of cost optimization, operational efficiency and standardization in a manner that protects the City's information technology infrastructure and related assets.

1. The Information Technology Governance Committee will consist of five voting members of Executive Management and/or Operational Management level City staff and the City's Information Technology

Director. The five voting members are appointed by the City Manager. The City's Information Technology Director does not have a vote. The Committee shall determine the Chair and Vice-chair, who must be voting members, at its first meeting of each fiscal year. A quorum of three voting members will constitute a meeting. A majority vote of quorum is required for action to be taken.

2. Exceptions to strategic, tactical and established standards and grievances of interpretation of this policy may be scheduled with the Chair of the City's ITGC for presentation to the City's ITGC for consideration of an exemption. A Committee member may not vote on an issue before the Committee that concerns his/her department. The ITGC's decision may be appealed to the City Manager whose decision shall be final.
3. The Committee shall convene on an as-needed basis, but must have a minimum of four meetings each fiscal year. The first meeting of each fiscal year shall be called as soon as practical for the purpose of establishing the Chair and Vice-chair. Future meetings shall be called by the Chair.

General

1. The IT Department will provide City computer network access for all City owned computer hardware and software based on available capacity and the employee's work requirements. City Departments must notify and receive approval from the IT Director of all computer and communication related requests, including but not limited to, employee access, purchases, repairs, disposals, upgrades and automation of business processes.
1. The IT Director is responsible for approving network access for third party users, such as vendors and other governmental agencies, on a case by case basis and establishing the conditions of use for each third party users' access based on the functions to be performed by the third party.
2. The IT Department is responsible for the preservation of the City's technology infrastructure and electronic files. Accuracy of the content in the electronic files and public records retention of the content, as required by Florida Public Records Statutes, is the responsibility of the originating and/or receiving department and/or end-user.
3. All original and draft electronic files considered documents of record or public record, as defined by the Florida Public Records Statutes, such as, but not limited to, City documents, databases, forms, images, photographs and other work products must be stored on the City's computer network. Backup media, off-line historical media, electronic devices used for the collection of original source data and stand alone PCs may be used for electronic file storage only if authorized in an approved, written City and/or Department Standard Operating Procedure (SOP) that is acknowledged by the IT Director. Only copies of electronic files considered transitional in nature, as defined by the Florida Public Records Statutes, may be stored outside the City's computer network and only for City business purposes. Exceptions for original and draft electronic file storage will be considered via written request to be approved by the affected Department Director and City Clerk.
4. At no time is an employee authorized to utilize any type of computing technology device, such as, but not limited to, notebooks, tablets and/or cellular phones, while driving a vehicle for City business unless authorized by a written Departmental Standard Operation Procedure approved by the Department's Director.
5. Departments must define by Standard Operating Procedure the manner in which all non-City owned copyrighted electronic materials, such as sounds, images and intellectual property maintained on the City network are authorized for use in their business process. Storage of non-authorized copyrighted electronic material is prohibited on the City network.
6. Deployment, re-location, and removal of all City owned computer technology must be managed by the City's IT Director on a project-by-project basis.

Acquisitions

All computer-related acquisitions, including donations, must be reviewed and approved by the IT Director in advance of placing the order or accepting the equipment. This includes, but is not limited to, the purchase of hardware, software, peripherals, upgrades, licenses, data circuits, telephone lines, cellular phones, telephones, software as a service, outsourcing and data sharing.

2. The following criteria will be considered when determining the appropriateness of a computer-related acquisition as it pertains to the technology's intended use:
 - a) Initial and ongoing training requirements
 - b) Compatibility and adherence to City standards and Strategic Plan initiatives
 - c) Maintenance, repair and support requirements
 - d) Cost/benefit relationship, inclusive of the "total cost of ownership"
 - e) Security
 - f) Availability of alternative solutions
 - g) User License Agreement legal review
 - h) Budgetary constraints
 - i) Other considerations related to City-wide goals, policies or benefits
3. All computer-related acquisitions will be deployed only for its approved, intended use. Any change of use for the deployed technology must be approved by the IT Director before any changes occur.
4. All technology equipment being replaced or retired will be returned to the IT Department for appropriate disposal. Replaced and retired equipment is not eligible for redeployment without the approval of the ITGC. Equipment will be disposed of in accordance with the City's surplus property disposal process and/or the applicable acquiring grantor guidelines.
5. All technology equipment assigned to a position that has been eliminated from the City's Compensation Administration and Pay Plan and/or by budget shall be returned to the IT Department. If the equipment's useful life is within the City's current defined life-cycle period, the equipment can be redeployed upon department justification and IT Director approval.

Software

The City obtains software from a variety of providers that can have licensing agreements unique to their business and distribution model. Samples of the different types of licensing agreements are copyrighted, Open Source General Public License, public domain software, software available from electronic bulletin boards, freeware, shareware and privately developed. The City will adhere to the licensing agreements for each unique software component utilized on the City network.

1. Gaming software, software used for games or software resembling entertainment activities, shall not be installed on a City owned computer or electronically stored on a City owned auxiliary storage device without the authorization of the IT Director. Any business application software, or operating system software acquired and installed on a City computer which has such games or entertainment activities bundled with the software, shall have the games removed, if possible, from the computer and all auxiliary storage devices.
2. Software developed by City staff for use by the City shall become the sole property of the City. Employees retain no marketing or property rights to the software developed for City use.
3. All software licenses, system documentation, original user documentation and source media will be archived by the IT Department.
4. No software shall be installed onto any City computing device except by authorized IT personnel. City licensed software cannot be installed on any non-City owned computer device without written approval

of the IT Director. The IT Director reserves the right, after approval and direction from the IT Governance Committee, to remove any installed software from a City computing device that:

- a) does not provide a business value to the City, or
 - b) is in violation of any licensing agreement, or
 - c) has been removed from the City's approved software list.
5. Software may not be purchased, loaned, leased, rented, sub-licensed, sold, or transferred to a different computer without prior authorization from the IT Director.
 6. Software may be copied, by IT personnel only, for the sole purpose of backup and recovery or as may be required pursuant to applicable law or court order.
 7. Software demonstration or trial products may be installed on a City computing device for evaluation purposes with prior IT Director approval. Once a decision has been made regarding acquisition, the demonstration or trial software must be removed from the computing device unless or until all applicable licenses have been purchased or acquired.

Security

The City shall maintain physical, cyber and virtual security for all City-owned technology and reserves the right to employ commercially available products and practices, proprietary and/or open source, to protect itself from the undesirable effects of spam, viruses, malware and/or data breaches in order to preserve data integrity and secure the network.

1. User access to and deletion from the City network and software applications must be requested using the IT Computer User Form. The form must be accurately completed, properly signed, and submitted to IT for processing. Depending on access requirements, additional licensing may be required which will be charged to the employee's department.
2. Any change in an employee's status with the City, such as hiring, termination, promotion, demotion, job classification or title, requires the employees immediate supervisor or department operational management to immediately submit an updated IT Computer User Form identifying the access changes to the network and software applications.
3. Every employee granted access to the City's network shall establish his/her own unique password. His/her user ID will be established by the IT Department. Users who are granted access to applications or functions requiring a login, may be required to establish a unique password for each login.
4. Computer passwords must be at least 8 characters in length, must contain upper case letters, lower case letters, numbers and cannot be a dictionary word. IT reserves the right to set remote computer passwords to a different configuration or format in order to maintain secure access integrity. Computer passwords must not be kept in locations that are accessible to other individuals. Computer passwords must not be shared, except with the Department Director's approval. In the event a Director approves the sharing of an employee's computer password with another employee, the Director must immediately notify the IT Support Group for recording. Once the purpose of sharing an employee's password has ended, the employee whose password was shared must change his/her password. Passwords may be shared, without Department Director approval, with IT personnel for setting of their password and for technical problem resolution. The IT Department does not maintain a list of user passwords.
5. Employees may not leave a terminal, workstation or PC unsecured if they have initiated a session on the City network. The active session must be logged out or the screen locked. Any activity performed on a City workstation that has an active session will be the responsibility of the employee associated with the login used to initiate the active session. Employees are strongly encouraged to log out of all active session(s) at the end of their workday in order to prevent data loss and/or corruption. Data loss and/or corruption due to failure to log off may be scheduled for recovery as time allows.
6. All areas that contain City network infrastructure must remain secure at all times requiring a key and/or

City badge access for access to the equipment. Access to these areas requires IT Director approval.

7. Any document, spreadsheet, presentation, and/or file that contains data that is password protected by a user, must have a Restricted Access Form completed by the user. This form must be processed according to the instructions on the form and given to the Department Director or the appropriate department staff person responsible for maintaining this information as defined by the Department's SOP. This envelope must be maintained until the password is removed. If the password is changed, a new Restricted Access Form must be completed and retained in accordance with this policy. Should the envelope be opened, the password must be changed or removed.
8. User IDs and passwords used to access any City related business function (websites, hosted applications, database, forms, etc.) not on the City network must have a Restricted Access Form completed by the user. This form must be processed according to the instructions on the form and given to the Department Director or the appropriate department staff person responsible for maintaining this information as defined by the Department's SOP. This envelope must be maintained until the business function is no longer required and access has been terminated. If the user ID and/or password is changed, a new Restricted Access Form must be completed and retained in accordance with this policy. Should the envelope be opened, the password must be changed or business function terminated. Termination of a City business function not maintained on the City network does not relieve the City staff user from the responsibility of maintaining public records as defined by Florida Public Records Statutes.
9. City identification badges are to be used only by the employee to whom they are issued. Use of an employee's badge by another person is not permitted and may be grounds for discipline. Allowing another employee access to a restricted area who does not have access to that restricted area is not permitted without prior authorization by the Executive Management employee responsible for that area.
10. Data backups shall be executed on a predetermined schedule established by IT based on industry best practices. One backup media set shall be maintained off premises at least 3 miles from the current data center location. Data backups are for recovery purposes and not for record retention.
11. The IT Department monitors many functions on the City network and may maintain several types of user, network, security, key stroke and system activity logs. Audits by IT personnel of these activity logs will be performed at random intervals to verify requirements, compliance with City policies, applicable laws, regulations and third party security compliance. Access to these activity logs is subject to disclosure at any time, with or without notice to the employees, for purposes of quality assurance, compliance with applicable law, and management requests. Compliance violations and/or unusual network activity will be reported to the appropriate authorities. Archival periods for these activity logs will be governed by an IT Department SOP.
12. Data encryption will be deployed as required by Federal, State and local statutes, third party regulatory policies and as the City deems necessary. This applies to all sensitive data stored on the City network and/or any mobile technology device and transmission of the data between computer networks.
13. Security requirements will be deployed for business processes impacted by regulatory policies such as, but not limited to, the Payment Card Industry Data Security Standard (PCI DSS) and the Health Insurance Portability and Accountability Act (HIPAA) when that business process is implemented within the City.
14. To protect sensitive information, the City reserves the right to sequester any technology device(s), such as, but not limited to, cell phones, cameras, tablets, monitoring equipment, notebooks, etc. upon entry into identified restricted areas. All sequestered devices will be returned upon leaving the restricted areas.
15. Using technology devices to make audio recordings of any City business is forbidden unless an audible approval from each participant is recorded at the beginning of the recording. This does not apply to activities that have been predetermined as a televised event, a public meeting, public safety activities covered by Federal, State and/or local statutes/regulatory policies and/or by court order.
16. City network users are required to report any and all error messages that pertain to virus intrusions,

malware, suspicious network activity and/or breaches of the City's network to IT Support immediately.

17. The IT Department's Incident Response SOP will govern the procedures applicable to all investigations into City network security breaches.
18. The City may offer public wireless access to the Internet for employees and visitors. This public access is governed by this policy and the terms and conditions agreed to, by the user, during access initialization. The City reserves the right to restrict functionality and block websites at its discretion.

Electronic Messages

Sending electronic messages, such as, but not limited to, e-mail, instant messaging or text, is a very powerful communication tool and shall be governed by guidelines pertaining to purpose, brevity, and content of messages as provided herein. The sending or forwarding of inappropriate electronic messages on a City electronic messaging system is not permitted. Inappropriate electronic messages includes, but is not limited to, material with sexual content or nudity and material that might be considered offensive based upon criteria defined by the City's Harassment and Discrimination Policy. Employees must be aware that deletion of electronic messages will not always be possible from all systems or digital storage. An electronic message processed through the City network is not considered private, regardless of the content or origin of the message. All electronic messages used to conduct City business are public records governed by Florida Public Records and, as such, may be open to examination by the public including the news media or any City official. Electronic messages processed through the City network are the property of the City and are subject to monitoring and disclosure at any time, with or without notice, for purposes of quality assurance, public records requests, management requests, and to determine compliance with City policies. All City electronic mail business must be performed using an authorized City electronic messaging system.

There should be no expectation of privacy by the sender or recipient of any electronic messages processed through a City-owned electronic messaging system.

1. Electronic messaging is granted based on the employee's need to perform City business.
2. Information exempted from Florida's Public Records Laws, such as medical reports, public safety data, Social Security Numbers, any kind of password, etc. must not be sent through electronic messages because confidentiality cannot be assured. The Human Resources Director, the City Attorney's Office and/or the City Manager must be notified of any exceptions or violations of this policy due to potential Federal and State regulatory impact.
3. IT staff will monitor electronic messages, if possible, and will periodically review electronic message usage to determine compliance with City policies. Monitoring activities include, but are not limited to, random audits of employee's electronic message usage, or audits conducted upon reasonable suspicion of non-compliant usage. The IT Director will inform an employee's Department Director of violations and/or unusual activity.
4. Employees may send City business-related electronic messages to any individual, team or group within or outside of the City, but not to all employees. The City Manager determines which employees in the Administration Department, Human Resources Department and IT Department have additional authority to send electronic messages to all employees in the City.
5. Personal electronic messages, when they are created or received using a City's authorized electronic messaging system, are considered public record by the City. The City's authorized electronic messaging systems are intended for City business use only.
6. Non-City related solicitations on an authorized City messaging system for personal items for sales, lost and found, etc., or distribution of information pertaining to charities and business opportunities must be approved by the City Manager prior to transmission of the message. This includes solicitations for the

City's on-line bulletin board. Approved solicitations must have contact information that is directed to the solicitors' personal contact information only.

7. The City may permit, with approval from the City Manager, Assistant City Manager, or Human Resources Director, a City recognized union to use an authorized City messaging system for notices to employees in their respective bargaining unit for union business purposes only.
8. The City reserves the right to automatically archive all electronic messaging, when possible, for the purpose of data recovery. The archived period for electronic messaging types will be defined by an IT SOP. It is the responsibility of the electronic message user to maintain the retention period for content, as defined by Florida Statutes.
9. The City may implement quotas, such as, but not limited to, storage size, number of emails, attachment size, on any of the City's electronic messaging systems. When an electronic messaging user exceeds their allocated quota, the electronic messaging user will not be able to perform certain electronic messaging functions. The electronic messaging system will alert the user when quota has been exceeded. It is the responsibility of the user to maintain their electronic messaging account in a manner that will allow for proper performance of City business via electronic messaging.
10. There may be times when an employee, as part of his/her job duties, needs to send or receive electronic messages that are inappropriate and/or in violation of the City's Harassment and Discrimination Policy and/or in violation of the City's Social Media Policy. Prior to engaging in this type of activity, the employee should notify his/her department Director and the IT Director for authorization and to ensure an appropriate viewing location can be provided and appropriate record keeping is maintained.
11. The City reserves the right to deploy electronic message blocking technology in order to minimize the impact of spam and viruses. This technology is subject to schema changes that may allow some spam to pass through and block legitimate electronic messages. Users should contact the IT Support Group with their electronic messaging issues.

Internet Usage

Employees will be granted access to the Internet to perform City-related research and obtain information related to assigned job functions upon approval of the employee's Department Director via the IT Computer User Form. The retrieval or viewing of inappropriate information is not permitted at any time on any computer while utilizing the City network. Inappropriate information includes, but is not limited to, material with sexual content or nudity, and material that might be considered offensive based upon criteria defined by the City's Harassment and Discrimination Policy. The City Manager may authorize City business to occur on non-City Internet when deemed in the best interest of the City.

1. All Internet activities on the City network are open to examination by the public, the news media, or any City official. Internet sites accessed, including "non-business" sites, are subject to monitoring and disclosure at any time, with or without notice, for purposes of quality assurance, public records requests, management requests, and to determine compliance with City policies and procedures.
2. Should an employee accidentally view an inappropriate site, the employee must immediately notify his/her direct supervisor and the IT Director with the date and time of the accidental viewing along with the URL of the site, if it is available.
3. There may be times when an employee, as part of his/her job duties, needs to view Internet sites that are inappropriate and/or in violation of the City's Harassment and Discrimination Policy and/or in violation of the City's Social Media Policy. Prior to engaging in this type of activity, the employee should notify his/her Department Director and/or the IT Director for authorization and to ensure an appropriate viewing location can be provided and appropriate record keeping is maintained.
4. The City may provide City staff access to the Internet via Cyber Cafe terminals for non-business purposes. Active Cyber Cafe sessions that create negative affects on the City network may result in the

session being terminated by IT. Internet activities that may create a negative affect on the City network include video-streaming, video conferencing, streaming audio, streaming weather, and gaming. The City reserves the right to monitor and log these sessions.

5. The City reserves the right to deploy website blocking technology. Users should contact the IT Support Group with issues regarding blocked websites.
6. IT staff will monitor Internet activity and will periodically review Internet usage to determine compliance with City policies. Monitoring activities include, but are not limited to, random audits of employee's Internet activity or audits conducted upon reasonable suspicion of non-compliant usage. The IT Director will inform an employee's Department Director of violations and/or unusual activity.

Telecommunications

City provided telecommunications equipment, land line and cellular, is provided based on the employee's job duties. Telecommunications equipment is considered computer technology and should be treated as any other computer technology device as defined in this policy. Use of telecommunications equipment is intended for City business only. The City reserves the right to collect all actual charges incurred for personal use of City owned telecommunications equipment from the employee incurring such charges.

Personal Technology Devices

The City recognizes that employees may choose to use their own personal technology devices (cellular phones, notebooks, tablets, desktop computers) in order to perform City related business activities and has created the following policies to address such. The City has no expectation that employees will use their personal technology devices for City business and the use of personal technology devices for City business is voluntary. The City expects each Department to establish Standard Operating Procedures for the use of personal technology devices for City related business and personal use in each department.

1. Use of employee personal technology devices for City business is allowed provided the usage is in accordance with this policy. This usage is considered a voluntary preference and will not automatically constitute a financial liability or responsibility (stipend, allowance, reimbursement for cost incurred, etc) for the City. Department Directors should consider the impact of employee initiated City computer network access and/or City business telecommunications by an off-duty non-exempt employee including infrequent and incidental access, as this may result in over-time compensation. Monitoring of non-exempt employee personal technology usage for City business is the responsibility of the Department Director.
2. The City reserves the right to not allow the use of an employee's personal technology device for City business in situations that include, but are not limited to, instances in which an employee is on-call, standby, or where regulatory issues are involved. The City reserves the right to restrict access to the City's computer network by an employee's personal technology device.
3. Employees choosing to use personal technology devices that require City-owned software licenses to be activated on their technology device(s) must register their device with the IT Department.
4. The City does not warrant that all personal technology devices are usable on the City network for City business nor does it warrant that all functionality of a particular software product is available on all personal technology devices. Personal technology devices and associated software will be vetted by the IT Department for satisfactory user experience, connectivity and security as IT resources are available. The IT Department will maintain a list of tested devices and their recommended usage for City business.
5. Each employee shall be responsible for purchasing and maintaining his/her personal technology device and the device's communications configuration connection. Support from the City IT Department for personal technology is restricted to the City-owned software installed on the device. Conflicts between City-owned software installed on a personal technology device and user-owned software on the same

device are the responsibility of the employee.

6. The City maintains industry standard best practices to secure its computer network and data. The obligation to utilize these same industry standard best practices when personal technology devices interface with the City's network extends to each employee utilizing such a device. Therefore, the employee is obligated to maintain appropriate licensing for non-City owned software used in generating documents, work products and access rights, must have active and up-to-date virus protection, spyware/malware protection, and firewalls activated, if available for the device, must implement password and/or screen lock features and must use the City's approved software for remote access to the City's computer network, if applicable for the device. Configuration of employee owned software for accessing the City network from a personal technology device is the responsibility of the employee.
7. The use of City owned and/or City approved software on an employee's personal technology device may require different passwords than the ones used to access the City network from City-owned devices.
8. The City shall not be responsible for damages to the employee's personal technology device for any reason or if the personal technology device is lost or stolen, except when the City's responsibility for damages is addressed by an employment agreement or union contract. The IT Department will not provide temporary City-owned equipment in the event an employee's personal technology device(s) becomes inoperable.
9. The City shall not be responsible for loss of or changes in work product that may occur during transfer of work product from software on the employee's personal technology device to a City approved format on the City network.
10. Any file copied or moved from a personal technology device to the City network shall be accomplished via e-mail or through another IT approved file transfer method. A copied or moved file that is blocked by a spam/virus filter due to the presence of a virus or other file defect shall be the sole responsibility of the employee.
11. A personal technology device used for City business is not considered part of the City's network as it pertains to document of record or public record storage. Use of a personal technology device to conduct City business shall not relieve an employee of his/her obligation to store all original work products on the City network in the City approved format. A list of acceptable file formats, based on currently used City software applications, shall be maintained by the IT Department as an SOP.
12. Any employee choosing to use a personal technology device in the performance of City related work product generation does so with the understanding that his/her personal technology device may be subject to review under the Florida Public Records Statutes. Public records requests for City related information that may be stored on an employee's personal technology device is the responsibility of the employee, including any associated cost.
13. Personal technology devices that are authorized for direct access to the City network via a virtual private network protocol and/or the use of a remote access client shall maintain a device user ID and password unique to the employee's use of that personal technology device. The virtual private network and/or the remote access client must be tied to this employee's device user ID and password and must not be available to any other user of the personal technology device. The employee shall not allow access to the City computer network via the employee's personal technology device to any other person for any reason. The employee shall be held accountable for inappropriate access to the City network through use of their personal technology.
14. The City reserves the right to implement mobile device management, remote access management, application access management and/or any other mobile management technologies in order to maintain, secure and monitor City business on a personal technology device. These technologies may allow for the execution of remote wipe technology in order to remove City data and/or software from a personal technology device in the event the personal technology device is lost or stolen. The employee agrees, upon acceptance of this Policy, that remote wipe technology can be used to remove City data and/or software from their personal technology device(s) if it is used for City business.

15. Upon employee termination from the City, the employee shall relinquish to the City's IT Department, all software licenses and data used and/or stored on all registered and non-registered personal technology devices used for City business. The employee agrees that remote wipe technology can be used to remove the City data and/or software from their personal technology device(s) upon termination.
16. The City shall not be responsible for the loss of personal data stored on any personal technology device, at any time, or any loss that occurs as a result of using technology for City business by the user or by the City.
17. At no time shall City data and/or software maintained on a personal technology device be backed up, copied to off-device storage, synchronized with another personal technology device or City-owned device, or a copy maintained in any type of Cloud storage or transfer service.
18. Personal use of the employee's personal technology device during the employee's business hours should be minimized.
19. The City will provide a stipend, as defined below, for the use of personal technology device(s). The stipend will be charged to the employee's Department communications budget as follows.
 - a) Should an employee be deemed eligible, by their Department Director or their designee, for a City-owned cellular telephone (not a smart phone) and would rather use their personal cellular telephone to conduct City business, the employee can use their personal cellular telephone. A stipend of twelve dollars (\$12.00) will be paid to the employee in their biweekly payroll check for the use of their personal cellular telephone. This stipend is inclusive of all costs associated with the acquisition and use of the phone, such as, but not limited to, the voice service plan, long distance, roaming charges, overage charges, protective covers, government charges, surcharges and carrying cases.
 - b) Should an employee be deemed eligible, by their Department Director or their designee, for a City-owned mobile device requiring cellular data services (i.e., tablet, notebook) and would rather use their personal mobile device with their cellular data service to conduct City business, the employee can use their personal mobile device with their cellular data service. The employee's personal mobile device with their cellular data service must be able to perform all the functions that a City-owned mobile device with City provided cellular data services would provide. A stipend of Thirteen Dollars (\$13.00) will be paid to the employee in their biweekly payroll check for the use of their cellular data service. This stipend is inclusive of all costs associated with the acquisition and use of the cellular data service, such as, but not limited to, the data service plan, overage usage charges, government charges and surcharges.
 - c) Should an employee be deemed eligible, by their Department Director or their designee, for a City-owned cellular smart phone (cellular telephones that have both voice and data capabilities) and would rather use their personal cellular smart phone to conduct City business, the employee can use their personal cellular smart phone. A stipend of twenty-five dollars (\$25.00) will be paid to the employee in their biweekly payroll check for the use of their personal cellular smart phone. This stipend is inclusive of all costs associated with the acquisition and use of the phone, such as, but not limited to, the voice service plan, long distance, roaming charges, data service plan, overage charges, protective covers, government charges, surcharges and carrying cases.
 - d) A City employee can receive a total stipend amount of up to twenty-five dollars (\$25.00) per biweekly payroll check. City Manager approval is required for additional stipends.
 - e) On case-by-case basis, at the discretion of the City Manager, when an extra-ordinary expense is incurred by an employee who is using his/her personal technology device for City business, the employee may be reimbursed by the City for actual expenses incurred. This is intended for infrequent and isolated situations and is not meant for regular reimbursement for use of a personal technology device for City business or the damage/loss of personal technology devices. The reimbursement will be charged to the employee's Department communications budget.
 - f) Stipends are not available for any other type of personal technology device or service being used for City business.

CITY OF LARGO ADMINISTRATIVE POLICIES AND PROCEDURES MANUAL		
Policy:	Technology Governance Committee (TGC) Charter	Policy Number: T-17-01
Originating Department/Division: Administration		
Effective Date: October 1, 2017		Approved By:
Supersedes Policy: N/A		Dated: N/A

POLICY

Technology governance is the process that ensures the effective and efficient use of technology in enabling the City to achieved its strategic goals.

PROCEDURE

Purpose and Authority

To advise/recommend to the City Manager on the use, management, and integrity of information (data) and technology (applications and equipment) across its life cycle with a focus on improving City services, supporting the organization’s mission and goals, providing value, operational efficiency for business processes, standardization, minimizing risk, and ultimately eliminate siloed approaches to information management.

Responsibilities, Roles and Duties

During the first Technology Governance Committee meeting of each fiscal year, the Information Technology Director shall take nominations from the Technology Governance Committee voting members. The nominees will be voted on by ballot from the seven (7) voting members if there is more than one nominee. The nominee with the most votes or, in the case of just one nominee, shall become the Chair for the current fiscal year.

The current fiscal year Chair shall appoint the Vice-Chair for the current fiscal year.

The Chair transition will occur immediately after the vote.

Should the Chair become vacant during the fiscal year, the Technology Governance Committee members shall select an existing voting member to fulfill the Chair duties for the remainder of the term in the same manner as the annual chair selection.

Should the Vice-Chair position become vacant during the fiscal year, the Chair shall appoint a new Vice-Chair to fulfill the Vice-Chair duties for the remainder of the term.

Committee Duration

The Technology Governance Committee has been established by the City Manager.

Membership and Structure

The Technology Governance Committee will consist of seven (7) voting members comprised of Executive Management and/or Operational Management level City staff and the City's Information Technology Director. The seven voting members are appointed by the City Manager to indeterminate terms. The City's Information Technology Director is not a voting member.

Meetings and Agenda

The Committee shall convene on an as-needed basis, but must have a minimum of four meetings each fiscal year. The newly elected Chair shall establish a schedule for the regular Technology Governance Committee meetings for the current fiscal year. The Chair may call ad hoc meetings upon scheduling an Email appointment notice, of no less than two (2) business days.

Each meeting will have a prepared Agenda, to include the previous meeting minutes and/or supporting documents for agenda topics. The Chair maintains the structure of the Agenda.

Placement of a topic on the Agenda must be approved by the Chair. The action to be taken regarding the topic should be specified on the Agenda.

Quorum and Voting

A quorum for conducting business and making recommendations regarding actions for items coming before the Technology Governance Committee shall consist of five (5) of the seven (7) voting members. A majority vote of present is necessary to take action on an agenda item. The Chair shall vote on all items.

Reporting

All reporting will be done via approved meeting minutes. Distribution of approved meeting minutes shall be done via the City email system and include the Technology Governance Committee members and the City Manager.

Sub-Committees

The Chair shall have the authority to establish temporary and standing sub-committees. Each sub-committee shall have a written purpose and defined duration. Temporary sub-committees shall research a single topic and be led by a Technology Governance Committee voting member. Standing sub-committees are functional related and contain subject matter experts and Technology Governance Committee voting members. Sub-committees shall be limited to a maximum of 5 members. Sub-committees can span beyond the fiscal year in which the committee was established. A written report shall be prepared and presented at each attendance of the sub-committee at a Technology Governance Committee meeting. The report will become part of the Technology Governance Committee meeting minutes.

CITY OF LARGO ADMINISTRATIVE POLICIES AND PROCEDURES MANUAL		
Policy:	Extended Technology Support Hours	Policy Number: T-17-01
Originating Department/Division: Information Technology Department		
Effective Date: October 1, 2017		Approved By:
Supersedes Policy: N/A		Dated: N/A

SCOPE AND PURPOSE

The purpose of this policy is to establish a Citywide standard Level of Service (LoS) for mission critical technology support for all City Departments that have regular working hours outside of the established City business hours of Monday through Friday, 8:00 AM to 5:00 PM.

PROCEDURE

Various types of technology support will be available on weekends, holidays and week nights as defined by this policy.

EXTENDED TECHNOLOGY SUPPORT HOURS

The extended support hours are defined as:

1. Week Night – starting at 5:00PM and ending at 8:00AM the next morning from Sunday evening to Friday morning.
2. Weekend – starting at 5:00PM on Friday evening continuing through 5:00 PM Sunday evening.
3. Holiday – starting at 8:00AM on the first day of the official declared City holiday continuing through 5:00PM of the last consecutive day of the official declared City holiday.
4. Consecutive Weekend/Holiday – starting at 5:00PM of the last established City business day prior to the combined weekend/holiday period continuing through 5:00PM of the last consecutive day of the combined weekend/holiday.

CUSTOMER DEPARTMENT LIAISON

Each City Department will designate an Operational Manager as the customer liaison dedicated for each shift for initial contact with the after hours On Call IT staff person. In the event of a customer liaison change, the new liaison needs to be communicated to IT prior to the beginning of the next extended support hours period in order to qualify for using the On Call process. The On Call number needs to remain confidential to that role.

This liaison will be responsible for:

1. determining if the issue is qualified, whether it falls within the scope of this policy, and
2. contacting the On Call IT staff member.

WEEK NIGHT EXTENDED TECHNOLOGY SUPPORT

On Call IT staff are not operational for Extended Technology Support for week nights. Customer Department Liaisons can use the On Call number for the specific service areas addressed below:

Police Specific:

1. Non-operational software for CAD (Computer Aided Dispatch) and RMS (Records Management System). Customer Department Liaison needs to obtain a software vendor problem/issue/ticket number prior to calling the On Call Support number.

WEEKEND, HOLIDAY, AND WEEKEND/HOLIDAY EXTENDED TECHNOLOGY SUPPORT

On Call IT staff are operational for Extended Technology Support for the specific service areas addressed below:

All Departments:

1. The City's telephone system is not operational or a significant portion of the City's telephone system is not operational. Inoperable desktop phones and stand alone telephone circuits do not qualify for extended support.
2. The City network is not functional and/or connectivity to the City network can not be established. City workstations, laptops, PCs, printers and/or personal technology equipment may or may not qualify as determined by On Call IT staff.
3. The City's access badge system is not operational citywide and/or for an entire building. Non-operation single door situations may or may not qualify as determined by On Call IT staff.
4. The City's email system is not operational. Limited to access from thin client workstations. Remote access may or may not qualify as determined by On Call IT staff.

Police Specific:

1. Non-operational software for CAD (Computer Aided Dispatch) and RMS (Records Management System). Customer Department Liaison needs to obtain a software vendor problem/issue/ticket number prior to calling the On Call IT staff person.
2. System failure for permanently mounted computers in response vehicles.

Fire Rescue Specific:

1. System failure for permanently mounted computers in response vehicles.

Recreation, Parks, and Arts Specific:

1. Non-operational RecTrac Connectivity through the City network.

Public Works Specific:

1. Non-operational GASBOY software for the fleet system.

Environmental Services Specific:

1. Non-operational WAMS software.
2. Non-operational VUEWorks software.

On Call IT staff will respond to the initial call for service within 15 minutes. The Customer Department Liaison and the On Call IT staff member will review the issue being reported determining whether the issue falls within one of three categories:

1. Does not qualify for extended support. A support issue will be entered into the IT Portal and addressed on the City's next normal business day.
2. Qualifies for extended support and is able to be addressed by On Call IT staff member.
3. Qualifies for extended support and requires expertise by other IT staff who are not on Stand By and may or may not be available.

Should multiple incidents occur while the On Call IT staff member is responding to an incident, the subsequent incident(s) will be scheduled based on criticality of the problem. Periodic updates will be made to the pending Customer Department Liaison as to the status of their issue.

Please note: The On Call IT staff member will not have the skills, knowledge and abilities to resolve every qualifying problem/issue that may occur. There is no guarantee of problem/issue resolution during the week night/weekend/holiday period, as appropriate staff, supplies, and spare parts or units may not be available. LoS is restricted to Initial response times between IT staff and the Customer Department Liaison.

COMPENSATION FOR IT STAFF SUPPORTING THE EXTENDED TECHNOLOGY SUPPORT

On Call IT staff member

1. The On Call IT staff member will be paid their regular hourly rate for three (3) hours per 24 hour period, or any fraction of a 24 hour period as On Call pay.
2. If the incident(s) total resolution time is less than or equal to three (3) hours, the On Call IT staff member will receive no additional compensation beyond their three hours of On Call pay.
3. If the incident(s) total resolution time is greater than three (3) hours, the On Call IT staff member will be paid 1.5 times their regular hourly wage for any time exceeding the first three (3) hours (rounded up, in 30 minute intervals). No additional pay will be received for work performed during the City's normal business hours.

IT staff member not On Call

1. If time spent on incident resolution is less than or equal to one (1) hour, the IT staff member not On Call can flex out the time during City normal business hours. This must be taken within five (5) working days of occurrence.
2. If time spent on incident resolution is over one (1) hour, the IT staff member not On Call will be paid their regular hourly wage for all hours spent on the incident resolution (rounded up, in 30 minute intervals). No additional pay will be received for work performed during the City's normal business hours.

CITY OF LARGO ADMINISTRATIVE POLICIES AND PROCEDURES MANUAL		
Policy:	CDL Pre-Trip Inspections	Policy Number: V-01-01
Originating Department/Division: Public Works		
Effective Date: May 1, 2004		Approved By:
Supersedes Policy: CDL Pre-trip Inspections		Dated: 03/18/98

POLICY

All City of Largo vehicles requiring the operator to have a Commercial Driver's License (CDL) must have a Pre-trip Inspection Form properly completed before being operated. All discrepancies noted on this inspection form must be coordinated for repairs by Fleet Management. All operators and their supervisors are responsible for ensuring that each vehicle having safety discrepancies during any inspection must be repaired *before* the vehicle is operated on the public highways. Adherence to this policy is the responsibility of all personnel having a Commercial Driver's License within the City of Largo.

PROCEDURE

Prior to each pre-inspection of a vehicle, the supervisor responsible for the CDL operator must ensure that he/she has a City of Largo Pre-trip Inspection Form. Each operator is responsible for completing the form and noting all discrepancies before operating the vehicle.

All safety discrepancies noted on the inspection form require the operator to notify his/her supervisor that the vehicle is deadlined until the discrepancies have been repaired. It is then the responsibility of the supervisor to make arrangements with Fleet Management to have the vehicle repaired. This will require the supervisor to coordinate these repairs through the Fleet Services Coordinator at Fleet Management. Under no conditions will a supervisor grant permission for a vehicle with safety discrepancies to be operated upon the public highways.

If no safety discrepancies are noted during the pre-trip inspection, the operator will place the Pre-trip Inspection Form in the vehicle during operation and have it available in case special agents of the Federal Highway Administration stop and inspect the vehicle while on the highway.

It is the responsibility of the operator to make notes during the operation of the vehicle of any maintenance discrepancies that arise during the operation. If safety discrepancies develop during operation, the vehicle is to be stopped and his/her supervisor notified at that time. The supervisor is then required to notify the Fleet Services Coordinator at Fleet Management of the location of the vehicle and the safety discrepancy. If this occurs on the weekend, the mechanic on call must be notified by the supervisor.

At the end of a normal operation of a vehicle, a post-trip inspection must be performed by the operator, and any maintenance discrepancies must be noted on the Pre-trip Inspection Form. All the information on this form is to be completed and signed off by the operator. The operator is then required to turn in the completed form to his/her supervisor at that time.

The supervisor is required to ensure that the form has been completed correctly and that the yellow copy is forwarded to Fleet Management.

Fleet Management will monitor the Pre-trip Inspection Forms and coordinate with the supervisor the repair of any discrepancies noted. Any discrepancies that Fleet Management considers to be safety in nature will require the vehicle to be deadlined until repaired. Fleet Management will notify the supervisor directly in these cases.

Both Public Works Management and Risk Management will conduct periodic inspections to ensure these procedures are being followed. The findings of these periodic inspections will be forwarded to each Division Manager and Department Director for review.

CITY OF LARGO ADMINISTRATIVE POLICIES AND PROCEDURES MANUAL

Policy:	Fleet Management	Policy Number: V-01-02
Originating Department/Division: Public Works/Fleet		
Effective Date: May 1, 2004		Approved By:
Supersedes Policy: Fleet Management Vehicle Maintenance		Dated: 07/15/01 03/12/90

POLICY

The mission of the Fleet Management Division of the Public Works Department is to provide and maintain an effective, efficient, and safe fleet of vehicles and equipment for the user Departments and Divisions. In order for Fleet Management to accomplish their mission, it is important that all user Departments and Divisions have knowledge of the many different types of goods and services provided and be familiar with the policies and procedures to acquire those services. The different services provided by Fleet Management are Fuel Management, Parts and Stores Inventory, Preventive Maintenance, Corrective Maintenance, and Vehicle and Equipment Replacement/Additions. Other items such as the Service Counter, Motor Pool Vehicles, and Fleet Advisory Committee are used to enhance customer service.

PROCEDURE

Fuel Management

The City of Largo has one fueling site located in the Public Works Complex, to provide fuel for vehicles and equipment. The three different fuel products offered are diesel fuel, 87 octane unleaded, and 91 octane unleaded. The fuel dispensers are completely automated, and to receive fuel, a two-key system is used. The procedure to obtain fuel is as follows:

- Shut off engine;
- Memorize or write down mileage;
- Insert both the operator key (black) and vehicle key (green) into the two key positions (does not matter in which order) located on the fueling system control panel and turn them to the right;
- Follow the procedures of the prompt in the screen and input the correct mileage (use only whole numbers, do not use tenths) and product number; (marked and located on each pump)
- Remove gas cap and begin fueling;
- When finished fueling, return the nozzle to its cradle on the side of the pump;
- Replace fuel cap.

There is no smoking at the fueling site, and only vehicles that are authorized for 91 octane can acquire it. If an operator has any problems in obtaining fuel, a phone is located at the fueling site to call Fleet Management at extension 7429 for assistance. If, for any reason, Fleet Management needs to shut the fueling site completely down for an extended period of time, the departments and divisions will be notified and directed to a local alternative fueling site.

Parts and Stores Inventory

The primary function of this service is to provide support to Fleet Management by way of ordering, stocking, and issuing parts. Some direct services provided to the user departments and divisions are the duplication of vehicle and equipment keys and the issuing of operator and vehicle fuel keys.

The procedure to acquire vehicle and operator fuel keys are as follows:

- Go to the Parts/Stores Customer Service entrance;
- When requesting an operator key (black), Fleet Personnel will need to know the last 4 digits of Social Security Number;
- When requesting a vehicle fuel key (green), Fleet Personnel will need to know the vehicle number and mileage:(use only whole numbers; do not use tenths)
- Try new keys to make sure they work properly.

Again, Fleet Management also charges to issue fuel keys and each operator should check with their supervisor for direction.

The normal working hours for the Parts/Stores Center are Monday through Friday 6:30 a.m. until 5:00 p.m. with one person on call on weekends and holidays.

Preventive Maintenance

Preventive maintenance is scheduled maintenance that will reduce the downtime for vehicles and equipment, extend life cycles, and reduce maintenance costs. Fleet Management follows manufacturer recommended guidelines for service intervals and tasks performed. Fleet Management has a tracking system on both the Fuel Management System and Fleet Maintenance System that is used by Fleet Management personnel to notify users when vehicles and equipment are due for service.

Manufacturers require that service intervals be followed in order for them to honor repairs during a vehicle or equipment's covered warranty period. This means that if a major component fails during a warranty period, the manufacturer can demand to see the Preventive Maintenance Schedule before performing the repairs. If an agency fails to show that they have complied with manufacturer's required Preventive Maintenance service intervals from the date of purchase, warranty repairs can be denied. This policy requires Fleet Management to follow specific guidelines for all of the 14 different classes of vehicles maintained by Fleet Management. The standard for most of the industry is as follows:

- Vehicles 3000 miles and/or 3 months
- Equipment 250 hours and/or 3 months

Listed below are several methods that PM service notification is received by vehicle and equipment operators:

- A notification of "Maintenance Due" will appear on the screen after entering the mileage in the Fuel Management System. When this appears, each operator needs to notify Fleet Management at extension 7429 and schedule the vehicle or piece of equipment for service unless other arrangements have already been made;
- When Preventive Maintenance is performed at Fleet Management, a sticker showing the mileage and date for the next service due is placed in the upper left side of window shield by the mechanic performing the service. This is done so that the operator can visually monitor when the next Preventive Maintenance Service is due.
- A schedule of all vehicles and equipment due for Preventive Maintenance within a two-week period is printed and given to the Fleet Services Coordinator and both the Heavy and Light Lead Mechanics every two weeks. An operator can call extensions 7429, 4203, or 4208 to find out if their vehicle is due for a Preventive Maintenance Service and make arrangements for the service to be performed;
- Many Departments and Divisions have set up specific personnel within their organizations who coordinate with the Fleet Services Coordinator to receive the preventive maintenance due reports and arrange for their operators to have the services performed.

Corrective Maintenance

Corrective Maintenance is unscheduled maintenance repair on a vehicle or piece of equipment to correct a specific maintenance problem. To help facilitate Corrective Maintenance repairs, Fleet Management provides both a Heavy and Light Vehicle and Equipment Fast Lane services and Emergency Road Side assistance.

The Heavy and Light Vehicle and Equipment Fast Lane System at Fleet Management is designed to

correct minor maintenance problems quickly and is located in a separate building to the south side of the Fleet Management Facility in the Public Works Complex. It is extremely useful for providing quick repairs for items discovered by the operator that make the vehicle or piece of equipment unsafe for the roadways. The Fast Lane does not relieve the operator from having to perform their CDL pre-trip inspections per DOT requirements. It was designed to provide the operator with a quick turn around time of minor repairs. Some of the services performed in the Fast Lanes are:

- Check and top-off all fluid levels;
- Replace broken or burnt out bulbs;
- Tightening of nuts and bolts;
- Adjust air pressure;
- Replace wiper blades

If a repair in the Fast Lane will take longer than 15 minutes, the Mechanic will require that the work be scheduled at the Fleet Management Service Counter. All vehicles or pieces of equipment that need a safety item repaired will be declared inoperative until the repair has been completed.

Policies for operators waiting for service in the fast lane are:

- Do not leave your vehicle unattended;
- Follow the instructions of the mechanic;

The mechanic will affix a sticker to the vehicle that will show the current date and the next Fast Lane return date. If an operator who is specifically assigned to a vehicle is scheduled off on the return date, the vehicle must be brought in on the next available date. Every vehicle or piece of equipment in the City of Largo's Fleet is required to go through the fast lane once every four weeks. The Fast Lane is not a substitute for a Preventive Maintenance Service. The date and times of operation for the Fast Lanes are as follows:

- Heavy Vehicle and Equipment Fast Lane is open Monday through Friday from 6:30 a.m. until 8:30 a.m.;
- Light Vehicle and Equipment Fast Lane is open on Tuesdays only from 7:30 a.m. until 2:00 p.m.

On Holidays that require refuse collection and those vehicles to operate, the Fast Lane will be open for all vehicles from 6:30 a.m. until 8:30 a.m. (Check with Fleet Management for those specific dates)

Fleet Management also provides ***Emergency Road Side Assistance*** for vehicles and equipment that become inoperative while performing tasks. Fleet Management has two service vehicles that will come on site to perform Corrective Maintenance repairs within the Tampa Bay area. If the vehicle or piece of equipment is not repairable, the wrecker service that is contracted with the City of Largo will be called to tow the vehicle to Fleet Management. Procedures for requesting Emergency Road Side assistance is as follows:

- Secure vehicle;
- Contact the Fleet Services Coordinator at Fleet Management and give location, vehicle number, and description of the mechanical problem; (Contact can be made by calling either 586-7429 or calling for "Fleet Base" on the Public Works radio channel.)

If vehicle or piece of equipment becomes inoperative outside the Tampa Bay area the following procedures should be followed:

- Secure vehicle;
- Have vehicle towed to the appropriate facility, for example (Ford to Ford Dealership, GMC to GMC dealership, etc.);
- Receive estimate of repairs and contact Fleet Management at 727-586-7429 to authorize the repair and make arrangements for payment;

Fleet Management prioritizes Corrective Maintenance repairs. Categories used are high priority, routine, and low priority. Examples of a high priority item may be a truck needing to be repaired quickly because the Solid Waste Division does not have enough vehicles to complete their pickup of refuse. An example of routine maintenance would be repairing a truck when the Solid Waste Department does have enough

trucks to complete their routes. An example of low priority maintenance is preparing a Solid Waste truck to be surplussed and sold in an auction.

The only personnel at Fleet Management that have authorization to set priorities are the Fleet Services Coordinator, Heavy Equipment Lead Mechanic, and Light Equipment Lead Mechanic. All three do so at the discretion of the Public Works Director. Only supervisors within the City of Largo who have vehicles and equipment as part of their responsibility can make a request to Fleet Management for a vehicle to be considered as high priority. Vehicles and equipment within each category will be repaired on a first come first serve basis.

Vehicle and Equipment Replacement

Vehicle and Equipment Replacement begins as an annual evaluation process of each vehicle and piece of equipment within the fleet to determine their replacement life cycle. This process is performed annually as part of the Capital Improvement Program and projects replacement costs over a five-year period. Additional vehicles and equipment must also be projected over a five-year period, and each Department and Division must justify their need for an increase to their Fleet through the Office of Management and Budget.

An evaluation of specifications and costs is performed by the Public Works Director. The evaluation process includes input from each Department to determine what vehicle and equipment specifications are needed to perform required tasks. This information, along with current market prices, is used to develop a replacement cost. The Public Works Director evaluates the replacement cycle for each vehicle and piece of equipment based upon the following factors:

- Life Cycle Costing: This occurs when total maintenance costs exceed the original purchase price;
- Mileage: The use of historical data for each type of vehicle or piece equipment being evaluated to determine a bench mark of when maintenance costs and component failures become the greatest;
- Age: The ability to obtain parts for vehicles and equipment decrease at a certain point in time and their costs increase over the life of a vehicle or piece of equipment.
- Suitability: A mission change within an organization can make a vehicle or piece of equipment no longer suitable for the tasks needed to be performed.

When using the above factors to evaluate a vehicle and project a life cycle, many months may pass before the vehicle or piece of equipment is actually purchased. The vehicle or piece of equipment is re-evaluated at the time of purchase to ensure that all projected replacement factors have been met. If replacement factors have not been met, then the life cycle of the vehicle or piece of equipment may be extended per request by the Public Works Director.

Certain other factors play a major role in the life of a vehicle or piece of equipment. Operator abuse and using a vehicle or piece of equipment not for its intended use can contribute to an increase in maintenance costs and a decrease in life cycle.

Each fiscal year, purchases for replacement and additional vehicles and equipment are coordinated through the Fleet Manager with certain requirements:

- Only vehicles and equipment that were reviewed and approved by the City Commission can be purchased;
- Funds must be available in the appropriate cost center;
- Purchase must be made of the same type of vehicle and equipment that was requested in writing on the capital sheet submitted to the Public Works Director for approval during the budget process. This would also include any additional equipment or components needed to be installed by the vendor or Fleet Management. Additional equipment is described as any equipment that is currently not on the vehicle or piece of equipment being replaced. When a new vehicle or piece of equipment is being purchased, additional equipment would be any equipment or component that is not on a similar type unit within the fleet.

Specifications will be developed by the Public Works Director with input by the user departments and divisions using the following criteria:

- If a department or division has already developed proven specifications and request that they be used, a copy must be given to the Public Works Director for approval before any bid process;
 - If a department or division requests that specifications be used from such sources as State Contract, SNAPS, GSA, or piggy-backing from another, they must be approved by the Fleet Manager prior to being submitted to OMB for purchase approval;
 - If new specifications need to be developed, the Public Works Director will arrange for demonstrations from different vendors. Vendors will be requested to provide hands-on vehicle and equipment demonstrations so operators can objectively evaluate their performance.
- a. The Public Works Director and the user department or division will meet before developing specifications to evaluate what each vendor has to offer. Input from any operators or mechanics involved in the evaluation process will be looked at and used as part of the decision making process. Cost factors will also be discussed to ensure that the complete unit can be purchased within the budgeted amount;
 - b. The Public Works Director will develop the final specifications. A copy will be forwarded to the user department director or division manager for their approval and signature;
 - c. The Public Works Director will forward the approved copy of specifications to OMB requesting a formal bid process.

The Public Works Director and user department will evaluate all bid results. The Public Works Director will make a recommendation to OMB for purchasing. Upon approval by OMB, the Public Works Director will prepare an agenda memo to bring the item to the Commission for approval. Upon approval by the Commission, the Public Works Director will prepare the requisition and forward it through the approval process to OMB.

Upon receiving the new vehicle or piece of equipment, the Public Works Director will verify compliance with specifications and will prepare the vehicle for service in the fleet. When Fleet Management has completed the set-up process, the user department or division will be asked to inspect the vehicle or piece of equipment before given possession.

If the new vehicle or piece of equipment is replacing an old unit, the old unit must be turned in for surplus on or before the new vehicle or piece of equipment will be released for service into the fleet. **Any exceptions must be approved by the City Manager or Assistant City Manager.**

Service Counter

The service counter is located in a centralized area of Fleet Management for customer service and convenience. The Service Counter is designed to expedite vehicle and equipment repairs and services and to give direct customer service to all user Departments and Divisions. The policy and procedures for requesting service at the Service Counter are as follows:

Requesting service

- Park vehicle or piece of equipment on the dead line (Heavy equipment dead line is located on the east side of Fleet Management and the Light Equipment deadline is located on the South side of Fleet Management)
- Remove vehicle key and bring to service counter;
- Provide vehicle mileage or equipment hours;
- Type of work requested or description of mechanical problem;
- Leave a name or number of a person to contact when the vehicle is ready;
- Pickup vehicles at the Ready Line located on the northeast side of building.

Motor Pool Vehicles

Motor pool vehicles are provided for operators who need to use a vehicle to perform tasks while their vehicle is being repaired. There are currently five Motor Pool vehicles at Fleet Management, which are loaned out on a first come first serve basis unless arrangements have been made two days in advance. There is no charge for using a Motor Pool vehicle when replacing one that is being repaired. Motor Pool vehicles are only to be used for short-term situations. Motor Pool vehicles are checked in and out at the service counter. The phone number at the service counter is 586-7429. As a courtesy to each person

that follows another who uses a Motor Pool Vehicle, the vehicle needs to be returned to Fleet Management with a full tank of fuel and in clean condition.

CITY OF LARGO ADMINISTRATIVE POLICIES AND PROCEDURES MANUAL		
Policy:	Vehicle Take-home Policy	Policy Number: V-01-03
Originating Department/Division: Administration		
Effective Date: January 31, 2001		Approved By:
Supersedes Policy: N/A		Dated: N/A

POLICY

1. All City-owned vehicles used as take-home vehicles, no matter the purpose, must be approved initially and annually thereafter by February 15 by the City Manager.
2. Employees with take-home vehicles, which are not marked police vehicles, should reside within central Pinellas County, defined as that area bounded on the south by 102nd avenue and the north by Belleair Road, unless otherwise authorized by the City Manager.
3. Employees will only use City-owned take-home vehicles for commuting to and from the employee's residence and work location. Use of the vehicle for personal purposes is prohibited unless authorized by the City Manager; and then this usage should be limited to central Pinellas County, as previously defined, unless otherwise authorized.
4. No family members or friends may be transported in City vehicles used for personal use, unless authorized by the City Manager.
5. Employees exempt from overtime will listen to the City radio at all times while traveling in a take-home vehicle and such employees are expected to:
 - a. respond to any incidents reported by radio when it is practical to do so;
 - b. utilize radio to report observations which require attention.
6. Employees eligible for overtime will not be required to listen to the City radio in accordance with the Fair Labor Standards Act (FLSA).

PROCEDURE

1. All requests for a City-owned take-home vehicle must be submitted to the City Manager for approval initially and annually thereafter on a Take-home Vehicle Authorization form. The completed form is to be submitted to the City Manager for approval by February 15 each year after the initial approval. The Take-home Vehicle Authorization form is available in /home/largo/forms/take_home.
2. All employees using a take-home vehicle must report, in writing, round-trip commuting mileage to the Management Services Department.
3. Personal usage must be reported, in writing, to the Management Services Department as soon as possible after the usage. Time, date, location driven to, miles traveled, and purpose of personal usage must be substantiated.

This policy is not applicable to marked police vehicles assigned to Police Officers and Sergeants.

CITY OF LARGO ADMINISTRATIVE POLICIES AND PROCEDURES MANUAL		
Policy:	Vehicle Window Tinting	Policy Number: V-01-04
Originating Department/Division: Public Works/Fleet		
Effective Date: July 15, 2001		Approved By:
Supersedes Policy: Vehicle Window Tinting Vehicle Window Tinting		Dated: 07/15/01 03/19/98

POLICY

The purpose of this policy is to outline a fleet-wide system of control for handling the tinting of windows.

PROCEDURE

The following procedure will apply to all vehicles and equipment owned and operated by the City of Largo.

1. Tinting on all current vehicles and equipment in the fleet with legal (see Section 3) tinted windows before March 1, 1998, can remain. All current vehicles and equipment that do not conform to Sections 3 or 4 will have the tint removed at the expense of the departments and divisions.
2. All vehicles and equipment purchased or leased by the City after March 1, 1998, will be permitted to have factory-tinted windows only. All departments and divisions wanting their vehicles or equipment to have factory-tinted windows must notify the Public Works Director while developing specifications. The only exceptions to factory tint are:
 - a. Vehicles for K-9 Unit of Police Department.
 - b. Unmarked vehicles used for investigation operations for the Police Department.
 - c. EMS coordinator's vehicle for Fire Department.
3. All exceptions must first be approved by the Public Works Director before having the windows tinted.
4. The current Florida State Law for the tinting of windows for cars is as follows:
 - a. Front driver and passenger door windows - 28%.
 - b. Rear and back windows - 15%.
 - c. Front windshield - no tint except 6-inch strip at top.
5. The Fleet Management Division has a State-approved window tint testing device and will test vehicles and equipment for departments and divisions randomly or upon request.

CITY OF LARGO ADMINISTRATIVE POLICIES AND PROCEDURES MANUAL		
Policy:	Fleet Management/General	Policy Number: V-08-05
Originating Department/Division: Public Works / Fleet Management		
Effective Date: December 30, 2011		Approved By:
Supersedes Policy: Fleet Management/General		Dated: 06/01/08

POLICY

The Fleet Manager is responsible for the purchase, maintenance, and disposal of all City vehicles, motorized equipment over 50 horsepower, fixed engine powered equipment, and trailers operated, maintained and/or purchased by the City of Largo. In this Policy, the term purchase is defined to mean specifying and purchasing or leasing the vehicle or time and the ancillary equipment to be installed or operated on them. The term maintenance shall include setting service levels and frequency, specifying parts and materials used in such maintenance, and coordinating service provided by outside vendors. Disposal is defined as the process of separating surplus or other equipment no longer essential to City operations from City Asset ownership. In this policy, the words vehicle and equipment are interchangeable where referring to motorized applications, such as tractors, loaders, fork lifts and similar items. All existing Administrative policies regarding the use and utilization of City vehicles remain in effect.

PROCEDURE

- The Fleet Management Division is responsible for maintaining an inventory of all vehicle and equipment assets owned or operated by the City. As such, all new equipment or vehicles owned, leased or rented by any City Department shall be approved by the Fleet Management Division prior to their being placed into service.
- Department Directors are responsible for ensuring fleet vehicles are used in accordance with City policies and procedures.
- The Fleet Management Division shall develop and issue such specifications and equipment performance standards as necessary to ensure the operational needs of both the requesting Department and the City are met.
- Unless the Fleet Management Division recommends otherwise, vehicle replacements shall be made on an in kind basis. Any Department requesting modification or change in type or class of vehicle, or replacement shall submit such request in writing to the Fleet Manager describing the requested change, documenting the need for such change, and explaining why the existing vehicle is not capable of meeting the need, and verifying that no existing vehicle in their fleet will serve that purpose.
- Any Department requesting an additional vehicle will submit to the Fleet Manager a request for an increase in fleet. The request will be made on the standardized request form. The Fleet Manager will review the described use, requested vehicle or equipment and either recommend, recommend conditionally or not recommend that the fleet be increased accordingly. This documentation will then be included during the budget process for Administration and Commission consideration.
- The Fleet Manager will work with the requesting Department in determining the most cost effective manner to meet their vehicle and equipment needs. However, the Fleet Manager will have final say, except as described in #9 below, on vehicles, equipment and accessories purchased.
- In order to maintain accurate records for the City of Largo, it is imperative that all purchases of fleet materials, outside repairs and similar cost information be coordinated by the Fleet Management Division. Departments will not arrange for such outside purchasing or repairs unless authorized to do so by the Fleet Manager. Such authorization shall include the requesting Department to provide records of all

such outside maintenance to the Fleet Management Division upon completion of the work.

- The scheduling of vehicle replacement is the responsibility of the Fleet Management Division. As directed by the City Commission, the Division will evaluate the individual components of the City fleet and annually prepare both an annual and multi-year replacement schedule. These schedules will be prepared utilizing the Fleet Divisions established replacement procedure as the overriding guideline. Special modifications may be recommended through the budget process based upon unique circumstances or occurrences, if authorized by the Fleet Manager.
- A Fleet Advisory Board will be established to provide an appeal process for vehicle related issues where a disagreement exists between the user department and the Fleet Manager. Additionally, this Committee will provide overall review of city-wide fleet related budgeting and implementation of fleet related policies.
 - The Committee shall be comprised of seven senior level managers appointed by the Director of Public Works. The Committee shall determine the chair and the vice-chair at their first meeting of each calendar year. The Director of Public Works shall sit as a permanent member and shall provide secretarial support to the Committee. A member may not vote on an issue before the committee that concerns their department. In order for action to be taken, a vote of four votes is required.
 - The Committee shall convene on an as-needed basis. The initial meeting shall be called as soon as practical for the purpose of establishing the chair. Future meetings shall be called by the Public Works Director when a dispute is brought forward by either a user department or the Fleet Manager.
 - The Committee shall hear the response from the Fleet Manager, the request of the user department, and evaluate City Policies, Directives, and Administrative Policies in the process of determining it's response.
 - If the requesting Department does not agree with the Fleet Advisory Committee's findings, they may process an appeal to the City Manager.