



CITY COUNCIL REGULAR MEETING

City Hall – Council Chamber
405 Bagshaw Way, Edgewood, Florida
Tuesday, April 16, 2024 at 6:30 PM

AGENDA

Welcome! We are very glad you have joined us for today's Council meeting. If you are not on the agenda, please complete an appearance form and hand it to the City Clerk. When you are recognized, state your name and address. The Council is pleased to hear relevant comments; however, a **five (5) minute limit** has been set by Council. Large groups are asked to name a spokesperson. **Robert's Rules of Order** guide the conduct of the meeting. **Please silence all cellular phones and pagers during the meeting.** Thank you for participating in your City Government.

A. CALL TO ORDER, INVOCATION, & PLEDGE OF ALLEGIANCE

B. ROLL CALL & DETERMINATION OF QUORUM

C. PRESENTATIONS AND PROCLAMATIONS

D. CONSENT AGENDA

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

1. March 26, 2024 City Council Meeting Minutes

E. ORDINANCES (FIRST READING)

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

1. Ordinance 2024-03 Parking
2. Ordinance 2024-04 Personnel Flexible Workplace

G. UNFINISHED BUSINESS

1. Haven Oaks Status Update

H. NEW BUSINESS

1. Review of Consultant Contracts

I. GENERAL INFORMATION

J. CITIZEN COMMENTS

K. BOARDS & COMMITTEES

L. STAFF REPORTS

City Attorney Smith

Police Chief DeSchryver

1. March 2024 Report

City Clerk Riffle

1. Fiscal Year 2024-25 TRIM Calendar

M. MAYOR AND CITY COUNCIL REPORTS

Mayor Dowless

Council Member Lomas

Council Member Rader

Council Member Steele

Council President Horn

N. ADJOURNMENT

UPCOMING MEETINGS

Monday, May 13, 2024.....Planning & Zoning Meeting

Tuesday, May 21, 2024.....City Council Meeting

Meeting Records Request

You are welcome to attend and express your opinion. Please be advised that **Section 286.0105**, Florida Statutes state that if you decide to appeal a decision made with respect to any matter, you will need a record of the proceedings and may need to ensure that a verbatim record is made.

Americans with Disabilities Act

In accordance with the American Disabilities Act (ADA), if any person with a disability as defined by the ADA needs special accommodation to participate in this proceeding, he or she should telephone the **City Clerk at (407) 851-2920**.

CALL TO ORDER, INVOCATION, & PLEDGE OF ALLEGIANCE

ROLL CALL & DETERMINATION OF QUORUM

PRESENTATIONS & PROCLAMATIONS

CONSENT AGENDA



DRAFT MINUTES

A. CALL TO ORDER, INVOCATION, & PLEDGE OF ALLEGIANCE

B. ROLL CALL & DETERMINATION OF QUORUM

Council President Horn called the meeting to order at 6:30 pm.

Elected Officials in Attendance

John Dowless, Mayor
Richard A. Horn, Council President
Chris Rader, Council President Pro-Tem
Susan Lomas, Councilmember
Beth Steele, Councilmember

Staff in Attendance

Sandra Riffle, City Clerk,
Dean DeSchryver, Police Chief
Miguel Garcia, Deputy Chief
Shannon Patterson, PD Chief of Staff
Stacey Salemi, Code Enforcement Officer
Mike Fraticelli, Sergeant
Tim Cardinal, Sergeant
Ellen Hardgrove, City Planner
Allen Lane, City Engineer
Drew Smith, City Attorney

Applicant/Other Attendees

Charlie Crawford, Toll Brothers
Stuart McDonald, Toll Brothers
Mark McIntosh, Toll Brothers
George Smith, 302 Mandalay Road

C. ORGANIZATIONAL MEETING

1. Administer Oath of Office to newly elected City Councilmember

Mayor Dowless administered the Oath of Office to incoming Councilmember Beth Steele. Councilmember Steele took her seat at the dais.

2. Election of Council President and Pro-Tem

(This business was heard after Citizen Comments)

Councilmember Rader nominated Councilmember Horn for Council President, seconded by Councilmember Lomas. The motion was approved by voice vote (4/0).

Councilmember Lomas nominated Councilmember Rader as Council President Pro-Tem, seconded by Councilmember Steele. The motion was approved by voice vote (4/0).

3. Councilmember Responsibility Designations

Councilmember assignments were designated as follows:

Finance	Council President Horn (temporarily)
Code Compliance	Council President Horn
HAINC Liaison	Councilmember Steele
Cypress Grove Liaison	Councilmember Steele
Land Development/Master Plan	Councilmember Rader
Public Works	Councilmember Lomas
Staff Police Department City Hall Contract Staff	Mayor John Dowless

D. CONSENT AGENDA

- February 20, 2024 City Council Draft Meeting Minutes
Council President Horn noted that "Mark McIntosh" should be changed to "Stuart McDonald."
- March 5, 2024 Special Council Draft Meeting Minutes

Councilmember Lomas made a motion to approve the Consent Agenda as amended, seconded by Councilmember Rader. The motion was approved by voice vote (4/0).

E. PRESENTATION OF PROCLAMATION

- Mayoral Proclamation - Edgewood's 100th Birthday**

Mayor Dowless noted that a Proclamation was issued for Edgewood's 100th birthday and read during the Music Fest on April 23, 2024.

F. ORDINANCES (FIRST READING)

- Ordinance 2024-02 Small Scale Amendment - 302 Mandalay Road**

Attorney Smith read Ordinance 2024-02 in title only. He clarified to the Council and those in attendance that this discussion and vote are regarding the comprehensive plan and not for rezoning.

Planner Hardgrove said the applicant requests to change the future land use map from low-density residential to commercial. The property is located at the southeast corner of Hansel Avenue and Mandalay Road.

Planning and Zoning's recommendation was for denial. Staff's recommendation to Planning and Zoning was for approval. The public expressed significant opposition, with the primary issue being the potential of increased traffic on Mandalay Road. The other concern was the geometry of the Mandalay/Hansel intersection coupled with existing utility poles and land use compatibility. Based on the public input, Staff's recommendation is to implement the City's new Site-Specific Plan (SSP).

Planner Hardgrove explained that a commercial building, located across the street on Mandalay Road, is in the process of approval. She said that the SSP specifically ensures land use compatibility; it controls design with policies specifically for that parcel. The applicant must meet with the community before it goes to P&Z and Council.

In response to Attorney Smith, Planner Hardgrove confirmed that when an SSP comes to the council, it will be closer to a site plan level of detail. An SSP offers control of how the property is used.

The applicant, George Smith, came to the podium. He said the lot is inappropriate for residential use and that the City would gain more tax revenue if the parcel were considered commercial. He is aware of the safety concerns on Hansel Avenue.

Councilmember Rader said that staff recommends a change. This residential lot is more consistent with commercial properties than residential ones due to its access. The process of the SSP allows all things to be considered.

Public Comment:

Dan Drummond, an Edgewood resident, said it is not safe for Mandalay Road to support additional traffic. A medical facility will have in-and-out parking. The parcel is too small for stormwater and adequate parking on site. People will park on the street, which is already too small. It is a hazard to get onto Orange Ave, and cars on the street will make it worse.

He said a commercial property would not maintain the residential character of Edgewood. It would also cause more flooding. The commercial building will be built on the other side of the street. He is concerned about how site plans can be modified once the comprehensive plan is changed.

Attorney Smith responded that an SSP cannot be changed; it goes into the comprehensive plan.

Fulvio Romano, an Edgewood business owner, said Orange Avenue is too busy for a residence. The lot has fences to the south and west, keeping it separated.

Mark Crain, an Edgewood resident, said more traffic on Mandalay would be dangerous. The neighborhood is opposed to more traffic, lighting and dumpsters involved.

Sandy McMillan, an Edgewood resident, said she is concerned about privacy, traffic, lighting and noise. She said she has been hit twice coming in and out of the neighborhood.

Jenn Fine, an Edgewood resident, said she bought her home based on the residential character and that changing the conditions is not fair to the neighborhood.

Greg Levan, an Edgewood resident, said a commercial building would conflict with the intent of the ECD, which is to protect the stability of existing neighborhood character.

Tina Baker, an Edgewood resident, said Mandalay and Orange Avenue is not a safe intersection. The owner knew the lot was zoned for residential use.

Ray Solenberger, an Edgewood resident, said they would need a traffic light at the intersection.

Tim Lavey, an Edgewood resident, said he bought his property on Mandalay because it was a safe street with a cul-de-sac.

Council President Horn said he would vote with Planning and Zoning’s recommendation.

Councilmember Rader noted that the residents were misled as the first 250 feet of Mandalay Road is commercial. However, based on Planning and Zoning’s recommendation, he would not approve the Ordinance.

Council President Horn made a motion to deny Ordinance 2024-02, seconded by Councilmember Lomas. The motion to deny was approved by roll call vote (4/0).

Councilmember Lomas	Favor
Councilmember Rader	Favor
Council President Horn	Favor
Councilmember Steele	Favor

2. Ordinance 2024-03 Parking

Attorney Smith read in Ordinance 2024-03 title only

Council President Horn said he would like to add trailers to the definitions.

There was no public comment.

Council President Horn made a motion to approve Ordinance 024-03 with the inclusion of trailers in the definitions, seconded by Councilmember Lomas. The motion was approved by roll call vote (4/0).

Councilmember Lomas	Favor
Councilmember Rader	Favor
Council President Horn	Favor
Councilmember Steele	Favor

3. Ordinance 2024-04 Personnel - Flexible Workplace Policy

Attorney Smith read Ordinance 2024-04 in title only.

City Clerk Riffle explained the need for the policy. With a small staff, on some days it would be more productive for staff to be able to work from home rather than taking PTO. She explained

that in the last two and a half months, her staff has experienced a baby's birth, a family death, frequent PTO, and a sick child, all of which resulted in not having sufficient staff.

Councilmember Lomas commented that she thinks staff needs to turn off the job after work.

Mayor Dowless said It could benefit the city if work is being done.

Councilmember Rader said it would be important to have discretion and strong leadership to prevent abuse. The option should be used for an acute issue.

Council President Horn said that he would like to look at it after it has been instituted in a year and see the results.

Chief DeSchryver suggested that management make the decision. If an employee uses the flexible workplace more than a certain number of days per month, they should appear before the Council. He suggested 5 days a month. It can be mutually beneficial, but the Manager must be ready to deny the flexibility when it becomes a problem.

Council President Horn noted that it may be easier with the Police Department because they have a few more people. than In City Hall. He cautioned against preferential treatment or even the opposite.

Mayor Dowless said it makes sense to find out why people are not at work.

Attorney Smith said management advocates a flexible workplace as an alternative to PTO.

The council's consensus was for a 12-month sunset. To use the flexible workplace more than five times a month, the employee would have to go to the Council.

Councilmember Rader said the policy requires trust in staff.

Councilmember Horn made a motion to approve Ordinance 2024-04 with the addition of a 12-month sunset and language that limits the duration and number of occurrences with approval. The motion was seconded by Councilmember Steele. The motion was approved by roll call vote (4/0).

Councilmember Lomas	Favor
Councilmember Rader	Favor
Council President Horn	Favor
Councilmember Steele	Favor

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

H. UNFINISHED BUSINESS (This business item was heard after the consent agenda.)

1. Haven Oaks PD Compliance Issues & Performance Bond

Planner Hardgrove Council's approval is required for the plans, construction, and approval of the infrastructure, construction, and approval of the homes. They are at the infrastructure inspection stage of the process.

Toll Brothers asked if they could start four houses without approval for the infrastructure and asked for a Performance Bond to sell the homes.

Toll Brothers requested waivers for the following items.

- **No parking signs**

The road is 24 feet wide and there should be parking on only one side of the road. Duke Energy does not allow signage on their light posts. They have posted the poles with "No Parking" signs. Toll Brothers requested additional signs, including one in the cul-de-sac that specifically reads "no parking in the cul-de-sac." Emergency trucks need the entire circumference of the cul-de-sac to turn around.

In response to Councilmember Lomas, Planner Hardgrove said this would be a waiver because the Developers Agreement (DA) required signs on every lamp post.

There was no public comment.

Councilmember Horn made a motion to approve a waiver from putting no parking signs on the lamp posts, instead putting signs on a standard post and adding an additional sign at the cul-de-sac to prohibit parking. The motion was seconded by Councilmember Lomas. The motion was approved by voice vote (4/0).

- **Waiver for the subdivision monument sign**

There was no discussion or public comment.

Councilmember Rader made a motion to allow the subdivision wall sign to remain as it was constructed, seconded by Councilmember Lomas. The motion was approved by voice vote (4/0).

- **Subdivision wall color**

The requested waiver is for the wall to remain white as it was required to be painted a mottled mixed color. Councilmember Rader said that, logistically, painting three colors is a long-term maintenance challenge.

There was no public comment.

Councilmember Lomas made a motion to accept the plain white subdivision wall.

Councilmember Rader made a friendly amendment to ensure that the wall remains architecturally the same and does not become a flat white wall.

Councilmember Lomas accepted the friendly amendment.

The motion was seconded by Councilmember Steele. The motion was approved by voice vote (4/0).

- **Underground Utilities and Sidewalk Width**

Planner Hardgrove said the DA requires that all utilities be underground. The sidewalk expands to 7 feet at the intersection. Toll Brothers built the sidewalk at 7 feet but saw cut it to 6 feet because they were told to put in a curb or move the sidewalk away from the road.

Discussion ensued regarding the placement of power poles and the sidewalk. The four poles along Holden Avenue are new.

Mr. McIntosh said they cannot control Duke Energy. It was a design challenge for them, and the best they could do was to leave the poles. It would cost Toll Brothers \$200,000 and they would have to raise the prices of the homes.

In response to Mr. McIntosh, Mayor Dowless said Legacy's power is underground.

Councilmember Lomas said Toll Brothers sold the project with power being underground.

Planner Hardgrove said that a Duke Energy representative told her there were several options, including putting the utilities all the way down to Legacy

Councilmember Rader said the sidewalk is the bigger issue, and it is narrower now than it was originally. He suggested moving poles to create the sidewalk, which is less expensive than fully removing the poles.

Mr. McDonald said- Duke Energy will not let them move the poles back. They are working on a design to see how far down they need to go for underground utilities, but they still need four poles. Mr. McIntosh added that those four poles would have to go onto someone else's property to make it work.

Public Comment:

Brett Barner, an Edgewood resident said the intent was to make the neighborhood special. He pointed out there are 7-foot sidewalks except in front of Toll Brothers and the Randall Property. It is a safety hazard.

Councilmember Rader asked if Toll Brothers would like to come back with a solution. He would like staff to meet with Duke Energy.

Mr. McIntosh said he needs more approvals to close. Planner Hardgrove suggested they could get a commitment from Duke to move the poles, then the sidewalks can be maximized.

In response to Councilmember Lomas, Mr. Crawford said the four lots are speculative homes, but he does not know which lots are ready for closing. Only one of the homes has been sold. Lot 43 was scheduled to close the previous week, but they had to extend the time. He explained that closing a house means they have a buyer, but closing a Certificate of Occupancy means the permit is being closed out.

There was no public comment.

Councilmember Rader made a motion to table the decisions on the waiver for the power pole elimination and sidewalk installation until the applicant comes back to Council. The motion was seconded by Council President Horn. The motion was approved by voice vote (4/0).

Home construction requested waivers

Toll Brothers has four pending closings on lots 5, 41, 42, and 43. They want to close them and put up a performance bond.

- Lot 41 - Planner Hardgrove said lot 41 is on a corner and should have window trim and secondary building materials. Toll Brothers has proposed two options. Option A is to plant a hedge along the side of the house and three crepe myrtles in the open space tract. The existing tree would remain. Option B is to offer the same landscaping and add horizontal panels to the side of the house.

The consensus was to accept Option B, which included paneling on the side of the building and landscaping. No vote was needed because this option met the requirements.

Lot 42 does not meet the trim requirements. Toll Brothers is asking for approval for this elevation only for that lot. The elevation will be pulled and no longer offered.

Councilmember Rader made a motion for approval of a waiver for lot 42 with the following conditions: a continuous evergreen hedge using a min 3-gallon container of evergreen plant material shall be planted on the north side of the house, and three crepe myrtles of a variety approved by the landscape architect, shall be planted in the open space tract north of the house with the intent of minimizing the wall's blank wall appearance. Councilmember Lomas seconded the motion. The motion was approved by voice vote (4/0).

- Lot 42 - Toll Brothers requested a waiver for the air conditioning placement unit. It is not possible to walk from the front yard to the back yard without stepping on the neighboring property due to the units proximity to the side property line.

There was no public comment.

Council President Horn made a motion for all future builds to have a 5-foot minimum linear offset measured from the outermost points of the units; seconded by Councilmember Rader. The motion was approved by voice vote (4/0).

- Planner Hardgrove said the rest of the elevations do not meet the requirements, and the Council needs to decide whether to accept them.

Mr. Crawford there are two more homes currently under construction that are modern elevations. The Frederick Modern model has been pulled and will only be built on lot 9, and the Frederick Elite will only be on lot 12. He said Mr. Crawford said the only lots visible outside the subdivision are 42 and 43.

There was no public comment.

Rader motioned approval of the architectural renderings for lots 9 and 12, subject to the installation of upgraded garage doors, seconded by Council President Horn. The motion was approved by voice vote (4/0).

- Approval of elevations – The upper window on the Frederick Contemporary does not have the required trim but does have siding and stonework.

There was no public comment.

Councilmember Rader made a motion to approve the following eight elevations with upgraded garage doors: Chapleton Contemporary, Bronte Contemporary, Ashley Transitional, Ashley Contemporary, Arthur Contemporary, Alina Contemporary, Frankfield Contemporary, and Frederick Contemporary. The motion was seconded by Councilmember Lomas. The motion was approved by voice vote (4/0).

All other permits that were previously issued by OC will still be on hold until the subdivision COC is released, and the required documents are submitted by Toll Brothers.

I. NEW BUSINESS

J. GENERAL INFORMATION

K. CITIZEN COMMENTS

Benjamin Bassem said he has a laundromat business. Staff told him that the city allows dry cleaners but not laundromats. He said there is no laundromat service to the north until Michigan Street, and people in the area must go to Michigan, Oak Ridge, or Conway. Councilmember Rader said the city spent many years with the community developing the ECD and its allowed uses, and he said those uses are very unlikely to change.

Council President Horn said no resident in Edgewood would probably require a laundromat. Councilmember Rader agreed.

There was no direction from Council to take action.

L. BOARDS & COMMITTEES

M. STAFF REPORTS (heard after Councilmember assignments)

City Attorney Smith

- Lindke vs Freed

Attorney Smith explained that Linke claimed that his First Amendment rights were violated when City Manager Freed blocked him on social media and deleted his comments.

Attorney Smith said a government page could not block people, but a private page is not the government's official viewpoint. If using a personal page, make a disclaimer that it is not the official opinion of the city of Edgewood.

- The legislature approved the timing for the creation of building permits.

Council President Horn said he received an email regarding Volusia County that he believes is averting the intent of the legislation by requiring a pre-application.

- A bill to increase sovereign immunity amendments limiting tort liability. There have been efforts to increase the caps.
- Senate Bill 280 passed. The Florida League of Cities is against it as it keeps pre-emption in place. The bill creates a database that tracks advertisements and ads and makes it available to local governments. It will take a couple of years to achieve it while DBPR prepares. The state is a complete regulator of the ads.

In response to Councilmember Lomas, Attorney Smith said an ad does not prove a rental was made.

Police Chief DeSchryver

1. Chief DeSchryver February 2024 Report

- Sergeant Cardinal addressed Council and said that he has looked at many police departments and their health plans. He gave a list of factors that make plans successful.
 1. Accountability helps officers with support. Having a coach or mental health counselor.
 2. Employees should participate in the City's health screening and he suggested offering it more than one time per year.
 3. Require annual physicals
 4. Reward success and incorporate good eating habits during training.
 5. Participate in the state agility test.
 6. Additional money or reimbursement for meal plans or gym membership. It is important to have a coach.

Mayor Dowless explained to the Council that the City replaced employees' health reimbursement cards. The City did not reimburse for weight loss programs, and I asked what the criteria would be for approval.

Sergeant Cardinal said other police departments offer gym memberships, but he has not seen anything about meal plans. He said one plan will not work for all people.

Mayor Dowless said the council is open to hearing ideas.

Councilmember Lomas said she wants its employees to be healthy and happy.

Councilmember Steele said there needs to be accountability.

Councilmember Rader said Altamonte employees get PTO rewards for passing a physical.

Chief DeSchryver gave an update on police department employees. The City hired three new people but will lose two other employees. Officer Schlopy will retire in a couple of weeks, and another officer will be deployed for service soon. The job will be held for this officer until they return to work.

- Chief DeSchryver commented on the 100th birthday Music Fest and acknowledged the officers for going above and beyond. Most worked 12 hours and finished in the rain.
- Reporting numbers for crime have come in. Chief DeSchryver said that the reporting system has changed, affecting how the numbers look. In the past, one call was one event; now, each charge is listed, making it appear that crime numbers have increased when the City is actually experiencing a historic low.

There were 57 crimes this year. Property crimes are fairly consistent.

- Councilmember Rader reported there was an accident in front of Boise Cascade, shutting down Holden Ave. The Boise truck driver, coming from Orange Blossom Trail, yelled at drivers for blocking the entrance and was going against the truck requirement on Holden.

Attorney Smith said the City does not enforce County traffic.

Sergeant Cardinal added that if they are making deliveries on Holden, they can't be stopped from doing so.

Councilmember Lomas said it is in the code. Attorney Smith said code enforcement will need to observe the activity.

- Councilmember Lomas said there is a white van with a Texas tag in the parking lot where Tops in Details used to be.

City Clerk Riffle

1. Election and Charter Amendment Questions

City Clerk Riffle told City Council that all nine Charter Amendment questions were approved in the March 19, 2024 election.

She also alerted Council that the Primary Election would be held on Tuesday, August 20, 2024, which is the same day as City Council. The Council decided to move the regular Council meeting to the next day, Wednesday, August 21, 2024, at 6:30 pm.

N. MAYOR AND CITY COUNCIL REPORTS

Mayor Dowless

Mayor Dowless recapped Edgewood's 100th Anniversary Music Fest event. He said the police department was incredible during the vent and even stayed to take the event down while it was raining. The public gave a lot of positive feedback.

The City applied for a grant through Congressman Soto's office. If the City accepts the terms, it will receive \$1 million as a matching grant.

Council Member Lomas – no report

Council Member Rader – no report

Councilmember Steele

Councilmember Steele said the 100th birthday event was wonderful, and she was excited to participate.

Council President Horn

Council President Horn said he heard a lot of positive feedback about the event. He would like to evaluate the process, identify what went right and what went wrong, and use that information for future events.

O. ADJOURNMENT

The meeting was adjourned at

Richard A. Horn, Council President

Attest:

Sandra Riffle, City Clerk

Approved in the _____ Council Meeting.

ORDINANCES (FIRST READING)

**PUBLIC HEARINGS
(ORDINANCES – SECOND
READINGS & RELATED
ACTION)**

ORDINANCE 2024-03:

Parking

ORDINANCE NO. 2024-03

AN ORDINANCE OF THE CITY OF EDGEWOOD, ORANGE COUNTY, FLORIDA AMENDING CHAPTER 62, ARTICLE II, "STOPPING, STANDING, AND PARKING;" PROVIDING FOR REMOVAL AND IMPOUNDMENT OF ABANDONED VEHICLES PARKED ON CITY OWNED PROPERTY AND PUBLIC RIGHTS-OF-WAY; PROHIBITTING VEHICLES FROM PARKED IN A MANNER TO BLOCK POSTAL SERVICE ACCESS TO POST BOXES; PROVIDING FOR CODIFICATION, SEVERABILITY, CONFLICTS, AND AN EFFECTIVE DATE.

WHEREAS, the City Council of the City of Edgewood hereby finds that from time-to-time abandoned vehicles are left unattended for extended periods of time upon public rights-of-way and public properties; and

WHEREAS, in addition to presenting an eyesore and attractive nuisance, such vehicles can also present safety hazards; and

WHEREAS, the City Council also finds that when vehicles parked on a street block or impair access to a mailbox by the postal service, mail delivery is negatively impacted; and

WHEREAS, the City Council of the City of Edgewood hereby finds it appropriate and in the best interest of the public health, safety, and welfare to amend its Code of Ordinances to address these issues.

NOW, THEREFORE, BE IT ENACTED by the City Council of the City of Edgewood, Florida as follows:

NOTE: Underlined words constitute additions to the City of Edgewood Code of Ordinances, ~~strikethrough~~ constitutes deletions from the original Code of Ordinances, and asterisks (***) indicate an omission from the existing text which is intended to remain unchanged.

29 **Section 1.** Legislative Findings and Intent. The findings set forth in the recitals above are
30 hereby adopted as legislative findings pertaining to this ordinance.

31 **Section 2.** Chapter 62, Article II, “Stopping, Standing, and Parking,” of the City of Edgewood
32 Code of Ordinances shall be amended as follows:

33 * * *

34 Sec. 62-20. - Definitions.

35 As used in article II, the following words shall have the meaning indicated unless the
36 context clearly indicates otherwise. All other definitions contained in F.S. § 316.003, not in
37 conflict with the definitions in this section shall be applicable and are incorporated by reference.

38 *Local hearing officer* means the person designated by the city to hear notice of violations
39 under Mark Wandall Traffic Safety Act, F.S. § 316.0083, and contests of municipal parking
40 violations under this article as provided by F.S. §§ 316.008(1)(a)(2), (5). The local hearing
41 officer may also be the city's currently appointed code enforcement board or special magistrate.

42 Abandoned vehicle means any vehicle kept or parked in a location visible to the public
43 which is wrecked, inoperative, partially dismantled, unregistered, or otherwise in a condition that
44 is not lawfully drivable. Signs of disuse such as leaks, flat tires, broken parts, and accumulation
45 of vegetative or other debris on, around and under the vehicle shall all constitute indicia of
46 abandonment.

47 *Motor vehicle* means any self-propelled vehicle in, upon, or by which a person or
48 property is or may be transported or drawn upon a highway, roadway or street, excluding
49 bicycles, mopeds, motorized scooters and vehicles operated upon rails, tracks or guideways.

50 *Park or parking* means the halting of a motor vehicle, regardless of whether the vehicle is
51 occupied or in operation, except for the momentary purpose of receiving or discharging
52 passengers or materials.

53 *Stop or stopping* means any halting, even momentarily, of a vehicle, whether occupied or
54 not, except when necessary to avoid conflict with other traffic, to comply with the directions of a
55 law enforcement officer, to yield to a funeral procession or emergency vehicle, or to comply with
56 a traffic control sign, signal or device.

57 *Trailer* means a vehicle with or without motive power, other than a pole trailer, designed
58 for carrying persons or property and for being drawn by a motor vehicle.

59 *Vehicle* means a device in, upon, or by which any person or property is or may be
60 transported or drawn upon a highway, except personal delivery devices, mobile carriers, and
61 devices used exclusively upon stationary rails or tracks. The term vehicle includes both motor
62 vehicles and trailers.

63 **Sec. 62-21. State parking statutes adopted; issuance of parking violations notices; parking**
64 **restrictions and prohibitions.**

65 (a) Except as otherwise stated herein, those portions of F.S. ch. 316, as now or hereafter
66 amended, being the State Uniform Traffic Control Law, pertaining to the parking of motor
67 vehicles, are hereby adopted by reference as if fully set forth herein. Any violation of these
68 parking statutes is considered a violation of article II.

69 (b) A law enforcement officer, community service officer, traffic infraction enforcement
70 officer, or a parking enforcement specialist who discovers an illegally parked vehicle
71 pursuant to city ordinance or general law may issue a parking violation notification to the
72 driver of the vehicle or, if the vehicle is unattended, may attach such notice a conspicuous

73 place on the vehicle. Each day that a parking violation occurs constitutes a separate offense
74 for which a parking violation notice may be issued.

75 (c) The mayor and chief of police are hereby authorized to prohibit or limit parking in the City
76 Hall parking lot when such prohibitions or limitations serve a valid public purpose. Signs or
77 markers clearly indicating any prohibition or limitation established under this section shall
78 be erected and maintained giving notice thereof. When authorized signs are erected as
79 provided herein, it shall be unlawful to park in a manner contrary to such signage.

80 (d) It shall be unlawful for any person to park a vehicle on any right-of-way of the city, or in
81 any street other than parallel with the edge of the curb or paved roadway headed in the
82 direction of lawful traffic movement, and with the curbside wheels of the vehicle within 12
83 inches of the curb or paved edge of the roadway, except:

84 (1) Upon those portions of streets which have been marked or signed for angle parking,
85 vehicles shall be parked at the angle to the curb indicated by such mark or signs with
86 the right front wheel against the curb;

87 (2) In places where stopping for the loading or unloading of merchandise or material is
88 permitted, vehicles used for the transportation of merchandise or materials may back
89 into the curb to take on or discharge loads.

90 (e) When the curb on the side of the road is marked yellow, or when authorized signs are
91 erected indicating that no parking is permitted on any designated side of any street or any
92 other designated no-parking area, it shall be unlawful for any person to park a vehicle in any
93 such designated area.

94 (f) On such streets where parking spaces are officially indicated by signs or markings, parking
 95 shall be allowed only within such spaces and then only for the times indicated by such signs
 96 or markings.

97 (g) It shall be unlawful for any person to park a vehicle between the hours of 9:00 a.m. and 6:00
 98 p.m., Monday through Saturday, in a manner in which any portion of the vehicle is located
 99 within five feet, as measured along a line parallel to the right-of-way, of a mailbox installed
 100 upon or adjacent to a right-of-way.

101 * * *

102 Sec. 62-26. - Schedule of civil penalties for parking violations.

103 There is hereby adopted the following schedule of civil penalties for parking violations
 104 occurring within the city for which payment may be made to the general fund:

Violation	Amount of Civil Penalty
Parking where prohibited by official signs	\$ 30.00
Parking in bus space or taxi stand	30.00
Parking on sidewalk or unpaved right-of-way	30.00
Parking in passenger loading zone	30.00
Parking by yellow curb (on sign)	30.00
Parking over the lines used to indicate spaces where parking is permitted	30.00
Parking against traffic flow (wrong direction)	30.00
Unauthorized parking in reserved space	40.00
Unauthorized parking in space for disabled	150.00
Unauthorized parking in freight loading zone	30.00

Obstructing traffic	30.00
<u>Impairing Access to Mailbox by Postal Service</u>	<u>30.00</u>

105

106 **Sec. 62-35. Removal and impounding of abandoned vehicles and vehicles without valid**
 107 **registration and properly affixed registration sticker ~~Parking on public property~~**
 108 **~~of vehicles without affixed current and valid registration license plate and~~**
 109 **~~validation sticker; removing, impounding, or immobilization of vehicles without~~**
 110 **~~affixed current and valid registration license plate and validation sticker.~~**

111 (a) No person shall stop, stand, or park a vehicle upon any public street or upon any property
 112 owned and controlled by the city unless such vehicle has affixed to it a current and valid
 113 registration license plate and validation sticker nor shall any person leave an abandoned
 114 vehicle parked on public property or a public right-of-way.

115 (b) No person shall a park vehicle upon any city street for a period of time longer than
 116 seventy-two (72) consecutive hours, unless during the seventy-two (72) hour period the
 117 vehicle has been removed from the particular street for a period of at least eight (8)
 118 consecutive hours.

119 (c) Any vehicle parked in violation of Paragraph (a) or (b) shall be a violation and police
 120 officers of the City are hereby authorized to have such vehicle removed as described in
 121 subparagraphs (d) through (f), below, from any public right-of-way or City property in
 122 addition to the issuance of a parking citation.

123 ~~Any motor vehicle without a current and valid license plate and validation sticker affixed to~~
 124 ~~it found parked at any time upon any public street or upon any property owned and~~

125 controlled by the city may, in addition to the issuance of a parking violation notice, be
126 immediately immobilized by or under the direction of a police officer in such a manner as to
127 prevent its operation. No such vehicle shall be immobilized by any means other than the use
128 of a device or other mechanism which will cause no damage to such vehicle unless it is
129 moved while such device or mechanism is in place.

130 (d) Except as provided in Paragraph (f), below, if a vehicle parked in violation of Paragraph (a)
131 or (b) does not present an immediate threat to public safety, the police officer shall cause to
132 be placed on the vehicle in a conspicuous location a notice that if the vehicle is not removed
133 within seventy-two hours of the date and time of the notice, the vehicle shall be subject to
134 removal by the City.

135 (e) Except as provided in Paragraph (f), below, if a vehicle presents an immediate threat to
136 public safety, the vehicle shall be subject to removal immediately.

137 (f) If an abandoned vehicle is parked within the main-travelled part of a road, Section 62-23
138 herein shall govern its removal and storage.

139 It shall be the duty of the police officer immobilizing such motor vehicle, or under whose
140 direction such vehicle is immobilized, to post on such vehicle, in a conspicuous place,
141 notice sufficient to inform the owner or operator of the vehicle that:

142 (1) ~~Such vehicle has been immobilized pursuant to and by the authority of this section of~~
143 ~~the Code of Ordinances; and~~

144 (2) ~~The owner of such immobilized vehicle, or other duly authorized person, shall be~~
145 ~~permitted to repossess or to secure the release of the vehicle upon payment to the~~
146 ~~police department the fine prescribed in division 2 of this article for the offense of~~

147 ~~parking a vehicle without a current and valid registration license plate and validation~~
148 ~~sticker affixed to it.~~

149 (g) It shall be unlawful for anyone, except those persons authorized by the police department or
150 the owner of the vehicle, to remove or attempt to remove, tamper with, or in any way
151 ~~damage or alter any notice affixed to a vehicle pursuant to this Section~~the immobilization
152 device.

153 (h) In the event a vehicle is towed pursuant to this Section: ~~If the owner of the immobilized~~
154 ~~vehicle, or other duly authorized person, does not make arrangements for removal of the~~
155 ~~immobilization device in accordance with the foregoing provisions within 24 hours of the~~
156 ~~time such motor vehicle was immobilized, a police officer of the city is hereby authorized to~~
157 ~~have such vehicle towed by the city's authorized towing company.~~

158 (1) The owner of the vehicle shall be responsible for any and all towing and storage
159 charges along with ~~the~~ any civil penalty identified in Section 62-26~~division 2.~~

160 (2) The charges and civil penalty must be paid ~~remitted~~ prior to the release of the vehicle.

161 **Section 3.** The provisions of this Ordinance shall be codified as and become and be made a
162 part of the Code of Ordinances of the City of Edgewood.

163 **Section 4.** Severability. If any section, sentence, phrase, word or portion of this ordinance is
164 determined to be invalid, unlawful or unconstitutional, said determination shall not be held to
165 invalidate or impair the validity, force or effect of any other section, sentence, phrase, word or
166 portion of this Ordinance not otherwise determined to be invalid, unlawful or unconstitutional.

167 **Section 5.** Conflicts. All ordinances that are in conflict with this Ordinance are hereby
168 repealed.

169 **Section 6.** Effective Date. This Ordinance shall become effective immediately upon its
170 passage and adoption.

171 **PASSED AND ADOPTED** this _____ day of _____, 2024, by the City
172 Council of the City of Edgewood, Florida.

173

174 PASSED ON FIRST READING: _____
175

176 PASSED ON SECOND READING: _____
177

178 _____
179 Richard Horn, Council President

180

181 *ATTEST:*

182

183 _____

184 Sandra Riffle
185 City Clerk

ORDINANCE 2024-04:

Personnel –

Flexible Workplace Policy

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ORDINANCE NO. 2024-04

AN ORDINANCE OF THE CITY OF EDGEWOOD, FLORIDA, AMENDING THE CITY'S ADOPTED PERSONNEL POLICIES; PROVIDING FOR SEVERABILITY AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, The City Council has adopted personnel policies, procedures, and rules; and

WHEREAS, the City Charter provides that the City Council shall from time to time review and, if necessary, amend the personnel policies, procedures, and rules; and

WHEREAS, the City Council has reviewed the personnel policies, procedures, and rules and finds and has determined that it is in the best interest of the City of Edgewood to include new provisions therein relating to flexible work arrangements.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF EDGEWOOD, FLORIDA, AS FOLLOWS:

SECTION ONE. The recitals set forth above are hereby adopted as legislative findings of the City Council of the City of Edgewood.

SECTION TWO. The Flexible Workplace Policy attached hereto as Exhibit “A” is incorporated herein as though stated in its entirety and added to the City’s adopted Personnel Policies.

SECTION THREE. SEVERABILITY. If any section, sentence, phrase, word or portion of this Ordinance is determined to be invalid, unlawful or unconstitutional, said determination shall not be held to invalidate or impair the validity, force or effect of any other section, sentence, phrase, word or portion of this Ordinance not otherwise determined to be invalid, unlawful or unconstitutional.

SECTION FOUR. EFFECTIVE DATE. The effective date of this ordinance shall be immediately upon its enactment.

37 **PASSED AND ADOPTED** this _____ day of _____, 2024, by the City Council of the City
38 of Edgewood, Florida.

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Richard A. Horn, Council President

ATTEST:

Sandra Riffle, City Clerk



OFFICE OF THE CITY CLERK FLEXIBLE WORKPLACE

Purpose: The City of Edgewood recognizes that it may be mutually beneficial to provide flexibility for staff to work from an alternate location (ex: home) and telecommute in roles that, in the discretion of the City are capable of being adequately and competently performed remotely. Where appropriate, these arrangements provide employees with increased well-being due to flexibility with their work schedule, and enhance recruitment and retention, while engaging the City's talented, diverse, progressive, and productive workforce.

- I. Scope**
- II. Policy**
- III. Definitions**
- IV. Procedure**

I. SCOPE

- A. This policy outlines guidelines for flexible workplace practices including flexible work schedules and work locations.
- B. Providing a flexible workplace will create an environment that meets team members' needs and set expectations for work-life balance and ensures that they can continue to perform at a high level.

II. POLICY

- A. The parameters for a flexible workplace require compliance with the following State and Federal laws.

- Fair Labor Standards Act
- Worker's Compensation
- Americans with Disabilities Act

- A. Considered on a case-by-case basis, alternative work arrangements are determined by management. They are not considered an employee benefit or entitlement and do not change the terms and conditions of employment.
- B. Flexible work arrangements may not be suitable or practical for all positions. They will be based on the operational needs of the City and the department, job functions, and responsibilities, without adversely affecting staffing, productivity, or levels of service.
- C. Approval, on an individual basis, is made by the City Clerk or Mayor to whom the City Clerk reports. The City Clerk is responsible for identifying the type, criteria, and details of alternative work arrangements, including feasibility, duration (temporary, ongoing, rotational) within the department. They are also responsible for planning, documenting, and managing these arrangements with clear expectations and communications regarding work productivity, attendance, and performance.

- D. The City Clerk is responsible for determining eligibility and parameters for these arrangements, providing requisite staffing coverage, and meeting the needs of internal and external customers.
- E. Telecommuting is a privilege, which may be granted under appropriate circumstances and job capacity to employees without negative performance issues and in good standing. Each individual situation may be unique depending on the mission of the City, department needs, and an employee's role and responsibilities.
- F. In general, full-time exempt and non-exempt employees who have completed their probationary period may be eligible for alternative work arrangements, as determined by management per this policy. Other job-related factors such as attendance, performance, or disciplinary issues will be considered. While efforts will be made to provide reasonable notice (from supervisor to employee and vice versa) between supervisors and employees working these arrangements, they may be re-evaluated and subject to change with or without notice, depending on the circumstances. While this may be effective, valuable, and appropriate for some jobs, situations, and employees, it may not be for others.
- G. In general, telecommuting is limited to a maximum of 2 days per week or as determined by the City Clerk.
- H. Consistent with the City of Edgewood's expectations of information security for employees working at the office, telecommuting employees will be expected to ensure the protection of private or confidential information accessible from their alternate location/home office, in accordance with applicable legal requirements such as HIPPA and public records exemptions. Steps include the use of a locked file cabinet, desk, and regular password maintenance, and any other measures appropriate for the job and the environment. In compliance with Public Records law, all information produced is subject to public records requests.
- I. The City is committed to providing a productive workplace and may furnish a laptop or other computer device as needed and as available. The City will not furnish or equip a home office. The City will not be responsible for purchasing any additional cell phones, covering cell phone bills, or paying any portion of the personal costs incurred for any work-related calls made while teleworking.
- J. Employees are responsible for reporting any injuries to the City Clerk as soon as practical. Employees may not invite or meet with members of the general public with regard to city business at the remote worksite.

III. DEFINITIONS

- A. **Flexible Work Location:** The ability to work under an arrangement in which an employee performs the duties and responsibilities of such employee's position, and other authorized activities, from an approved, remote worksite other than the location from which the employee would otherwise work, such as a City facility or office. Temporary in nature, such as in response to an emergency, while on an approved FMLA leave, or when otherwise needed as determined by the City Clerk.
 - 1. This option shall be available to eligible employees, subject to operational need. It is recognized that due to the nature of some employees'

responsibilities, such as field assignments, supervisory responsibilities, or direct customer service, they may not be able to work from alternative locations on a regular basis. **The remote workspace is not intended to permanently replace the employee's current worksite.**

2. Such arrangements shall ensure that there are no changes to facility hours, or levels of service for internal and external customers; however, such schedules may not incur overtime or provide for compensatory time.
 3. This may also be implemented on a recurring basis or in combination with another type of arrangement, such as rotating a certain number of days or weeks in the office (regular work location) coupled with remote.
 4. The City will support remote work with appropriate technology and training to ensure that employees can work productively and securely in an alternative work location. The City may also establish minimum criteria for alternative work sites, such as connectivity to support remote work and workplace safety.
 5. Employees who are working remotely will be expected to be available during their agreed-upon work hours for phone calls, video conferencing, email, and instant messaging. If the employee is unable to work remotely for any reason, they will be required to report to their normal work location.
 6. Employees may be required to report to their normal work location to attend meetings, training, or other events based on operational needs.
- B. Flexible or Alternative Work Schedule:** An established work schedule that serves as an alternate to five consecutive eight-hour workdays, Monday through Friday.
1. Such schedules shall ensure that there are no changes to facility hours or level of services for internal and external customers.
 2. The City Clerk is responsible for the approval of alternative work schedules. Employees may be required to report to their normal work schedule to attend meetings, training, or other events based upon operational needs.
- C. Flextime:** A temporary rescheduling of an employee's hours of work to accommodate operational requirements and/or the needs of the employee.
1. May be used as long as the scheduling does not hinder the efficient operation of the service provided.
 2. The City Clerk is solely responsible for the approval of flextime.
 3. 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.
- D. Compensatory Time:** A voluntary process regulated by the Department of Labor; wherein under certain prescribed conditions, employees of State or local government agencies may receive compensatory time off, at a rate of not less than one and one-half hours for each overtime hour work, instead of cash overtime pay.

- E. **Compressed workweek** in which an employee works 10 hours per workday, reducing the workweek to four days a week.
- F. **Meal Periods:** Meal breaks for full-time employees during an alternative work arrangement, may be set by the City Clerk based upon operational requirements of the department. Mealtimes will be no less than one-half hour and will not be eliminated.

IV. **Approval Procedure**

- A. For employees to request an alternative schedule, they shall submit a written request to the City Clerk. The request shall explain the basis and advantages to the department of the flexible work schedule. The nature of the employee's work and responsibilities must be conducive to a flexible work arrangement without disrupting performance and/or service delivery. The nature of the employee's work and responsibilities must be conducive to a flexible work arrangement without disrupting performance and/or service delivery.
- B. To determine whether the request is appropriate, the City Clerk will review the purpose and circumstances, assess the impact and the outcome in terms of production, quality, and eligibility, and if one or a combination of the above arrangements is viable and in the best interest of the department. Management may also wish to implement the arrangement(s) on a short-term or pilot basis.
- C. The request shall be reviewed and approved by the City Clerk who will ensure compliance with applicable laws and City policies. A copy of the request with any related documents shall be placed in the employee's personnel file.
- D. An employee wishing to change or cancel an alternative work arrangement shall obtain written approval from the City Clerk. Management may revoke the alternative arrangement at any time and for any reason.
- E. Normal timekeeping procedures must be followed, including review and approval of timesheets.

Created 2/22/2024



Telecommuting Agreement and Approval Form

I, _____ (print name), will establish a safe and appropriate work environment within my alternate location/home for work purposes.

The City of Edgewood will not be responsible for costs associated with the setup of my office, such as internet access, remodeling, furniture or lighting, nor for repairs or modifications to my alternate location/home office space.

Employee agrees that the City will not maintain or repair any structure at the telecommuting location, or the workspace contained therein. All maintenance of the remote structure is the responsibility of the Employee.

Employee agrees not to conduct in-person City business meetings with the general public at the telecommuting location unless authorized to do so by the City Clerk or Mayor.

The employee will apply city-approved safeguards to protect department records from unauthorized disclosure or damage. Work done at the alternate work site is considered official City business. All records, papers, and correspondence must be safeguarded and regularly returned to the official location. Automated, electronic or digital files are considered official records and must be protected from unauthorized use or disclosure. Phone contacts related to confidential information will be conducted in a private area.

The City of Edgewood will determine the equipment needs for each employee on a case-by-case basis. Equipment supplied by the City is to be used for business purposes only. The employee shall, at the employee's expense, provide internet access with appropriate virus and security protection as determined by City.

All equipment, supplies or other property provided by the City remain the property of the City. The employee must take reasonable and prudent precautions to protect City equipment against damage, loss, or abuse while in the employee's custody. City equipment must be used for official business only and only by the employee. The employee shall as soon as reasonably possible, notify the City Clerk if any equipment provided by the City is damaged or lost. City equipment shall only be serviced and repaired by the City. The City assumes no responsibility for employee-provided equipment and will not service or repair such equipment.

I further agree that I will comply with any and all additional information technology, equipment or security policies and requirements that may be imposed by the City at any time during the period that I have been authorized to telecommute.

In compliance with Public Records Law, I understand and acknowledge that all information produced is subject to public records requests.

Furthermore, I attest that my alternate location/home office has internet access and adequate work space lighting, ventilation, fire extinguishers, smoke detectors, seating, workspace and that I have adequate homeowner's/renter's insurance coverage.

The City of Edgewood has the right to cancel or suspend employee telecommuting privileges at any time, for any reason or for no reason.

Additional conditions agreed upon by the employee and supervisor are as follows:

Employee Telecommuting Information

Employee name: _____

Job title: _____

Department: _____

Supervisor: _____

Reason: _____

Current on-site work location: _____

Location where Telework will be performed: _____

Cell phone number where employee can be reached: _____

City email address: _____

Telework arrangement effective period: _____

Created: 2/22/2024

Proposed Amended Flexible Workplace Policy



OFFICE OF THE CITY CLERK FLEXIBLE WORKPLACE

Purpose: The City of Edgewood recognizes that it may be mutually beneficial to provide flexibility for civilian staff to work from an alternate location (ex: home) and telecommute in roles that, in the discretion of the City, are capable of being adequately and competently performed remotely. Where appropriate, these arrangements provide employees with increased well-being due to flexibility with their work schedule, ~~and~~ enhance recruitment, and retention, while engaging the City's talented, diverse, progressive, and productive workforce.

- I. Scope**
- II. Policy**
- III. Definitions**
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I. SCOPE

- A. This policy outlines guidelines for flexible workplace practices including flexible work schedules and work locations.
- B. Providing a flexible workplace will create an environment that meets ~~team~~ members' ~~team member's~~ needs and ~~set-sets~~ expectations for work-life balance and ensures that they can continue to perform at a high level.

II. POLICY

- A. The parameters for a flexible workplace require compliance with the following State and Federal laws.
 - Fair Labor Standards Act
 - Worker's Compensation
 - Americans with Disabilities Act
- A. Considered on a case-by-case basis, alternative work arrangements are determined by management. They are not considered an employee benefit or entitlement and do not change the terms and conditions of employment.
- B. Flexible work arrangements may not be suitable or practical for all positions. They will be based on the operational needs of the City and the department, job functions, and responsibilities, without adversely affecting staffing, productivity, or levels of service.
- C. Approval, on an individual basis, ~~is made by the City Clerk or Mayor to whom the City Clerk reports~~ the employee's manager. The City Clerk ~~manager~~ is responsible for identifying the type, criteria, and details of alternative work arrangements, including feasibility, ~~and~~ duration (temporary, ongoing, rotational) within the department. They are also responsible for planning, documenting, and managing these

arrangements with clear expectations and communications regarding work productivity, attendance, and performance.

- D. The [City Clerkmanager](#) is responsible for determining eligibility and parameters for these arrangements, providing requisite staffing coverage, and meeting the needs of internal and external customers.
- E. Telecommuting is a privilege, which may be granted under appropriate circumstances ~~and job capacity~~ to employees without negative performance issues and in good standing. Each individual situation may be unique depending on the mission of the City, department needs, and an employee's role and responsibilities.
- F. In general, full-time exempt and non-exempt employees who have completed their probationary period may be eligible for alternative work arrangements, as determined by management per this policy. Other job-related factors such as attendance, performance, or disciplinary issues will be considered. While efforts will be made to provide reasonable notice (from supervisor to employee and vice versa) between supervisors and employees working these arrangements, they may be re-evaluated and subject to change with or without notice, depending on the circumstances. While this may be effective, valuable, and appropriate for some jobs, situations, and employees, it may not be for others.
- G. In general, telecommuting is limited to a maximum of 2 days per week or as determined by the [City Clerkmanager](#).
- H. Consistent with the City of Edgewood's expectations of information security for employees working at the office, telecommuting employees will be expected to ensure the protection of private or confidential information accessible from their alternate location/home office, in accordance with applicable legal requirements such as HIPPA and public records exemptions. Steps include the use of a locked file cabinet, desk, and regular password maintenance, and any other measures appropriate for the job and the environment. In compliance with Public Records law, all information produced is subject to public records requests.
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approved FMLA leave, or when otherwise needed as determined by [the City Clerk Management](#).

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- D. **Compensatory Time:** A voluntary process regulated by the Department of Labor; wherein under certain prescribed conditions, employees of State or local government agencies may receive compensatory time off, at a rate of not less than one and one-half hours for each overtime hour workworked, instead of cash overtime pay.
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- C. The request shall be reviewed and approved by the City Clerkdepartment head who will ensure compliance with applicable laws and City policies. A copy of the request with any related documents shall be placed in the employee's personnel file.
- D. An employee wishing to change or cancel an alternative work arrangement shall obtain written approval from the City Clerkdepartment head. Management may revoke the alternative arrangement at any time and for any reason.
- E. Normal timekeeping procedures must be followed, including review and approval of timesheets.

Created 2/22/2024



Telecommuting Agreement and Approval Form

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Employee agrees not to conduct in-person City business meetings with the general public at the telecommuting location unless authorized to do so by the [City Clerk department head](#) or Mayor.

The employee will apply city-approved safeguards to protect department records from unauthorized disclosure or damage. Work done at the alternate work site is considered official City business. All records, papers, and correspondence must be safeguarded and regularly returned to the official location. Automated, electronic or digital files are considered official records and must be protected from unauthorized use or disclosure. Phone contacts related to confidential information will be conducted in a private area.

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I further agree that I will comply with any and all additional information technology, equipment or security policies and requirements that may be imposed by the City at any time during the period that I have been authorized to telecommute.

In compliance with Public Records Law, I understand and acknowledge that all information produced is subject to public records requests.

Furthermore, I attest that my alternate location/home office has internet access and adequate work space lighting, ventilation, fire extinguishers, smoke detectors, seating, workspace and that I have adequate homeowner's/renter's insurance coverage.

The City of Edgewood has the right to cancel or suspend employee telecommuting privileges at any time, for any reason or for no reason.

Additional conditions agreed upon by the employee and supervisor are as follows:

Employee Telecommuting Information

Employee name: _____

Job title: _____

Department: _____

~~Supervisor~~ Manager: _____

Reason: _____

Current on-site work location: _____

Location where Telework will be performed: _____

Cell phone number where employee can be reached: _____

City email address: _____

Telework arrangement effective period: _____

Created: 2/22/2024

UNFINISHED BUSINESS



Date: April 8, 2024
To: City Council
From: Ellen Hardgrove, City Planning Consultant
Allen Lane, City Engineer
XC: Sandy Riffle, City Clerk
Brett Sollazzo, Administrative & Permitting Manager
Drew Smith, City Attorney
Re: Haven Oaks Remaining Compliance Issues: Underground Utilities/7 Feet Wide Sidewalk

As was discussed at March 26th Council meeting, there are two remaining compliance issues with the Haven Oaks subdivision: the requirement for underground utilities and a seven (7) feet wide sidewalk along Holden Avenue.

Staff met at the subdivision with representatives from Toll Brothers, Orange County, and Duke Energy on April 2nd which concluded with the following recommendation for compliance: **Retaining the four (4) utility poles at the east end and one (1) at the west end of the property and construction of the 7 feet wide sidewalk along the entire length, with the exception on two “pinch points” at either end of the property as shown on Exhibit A.**

The sidewalk at the west pinch point will be 6 feet wide; the sidewalk at the east pinch point will be 5 feet wide. The City Engineer recommends a handrail be installed at these pinch points. Orange County uses the FDOT standard for sidewalks, and when adjacent to a curb a minimum 6 feet in width is required. Handrail installation at the east pinch point will result in a sidewalk width of ±4’8” and 5’8” at the west end.

If Council supports modifying the Development Agreement to allow the 5 utility poles and the reduction of the minimum sidewalk width as shown on Exhibit A, Toll Brothers will replat the subdivision to dedicate parts of the Holden Avenue buffer to Orange County for right-of-way to accommodate the proposed sidewalk location.

The proposed sidewalk location will alleviate the complication of removing/moving the utility poles from the property and save a historic oak on the adjacent Randall property.

Staff recommends the following motion:

Approval of retaining the five utility poles along the subdivision’s Holden Avenue frontage and construction of a 7 feet wide sidewalk along the entire length with the exception of the two “pinch points” at either end of the property as shown on Exhibit A, with a handrail installed at the east and west pinch points where the sidewalk will be at or within 12 inches from the curb.

In addition, Staff recommends the motion include approval of reducing the minimum Holden Avenue Buffer width (30 feet) in order to dedicate portions for Holden Avenue right-of-way to Orange County to accommodate the sidewalk as shown on Exhibit A.

NOTES:

1. ALL BURIED UTILITIES AROUND THE NEWLY INSTALLED DUKE POLES SHALL BE FIELD VERIFIED PRIOR TO CONSTRUCTION TO ENSURE THERE ARE NO CONFLICTS WITH THE PROPOSED SIDEWALK LOCATIONS
2. ALL SIDEWALKS SHALL BE INSTALLED WITH A MAX. 5% LONGITUDINAL SLOPE AND 2% MAX. CROSS SLOPE

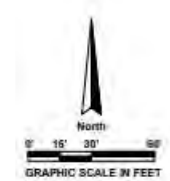
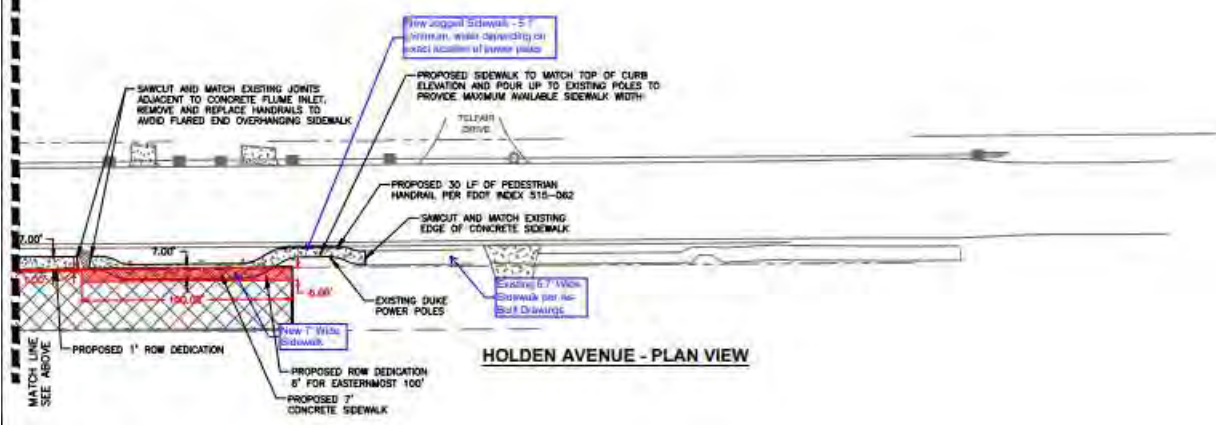
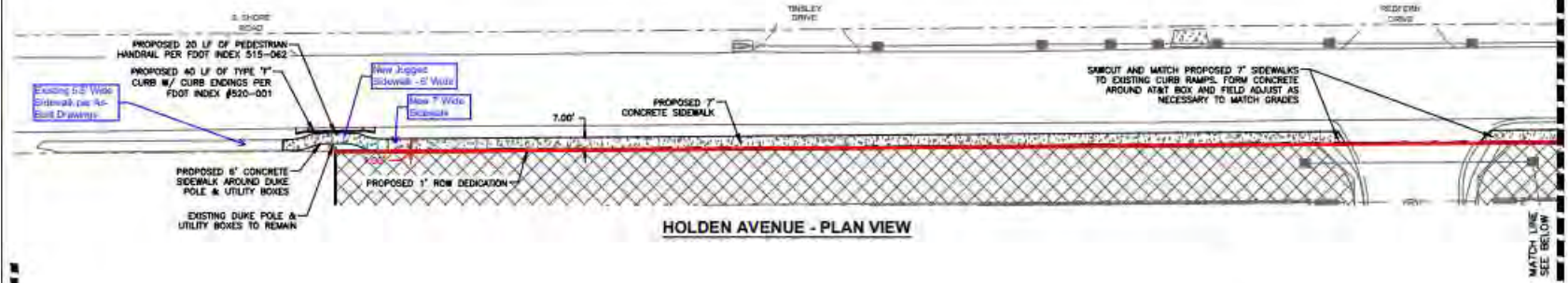


Exhibit A

NEW BUSINESS



Memo

To: Mayor Dowless, Council President Horn,
Council Members Chotas Lomas, Pierce, and Rader

From: Sandra Riffle, City Clerk

Date: April 10, 2024

Re: Review of City Contracts

The Charter, Section 411- Consultants, provides that a review of the following contracts is required:

Consultants for the city shall be appointed by the mayor subject to the confirmation by the council and shall serve at the pleasure of the city council. All consultants shall be appointed on an annual basis. Consultants shall include but not be limited to the following:

A. *Legal.* Legal consultants shall be an attorney (or firm) who shall provide legal advice to the council, represent the city in legal cases and provide legal services for the city as required.

SERVICE:	Legal – City Attorney
CONSULTANT/FIRM	Drew Smith Shepard, Smith, Kohlmyer & Hand, P.A.
2022/2023 BUDGET	\$68,500
FEES/CONTRACT AMOUNT	\$200.00 per hour Exclusive of costs (court costs, filing fees, taxes, recording fees, etc.)
TERMS	Serves at the pleasure of Council; Notice to terminate not required by City; however, SSK&H will give 30-days’ notice to terminate

SERVICE:	Legal – Code Enforcement Special Magistrate
CONSULTANT/FIRM	Jennifer Nix Garganese, Weiss, D’Agresta & Salzman
2022/2023 BUDGET	\$6,800
FEES/CONTRACT AMOUNT	\$170.00 hourly
TERMS	Serves at the pleasure of Council; however, GWD&S will provide not less than a 30 day notice to terminate.

B. Engineering. The engineering consultant (or firm) shall provide such engineering services that the council shall request.

SERVICE:	Engineering
CONSULTANT/FIRM	David Mahler, P.E., Allen Lane, P.E., and Jim Winter, RLA (Primary Engineers) CPH Engineering
2022/2023 BUDGET	\$20,000
FEES/CONTRACT AMOUNT	Maximum hourly rate is \$150.00, exclusive of costs
TERMS	3-year contract 9/7/2015 with 2-year automatic renewal. In 2018, the Council agreed to allow renewal automatically. The City can terminate without cause with 30-day written notice.

C. Accountant. An accountant (or firm) shall be retained for annual audits and other related work as deemed necessary by the council.

SERVICE:	Accounting (prepare monthly FS and accounting staff Lindsey Rock prepares the monthly financial statements and assists with annual audits (additional fees for this service) Beginning FY 2022/2023 City Hall staff transitioned to handle A/R and A/P and the weekly deposit.
CONSULTANT/FIRM	Lindsey Rock and Tammy Campbell McDermitt-Davis
2022/2023 BUDGET	\$22,000
FEES/CONTRACT AMOUNT	\$1700 monthly Additional services Billed: Partner \$285 Manager \$175 Bookkeeper \$85.00 (Lindsey)
TERMS	Letter of engagement 2021. Is extended by mutual agreement

SERVICE:	Audit Services
CONSULTANT/FIRM	Yvonne Clayborne, Carr, Riggs & Ingram CPAs and Advisors (CRI)
2022/2023 BUDGET	\$27,600
FEES/CONTRACT AMOUNT	Other costs built in, i.e. Local Highway Finance Report, information for the City Clerk
TERMS	Letter of engagement 2022. Is extended by mutual agreement

D. *Other.* As the circumstances require, the council may retain consultant services from a recognized authority or firm.

SERVICE:	City Planner
CONSULTANT/FIRM	Ellen Hardgrove, AICP
2022/2023 BUDGET	\$54,000
FEES/CONTRACT AMOUNT	\$125 hourly
TERMS	By mutual agreement

SUMMARY:

Overall, city staff continues to have good relations with all consultants and appreciate the assistance that is provided to staff in maintaining and meeting the expectations of the day-to-day operations of our respective departments.

GENERAL INFORMATION

CITIZEN COMMENTS

BOARDS AND COMMITTEES

STAFF REPORTS

City Attorney Smith

Police Chief DeSchryver

**Edgewood Police Department
City Council Report
March 2024**

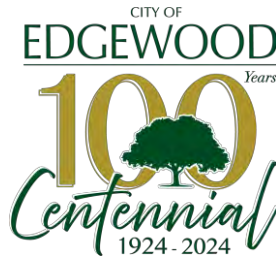
	February	March
Residential Burglaries	0	0
Commercial Burglaries	0	0
Auto Burglaries	1	1
Theft	3	1
Assault/Battery	0	2
Sexual Battery	0	0
Homicides	0	0
Robbery	0	0
Traffic Accident	13	13
Traffic Citations	110	90
Traffic Warnings	118	166
Felony Arrests	3	1
Misdemeanor Arrests	0	0
Warrant Arrests	3	0
Traffic Arrests	3	0
DUI Arrests	1	0
Code Compliance Reports	27	24

Department Highlights:

- On March 13 and 14, First Class Officer Chris Meade attended a mandated FDLE firearms training course. This course will allow Officer Meade to train our officers on the new standards to qualify with their firearms.
- During March, Evidence Technicians Stacey and Haymee worked on organizing the evidence room, verifying/packaging 8 large boxes of evidence and property for incineration disposal, and passed an inspection of the evidence room.
- On March 27 and 28, Officer/IT Administrator Scott Zane attended the Sunshine Cyber Conference to keep the City and Police Department up to date, compliant, and in the know of the new IT regulations and standards.
- Received notification we passed our FDLE Criminal Justice Information Audit (CJIS) audit. Officer Scott Zane was instrumental in ensuring we passed the audit and was recognized by the auditor for his work.
- From March 25 through March 27, Officers Simmons, Barreto, and Tejada attended DUI training. During this training, they get to work with officers who are highly experienced with DUI's, learn the newest case laws, witness DUI enforcement first hand, and perform field sobriety tests on actual intoxicated persons (known as a wet lab).

Reporting Dates: March 1st – 30th

City Clerk Riffle



Memo

To: Mayor Dowless, Council President Horn,
Council Members Lomas, Rader, and Steele

From: Sandra Riffle, City Clerk

Date: April 12, 2024

Re: Fiscal Year 2024-25 proposed TRIM calendar

The following is the proposed TRIM calendar for the City's 2020/2021 fiscal year. Please review the dates and let me know if there are any conflicts with the meeting dates. If necessary, I will find alternative days as they comply to the parameters set by TRIM.

With the Council's approval, I will send calendar invitations for the workshops and hearing dates to the Council and staff members.

2024/2025 FY TRIM CALENDAR

June 1, 2023	OCPA provides the total assessed value of the nonexempt property.
Tuesday, June 18, 2023 at 6:30 pm Regular City Council Meeting	Approve Non-Ad Valorem Assessment at City Council Meeting
July 1, 2023	OCPA certifies the preliminary taxable value (TA) on <i>Certification of Taxable Value</i> (Form DR-420).
Wednesday, July 10, 2024 at 6:00 pm	FY 2024-25 First Budget Workshop
Tuesday, July 16, 2024 at 6:30 pm Regular City Council Meeting	Set tentative millage rate, set a public hearing date for final millage, and proposed FY 2024-25 budget.
Thursday, August 1, 2024 at 6:00 pm	FY 2024-25 Second Budget Workshop
Thursday, August 15, 2024 at 6:00 pm	FY 2024-25 Third budget Workshop (If needed)
Friday, August 23, 2024 (no later than 55 days after certification of value)	OCPA mails out the Notice of Proposed Property Taxes OCPA mails out the Notice of Proposed Property Taxes
Mon, September 9, 2024 at 6:30 pm Special Council Meeting (must be held between Sept 3-18)	Public hearing/adoption of the tentative budget & proposed millage; (cannot be held on BCC hearing dates of 9/7 & 9/21 or OCPS hearing dates of 7/31 & 9/10)
Tues., September 17, 2024 at 6:30 pm FINAL HEARING/Regular Council Mtg. (must be held within 2-5 days after advertisement) (Sept 15 – Sept 18)	Final public hearing/adoption of millage & budget; (cannot be held on BCC hearing dates 9/7 or 9/21 or OCPS hearing dates of 7/31 & 9/10)

Notes:

This calendar is subject to change. Any changes will be posted on the City's website at www.edgewood-fl.gov/news.

Tammy Campbell with McDirmit Davis will be on vacation 7/15-7/19.

MAYOR & CITY COUNCIL REPORTS

Mayor Dowless

Council Member Lomas

Council Member Rader

Council Member Steele

Council President Horn

ADJOURN