



**CIVIL SERVICE COMMISSION
MEETING AGENDA**
Wednesday, April 30, 2025 at 4:00 PM
Commission Chambers, 300 Municipal Drive,
Madeira Beach, FL 33708

This Meeting will be televised on Spectrum Channel 640 and YouTube Streamed on the City's Website.

1. CALL TO ORDER

2. ROLL CALL

3. PUBLIC COMMENT

Public participation is encouraged. If you are addressing the Civil Service Commission, step to the podium and state your name and address for the record. Please limit your comments to three (3) minutes and do not include any topic on the agenda. Public comment on agenda items will be allowed when they come up.

4. APPROVAL OF MINUTES

[A.](#) 01-29-2025, Civil Service Commission Meeting Minutes

5. PRESENTATION

[A.](#) Gehring Group Project Update

6. HR REPORT

[A.](#) HR Report - April 2025

7. NEW BUSINESS

[A.](#) City of Madeira Beach Safety and Accident Prevention Manual

[B.](#) Building Department 2023 Policies and Procedures Manual

[C.](#) Public Works Department Policy and Procedures Manual

[D.](#) Municipal Marina Policies and Procedures Manual

8. OLD BUSINESS

FUTURE AGENDA ITEMS & PROGRESS REPORT

9. NEXT MEETING

Next meeting is scheduled for Tuesday, August 5, 2025, at 4:00 p.m.

10. ADJOURNMENT

One or more Elected or Appointed Officials may be in attendance.

Any person who decides to appeal any decision of the Civil Service Commission with respect to any matter considered at this meeting will need a record of the proceedings and for such purposes may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. The law does not require the minutes to be transcribed verbatim; therefore, the applicant must make the necessary arrangements with a private reporter or private reporting firm and bear the resulting expense. In accordance with the Americans with Disability Act and F.S. 286.26; any person with a disability requiring reasonable accommodation to participate in this meeting should call City Clerk Clara VanBlargan at 727-391-9951, Ext. 231 or 232 for email a written request to cvanblargan@madeirabeachfl.gov.



MINUTES
CIVIL SERVICE COMMISSION
MEETING
JANUARY 29, 2025
4:00 P.M.

The City of Madeira Beach Civil Service Commission meeting was scheduled for 4:00 p.m. on January 29, 2025, in the Patricia Shontz Commission Chambers at City Hall, located at 300 Municipal Drive, Madeira Beach, Florida.

MEMBERS PRESENT: Jerry Cantrell, Chair
 Paul Tilka
 Judithanne McLauchlan
 James Paul
 Clara VanBlargan, Ex-Officio Secretary

MEMBERS ABSENT: None.

CITY STAFF PRESENT: Robin Gomez, City Manager
 Megan Powers, Assistant to City Manager/HR Staff
 Attorney Rob Eschenfelder, Trask Daigneault, L.L.P.

1. CALL TO ORDER

Chair Jerry Cantrell called the meeting to order at 4:00 p.m.

2. ROLL CALL

City Clerk Clara VanBlargan called the roll. All were present

3. PUBLIC COMMENT

There were no public comments.

4. APPROVAL OF MINUTES

A. 2024-09-24, Civil Service Commission Meeting Minutes

Commissioner Paul motioned to approve the minutes as written. Chair Cantrell seconded the motion.

ROLL CALL:

Commissioner Paul	"YES"
Chair Cantrell	"YES"
Commissioner McLauchlan	"YES"
Commissioner Tilka	"YES"

The motion carried 4-0.

5. NEW BUSINESS

A. Appointment of Chair

Chair Cantrell said he would like to continue serving as the Chair.

Commissioner McLauchlan motioned to appoint Jerry Cantrell to serve as the Chair. Commissioner Paul seconded the motion.

ROLL CALL:

Commissioner McLauchlan	"YES"
Commissioner Paul	"YES"
Commissioner Tilka	"YES"
Chair Cantrell	"YES"

The motion carried 4-0.

B. Appointment of Vice Chair

Chair Cantrell motioned to appoint Judithanne McLauchlan to serve as the Vice Chair. Commissioner Paul seconded the motion.

ROLL CALL:

Chair Cantrell	"YES"
Commissioner Paul	"YES"
Commissioner Tilka	"YES"
Commissioner McLauchlan	"YES"

The motion carried 4-0.

C. Establishing 2025 Quarterly Meeting Schedule

The Civil Service Commission scheduled the following meetings:

- Wednesday, April 8, 2025, at 4:00 p.m.
- Tuesday, August 5, 2025, at 4:00 p.m.

January 29, 2025, Civil Service Commission Meeting Minutes

Page 2 of 11

- Tuesday, October 14, 2025, at 4:00 p.m.

Chair Cantrell asked that they discuss Item 8. A. Draft Personnel Policy first, then the HR Report and the Gehring group project report. The Commission consented.

8. OLD BUSINESS

A. “Draft” Madeira Beach Personnel Policy 2024 (edits through September 24, 2024, CSC Meeting) (Ordinance 2025-01)

Chair Cantrell said they did not have time to look at the employee comments. They were not received until now. From the beginning, working on the draft document they asked for comments from staff or people regarding any issues or other things that needed to be addressed. The concerns should not be dismissed but now is not the time to look at them. The Civil Service Commission had approved the document going forward to the Board of Commissioners.

City Manager Robin Gomez reminded the Civil Service Commission that the personnel policy first comes to him before going to the Board of Commissioners.

Chair Cantrell asked for comments from the Commission on the personnel policy before moving it forward.

Chair Cantrell asked if the entire Civil Service Commission needed to be at the meeting when bringing it forward to the Board of Commissioners. Should they be present as a group or have someone from the Commission to represent them? The City Manager said they could have a joint workshop with the Board of Commissioners. Their next meeting is on Wednesday, February 26, at 6:00 p.m.

The Civil Service Commission scheduled the Board of Commissioners Joint Workshop Meeting with the Civil Service Commission on Wednesday, February 26 at 4:00 p.m.

Chair Cantrell asked if there was anything the Civil Service Commission needed to be aware of before taking the policy to the Board of Commissioners. The City Manager said no. The City Clerk said if there are any updates to the policy, the City Manager will provide it at the joint workshop.

Attorney Eschenfelder said they needed to be aware that on Page 52, VII. Leaves of Absence, Section A, Vacation Leave, in Paragraph 9, it says that the opportunity to receive a one-time payout of accrued leave is January 1, 2025. They are past that date. The City Manager said to change the date to July 1, 2025.

Attorney Eschenfelder recommended that they approve their version of the policy with the additional change. Commissioner McLaughlan made the first motion and it was seconded by Commissioner Tilka.

ROLL CALL:

Vice Chair McLauchlan	“YES”
Commissioner Tilka	“YES”
Commissioner Paul	“YES”
Chair Cantrell	“YES”

The motion carried 4-0.

The City Manager said that they would bring up the comments from staff at the workshop.

7. GEHRING GROUP PROJECT UPDATE

John Muller, with Gehring Group Risk Strategies, said they are working to complete the salary benchmarking and compensation study. He explained the following on the presentation slides:

Methodology & Approach:

- Held a discovery meeting to confirm understanding of project goals, scope, and deliverables.
- The purpose was to understand the job market in which Madeira Beach competes
- Completed an overall assessment of the job descriptions to be benchmarked
- Defined and obtained data from various entities, including Treasure Island, Belleair Bluffs, Dunedin, Seminole, Tarpon Springs, and Clearwater.

Mr. Muller said Madeira Beach was sort of in a unique situation: very close to some heavily populated areas, much larger budgets, and closer to some smaller entities with one to five people working there. They have diligently defined that market and what entities to compare Madeira Beach against. Before completing the comparison, they did an overall assessment to benchmark for the study. It included sending out a job audit tool to all employees of the City to get their feedback on what they actually do in their roles. Only about 25 to 27 employees completed it. They are working to send out the survey tool again to get more feedback.

Chair Cantrell said they had asked them to meet with the employees and learn their duties. He is concerned that they completed the overall assessment of the job descriptions to be benchmarked because he heard they did not meet with the employees. Instead, the employees received an emailed survey and were given five days to complete it. He would like to know the questions and have a copy. Mr. Muller said he would love to show the questions, but they went through an IT migration and lost the questions. He is working to rebuild the form. There were about 40 questions, and some were regarding physical requirements. He recalled a few of the questions that he stated. Chair Cantrell said some employees perform other duties outside their job description.

Chair Cantrell said if they are trying to standardize the job descriptions, were the employees given a stem chart to identify specific things related to different types of jobs to keep the target where they need to be and give guidance? Mr. Muller said they were not given anything to follow. They build the tool, so it is not specific to one position. They are asked for the five to seven functions they most routinely perform. They want to know the job's main function so they can benchmark

the job. If somebody is doing something outside their scope, they cannot say it is relevant to the job they are benchmarking against.

Chair Cantrell said some employees do multiple tasks and may not always be specific to one job. It is just the function within the City. Mr. Muller said what he would suggest in those situations as they finish up the overall benchmarking, which they are almost done, they will sit down with the City team and if there are positions that they need to be made aware of that need to be looked at a little differently because some of the other functions they perform, they can certainly do that. Chair Cantrell said that based on some of the information he received from day-to-day conversations with employees, the survey questions were not specific to them. If not, they must ensure those 27 employees can give more data. He is concerned about that and asked if there was a way to look at it. He would like to see the questions. The City Manager said they would provide them. Chair Cantrell said they need to see them quickly. The Civil Service Commission had asked the Board of Commissioners to spend \$40,000, so they needed to see what happened there. Ms. Powers said the employees will all be allowed to take the survey again. Chair Cantrell said he wanted to ensure that what they asked was happening. One of the questions he heard was how many times they must step away from their desks. He wants to see the questions to know what was asked.

Chair Cantrell asked about the percentiles and what they mean and represent. Mr. Muller said that when they do the benchmarking, they look at the market's 50th, 65th, and 75th percentiles. For example, for the Building Official, it shows the current annual and current maximum of what the individual is being paid. Looking at the 50th percentile, you see all the other entities benchmarked against. At the 50th percentile, the minimum salary for that position is \$93,960, and the maximum salary for that position is \$147,633.90. If they benchmark 10 entities on that job, the 50th percentile would be the dead smack salary in the middle. It is not an average but the percentile. It is related to competitiveness in the market. They are benchmarking all the positions, developing the percentiles, and will meet with the staff again to determine which percentile they want to utilize when they build out the new pay grades. With the Building Official individual, they are competitive with the 50th percentile, the 60th percentile, and the 75th percentile of the market. That is an idea of what they have been doing thus far. They should be done with benchmarking within the next couple of weeks, and then they should review that data and findings with the City and propose new pay grades based on those findings. Then, they will do a compression analysis once they agree on the new pay grades. They look at the current salaries of everyone working for the City, how many years they have been in that job, not how many years they have been with the City, but how many years they have been in that job classification; they run an analysis to see, not only do they need to be brought up to a new minimum, but where they should fall in that new pay range. If they have someone there for 10 years, they will move up into the range, likely to some degree to consider market issues. If you hired somebody in that same role in the last year, there is a good chance the person that was brought in was brought in at a high enough rate that you are getting that compression with the employee that has been there longer. One of the final things they look at is reviewing all the job descriptions again, and they reconfirm the FLSA status. For those who do not know, the new salary threshold for the Fair Labor Standard Acts between exempt and non-exempt did not go into effect, so they do not have that to worry about. However, they look to ensure that people are categorized in the right jobs as exempt from overtime or non-exempt and eligible for overtime. They anticipate completing it within the next two or three weeks.

The City Clerk asked if an employee who had been doing the job for 40 years at another City and had been with this City for six months would receive a salary based on six months or on years of experience in what they do and are certified. Mr. Muller said they are not looking at how long the person has been in that job somewhere else but looking at how long they have been in that job with the City because when a hiring decision is made on the person, slotting them appropriately in the salary range is what should take place at that time when you bring somebody on. They should be awarded for their experience level when hired by the City.

Chair Cantrel asked about Code Compliance III. If the person has been with the City for six months and has 20 years of experience when hired, the minimum salary is currently \$44,000. They may have been hired at \$60,000. Looking at the 50th percentile, which would be \$52,000, do they look at the new salary range and adjust it accordingly based on the old salary range for compression? Mr. Miller said they would be looking at their current salary and years in that job classification with the City. For example, if somebody makes \$60,000 with the City in the Code Compliance III role and has been there for six months, the minimum salary range would be \$52,595.40 and \$80,464.70. That person is likely not going to experience any compression. That is why they always say that when they do that type of study, everybody automatically assumes they are all getting a raise, which is not necessarily the case.

The City Clerk asked if they have different positions and are in the same salary range; some positions do not require certifications, and others do before they start with the City. The City Manager said that this is the reason for the salary range for the different groups, and that it is a budget issue. What someone will be paid is determined at the point of hiring based on certifications and educational requirements. Years of service are considered at the time of hiring. They would need an adequate comparable salary, which is part of why the firm asks for everything related to the job. Now, two positions require certification, including the City Clerk position, which is a charter officer, and the engineer position. They haven't put a requirement in place, but they will put in the requirement that they must have a professional engineering license because the position is classified as a community development engineer. Attorney Eschenfelder said a Florida Statute says you are not allowed to call yourself an engineer unless you have an engineering license.

The City Manager said all charter officers should have a separate employment agreement. The City Clerk said the city charter stipulates which charter officers are contracted: the city attorney and the city manager.

Attorney Eschenfelder said every single employee has an employment agreement. It had been proposed that the department heads and the Clerk receive separate written contractual agreements. They would need to discuss that further because when hired, they are offered a wage, and they know what the benefits are, etc. They serve at their will and pleasure. It is not like a regular employee. He does not see the need for separate employment agreements, and when you start doing one-off employment agreements, going that far down the chain, it creates issues. He just worked with one of their other clients to get out from under a bunch of director contracts done under a prior manager. The City Clerk has an employment agreement: if she comes to work, she gets paid. She does not get paid if she chooses not to come into work. They do not need a separate

piece of paper saying they have an employment agreement. Everybody who is hired at the City has an employment agreement. Commissioner Paul said the agreement can be verbal. Ms. Powers said everyone signs an offer letter, which is an agreement.

The City Manager said if they wanted to incorporate what the City Clerk stated about requiring a certification, they did not consider that when they did the pay plan until recently. They do not necessarily need a specific employment agreement to make that stipulation. Attorney Eschenfelder said the certification is typically stipulated in the job description as a minimum requirement, not in an employment agreement. You say a license or certification is preferred if it is not required. If not required, when recruiting, if one has it and the other does not, you offer more money to the one with it.

The City Clerk said that before 2019, it was basically like that, with the City Clerk position. The job description would say the certification was preferred. In 2018, the voters passed a charter amendment, making the City Manager a charter officer and the City Clerk to be appointed based on executive, professional, and administrative qualifications, and the actual experience and knowledge, and to be a certified municipal clerk coming in the door. That requirement is now in the City Charter. Attorney Eschenfelder said the reality is that with public management they want to recruit the best people, including from other parts of the country and so forth, so that class of persons will want certain additional benefits due to their reputation, etc., including an employment agreement if they get their head chopped because they are politically exposed like no one else is. That is why the top CEO gets a separate written agreement, but it is unnecessary for anyone else.

The City Clerk said she was master certified when she was hired (2017), and now they have a higher level of professional certification for city clerks to obtain. She will graduate with that in October. It made her feel good that she was one of 27 city clerks from Florida chosen to take the professional certification course in the program's first year.

6. HR REPORT

The HR Report was given after Item 7. Gehring Group Project Update.

Megan Powers, Assistant to the City Manager, gave the HR Report and responded to questions and comments.

Attorney Eschenfelder asked about a stipend for personal phone usage. Ms. Powers said they offer a City cell phone for people, and a monthly stipend is given to those who prefer to use their phone. They would be required to understand the law regarding public records. The City Manager said they would be approved based on signing a form stating they must comply with the public records laws. Attorney Eschenfelder said he helped them convert over to a stipend when he was with Manatee County. If they do that, employees must understand the public records laws they must follow.

8. OLD BUSINESS CONTINUED

Agenda Item 8. A, The new employee handbook was discussed first on the Agenda.

B. Ordinance 2025-02, Amendment to Civil Service Commission Duties and Responsibilities

Chair Cantrell reviewed the item and said the ordinance was formerly Ordinance 2024-07. He does not want to make decisions on it today until he has an opportunity to read back over his notes. Attorney Eschenfelder said the three ordinances must move forward as a package because the personnel policy relies on the changes. He suggested they discuss them at the joint meeting with the Board of Commissioners on February 26. Chair Cantrell said the rules are not part of the personnel policy.

Chair Cantrell said if there is an appeal and it goes to the special magistrate for a decision, how would they ensure the findings from the special magistrate get reported back to the Board of Commissioners? Attorney Eschenfelder said there is a process in Ordinance 2025-03 procedures, the hearing officer ordinance, Section 2-134, Review by the Civil Service Commission. If they also want a copy of the hearing officer's order to go to the Board of Commissioners, he will add it to subparagraph (e) in that section.

Chair Cantrell said he would like to address Section 2-127, Appointment and Membership, in Ordinance 2025-02, Amendment to Civil Service Rules and Procedures. He would like November changed to October or as soon thereafter as possible. Everyone agreed with the change.

Referring to paragraph (5) in Section 2-127, Chair Cantrell asked about the specialized labor or employment counsel. Attorney Eschenfelder said their law firm currently represents the Civil Service Commission. A future Civil Service Commission could change that and hire a different attorney. If there were ever a case where management wanted legal representation to help them present a quasi-judicial case, he would have to pick which to represent and get someone else to prosecute it.

Mr. Paul said that in paragraph 7 of Section 2-127, the new redlined language in the second sentence said the Civil Service Commission may render the written recommended order. He asked if the word "recommended" was correct. Attorney Eschenfelder said he would remove the word.

Mr. Paul said he was trying to figure out the difference between (a), (b), and (c) in Section 2-129. They all talk about classifications and pay plans. Chair Cantrell asked if they could add a rule that said they would work with the City Manager and relevant human resources staff regarding job descriptions.

Chair Cantrell said it was important that the Civil Service Commission provide a report to the Board of Commissioners to inform them of what is being addressed, what is being worked on, and what has been accomplished. It would be nice if the Chair or a designee provided that report semi-annually. Mr. Paul suggested adding the words "or reports" in Sections 2-128, paragraph (c), making the first sentence read, "The civil service commission, by majority vote, make

recommendations or reports to the city on any matter within the scope of its jurisdiction. Vice Chair McLauchlan suggested adding it to paragraph (d), Written Records, instead.

Attorney Eschenfelder suggested adding, in addition to those in Section 2-129, a subsection on “job descriptions, policies, and procedures, and such other duties as set forth in the city charter” and a paragraph about the Civil Service Commission may submit an annual report to the Board of Commissioners outlining the Civil Service Commission’s work for the preceding year.”

Chair Cantrell said he would prepare an annual report. Attorney Eschenfelder said he would send it to the City Clerk to add to the agenda for them to adopt, and it would then become an annual report. The City Manager will add an item to the Board of Commissioners agenda and present it.

The City Clerk offered to prepare the annual report for them to review each year. Chair Cantrell said that would be a good idea. What they have accomplished as a group in the last year brings them a long way ahead of the last four years.

C. Ordinance 2025-03, Hearing Officer ordinance

Chair Cantrell said Attorney Eschenfelder will add a subsection in Section 2-134 stating that the Board of Commissioners will receive a copy of the hearing officer’s order.

Attorney Eschenfelder reviewed the ordinance and responded to questions and comments.

Mr. Paul asked if the word “manager” throughout the ordinance meant city manager. Attorney Eschenfelder confirmed. Mr. Paul said it should all be changed to “city manager” so it is consistent throughout to avoid confusion.

Attorney Eschenfelder said the three ordinances will be discussed at the February 26th joint workshop.

Attorney Eschenfelder left the meeting at 5:50 p.m.

Chair Cantrell asked if the personnel policy addressed the hearing officer who was to be appointed. They have to be appointed if it goes to an appeal. Ms. Powers said she believed so. Chair Cantrell said they would have to change the personnel policy if they had to change something in the ordinance.

Mr. Paul said if there were a way to cross-reference the ordinance in the personnel policy, they would not have to readopt it. Chair Cantrell asked for an email to be sent to Attorney Eschenfelder about it.

Vice Chair McLauchlan asked if the hearing officer's order would be private or public. The City Manager said it would be a public record. Ms. Powers said they would redact any exempt or confidential information if it were a firefighter. Mr. Paul said it would be any demographic information, such as personal identifying information.

Vice Chair McLauchlan asked about the cost of a transcript and asked who would pay for it if someone wanted a court reporter to transcribe. Ms. Powers said it would be recorded if it were held in the Chamber. The meeting is not transcribed verbatim. The City Clerk said it states in the ordinance that a court reporter will do the transcript. The special magistrate orders it. Mr. Paul said the City would pay for the court reporter if a transcript were added to the proceedings. The employee would pay for the written transcript, which could cost between \$200 and \$400, depending on how complex the hearing is. If the employee appealed and were successful, the cost would be reimbursed to them. If they failed in their appeal, the cost would not be reimbursed. If they agree with an employee on appeal, the City could put certain things in there that they want to happen for the employee to be reimbursed. They could modify or change the recommended order however they want, and that would be a monetary award or reimbursement for expenses that could be included.

FUTURE AGENDA ITEMS

The Civil Service Commission reviewed the future discussion items and updated the list:

- A. Ordinance 2025-02, Civil Service Commission Rules – *review after personnel policy is adopted* Ordinance 2025-01)
- B. Ordinance 2025-03, Special Magistrate Ordinance regarding Grievance Hearings (Ordinance 2025-03) – *review after personnel policy is adopted*
- C. Implementation Process for making sure that all Rules, Regulations, and Procedures of the Employee Personnel Policy are working and are followed by everyone (City Charter, 5.7, C, 8) – *address in Civil Service Commission rules*
- D. Department Specific Rules – *review after personnel policy is adopted*
- E. Employee Satisfaction Surveys – *review after personnel policy is adopted*
- F. Separation Survey – *review after personnel policy is adopted*
- G. HR Director Position – *address after personnel policy is adopted*
- H. New Job Descriptions Format – *review after personnel policy adopted*
- I. Offer Letter – *review after personnel policy is adopted*
- J. City's Appeal Form – *review after personnel policy adopted*
- K. Safety Manual – *review after personnel policy adopted*

7. NEXT MEETING

Wednesday, April 8, 2025, at 4:00 p.m.

8. ADJOURNMENT

The meeting was adjourned at 6:16 p.m.

ATTEST:

Jerry Cantrell, Chair

Clara VanBlargan, City Clerk/Secretary Ex-Officio

DRAFT

Madeira Beach

Classification & Compensation Study Report

2025

Overview

- Review project methodology and approach
- Discuss findings
- Present Risk Strategies' recommendation for pay plan and compression analysis
- Review financial impact on employees and City, including total cost to implement study effective 10/1/2025

Methodology & Approach

- Held discovery meeting to confirm understanding of project goals, scope, and deliverables
- Completed an overall assessment of the City's current pay plan
- Reviewed current job descriptions along with feedback from employees
- Benchmarked 61 job classifications provided by the City against data provided by 14 entities, including:
 - Treasure Island
 - St. Pete Beach
 - South Pasadena
 - Dunedin
 - Seminole
 - Belleair Bluffs
 - Oldsmar
 - New Port Richey
 - Tarpon Springs
 - Pinellas County
 - Polk City
 - Safety Harbor
 - Clearwater

Methodology & Approach

- Reviewed the benchmark data with the City at the 50th, 65th, and 75th, percentiles for each classification
- Reviewed final benchmarks with City Manager and Assistant to the City Manager
- Developed new pay ranges for each classification based on the 65th percentile of the market data
- Performed FLSA testing for each classification
- Provided consolidated pay plan with benchmark results to the City
- Conducted a compression analysis for all employees based on current classification, time in classification, and current pay

Review & Findings

- City's current pay ranges fell somewhere between the 50th and 65th percentile of the market data
 - Based on this, 65th percentile used to construct new pay plan
- Several entities did not have comparable data for all positions based on size, services provided, etc.
 - Safety Harbor conducting a pay study
 - Positions that had limited comparable data were placed in pay plan based on review and internal equity
- Accountant, Senior Mechanic, HR, Finance, Marina, and Parking Enforcement positions discussed with City Manager and Assistant to City Manager

Compression Analysis

- 18 employees below the minimum of new pay ranges
 - Total cost: \$37,667
- 1 employee above the maximum of the new pay ranges
- Compression cost: \$89,257
- Total financial impact to the City to implement: **\$157,360**
 - Cost includes pension, FICA, and WI paid by the City
 - Cost without employer benefits: \$126,924
- 31 employees impacted by the study

POSITION TITLE	DEPARTMENT	FLSA (E/NE)	Pay Grade	Minimum	Mid	Maximum
				\$25.00		\$25.00
Recreation Bus Driver Part Time	Recreation Department	NE				
PG 1			PG 1	\$36,784.05	\$48,542.89	\$60,301.72
Stormwater Technican I	Stormwater/ Streets	NE		\$17.68	\$23.34	\$28.99
Public Works Technician	Public Works	NE				
Recreation Leader I	Recreation	NE				
Public Works Grounds Maintenance Worker I	Public Works	NE				
Sanitation Worker	Sanitation	NE				
Code Compliance I	Building Department	NE				
Marina Attendant	Marina Attendant	NE				
Recreation Grounds Maintenance Worker I	Recreation	NE				
Parking Enforcement Officer	Parking	NE				
PG 2			PG 2	\$43,000.00	\$56,475.00	\$69,950.00
Recreation Leader II	Recreation	NE		\$20.67	\$27.15	\$33.63
Front Desk Administrative Assistant	City Manager's Office	NE				
Adminitrative Assistant	General, Various	NE				
Records Clerk Administrative Assistant	City Clerk's Office	NE				
Mechanic	0	NE				
Permit Clerk Full Time	Building Department	NE				
Programs Coordinator	Community Development	NE				
Senior Grounds Maintenance Worker	Public Works	NE				
Code Compliance II	Building Department	NE				
Senior Marina Attendant	Marina	NE				
Senior Parking Enfrocement Officer	Parking Department	NE				
Senior Storm Water Technician	Stormwater/ Streets	NE				
Senior Sanitation Worker	Sanitation	NE				
			PG3	\$47,588.11	\$62,800.70	\$78,013.29
Certified Permit Technician	City Manager's Office	NE		\$22.88	\$30.19	\$37.51
Recreation Leader III	Recreation	NE				
Senior Administrative Assistant	Various	NE				
Operations Coordinator	Building Department	NE				
Planner I/ Planning Technician	Community Development	NE				
Payroll/ Financial Coordinator	Finance	NE				
Code Compliance Officer III	Building Department	NE				
			PG4	\$55,202.20	\$72,848.81	\$90,495.41
Accountant	Finance	E		\$26.54	\$35.02	\$43.51
Marina Supervisor	Marina	E				
Executive Assistant to the City Clerk	Office of the City Clerk	E				
Executive Assistant to the Fire Chief	Fire Department	E				

Office Manager		E				
Human Resources Generalist	Human Resources	E				
Sanitation Supervisor	Sanitation Supervisor	E				
Broadcast Technician and IT Coordinator	City Manager's Office	E				
Sanitation Lead Mechanic	Central Services	E				
Stormwater Supervisor	Public Works	E				
Parking Enforcement Supervisor	Parking	E				
Public Works Grounds Maintenance Supervisor	Public Works	E				
Recreation Grounds Maintenance Supervisor	Recreation	E				
Planner II/ III	Community Development	E				
Recreation Supervisor	Recreation	E				
			PG5	\$64,034.56	\$84,504.62	\$104,974.68
Long Range Planner	Community Development	E		\$30.79	\$40.63	\$50.47
Marina Manager	Marina Manager	E				
			PG6	\$74,280.90	\$98,025.77	\$121,770.63
Assistant to City Manager	Office of the City Manager	E		\$35.71	\$47.13	\$58.54
			PG7	\$88,191.32	\$116,383.62	\$144,575.93
Senior Mechanic		E		\$42.40	\$55.95	\$69.51
Assistant Financial Director	Finance	E				
Community Development/ Planning Engineer	Community Development	E				
Deputy Chief	Fire	E				
Fire Marshal	Fire	E				
			PG8	\$102,301.93	\$135,005.00	\$167,708.08
City Clerk	Office of the City Clerk	E		\$49.18	\$64.91	\$80.63
Building Official	Building Department	E				
Recreation Director	Recreation Director	E				
HR Director	HR Director	E				
Community Development Director	Community Development Director	E				
Fire Chief	Fire Department	E				
Public Works Director	Public Works	E				
Finance Director	Finance	E				

Madeira Beach - Job Assessment Tool

Please completed all fields relative to your job duties and responsibilities

* Required

1. Position Title *

Enter your answer

2. Department *

Enter your answer

3. Current Pay Range *

Enter your answer

4. From what positions would you recruit/promote employees to fill this position?

Enter your answer

5. What positions within the organization represent a typical promotional opportunity to which an employee in this position could aspire?

Enter your answer

Item 5A.

6. List other titles in the organization that have the same/similar work assignments as this position (i.e. these positions could/would be interchangeable in your operations):

Enter your answer

7. What is the purpose of your position?

Enter your answer

8. Does your role supervise employees?

☐ Yes

☐ No

9. If yes, how many?

Enter your answer

10. Please list the titles of any direct subordinates.

Enter your answer

Item 5A.

11. What non-supervisory authority does your position have over other co-workers, if any (i.e. senior/lead positions)?

- ☐ Instructing/Training
- ☐ Assigning/Reviewing work
- ☐ Coordinating team activities
- ☐ Disciplining
- ☐ Other

12. Describe the 5-7 most important **functions** that this position will perform - most job tasks can be grouped into 5-7 main functions.

Enter your answer

13. For each essential function identified above, please describe the specific job duties (tasks) and responsibilities that will be performed in order to carry out the function.

Enter your answer

14. List below the type(s) of machinery and/or equipment that will be used or serviced in the performance of work. (Examples: personal computer, computer terminal, printer, typewriter, tractor, dump truck, air conditioner, dialysis machine, drill press, offset press, etc.)

Beside each machine or piece of equipment list, describe the purpose for which its used or serviced. Briefly specify what needs to be done with it. (Examples: operate it, repair it, maintain it, etc.)

Enter your answer

15. **Decisions/Judgement:** Give three (3) examples of decisions required that have the biggest impact on the work of this position, the work of the division/department, or the organization as a whole.

Enter your answer

16. **Regulations/Guidelines Utilized:** Describe any laws, rules, regulations, standards, and/or guidelines that govern work of this position are used in the course of performing duties and responsibilities.

Enter your answer

17. Knowledge

Enter your answer

Item 5A.

18. Skills

Enter your answer

19. Abilities

Enter your answer

20. Minimum level of education required for role.

- ☐ High School
- ☐ Associate's Degree
- ☐ Bachelor's Degree
- ☐ Graduate Degree

21. Does your position require you to drive?

Enter your answer

22. Licenses/Certifications Required to Perform Work:

Enter your answer

Item 5A.

23. List any additional certifications or training suggested (not required) to do this job.

Enter your answer

24. In addition to the above formal education and training needs, how much previous related experience is needed to start performing the work of this position? Please the amount and type of experience:

Enter your answer

25. Prolonged Sitting: Amount of time employee must remain sitting for sustained periods (without the freedom to move about).

- ☐ Not Required
- ☐ 1-3 hours/day
- ☐ 3-7 hours/day
- ☐ >7 hours/day

26. Prolonged Standing: Amount of time employee must remain standing for sustained periods.

☐ Not Required

☐ 1-3 hours/day

☐ 3-7 hours/day

☐ >7 hours/day

27. Walking: Amount of time employee spends walking for sustained periods.

☐ Not Required

☐ 1-3 hours/day

☐ 3-7 hours/day

☐ >7 hours/day

28. Balancing/Climbing: Conditions, heights, and extent to which employee must climb or balance to perform duties.

☐ Not Required

☐ 1-3 hours/day

☐ 3-7 hours/day

☐ >7 hours/day

29. Crawling/Crouching: Conditions and extent to which employee must crouch or crawl to perform duties.

☐ Not Required

☐ 1-3 hours/day

☐ 3-7 hours/day

☐ >7 hours/day

30. Please indicate the amount of weight someone must lift or pull as part of the job requirements on a regular basis.

☐ <10 lbs.

☐ 10-25 lbs.

☐ 25-50 lbs.

☐ 50-100 lbs.

☐ >100 lbs.

31. Please list all environmental hazards relevant to this position.

Enter your answer

32. Please list all sensory requirements that apply to the position.

Enter your answer

33. Please list the computer software required to use in your role (Examples: Word, Excel, C++, Microsoft Access, etc.). Beside each type of software program listed, briefly describe the specific purpose(s) for which it is used. (Examples: prepare letters and memoranda, design spreadsheets, design databases, enter data into accounting system, etc.)

Enter your answer

34. Please describe how talking/hearing is used to perform essential tasks including frequency

Enter your answer

35. Please describe how vision is utilized to perform essential tasks.

Enter your answer

36. Please list your first and last name.

Enter your answer

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MEMORANDUM

MEMORANDUM

TO: Civil Service Commission
FROM: Megan Powers, Assistant to the City Manager
DATE: April 23, 2025
RE: HR Report- April 30, 2025, Civil Service Commission Meeting

Update:

- Open Positions:
 - Code Compliance II (replacement)
 - Sanitation Worker (replacement)
 - (2) Rec Leader I PT (replacement)
 - Building Official (replacement)
 - Marina Attendant PT (replacement)
 - Parking Enforcement PT (replacement)
- Hired:
 - Grounds Maintenance Worker (Rec)- 2/17/2025
 - Stormwater Tech- 3/10/25
 - Stormwater Tech- 4/7/25
 - Inspector- 4/9/25
- Promoted:
 - Taylor Denzel- Davis- Rec Leader I to Permit & Code Compliance Specialist
 - Connor Mecko- Rec Leader I to Permit & Code Compliance Specialist
 - Lisa Scheuermann- Program Coordinator (Comm. Dev.) to Community Engagement Officer
 - Holden Pinkard- Operations Coordinator to Building Compliance Supervisor
 - Sam Arison- Permit Tech to Certified Permit Tech
- Projects:
 - Safety Protocols, see attached for all employees, Public Works, Marina, and Fire.
 - Finalizing Pay Compression Plan with Ghering Group
 - Volunteer Policy- Working with Rob Eschenfelder



MEMORANDUM

- Other Items being researched:
 - Employee Satisfaction Survey
 - Social Media Policy
 - Phone Policy
 - Add verbiage on stipend for using personal phone
 - Application Refresh

City of Madeira Beach, FL



SAFETY & ACCIDENT PREVENTION MANUAL

SAFETY & ACCIDENT PREVENTION MANUAL

INDEX

Introduction	ii
Responsibility for Safety	iii

Section

I	General	1
II	Employee Injuries	3
III	Fire Prevention	6
IV	Housekeeping	9
V	Right to Know	12
VI	Drug/Alcohol Abuse	14
VII	Office Safety	15
VIII	Lifting, Pushing and Pulling	17
IX	Motor Vehicles and Mobile Equipment	19
X	Protective Clothing and Equipment	23
XI	Ladder Safety	29
XII	Hand Tools	31
XIII	Portable Power Tools	33
XIV	Construction Safety	38
XV	Confined Spaces	45
XVI	Hazardous Materials	47

INTRODUCTION

Safety is the responsibility of **every** employee. Only through the full support of every employee can our Safety Program be successful. You are expected to be concerned with your own safety, the safety of fellow workers and the safety of the general public. This means willing acceptance and active support of approved safety rules or safety procedures.

Accidents don't just happen. They are caused because someone did something he/she shouldn't have done; or because someone failed to do something he/she should have done; or because a hazard was not recognized. These are human failures and can be controlled. By exercising self-control, every employee has an opportunity to demonstrate job skill. By passing on his knowledge to others, an employee demonstrates teamwork. By demanding safe performance and enforcing approved safety procedures, supervisory personnel demonstrate concern for their employees' welfare.

This manual is issued to establish uniform safety procedures for tasks that are performed in multiple activities throughout the City. Additional safety procedures may be required for specialized tasks that are not included in this manual. Your Department Director will prepare these procedures as supplemental procedure for your position as required.

RESPONSIBILITY FOR SAFETY

1. **Management and supervisory personnel** are responsible for ensuring the consistent enforcement of all safety procedures outlined in this manual, special rules issued by department heads, or of any other applicable safety instruction. This responsibility is discharged through the first line supervisory personnel who are generally designated "Supervisor". Wherever the title "Supervisor" is used, it shall apply equally to all other personnel charged with first line supervisory responsibilities, regardless of the actual titles.
2. **Supervisors** are responsible for adequate safety instruction and job training of every employee under their supervision, including operation procedures, tools and equipment, and individual protective equipment.
3. **Supervisors** are responsible for making sure that all tools and equipment used by employees under their direction are maintained in a safe operating condition.
4. **All Employees** are responsible for compliance with safety procedures, standards, and rules outlined in this manual or other applicable directives.
5. **All Employees** are responsible for promptly reporting to their supervisor any hazardous condition or procedure that affects them, their fellow workers, or the general public.
6. **All Employees** are responsible for assisting in every way possible to conduct adequate investigations of all accidents, and to perform realistic job safety analysis to identify and correct hazardous conditions for accident prevention.

SECTION I. GENERAL

Safety must be a part of the planning for every job, equal in importance to all other operational considerations. Observing the safety procedures contained in this manual will make operations safer, and will protect you, the employee, from potential accidents.

Unsafe conditions and unsafe procedures must be identified before they can be corrected. Every employee is responsible for immediately reporting those that are recognized. **All accidents or incidents must be reported, whether or not a personal injury or property damage is involved.** Remember that a "NEAR MISS" is a danger signal. The accident you prevent may be the one that could have injured you.

A. General Safety Procedures Are Established for All City Personnel:

1. **Know your responsibilities.** Recognize hazards and communicate your suggestions for better and safer methods to your supervisor. Always be conscious of the safety of others as well as your own.
2. **Know your job.** Learn the right way by asking, not by trial and error. Always apply safe working practices.
3. **Report all accidents or incidents.** Whenever you or the equipment you operate is involved in an accident/incident, report it to your supervisor immediately.
4. **Obey all rules, signs, and instructions.** If in doubt, **ASK**.
5. **Horseplay and practical jokes that could result in ANY injury are prohibited.** An act in jest can end in disaster. Any employee participating in such activities shall be subject to disciplinary action up to and possibly including discharge.
6. **Alcohol/drugs.** Any employee being in possession of or using alcohol/drugs while on duty, or reporting to work under the influences of alcohol/drugs shall be subject to disciplinary action in accordance with the City's Drug-Free Workplace policy.
7. **Housekeeping.** Keep equipment, tools, materials, and work areas clean and orderly. Disorder causes injury and wastes time, energy and materials.
8. **Clothing.** Wear proper, accepted clothing for the job. Do not wear jewelry, loose clothing or neckties around rotating machinery.
9. **Protective Clothing or Equipment.** Special protective clothing and/or equipment shall be worn whenever specified by your supervisor or department policy, and shall be maintained in good condition.

10. **Machine Guards.** Never operate machinery and equipment with guards removed.
11. **Tools and Equipment.** Always inspect tools and equipment before use. Report defects to your supervisor immediately.
12. **Lifting.** When lifting, bend your knees, grasp the load firmly, then raise the load, keeping your back as straight as possible. **GET HELP** for heavy loads.
13. All tools and equipment shall be used in accordance with manufacturer's guidelines.

MAINTAIN

A POSITIVE MENTAL ATTITUDE

ABOUT SAFETY

AND

IT WILL BECOME

A GOOD HABIT!

SECTION II. EMPLOYEE INJURIES

Prompt, knowledgeable treatment of employee injuries will in many cases prevent minor injuries from becoming major ones, and may save lives. All employees are therefore responsible for immediately reporting to their supervisor all injuries that occur on the job.

Adequate first aid kits shall be maintained in appropriate facilities and in vehicles and equipment used by mobile work units. The kits shall be readily accessible, prominently displayed whenever possible, and their location made known to all potential users.

If medical attention is needed or requested, the employee should be given a Worker's Compensation form and sent for treatment to the medical facility designated to provide medical treatment to employees injured in your department.

The Worker's Comp form authorizes medical treatment, therefore, the top portion of the form must be properly filled out to include date, division, specific job-related duties, and the signature of the referring supervisor, prior to the form being given to the injured employee. After treatment, this form is completed by the treating physician to show the medical status of the injured employee as follows:

1. Full Duty
2. Light Duty (with limitations as shown)
3. No Duty
4. Follow-Up Date (next visit)

The employee should immediately return the completed Worker's Compensation form to the authorized person in their department and a copy sent to Human Resources.

No employee shall be allowed to return to work unless the Worker's Comp form has been returned showing either full duty or light duty. In those cases where an employee is returned to light duty, the department will determine if light duty within the stated restrictions is available.

If such light duty is available, the authorized supervisor or manager should indicate this on the margin of the Worker's Comp form and initial the form. If light duty within the stated restrictions is not available, the authorized supervisor or manager should indicate this on the margin of the Worker's Comp form and initial the form.

If any employee is working on light duty, and light duty becomes unavailable at any time during the period the employee has been medically restricted to light duty, the department must immediately notify the Human Resource office since benefits might be due, and notification of time off must be sent to the State.

The returned Worker's Comp form and a completed Report of an Injury to an Employee (white form) must be sent to the Human Resource Office within one (1) two working day of the injury (or the report of injury). This applies to **all** on-the-job injuries (including first-aid cases). If a department delays sending the Report of Injury and Worker's Comp form to the Human Resource Office, it may result in late payment of benefits to the employee and late reporting of the injury to the State, which would result in monetary penalties being assessed against the City.

If an employee is seriously injured call 911 for fire rescue (paramedics) and/or ambulance service, and be prepared to give the following information:

1. Your name, and department/division.
2. Identify a City employee was injured.
3. Brief description of injury.
4. Exact location.
5. Telephone number from which you are calling.

The following are examples of **serious** injury:

1. Employee is unconscious or apparently in shock.
2. Any fracture of the lower extremities.
3. Any uncontrollable bleeding.
4. Severe abdominal cramps and/or vomiting.
5. Other symptoms of internal injury.

Refer to the colored paper in the back of this manual for a listing of approved medical providers for both non-serious (first aid) and life threatening injuries. As this information changes, each employee will receive new page(s) to update their respective manual.

Currently, prescriptions ordered by an authorized physician for a work-related injury can be obtained without payment at most area pharmacies. The pharmacy may verify coverage by calling the Human Resource Office at 391-9951.

If employees pay for a prescription for a work-related injury, they may submit for reimbursement through the Human Resource Office.

In addition to the above procedures related to employee injuries, the following safety procedures are established:

1. All injuries, including first-aid cases and insect stings shall be reported to the appropriate supervisor.
2. When limited to first-aid treatment on the job, open wounds shall be thoroughly cleaned with soap and water to prevent infection.
3. First-aid, rescue breathing and external heart compression shall be performed only by trained personnel, and only to the extent reasonably necessary to

preserve life and prevent permanent disablement until professional medical attention is available.

4. All animal bites, because of the possibility of rabies, shall receive medical attention and must be reported to the Pinellas County Sheriff's Office.
5. Supervisors are required to take immediate corrective action **to eliminate any** unsafe acts or unsafe conditions which could or would result in an accident.

SECTION III. FIRE PREVENTION

Fire is an ever-present hazard in public works and maintenance operations. In the variety of activities performed in these operations, there are shops and job sites in which potential fire hazards exist. Fires can be prevented by orderly planning, sensible arrangement of fire-producing activities in relation to combustible materials, good housekeeping, and observance of practical controls of smoking habits when flammable substances are present.

It is necessary that shops and fixed activities have a fire plan to combat fire if it should occur. The plan must include: adequate warning measures for alerting all persons in the area of the existence of a fire; rapid reporting to the Fire Department; evacuation of affected personnel from areas involved in a fire; procedures for containing the fire insofar as it is safe to do so, and to maintain safe exit for personnel so engaged; instruction of personnel who regularly work there in the duties they are to perform in given fire situations; and adequate fire extinguishing equipment which is certified and inspected on an annual basis.

A fire, to occur, must have three elements:

FUEL - a substance which will burn;

SOURCE OF IGNITION - heat or chemical reaction; and

OXYGEN - to sustain the fire or keep it burning. Remove any one of these three and fire will not occur.

It is far better to prevent fire from occurring at all. A semi-annual fire prevention inspection and training will be conducted by the Madeira Beach Fire Department to include proper storage and use of extinguishers.

1. Departments/Divisions are responsible to ensure all fire extinguishers are in proper working order at all times and inspected and certified on an annual basis. Contact the Fire/Public Safety Department at 391-9951 for further information related to fire extinguishers.
2. Only approved solvents shall be used when cleaning machinery and equipment during maintenance and repair tasks. Use of gasoline to clean machinery and equipment is prohibited.
3. Cleaning solvents shall be kept in approved metal containers.
4. Gasoline used in small quantities in shops for fueling engines being repaired, tested, adjusted, etc. shall be handled and dispensed only in U.L. approved, explosive-proof safety cans.

5. Oily rags other flammable waste material shall be kept in covered, metal containers. Such debris shall be removed from shops and buildings as soon as possible and, in no case, shall be left unattended in a building overnight.
6. **"NO SMOKING"** shall be enforced in all areas where hazardous substances are stored or used.
7. Supervisors are required to take immediate corrective action to eliminate any unsafe acts or unsafe conditions which could or would result in an accident.

The City provides a source of knowledge and assistance to departments and divisions on safety problems. For instance:

1. Information on chemicals - their hazardous properties and safe handling procedures.
2. Advice or active assistance in evaluation of potential fire hazards and planning to achieve satisfactory fire prevention measures.
3. Trained personnel and specialized equipment for rescue work in the event of an accident are immediately available at all times.
4. And, remember to use the "911" emergency number. If you use another number to reach the Fire Department, you only slow down the response to your emergency.

SECTION IV. HOUSEKEEPING

Item 7A.

An effective safety program is not just a "push broom" effort, but an orderly arrangement of operations, tooling, equipment, storage equipment and supplies.

Set a good example in your own area. Don't hesitate to pick up unused odds and ends or litter from the floor and put them in the trash can. This encourages others to do the same.

A. Base Operations. Practices which will help you attain the maximum degree of orderly housekeeping:

1. Develop a routine procedure for inspecting your work area regularly each job.
2. Check closely on general working conditions. It is the first piece of trash on the window sill or under the bench or desk which invites people to add to it. Act immediately when necessary to keep heat, light, ventilation and sanitation satisfactory.
3. Report conditions which contribute to disorder, so they can be corrected.
4. Maintain work area in a clean and, so far as possible, dry condition. Where wet processes are used, drainage should be maintained, and false floors, platforms, mats, or other dry standing places should be provided where practical.
5. Inspect every floor, working place, and passageway to be sure they are free of protruding nails, splinters, holes, or loose boards.
6. Keep aisles and passageways clear and in good repair, with no obstruction across or into aisles which could create a hazard.
7. Clearly mark permanent aisles and passageways. Do not allow exits to become blocked.
8. Do not allow fire protection equipment to become blocked or inoperative.
9. Keep all electrical control boxes (disconnects, circuit breakers, and distribution cabinets) free of stored items. Be sure control boxes are properly identified as to their functions.
10. Return tools and equipment to their proper place when not in use.
11. Lay out extension cords, air hoses, water hoses, ladders, pipes, tools, etc. in such a way as to minimize tripping hazards or obstruction to traffic.
12. Make sure there are adequate seats or benches where needed. Do not use makeshift seating (such as kegs or boxes).
13. Check equipment which uses coolants to make sure oil, coolant, or water does not leak on the floor. See that absorbents are handy for soaking up spilled liquids.

14. Provide adequate toe boards to prevent objects from rolling over the edge when material is stored overhead.
15. Secure materials stored on racks or hooks from falling and route walkways a safe distance from the surface beneath.
16. Establish and post load limits on loft or mezzanine storage areas.
17. Make sure you have trash containers in strategic locations. They should be plainly marked and emptied when full.
18. Do not store anything on window ledges.
19. Eliminate the practice of keeping excess materials at work places. This is one of the most prevalent poor work habits.
20. Be sure flammable solvents are kept in approved containers and are used only when needed. Do not store more than one day's supply in the work area at any time.

B. Vehicles and Other Equipment. Good housekeeping practices refer not only to fixed base operations, but also to vehicles, tool boxes, tool trailers and all equipment.

1. When transported in the operator compartment, tools and materials must be secured.
2. Form and scrap lumber with protruding nails and all other debris, should be kept clear from all work areas.
3. Combustible scrap and debris should be removed at regular intervals.
4. Containers should be provided for collection of flammable or harmful substances.
5. Waste should be disposed of at frequent intervals.
6. Tools and other equipment should be stored properly when not in use. Do not leave them unsecured in vehicles or trailers.
7. A procedure for the control of tools, such as a check-out system from trailers, should be used.

 ***Remember:***

SPECIAL EFFORT IS NEEDED

TO PROMOTE

GOOD HOUSEKEEPING CONDITIONS!

Make these **COMMON SENSE RULES** part of your job:

1. Identify hazards before you start a job.
2. Don't take chances - respect all precautions.
3. When in doubt, ask your supervisor.
4. Know in advance what could go wrong and what to do about it.
5. Know how and where to get help.
6. Learn basic first aid measures.
7. Use the corrective protective clothing and equipment before handling hazardous substances.

SECTION V. RIGHT-TO KNOW

Item 7A.

The Occupational Safety and Health Administration (OSHA) has issued a rule, The Hazard Communication Standard, aimed at keeping you safe and healthy. It says you have a "Right-to-Know" what hazards you face on the job, and how to protect yourself against them.

The City works to protect you against dangers of hazardous chemicals. Safety training and proper storage of chemicals are just a few of the things being done to keep you safe. "Right-to-Know" training is provided for all employees when first hired, and once a year thereafter.

The City has adopted a written hazard communication program which does the following:

- Tells you about the Hazard Communication Standard.
- Explains how it's being put into effect in your work place.
- Provides information and training on hazardous chemicals in your work places, this includes how to:

Recognize, understand and use labels and Material Safety Data Sheets (MSDS): and

Use safe procedures when working with hazardous substances.

As an employee you also have the responsibility to protect yourself. You must read and follow the instructions and warnings on labels and Material Safety Data Sheets (MSDS).

How do you know if something is hazardous?

- ✓ **First**, look on the container of the substance. There are many types of labels, but if a chemical is hazardous, the label should tell you. Play it safe. Get into the habit of reading the labels on all containers -- and follow all instructions. If you have any questions, ask your supervisor or refer to the Material Safety Data Sheet (MSDS). The MSDS gives you the information you need to work safely with chemicals.
- ✓ **Read** the MSDS before you start a job, then way you'll **BE PREPARED!!**

The rest is up to you. The City has gone to a lot of effort to protect you, but the only person who can keep you safe every day on the job is **you**.

SECTION VI. DRUG/ALCOHOL ABUSE

Item 7A.

The consequences of alcoholism and drug abuse to business and industry are realized as hidden costs such as lowered productivity, increased absenteeism, inefficiency, increased employee turnover, increased injury rates and incidents arising from behavioral problems.

The City believes employees with alcohol and/or drug problems require professional assistance. The Employee Assistance Program (EAP) is a professional, confidential and personal counseling service program which is available to assist employees, or eligible family members in resolving personal and job-related problems which are having an undesirable impact on their lives and/or jobs.

Free diagnostic counseling sessions are available to assess personal problems. The City has arranged to provide this benefit with a company whose services are retained by contract. If further assistance is desired, after the first session it may become necessary for the individual to pay for the additional expenses. Further information regarding this program is available from the Human Resource Department at 391-9951.

It is a dismissal offense (Group III First Violation) to consume alcohol while on duty, including breaks and/or while on lunch periods, as is the possession or use of illegal controlled substances while on duty, including breaks and/or while on lunch periods.

SECTION VII. OFFICE SAFETY

Item 7A.

You spend more time in the office than anywhere else -- except in your home, where most of the time you're asleep! While most people assume offices are safe, there are safety hazards .

Trips and falls can be very painful. To avoid them:

1. Keep desk and file drawers closed when not in use. You can trip over opened bottom drawers and hit your head on opened top drawers. Also, never open more than one file drawer at a time, especially the top ones in a stack. The entire unit, becoming top-heavy, could tip over.
2. Make sure computers, typewriters and other machines are securely placed so they cannot fall and hurt you or your co-workers.
3. Stand on a step ladder or step stool — not on a desk or chair — when you must reach things in high places. Do NOT use the top step of a ladder.
4. Sit properly in chairs. To avoid falls, don't sit on the edge of your seat. Be sure to keep your chair flat on the floor never tilt the chair back.
5. Use aisles, don't take short cuts.
6. Watch where you walk. Make sure you can see over a load you are carrying. Don't read while walking.
7. Use handrails on stairways.

Cuts and pinches hurt, too. To prevent them:

1. Use the handle when closing a desk or file drawer. Otherwise, you may pinch or cut your fingers.
2. Sweep up broken glass immediately. Wrap the glass in strong paper, label the package, and dispose in a safe place.
3. Store sharp items separately. Don't leave knives, cutting blades, thumbtacks, etc. lying around.
4. Keep electric and phone cords neat. Make sure they are located out of the flow of traffic.
5. Use office equipment carefully. Disconnect the power before you clean or adjust a power-driven office machine. Electric fans should be guarded so the spinning blades do not injure you. Never handle a fan which is in operation; first, turn it off and wait until it comes to a complete stop.
6. Report poorly lighted work areas or burned out light bulbs.

How can you avoid accidents in your office? Here are some general helpful hints.

Item 7A.

Your office can be a safe place to work if you:

1. Lift carefully. When you lift objects, keep your back straight and let your leg muscles do the work. And when a load is heavy, get help. It's better to wait for help than to strain your back while trying to do the job alone.
2. Prevent fire. Smoke only in designated areas. Use ash trays and discard smoking materials into receptacles provided, not into waste baskets.
3. Know where the fire extinguishers are located and how to use them.
4. Know fire exit locations and learn the emergency procedures of your office.
5. Wear proper clothing. Avoid loose jewelry or ties and wear practical shoes. Tie back long hair when near a machine.
6. Take care of injuries promptly. Remember, even the slightest paper cut needs attention; otherwise it could become infected.
7. Keep blades of paper cutters closed when not in use and always use caution when operating a paper cutter.

SECTION VIII. LIFTING, PUSHING & PULLING

Item 7A.

Analysis of past experience has shown almost one-third of the injuries experienced by employees are related to materials-handling tasks. The tasks involve actions or body motions such as:

Lifting; Pushing; Pulling; Twisting; Carrying; or Lowering.

The objectives of the activities involve a variety of results such as:

1. Moving articles from one place to another.
2. Raising and lower articles.
3. Changing position of an article or portable machine.
4. Adjusting valves, nuts, covers, etc.

Problems are caused by such conditions as: Weight, Size, Shape, Surface of Materials, Working Surface, Sudden Release of Resistance, Position or Location.

Most of the materials-handling accidents can be avoided by taking a little time to plan ahead; using mechanical equipment whenever possible; thinking about the proper way to do the tasks; and using the proper tools.

The following safety procedures are established for all employees:

1. Inspect materials for slivers, jagged edges, burrs, rough or slippery surfaces.
2. Wipe off greasy, wet, slippery, or dirty objects before trying to handle them.
3. Keep hands free of oil and grease.
4. When adjusting or changing a grip, set the object down.
5. Never carry glass under an arm because a fall might sever an artery.
6. Never carry a load you can't see over or around.
7. Carry long objects such as pipe or lumber, on the shoulder with the front as high as possible to avoid striking other employees — especially at corners.
8. Wear appropriate individual protective equipment when handling materials which present health hazards such as acids, corrosive liquids or powders, etc.
9. When opening bales or boxes bound with wire or steel bands, wear heavy gloves and eye protection. Take special care to prevent ends of bindings from flying loose and striking the face or body.
10. When moving materials on hand trucks or dollies, push rather than pull whenever possible.

11. When exerting leverage on large wrenches or prying tools, pull rather than push whenever possible.
12. Check the intended route for adequate clearance and for slipping or tripping hazards.
13. Assume a well-balanced stance, use leg muscles, bend your knees, and keep the back as straight as possible when lifting.
14. Avoid twisting the body trunk while carrying materials; move your feet to change direction.
15. Test the weight of the object first and get help if it is too heavy to handle alone.
16. Get help if the size, bulk, or shape of the article prevents you from maintaining balance and/or puts excessive strain on back or abdominal muscles.
17. When several persons are handling heavy materials, all should face forward whenever possible. If a person must walk backwards, others should be especially alert to slipping, tripping, or bumping hazards and issue appropriate verbal directions if needed.
18. Avoid getting hands or other body parts pinched between the load and other objects around or near it.
19. Use the proper tools such as special wrenches, hooks, pry-bars, or special handling tools to lift heavy covers, operate heavy valves, etc.
20. Supervisors are required to take immediate corrective action to eliminate any unsafe acts or unsafe conditions which could or would result in an accident.

SECTION IX. MOTOR VEHICLES AND MOBILE EQUIPMENT

Item 7A.

Many employees operate cars, trucks and other mobile equipment in the course of their work. Driving places heavy demands upon an employee's alertness, judgement and skill. Driving errors an employee may make can be costly to the City, but even greater importance is the potential which exists for serious injuries to the employee and members of the general public.

City vehicles are easily identified as such and constitute a traveling advertisement seen by many citizens. They have what advertising agencies call "high exposure". This exposure exerts an important influence on public relations for the City, since safe, courteous driving habits build a positive public image. In addition, the application of the principles of defensive driving helps avoid accidents.

A. Established Safety Procedures:

1. An employee will immediately notify the Sheriff's Department (911) and his/her supervisor anytime a City vehicle is involved in a motor vehicle accident. The Sheriff's Department will in turn notify the Human Resource Department of the accident. If the accident occurs outside the jurisdiction of the sheriff's Department, the Department will notify Human Resources.
2. The Department of the employee involved in a motor vehicle accident will insure a City Motor Vehicle Accident Report is forwarded to their Safety Coordinator, who will insure it is sent to the Human Resource Department within one (1) working day after the date the accident .
3. Any City employees involved in a motor vehicle accident with a company vehicle and found at-fault or cited by the investigating officer will be required to attend a Safe Driver Course conducted by the State.
4. No vehicle or mobile equipment shall be operated if it is in defective or unsafe condition.
5. Any employee operating company vehicles or mobile equipment must have a valid Florida license in his/her possession in the appropriate class as required by his/her positions.
6. All persons driving or using company vehicles or mobile equipment shall wear seat belts as required by State law.
7. Every slow moving vehicle or equipment, or other machinery **designed for use at speeds less than 25 miles per hour**, will be equipped with a slow-moving vehicle emblem. This includes all road construction and maintenance machinery. Vehicles or equipment displaying this emblem will not be driven in excess of 25 miles per hour.

8. Flashing or rotating amber lights will be authorized on road/street maintenance equipment, road/street maintenance vehicles and road service vehicles when in operation or to designate a hazard.
9. The driver of company vehicles will conduct a "**Safety Circle Check**" anytime before it is entered or moved. The following procedure will be followed:

B. General Requirements

1. Drivers will visually inspect the perimeter of his/her vehicles prior to putting the vehicle in motion in any direction. This shall be accomplished by the driver walking around his/her vehicle to ensure the area to the rear, sides, and front are clear of all hazards before starting the vehicle.
2. Drivers shall also give an audio warning by horn or backup alarm and check all mirrors before any backward movement is made.
3. Drivers shall back cautiously and be always on the alert for any unexpected event.

C. Additional Requirements. In addition to requirements A, B, and C above, the drivers of vans, trucks, and construction equipment will use safety cones. The following procedures apply to all drivers:

1. Safety cones will meet DOT requirements and will be used to remind the driver to "Safety Circle Check" the vehicle each time it is going to be entered and moved. Tying a rope, wire or anything else to the cone and vehicle is prohibited.
2. Safety cones will be used at all times when parking outside of a fenced-in vehicle storage yard.
3. Placement of cones:
 - a. **Parallel Parking** - the safety cone will be placed adjacent to the rear bumper.
 - b. **Nose-in Parking** - when the nose of the vehicle is pulled in place, the safety cone is placed to the rear of the vehicle and centered.
 - c. **Back-in Parking** - when the vehicle is backed in place, the safety cone is placed in front of the vehicle and centered.

The above procedures in no way change the procedures on placement of safety cones used to direct traffic around work locations where construction or other work is in progress.

All trucks, when backing, will also utilize a ground man when available. The ground man will stand to the left rear of the vehicle and be within sight of the driver **at all times**. The ground man will direct the driver back, ensuring the rear and sides are clear and the movement can be made safely. If no assistance can be obtained or is unavailable, the driver will conduct a "Safety Circle Check" as outlined in the General Requirements.

D. VEHICLE INSPECTION. Motor vehicles must be inspected daily while in use and maintained in mechanically safe condition as follows:

4. Signs of Damage - Look under the vehicle for fluid leaks, loose parts or other signs of damage.
5. Fluid Levels - Check the oil, engine coolant, power steering fluid and other fluids daily. For vehicles equipped with hydraulic systems, check these levels daily as well.
6. Look over the exterior of vehicle for damage.
7. Windshield, Mirrors and Other Glass - Check for cleanliness and defects.
8. Tires and Lug Bolts - Check for tread wear, air pressure and lug bolt tightness.
9. Trailer Connections.
10. Chains, Binders and Other Tie-Downs.
11. Fire Extinguisher - Check to see the charge registers "Full".
12. First Aid Kit.
13. Brakes.
 - a. To check brakes - Press the brake pedal with a light, gradual pressure. If the pedal travels or fades to the floor, then the brakes are not adjusted or the master cylinder is not functioning properly.
 - b. Apply pressure on the brake pedal three times to build up fluid pressure in the system. On the third stroke, apply excessive force and hold for five seconds. If the pedal gradually glides to the floor, do **not** drive the vehicle and report the condition. Report any vehicle problem to your Supervisor who will decide how the repairs will be made.
 - c. Trailer Brakes - Check at low speed before leaving the parking areas or yard.
14. Steering Gear - Check at low speed before leaving the parking area or yard.

15. Lights - Check both low and high beams, brake lights, parking lights and signal lights.
16. Check Windshield Wipers, Washers and Defroster.
17. Test Horn.
18. Check Mirrors for Proper Adjustment.

Item 7A.

Do not attempt to drive a vehicle which is in an unsafe condition. Report any vehicle problem to your Supervisor who will decide how the repairs will be made.



SECTION X. PROTECTIVE CLOTHING & EQUIPMENT

Item 7A.

The variety of work operations performed by employees involves many hazards. Much research has been done to develop measures to protect employees from accident injury. When the hazards cannot be engineered out of the machine or process, then protective clothing or equipment has been designed to prevent injury.

An employee who fails to wear protective clothing and use safety equipment becomes a gambler who is betting his/her life, or eyesight, or other physical well-being that "it won't happen to me". Losing the bet becomes more uncomfortable for a lifetime than wearing the equipment for the duration of the job. Safety in this instance is a knowledge of the hazards, knowledge of the protection available, and a frame of mind which makes use of available protection a safe work habit.

A. HEAD PROTECTION. The many construction and maintenance activities performed by employees involve working above or below ground levels, movement of materials overhead, and working near construction machinery. In such operations the hazards of being struck by falling objects, machinery, and loads being moved by machinery constantly exist. Hard hats are provided to protect the head against the danger of head injuries from falling or flying objects. The proper protection is provided by the suspension which gives the helmet its impact-distribution abilities. It is important for it to be adjusted to fit the wearer and keep the hat itself a minimum distance of 1¼ inches above the wearer's head.

Head Protection Safety Procedures:

1. The City will be responsible to supply the proper head protection when required in the performance of the employee's duties to maintain proper safety standards.
2. The construction and shape of hard hats shall not be altered in any manner.
3. Hard hats shall not be painted or have holes drilled into them because it alters the properties and strength of the hat.
4. Hard hats will be worn in any area designated "HARD HAT AREA".
5. All personnel engaged in climbing tasks or working from aerial lifts shall wear head protection which meets the approved standards for dielectric properties (Class B Hard Hat) due to the possibility of contacting overhead electrical hazards.
6. Hard hats of the type approved by the City shall be worn when working in areas where objects are subject to falling, flying or striking the head, e.g. construction projects, material hoisting, inspector inspecting condemned or unsafe houses, trenching or excavation, etc.
7. Long hair should be secured when working with or around machinery.

B. FACE AND EYE PROTECTION. Hazards involving the possibility of injuries to the face and eyes exist in both indoor and outdoor tasks. They range from dust blown into eyes on a windy day to particles of steel, sand, concrete, etc. propelled into the eyes with considerable force by power tools and machinery or splashes of corrosive dust and liquid chemicals.

There are many types of safety glasses, goggles, shields, etc. to protect workers from these hazards. Although the loss of one or both eyes can have extremely serious consequences to an employee, individuals often vigorously resist efforts of management to require this vital protection. This is probably one of the most important protective features of any safety program.

Face and eye protection shall be provided for any task where there is reasonable probability of injury which can be prevented by such protection. Employees assigned to perform tasks which require eye protection shall wear the protector provided.

The City shall make appropriate face and eye protection devices available to the employee and make their use mandatory for specific tasks. Employees authorized by their department director to wear industrial safety lenses for the performance of their duties can be partially reimbursed. Employees should refer to The City's rules and regulations for the proper reimbursement procedures.

Safety glasses, goggles and other eye protective equipment offer a vital protection. If sufficient care is not exercised to maintain them properly, dirty or scratched lenses may provide another hazard from reduced visibility.

Face and Eye Protection Safety Procedures.

1. Face and/or eye protection shall be worn anytime there is a possibility of injury, for example:
 - a. Using air lance, grinding, cutting, milling or drilling with power tools.
 - b. Using impact wrenches and compressed air tools.
 - c. Chipping, scraping, scaling paint, rust or other materials.
 - d. Using punches, chisels or other impact tools.
 - e. Cutting rivets.
 - f. Cutting or breaking glass.
 - g. Cutting or breaking concrete.
 - h. When using powder actuated tools.
 - i. Cleaning dust or dirt from under vehicles, machinery, etc.



- j. Using metal cutting lathes, sharpeners, drill press, power hacksaws and other metal working tools.
 - k. When using corrosive or reactive liquid and/or solid chemicals.
 - l. Using power woodworking machinery, both fixed and portable.
 - m. Operating or in the vicinity of machinery where there is a danger of flying objects or dust to the face or eyes.
 - n. When working on any overhead surface or object which requires the employee to face upward.
2. A full plastic face shield shall be worn when operating air lance, edgers, chippers and chain saws.
 3. A face shield with proper filter lens, or welder's lens or welder's goggles, shall be worn in all welding and cutting operations.
 - a. Welder's helmets with proper filter lenses shall be worn.
 - b. Portable welding screens shall be used to protect the eyes of others in the vicinity whenever potential exposure to others exists.
 - c. Helpers and observers shall wear safety glasses or goggles with the proper filter lenses.
- C. HEARING PROTECTION.** During your work assignment, there may be some machines or equipment which may produce sound levels in the frequencies which could cause hearing loss. Hearing protection is to be worn in compliance with OSHA guidelines.
- D.** The following table is taken from existing standards showing the maximum permissible noise exposure in an 8-hour shift:

Permissible Noise Exposure

<u>Duration of Day, Hours</u>	<u>Sound level dBa</u>
8	90
6	92
4	95
3	97
2	100
1 ½	102
1	105
½	110
¼	115

When employees are subjected to sound levels exceeding those listed in the table, attempts should be made to use engineering controls. If the sound level cannot be reduced within the levels set forth in the table, then personal protective equipment shall be provided and shall be worn by employees so exposed.

Ear protection may consist of ear muffs, ear plugs, or some of the newer disposable materials. The type most acceptable to the employees shall be provided whenever possible, so long as it achieves sufficient reduction of noise exposure.

Ear protection will be used when the hours of exposure to excessive noise exceeds the permissible levels for one day. (Example: concrete, chain saws, generators, portable compressed air tools, etc.).

- E. HAND PROTECTION.** Hands and fingers are exposed to many hazards which can cause cuts, scratches, bruises and burns. Fingers are hard to protect because they are constantly exposed to the actual work surface. You can however, shield them from many common injuries by using proper protective equipment -- **GLOVES**. There are various types of gloves, each with different protective qualities. The proper glove should be selected for each job.

The following safety procedures are established:

1. Gloves shall be worn when handling any objects that may cause injury, such as:
 - a. Handling heavy, sharp, jagged or rough materials and objects.
 - b. Handling corrosive, toxic and/or possible carcinogenic chemicals which may be absorbed through the skin.
 - c. Working with brush, trash, or other debris which could cause injury to the hands.
 - d. Welding.
 - e. Handling any other hazardous or poisonous material.

- F. FOOT PROTECTION.** Many tasks involve manual lifting or handling of heavy tools and materials. Foot injuries frequently occur when heavy objects are dropped, resulting in bruises, dislocations, fractures or crushes. Shoes reinforced with steel toes or soles will prevent foot injuries from impact of falling objects, stepping on sharp objects, or exposure to blades of power tools.

The wearing of sandals or canvas shoes is prohibited. A leather-type shoe shall be worn. Exception can be made by department directors for those employees whose duties would require them to wear shoes for sports activities, etc. while performing their duties.

If the job description indicates the need for safety shoes, the City will provide the appropriate footwear. Steel-toe shoes or boots purchased by employees must meet the requirements of ANSI Standards.

Item 7A.

- G. RESPIRATORY PROTECTION.** There are many tasks in employment involving exposure to fumes, gases, mists, chemical dusts, etc. which are harmful to the human respiratory system, or exposure to environments containing insufficient oxygen to support human life.

These hazards can be avoided by use of appropriate filter action breathing masks, self-contained breathing apparatus, etc. Safe performance is achieved through adequate knowledge of the noxious or toxic effect of substances being handled, the circumstances under which harmful atmospheres may exist in the work environment, adequate testing to determine the nature of the environment before entering it, the type of equipment which will provide adequate protection, and training in the proper way to use the protective equipment.

Respiratory Protection Safety Procedures:

1. Supervisors shall become familiar with the atmospheric properties of all work site environments, particularly those involving any exposure to noxious/toxic substances or an oxygen deficiency. It is the responsibility of the supervisor to recognize potential hazards, the circumstances which these hazards may exist, the proper method of testing for hazardous atmospheres, and how to use the proper protective breathing apparatus. It is further the responsibility of the supervisor to thoroughly instruct his/her employees in the recognition of these hazards.
2. Suitable breathing apparatus shall be conspicuously placed near the work environments or carried with the employee where there is the possibility of exposure to harmful atmospheres. The apparatus shall be kept sterile and used only for the protective function intended.
3. Each time the respiratory equipment is used, a report will be made to the supervisor of the reason for its use and amount of time it was in use. This will aid in the replacement of filters or other equipment.
4. Approved respirators shall be worn in the following instances:
 - a. When welding on brass, bronze, or galvanized iron in confined areas where ventilation is limited.
 - b. When entering manholes, sewers, vaults, or other confined spaces, where tests indicate presence of noxious atmosphere after attempts to purge and ventilate them have been unsuccessful.
 - c. When handling pesticides or other chemicals which can be harmful to the human respiratory system.

- d. When determined by the supervisor to be advisable due to the known or suspected presence of hazardous substances or lack of oxygen in the environment concerned.

Item 7A.

SECTION XI. LADDER SAFETY

Item 7A.

The major hazard in using ladders is a sudden fall, while other hazards include splinters, slivers, and slips. Major causes of falls are excessive load carrying, climbing or descending too fast, jumping and reaching out too far while working from a ladder. The use of metal ladders has introduced another potentially dangerous hazard since they become an electrical conductor when they come into contact with an energized electrical service.

Ladder Safety Procedures:

1. Ladders shall meet OSHA specifications and be maintained in good condition at all times; the joints between the steps and side rails shall be tight, all hardware and fittings securely attached, and the movable parts shall operate freely without binding or undue play.
2. Metal bearings of lock, wheels, pulleys, etc. shall be frequently lubricated.
3. Frayed or worn rope shall be replaced.
4. Safety feet and other auxiliary equipment shall be kept in good condition to insure proper performance.
5. Ladders shall be stored in such manner as to provide ease of access or inspection and to prevent the danger of an accident when withdrawing a ladder for use.
6. Ladders carried on vehicles shall be adequately supported to avoid sagging and securely fastened in position. This will reduce damage due to road shock.
7. Ladders shall not be painted because painting may hide defects. Wood ladders should be sanded to remove splinters.
8. Ladders shall be inspected frequently and those which have developed defects shall be withdrawn from service for repair or destruction and tagged or marked as "Dangerous, Do Not Use".
9. Straight ladders should form a triangle when placed against a wall or object for climbing. When properly placed, the bottom side of the triangle should be about one-fourth as long as the vertical side (i.e., if the ladder is leaned against a wall 8 ft. high, the feet of the ladder should set 2 feet out from the wall). When standing on the bottom rung, arms should be level and extended and back straight for proper climbing angle.
10. A straight ladder should be long enough to extend at least three rungs above the level to which the user is climbing.

11. A ladder shall not be used as a horizontal plank, platform, or scaffold, except those designed for emergency use, as in the Fire Department. The increased strain placed upon it will weaken it or beat it outright.
12. If the bottom of a ladder must be placed on an insecure surface, it shall be tied at the top, or an assistant must hold it.
13. Employees shall not stand on the top of a stepladder to work.
14. Ladders shall not be placed in front of doors opening toward the ladder unless the door is blocked open, locked, or guarded.
15. Ladders shall not be placed on boxes, barrels, or other unstable bases to obtain additional height.
16. Only one person shall be on a ladder at one time.
17. To support the top of a ladder at a window opening, a board should be lashed across the back of the ladder, extending across the window and providing firm support against the building walls or window frame.
18. Short ladders shall not be spliced together to form temporary extensions.
19. Muddy or slippery shoes shall be cleaned before climbing.
20. Rungs and steps shall be kept clean and free of grease and oil.
21. Articles should not be carried by hand while climbing. A hand line should be used to raise or lower tools and materials.
22. All ladders are electrical conductors and caution shall be used in the vicinity of electrical equipment.
23. Areas where portable ladders are used shall be kept clear of rubbish and waste materials. Unused materials shall be safely stored.
24. Supervisors are required to take immediate corrective action to eliminate any unsafe acts or unsafe conditions which could or would result in an accident.
25. Ladders must have all the labeling provided by the manufacturer in place.

SECTION XII. HAND TOOLS

Item 7A.

Accidents are often caused by an employee's failure to use the proper tool for a job, or by the use of a tool which is defective in some manner. Proper use and proper maintenance of tools contributes to safer, more efficient performance.

Hand Tool Safety Procedures:

1. Employees must be made aware of the proper tool for every job.
2. Cutting edges shall be kept sharp, and carried in a suitable sheath or holster.
3. Defective tools shall be promptly reported to the supervisor for repair or replacement.
4. Handles shall be kept free from splinters, burrs, etc. Make sure handles are tight on the head and not weakened by cracks or splits.
5. Impact tools such as hammers, chisels, punches or steel stakes which have burred heads shall not be used. The head should be dressed to remove burrs and chipped edges.
6. Only tools designed with the proper tensile strength shall be used for prying and leverage function.
7. When handing a tool to another person, sharp points and cutting edges shall be pointed away from both the person grasping it and the person offering it.
8. All tools shall be placed in their proper container when not in use.
9. When working above ground level, or above an excavation, tools, equipment and debris shall be secured whenever possible to prevent them from falling on personnel below. Place barricades or warning devices to route pedestrian traffic around any potential drop zone.
10. Only properly insulated tools shall be used when working around energized electrical circuits or equipment.
11. All employees shall avoid using metal measuring tape, fabric tapes containing woven metal strands, rope with wire core, or other tools and equipment containing metal around energized electrical circuits or equipment.
12. Appropriate personal protective equipment shall be used when using tools which create hazards from flying particles, bodily contact with sharp cutting edges, etc.
13. Suitable handles shall be used on all files or tools with pointed tangs.

14. Supervisors are required to take immediate corrective action to eliminate any unsafe acts or unsafe conditions which could or would result in an accident.

Item 7A.

SECTION XIII. PORTABLE POWER TOOLS

Item 7A.

There are several hazards commonly associated with the use of hand-operated power tools. These hazards can be greatly reduced by using the tools properly, keeping guards in place, and by wearing the appropriate protective equipment. When operated properly, these tools save time and physical labor. When operated improperly, they can inflict severe injuries.

The source of power can be electrical, gasoline engine, compressed air, or powder-charged. There are hazards peculiar to each source and hazards which are common to all of them.

A. All Power Tools. All power tools shall be used in accordance with manufacturer's instructions. Most of these tools have a cutting, drilling, or impact function. They are quite powerful and can inflict severe damage to soft body tissue. Most of them do not stop immediately when the power source is cut off – they coast until the momentum dies. Most of them are actuated by a so-called "deadman" switch. That is, the actuating switch is a part of the grip and when the grip is released, the switch disconnects. This is a very important safety feature which should **always** be maintained.

Power Tool Safety Procedures:

1. The actuating switch should never be locked in the "ON" position.
2. Employees will observe and follow departmental lock-out/tag-out procedures to prevent the unexpected energization, start up, or release of stored energy while working on or around equipment.
3. A ground fault receptacle should always be used when operating power tools in the presence of water or moisture. Vehicles should carry portable ground fault receptacles for use with all portable hand tools at wet areas or for use at construction sites.
4. Hands, feet, and other parts of the body shall be kept out of the line of operation.
5. A well-balanced stance on firm footing should be assumed when using power tools.
6. An employee should use only the power tools which he/she has been authorized and trained to use safely.
7. Power tools shall not be operated without the guards which have been provided.
8. Suitable personal protective clothing and equipment shall be worn when operating power tools for protection of the head, eyes, hands, body, trunk, feet, etc.

9. Supervisors are required to take immediate corrective action to eliminate any unsafe acts or unsafe conditions which could or would result in accident.

Item 7A.

B. Portable and Fixed Electric Tools. The chief hazards involved in use of electrically powered tools are:

1. Electric shock from a short circuit.
2. Cuts, lacerations, etc. from cutting edges.
3. Burns from bits or blades heated by friction.
4. Being struck by chips, shavings and other debris during operation.

Portable/Fixed Electric Tool Safety Procedures:

1. All portable/fixed electrical tools used shall be grounded by connecting a three-wire cord with polarized, three-prong plug, to a properly grounded, three-hole receptacle. The only exception to this will be the use of double-insulated electric tools which are impressed or embossed "double insulation" and are approved, tested and listed by Underwriters Laboratories, Inc.
2. Extension cords used with portable electric tools must be of the three-conductor type with matching plug and receptacle. Two-wire cord may be used with double insulated tools.
3. Cords from the tool itself and extension cords shall be protected from contamination by oil or acid solutions.
4. Cords shall be protected from damage to wire conductors or terminal connections caused by excessive tension (pulling), kinks, pinching, etc.
5. Electrical hand tools shall be visually inspected each time they are used for damaged cords and ground connections. The most common defects occur at the points where the cord is attached to the tool or where the cord is attached to the plug. Be sure to check for a secure connection as well as proper insulation at these points.
6. Defective portable electric equipment shall be repaired only by qualified maintenance personnel.
7. Adjusting keys or wrenches shall be removed before starting.
8. If it is necessary to use electric equipment in a wet locating, only low voltage equipment shall be used and rubber boots and rubber gloves must be worn.
9. Equipment shall not be overloaded.
10. Tools shall not be operated without the guards which have been provided.
11. Suitable personal protective clothing and equipment shall be worn when using portable/fixed electric tools.

12. Power must be shut off, the machine stopped, and the electric plug disconnected before any adjustments are made or any effort is made to clear jammed objects.
13. Portable electric tools shall not be left unattended with the power cord plugged in.
14. Portable electric tools shall not be carried for any extended distance while plugged in, particularly with a finger on the switch.
15. The flange which abuts circular blades, grinding wheels or abrasive cutting wheels shall be frequently inspected for damage. Nicks or chips which cause the blade or wheel to be mounted off-center cause vibration and possible disintegration of abrasive cutting wheels.
16. The maximum distance between the grinding wheel and the tongue, at the top guard opening, will at no time exceed 1/4 inch.
17. The work rest for a grinding wheel shall be securely fixed in position as close as possible to the wheel, and in no case more than 1/8 inch from the wheel.
18. Each new grinding wheel shall be visually inspected before installation to ensure the rated speed of the wheel is not exceeded. The allowable speed in rpm will be indicated on the wheel.

C. GASOLINE ENGINE-POWERED TOOLS. The chief hazards involved in using gasoline-powered portable tools are:

1. Fire from flammable fuels.
2. Cuts, lacerations, etc. from cutting edges.
3. Burns from hot engines.
4. Being struck by chips, shavings, flying objects, and other debris.

Gasoline Engine-Powered Tools Safety Procedures :

1. The clutch shall be disengaged before starting. Never start under a load.
2. Employees shall always shut off the engine, wait for the machine to stop, and disconnect the spark plug wire before making adjustments or clearing jammed objects.
3. The machine should never be operated without the guards provided for it.
4. Suitable personal protective clothing and equipment shall be worn when operating the machine (see Section X).
5. Pruning equipment shall not be left unattended.

6. Running or hot engines shall not be refueled.

7. Smoking while refueling is prohibited.

D. PORTABLE COMPRESSED-AIR TOOLS. One of the chief hazards of using air hammers for chipping and drilling is noise exposure. All persons on a crew working in close proximity to an air hammer or compressor are exposed to sound levels well above the maximum allowable limit for an 8-hour shift. These noise exposures have been identified as sound frequencies and levels of intensity which can cause some permanent hearing loss. It is essential, therefore, that hearing protection such as ear muffs be worn (Section X).

Other hazards involving use of tools operated by compressed air are:

1. Strains from improper lifting and operation (tools are usual heavy).
2. Cuts, lacerations, etc. from cutting edge.
3. Being struck by chips, shavings and other debris propelled by the tool during operation, or propelled by leaking air under considerable pressure.
4. Being struck by whipping air lines which break or disconnect under pressure.

The following safety rules are established:

1. Much of this equipment is heavy. To avoid strain, employees shall lift properly and assume a well-balanced stance on firm footing when operating it.
2. Air hoses shall be securely coupled before charging with air pressure.
3. Hoses and couples shall be inspected for damage contributing to air leaks before using.
4. The pressure relief valve shall be inspected every time the compressor unit is placed in use. Have the unit checked by qualified maintenance personnel if the pressure relieve valve appears to be defective.
5. The pressure regulator shall be inspected frequently during operation. If the air pressure exceeds the maximum pressure stated for normal operation, the unit should be turned in for repair.
6. The air should be turned off and the air pressure released before disconnecting. Air pressure should not be released if personnel are standing in front of, or over the outlet.
7. Air valves should be opened gradually.
8. If an air hose breaks, pressure should be turned off before an attempt is made to repair it.

9. In order to prevent an air hose from whipping about if it breaks or uncouples, the hose should be attached to the tool housing with a chain.
10. Compressed air should not be used for cleaning or clearing away debris, and compressed air streams should not be directed at another person for any reason.

E. POWDER-ACTUATED TOOLS. Most of these tools have a ram function to driver into compact substances with tremendous force. The hazards involved are:

1. Explosion of improperly stored charges.
2. Accidental discharge.
3. Force of the ram deflected due to improperly setting the tool.
4. Flying particles propelled by shock when the charge is set off.

Bystanders and other workers must be kept a safe distance from the point of operation when setting the charge and exploding it.

Powder-actuated Tools Safety Procedures:

1. This equipment shall be operated only by personnel **authorized** and **properly trained** to operate it safely.
2. Powder charges shall be kept secure from unauthorized handling and stored in accordance with the manufacturer's recommendation.
3. Exposure of powder charges to heat, chemicals, impact, or dampness shall be prevented.
4. All types of powder charges in common use should be easily identifiable. A charge which is unfamiliar should not be used without adequate instruction in its safe use.
5. Suitable personal protective clothing and equipment shall be worn when using powder-actuated tools.

SECTION XIV. CONSTRUCTION SAFETY

Item 7A.

City employees are often involved in tasks related to the heavy construction industry. Heavy machinery is employed in public works projects to save time and labor, but the potential hazards to workers are multiplied in the process. The operators of construction machinery often do not have sufficient visibility to detect danger to nearby workers, or the ability to avoid an accident by quick reversal of controls. The machinery is designed to handle extremely heavy work, with the result that being struck by, or caught in or between such machinery and its loads, usually entails severe injuries.

An immediate danger to workers lies in the potential for contact with electrical service or rupture of a gas service. Such accidents can be prevented by advance planning. But, if they should occur, prompt reporting to the utility concerned is of prime importance. Escaping natural gas constitutes a potential concern is of a prime importance. Escaping natural gas constitutes a potential explosion and the leak must be stopped by trained personnel as soon as possible. Contact with a primary electrical circuit constitutes a shock hazard. An immediate report to the utility affected will avoid compounding the hazard. Additional information on underground or overhead services may be obtained by calling toll free 1-800-432-4770 call Sunshine 48 hours before digging.

Supervisors are required to take immediate corrective action to eliminate any unsafe acts or unsafe conditions which could or would result in an accident. Further, supervisors are to ensure each employee has demonstrated skill in the proper operation of each equipment item.

Some of the principal hazards affecting employees are:

1. Dig-up resulting in gas explosions, electrocution, flash burns, etc.
2. Rupture of gas, water and sewer facilities from using mechanical compaction, boring, or digging equipment.
3. Electrocution resulting from contact with overhead electrical wires.
4. Interruptions of electrical service or communication lines from digups, pole collapse, etc.
5. Fractures, strains, dislocations, death, etc. from cave-ins.
7. Strains from lifting material-handling tasks.
8. Eye injuries from dust and debris propelled by machinery and tools used in the operation.



Construction accidents can be prevented by:

Item 7A.

- Constantly including consideration of necessary safety precautions in planning every job.
- Coordinating with other utilities to locate services near the job site by calling 1-800-432-4770.
- Instruction of workers about hazards involved as each job is explained to them.
- Use of approved protective clothing and equipment.
- Adherence to approved safe job procedures.

Construction Safety Procedures. Before work is started, supervisors will:

1. Check plans and other public utilities having service in the area of the job site to secure assistance in locating and protecting all underground or overhead services which may be affected. Additional information on underground or overhead services may be obtained by calling toll free 1-800-432-4770 call Sunshine 48 hours before digging.
2. Make a personal inspection of the job site area to identify what signs, post markers, overhead electrical lines, etc. may be seen, and make this information known to every worker.
3. Obtain the service and repair telephone numbers of all utilities having services in the job site area, so an immediate report may be made to them if an accidental contact is made.

A. Natural Gas Service

1. Inform all crew members of location and depth of buried pipelines.
2. Consult the local gas utility for closely paralleling or crossing buried pipelines.
3. Specifically instruct equipment operator to avoid contacts with buried lines. Do hand digging when in close proximity to buried pipelines.
4. Do not use mechanical compaction equipment when backfilling over buried pipelines.

5. *If a Gas Pipeline is Damaged*

- a. Immediately call 911 and the gas utility service repair office and report the damage.
- b. Shut off all motors in the area.
- c. Remove all flares or lanterns.
- d. Enforce NO SMOKING in the area.
- e. Do not operate gas valves.
- f. **Do not** cover up a damaged pipeline.
- g. Check the buildings in the immediate area for gas odors.
- h. Request occupants to leave the area if gas odors are detected.
- i. Re-direct traffic from the immediate area and notify Public Works and the Sheriff's Office of the situation.
- j. Evacuate the immediate area but maintain eye contact with the area to restrain others from entering the area. Remain available to relay information to the Police, Fire or gas company personnel.



B. Electrical Transmission Service

1. Contact the local electric power utility if work is to be done near electric service and accurately locate any buried service.
2. If excavating near poles or guy wires and the possibility of damage to cables or collapse of a power pole line exists, consult the power company.
3. If excavating beneath buried conduit or cables, arrangements should be worked out in advance with the power company concerning maintenance of electrical service, proper support of exposed conduit, and suitable compacting or backfill.
4. All wires and conduit shall be considered energized and dangerous.
5. Booms and protruding parts of construction machinery shall not be operated closer than 10 feet from overhead electrical lines. When construction machinery is operated in close enough proximity to energize lines that a full traverse of the moving parts could result in contact, a signalman shall be provided to direct the operator. Signalmen in those circumstances shall be especially watchful to prevent movement of machinery any closer than the minimum 10 feet clearance prescribed above.

6. Workers on the ground handling suspended loads, slings, cables, or in contact with the machine, are in the most hazardous position if contact with energized electrical lines occurs. Ground crews shall be repeatedly warned of the hazard and to be especially watchful to prevent such contact.

If Machine Contacts Energize Wires

- a. Have someone immediately contact 911 and the power service's repair office and notify them of the situation.
- b. The primary concern of persons on the rig is to leave the rig immediately. **Jump entirely free, being very careful no part of the body is in contact with the machine and the ground at the same time.**
- c. When jumping clear of energized equipment, aim for dry ground.
- d. Once clear of energized equipment, do not return to it and keep others away from it.
- e. If wires are down, post guards to prevent anyone from touching them.

C. Telephone Service

1. A guide should be posted on the surface to assist the machine operator. The guide should be stationed where he/she can be seen by the operator, outside the range of movement or hazardous area from loads, and should warn the operator of the presence of others who may enter the area.
2. Workers exposed to vehicular traffic shall meet DOT safety requirements wearing warning vests constructed with reflective or high visibility material.
3. Observe the precautions listed for electric power lines.
4. Underground telephone cable is generally buried with a minimum cover of 24 inches. Subsequent grading may have reduced this minimum. Pipe pushers, trenchers, boring tools, air hammers, pins for paving and curb forms, etc. should not be used until determining the depth and location of buried telephone cables and conduit.

D. Excavation and Trenching Operations

1. A guide should be posed on the surface to assist the machine operator. The guide should be stationed where he/she can be seen by the operator, outside the range of movement or hazardous area from loads, and should warn the operator of the presence of others who may enter the area.
2. Workers exposed to vehicular traffic shall meet DOT safety requirements wearing warning vests constructed with reflective or high visibility material.

3. All excavations of five (5) feet or more in depth and trenches of four (4) feet or more in depth shall be shored or sloped to the angle of repose in accordance with the State of Florida Industrial Safety regulations.
4. When chains, ropes, cables, slings, etc. are placed under tension, workers and observers shall be warned to stay beyond the range of whipping strands if they should part from the tension.
5. Workers in an excavation which is properly sloped or shored should not be in danger of being buried by cave-ins. However, accidents have occurred where workers standing on the surface at the edge of an excavation were carried into the excavation and buried by a cave-in at the point where they were standing. If such an accident should occur, pull the hard hat over your face to trap a pocket of air.
6. Excavated or other materials shall be stored more than two (2) feet from the edge of the excavation and shall be so stored and retained as to prevent it from falling or sliding into the excavation site.
7. Trenches four (4) feet or more in depth shall be braced and shored unless they are solid rock or the sides are sloped to an angle of repose in accordance with OSHA 1926.652.
8. Trenches and excavations more than four (4) feet in depth shall have ladders placed at intervals which will provide readily accessible means of entrance and exit and each ladder shall extend from the floor of the trench to not less than three (3) feet above the top ground surface.

E. Materials-handling Machinery

1. When moving heavy objects with a crane, proper slings and grips shall be used to secure the load to be suspended.
2. When guiding a suspended load into position, non-conductive rope or nylon tag lines shall be used to permit maintenance of a safe distance from the drop zone in case a suspended load should fall or contact an energized wire.
3. Employees should never crawl under mobile construction machinery during rest or lunch breaks.
4. Suspended load should not be moved over persons on the ground, or above persons working in an excavation.

F. Aerial Platforms and Baskets

The City employees use several kinds of mobile equipment with platforms or baskets which mechanically lift them to work on things too high to reach from the ground.

The following safety procedures are established:

Item 7A.

1. All outriggers shall always be in a stabilizing position and locked before raising the basket.
2. Persons near the vehicle shall be given a verbal warning before the outriggers are lowered. DOT cones shall be placed by each outrigger.
3. When employees are working aloft in aerial baskets or platforms, a safety line shall be connected to a fitting or harness secured to the platform, basket or boom and to a safety belt or harness worn by the employees.

G. Working in Public Right-of-ways

City employees are often required to work in and alongside right-of-ways normally used for vehicular or pedestrian traffic in order locate utilities, perform tree trimming or landscaping tasks, edging and other maintenance activities. It is desirable, whenever possible, some continued flow of traffic be maintained with the least possible interference with normal traffic patterns. There are two safety consideration involved:

1. Protecting the employee from being struck by vehicular traffic.
2. Helping the public safely avoid hazardous obstruction, excavations, etc. which interrupt the flow of both vehicular and pedestrian traffic.

When road surfaces are being repaired, manholes opened, or excavations dug, it becomes necessary for adequate warning of hazards to be posted. The minimum amount of the right-of-way must be blocked off consistent with DOT safety requirements, and traffic must be efficiently rerouted.

If repair work obstructs a traffic lane in a street and thus compresses several lanes of traffic into fewer lanes, warning by signs and barricades must be given the motorists well in advance of the obstruction. If manhole openings and excavations constitute a hazard to pedestrians, adequate barricades and rerouting of walkways must be provided.

Excavating utilities in the road may constitute interference with normal traffic in the form of standing or slow-moving vehicles and equipment, or occasional movements into the normal right-of-way. The feature of oscillating or rotating lights, or flashing arrow signs mounted on the vehicles should be used to identify these potential hazards.

The following safety procedures are established:

1. All workers exposed to vehicular traffic shall be provided with and required to wear warning vests meeting DOT requirements marked with or made of reflective or high visibility material.

2. Maintenance or construction activities shall use adequate signs and barricades and shall be placed in accordance with the provisions of the Manual on Traffic Controls and Safe Practices, State of Florida, and Department of Transportation.
3. Road or street maintenance equipment, road or street maintenance vehicles, and road service vehicles shall be equipped with a flashing or rotating amber light.
4. Flagpersons will be utilized under the following conditions:
 - a. To stop traffic intermittently as necessitated by work progress.
 - b. To maintain continuous traffic past a worksite at reduced speeds to help protect the work crew.
 - c. When traffic in both directions must use a single lane for a limited distance.

SECTION XV. CONFINED SPACES

Item 7A.

City employees are frequently required to work in confined spaces. By definition, a confined space is "any space fully or partly surrounded by confining surfaces and any other structures or compartment surrounded by confining surfaces which may contain or permit the accumulation of flammable, explosive, toxic, poisonous or asphyxiant gases, vapors, or other materials or which may not contain sufficient oxygen to support life". Examples are: tanks, digestors, barges, hoppers, bins, vaults, tunnels, ductwork, manholes, shafts, sewers and even open pits where heavier-than-air gases may accumulate (i.e., chlorine rooms).

Records supporting accident statistics are full of stories about people trapped in confined spaces and overcome by gases, fumes, lack of oxygen, etc. Many of these tragedies were compounded when would-be rescuers exposed themselves to the same situation without knowledge of what caused it to begin with, and thus also became casualties.

The hazards include flammable or explosive gases or vapors, toxic gases or vapors, and insufficient oxygen to support life. They can kill with frightening efficiency and lightning speed. Some are colorless, odorless and tasteless. With some, only a very small amount is dangerous.

Confined Space Safety Procedures:

1. Before entering confined spaces, a Supervisor will test to determine whether explosive, poisonous, toxic gases, or vapors are present.
2. Purging of hazardous atmosphere shall be accomplished before entering, whenever possible. Otherwise, proper respiratory equipment must be utilized.
3. Subsequent tests of the atmosphere shall be made at intervals frequent enough to ensure and maintain safe conditions, and a record of all tests shall be made.
4. When using portable blowers to ventilate, they shall be positioned to ensure the air intake will not pick up carbon monoxide fumes from the engine, and shall be placed at the lowest possible level.
5. **SMOKING** is prohibited in any underground operation or in other confined spaces.
6. All confined spaces which have previously contained, or which have the probability of containing toxic or poisonous material which can be absorbed through the skin, shall be entered only by persons properly equipped with protective clothing.
7. The controls of all power drivers, agitators, moving parts and moving equipment are an integral part of the installation within a confined space shall be disconnected, locked-out, or otherwise positively secured against operating while the confined space is occupied.

8. Lines, pipes, ducts and all other devices which may discharge hazardous material into a confined space shall be disconnected, blocked-off, locked-out, or otherwise positively secured against such discharge while the confined space is occupied.
9. A safety belt with lifeline attached shall be used by all persons wearing respiratory protective equipment in confined spaces. If respiratory protective equipment is not required, safety belts with lifelines shall be worn if the space contains water or liquids or other materials which will not safely support a person, or if the probability exists the atmosphere may become dangerous to life.
10. When entry to a confined space is through a top opening, the safety belt shall be of a type which suspends a person in an upright position.
11. When safety belts and lifelines are required, at least two standby attendants shall be designated to remain outside the space immediately available to render emergency assistance. One standby attendant shall have no other duties than to remain available for assistance, and shall be equipped with similar protective equipment as the person(s) inside the space.
12. When opening manholes, barricades and warning signs shall be used to protect pedestrian traffic and to alert vehicle traffic to the hazards as prescribed in Section IV, "Working in Public Right-of-Ways".
13. Employees should not expose their hands or enter any confined space without carefully opening the access plate, cover, lid, or door, and making sure no dangerous reptiles, animals or insects are occupying the space.
14. Exits should never be blocked.
15. Supervisors are required to take immediate corrective action to eliminate any unsafe acts or unsafe conditions which could or would result in an accident.

SECTION XVI. HAZARDOUS MATERIALS

Item 7A.

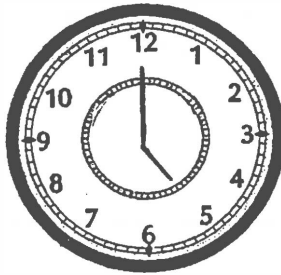
As discussed in Section V, Right-to-Know, the City works to protect you against the dangers of hazardous materials. Although we take the necessary precautions to avoid an accident involving hazardous materials, there may be an occasion where these materials are spilled, are leaking from their containers, or are obsolete and need to be removed from the work site.

The City has entered into a contract with an outside vendor to provide hazardous materials response and collection services. This company is an on call 24 hours a day and will respond to hazardous materials emergencies and is also available for non-emergency clean-up, hazardous waste collection, and contamination assessments.

Should you experience any of these situations, the following procedure is to be followed:

1. **Hazardous Material Emergency** (Chemical spills, leaking tanks or cylinders) - This type of situation will be coordinated by the Fire Department and the emergency should be reported immediately to 911.
2. **Hazardous Material Non-Emergency** (Clean-up, Hazardous Waste Collection, Contamination Assessments) - These services are to be coordinated through the Public Works Administration office. They can be reached at 391-1611 or 391-9951.

SAFETY HAS NO



QUITTING TIME

City of Madeira Beach

Building Department

Policy & Procedure Manual

Table of Contents

• Workplace Safety	Page 2
• Day to Day Operations	Page 2
○ Employee Conduct and Responsibilities	Page 2
○ Customer Service	Page 3
○ Cash Handling Policies	Page 2&3
• Medical Emergency	Page 3
• Hurricane/Severe Weather	Page 3
• Department Outline	Page 3&4

Workplace Safety

- All employees must read and follow the City of Madeira Beach Safety guidelines.
- Safety is a top priority. If you feel uncomfortable with any task, please discuss it with the Building Official before continuing.
- Observe and report any public safety concerns to the Building Official
- Always use common sense practices.

Day to Day Operations

Employee Conduct and Responsibilities

- Employees of the City of Madeira Beach are expected to conduct themselves in a friendly and professional manner.
- Employees must follow the policies in the City of Madeira Beach employee handbook.
- Building department employees are expected to show up for their shift on time and ready to perform their duties.
- Employees are expected to follow all tasks and guidelines associated with their duties.

Customer Service

- We pride ourselves on our exceptional customer service. All customers are to be treated with respect and dignity no matter the situation.
- Unruly customers or person(s) should be reported to the Building Official immediately. If the person(s) is a danger to themselves or others, Dial 911.

Cash Handling Policies

- Only the building department and other authorized City Employees are allowed to handle cash paid to the building department.
- All cash should be locked in the safe at the end of the workday.
- All doors should be locked at the end of the day.
- The Building Official, Operations Coordinator, Permit Technician and Permit Clerk are responsible for the reporting and handling of payments.
- In the event of a Holdup/Robbery it is the building departments policy to comply with any demands made by a person attempting to rob this

business or its staff. No attempts are to be made to safeguard property or money if there is any risk of physical harm to anyone; safeguarding life is the primary concern.

Medical Emergency

- In the event of any Medical Emergency remain calm. Dial 911 and follow the 911 operator's instructions. The address for City Hall is **300 Municipal Dr, Madeira Beach 33708**.
- Make sure you or someone else stays with the person in distress so you/they can relay important medical information to the 911 operator.
- Fill out an incident report

Hurricane/Severe Weather

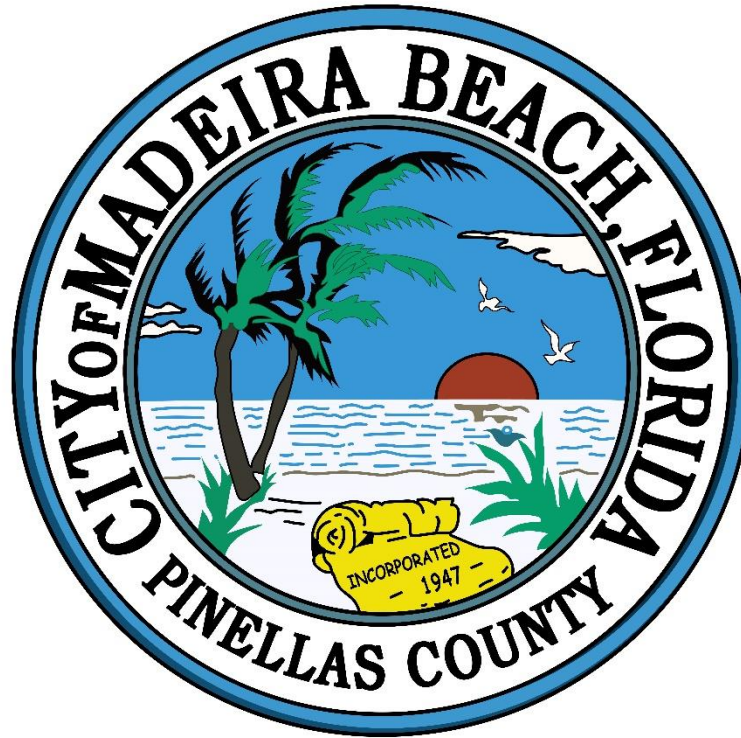
- In the event of a named storm, building department employees will follow the Emergency Operations Plan for the City of Madeira Beach.

Building Department Outline

The Building Department's mission is to administer and enforce the current Florida Building Codes and the International Property Maintenance Codes for new and existing building construction, renovation, remodeling and also fire, zoning and neighborhood integrity codes in an effort to ensure a safe, well-maintained community.

The Building Department goals are accomplished by various inspections all through the construction phase to ensure the facility meets the code; conducting a final inspection before the structure is occupied; coordinating with Community Development for plans review; assisting in FEMA – National Flood Insurance Program compliance and review; adherence to the NPDES Standard Operating Procedures for storm-water management and the Building Department Standard Operating Procedure.

The Building Department also implements review for city codes relating to building; issues business tax receipts, provides rental property inspections; monitors the city for neighborhood integrity, safety and aesthetics; processes violations for code compliance; coordinates with Sheriff's Office for code compliance; and staffs the Special Magistrate Meeting for code compliance.



City of Madeira Beach

Public Works Department

POLICIES AND PROCEDURES MANUAL

Table of Contents

Item 7C.

Section One: Public Works Department Purpose	3
Section Two: Public Works Organizational Chart	3
Section Three: Safety	3
Section Four: Facility Maintenance	6
Section five: Grounds & Parks Maintenance	7
Section six: City Vehicle Use and Maintenance	7
Section seven: Vehicle & Equipment Purchasing	7
Section nine: Utilities Maintenance	8
Section ten: Emergency Plan for the Utility	33
Section eleven: Sanitation	34

Section One: Public Works Department Purpose

Item 7C.

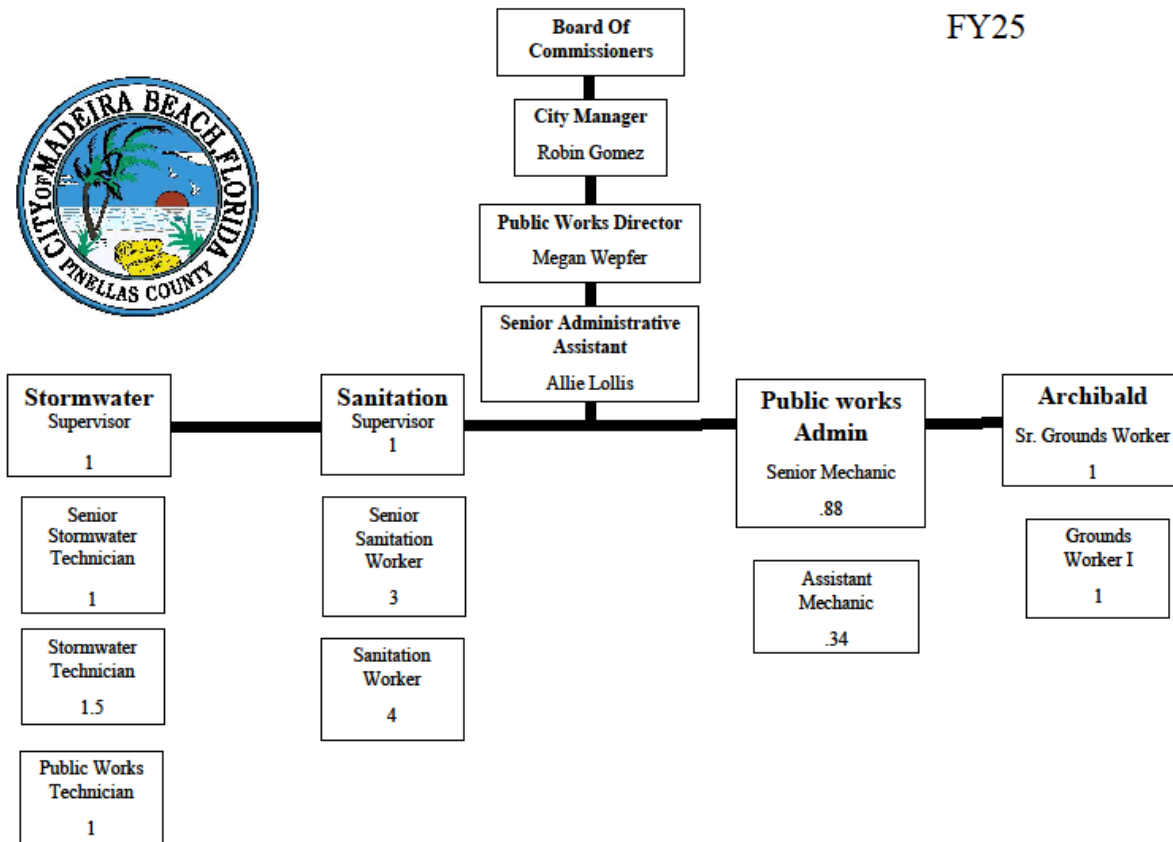
The City of Madeira beach Public Works Department is responsible for the management and maintenance of all city facilities, parks, fleet, roads, stormwater, and sanitation.

This Manual contains policies and procedures relating to these departments, emphasizing safety practices for the benefit of all Madeira Beach Public Works employees and serves as a reference guide.

This Public Works Department Manual covers all employees within the Madeira Beach Public Works Department. The elements contained in this manual must be followed in all situations except when doing so would expose the employee to a greater hazard.

Section Two: Public Works Organizational Chart

FY25



Section Three: Safety

It is the policy of the Madeira Beach Public Works Department to perform work in the safest possible manner consistent with the federal safety regulations for all daily work activities. Every reasonable effort shall be made to provide such an environment.

Madeira Beach Public Works considers the safety of its employees, contractors, and other related individuals to be of prime importance. We are committed to providing a workplace free of accidents, injuries, or fatalities.

Use Personal Protective Equipment

Employees shall use personal protective equipment (PPE) as appropriate for the type of task being performed.

The city will provide Steel toe or composite safety-toe boots, work jeans / shorts, waders (if necessary), and all required PPE. They will be replaced as necessary per the department manager's discretion. Employees are responsible for providing such other PPE (e.g., prescription safety glasses) that the city does not consider to be necessary, but they wish to use, at their own cost.

Item 7C.

Types of Personal Protective Equipment

- **Occupational Foot Protection:** Safety-toe footwear for employees shall meet the requirements and specifications in *OSHA Foot Protection 1910.136*
- **Head Protection:** Employees working in areas where there is a possible danger of head injury from impact, or from falling or flying objects, or from electrical shock and burns shall be protected using appropriate head protection, which should meet the requirements of and specifications in *OSHA 1926.100 - Head protection*.
- **Hearing Protection:** Wherever it is not feasible to reduce the noise levels or duration of exposures during working hours requirements and specifications in *OSHA 1926.101 Hearing Protection* shall be followed.
- **Eye & Face Protection:** Employees shall be provided with eye and face protection equipment when machines or operations present potential eye or face injury from physical or chemical agents. Face and eye protection equipment should be kept clean and in good repair. The use of this type of equipment with structural or optical defects shall be prohibited. *OSHA 1910.133 Eye and Face Protection* shall be followed.

High Visibility Clothing

Each employee shall wear reflective warning vests, or other high visibility garments always.

Use of Tools and Equipment

Employees are expected to use tools and equipment in a responsible manner and in accordance with manufacturer recommendations. This includes ensuring the safety of such equipment and properly storing it when not in use. Employees shall not modify machines to remove or disable safety devices.

Vehicle Safety - Standard Operating Procedures

Special recognition is given to vehicle safety since many employees are required to operate motor vehicles as part of their work. For their safety and welfare, employees shall comply with the following:

Operators must have a valid driver's license in his/her possession.

- a. All employees and passengers in government vehicles must use seat belts is mandatory in all vehicles.
- b. All city vehicles and equipment shall have a city logo for proper identification while in the field.
- c. Tools shall be secured to prevent movement.
- d. Employees shall immediately report any safety problems or mechanical defects with their vehicles to the supervisor.
- e. All motor vehicle operators must drive defensively, be courteous, and obey all traffic rules and regulations.
- f. All motor vehicle operators shall not pick up hitchhikers except when rendering assistance to disabled motorists in emergency situations (call supervisor prior to).
- g. Under no circumstances shall an employee operate a vehicle while under the influence of intoxicating beverages, drugs, or substances.
- h. Smoking is not allowed in city vehicles.
- i. In case of inclement weather, heavy traffic, or other road hazards, the vehicle operates at a safe speed.
- j. Vehicles should be locked when left unattended.
- k. Vehicles shall not be left unattended while in operation. The motor shall be off.
- l. Vehicles used in the performance of job tasks within roadway rights-of-way, at project construction sites, or any situation requiring increased visibility to protect occupant safety shall display an approved vehicle warning light.
- m. Operators shall not engage in text messaging while driving,
- n. Operators shall not engage in phone calls unless there is an emergency or to call a supervisor or coworker while driving.

Safety Items for Public Works Vehicles

Each Public Works vehicle shall have the following safety items carried in it:

Item 7C.

- First Aid Kit
- latex gloves
- Vehicle Warning Light
- Emergency Spill Kit

Weather Safety

Public Works employees are sometimes exposed to extreme conditions in the completion of day-to-day duties. To keep our employees safe the following guidelines have been developed to recognize, prevent and monitor body temperature management.

Heat Stress Prevention and Monitoring

Workers must learn to recognize and treat the various forms of heat stress. The best approach is preventative heat stress management.

Symptoms and Treatment of Heat Exposure

The following is a discussion of specific results of heat stress.

Heat Stroke

- Symptoms - Red, hot, dry skin, although a person may have been sweating earlier; nausea; dizziness; confusion; extremely high body temperature; rapid respiratory and pulse rate; unconsciousness or coma.
- Treatment – Seek medical attention.

Heat Exhaustion

- Symptoms - Pale, clammy, moist skin; profuse perspiration and extreme weakness. Body temperature is normal, pulse is weak and rapid and breathing is shallow. The person may have a headache, may vomit and may be dizzy.
- Treatment – Seek medical attention.

Fall Prevention Procedures

The following list shows methods that can be used to eliminate, minimize, and protect against fall hazards and the risks associated with falls.

1. Eliminate the hazard.
2. Fall Restraint. When a hazard exists where traditional fall protection cannot be implemented, the employee should wear an approved harness.
3. Using the “buddy system”. There shall be two Madeira Beach Public Works trained employees on site. The two employees must be always in contact with each other when an employee is exposed to a fall hazard to check the use and operation of the safety equipment and be available to implement rescue procedures.

Evaluation of Excavation Hazards

Prior to working near an excavation, employees shall perform a self-evaluation and assess the potential hazards associated with the following:

- Surface Conditions
- Underground installations (existing utilities, etc.)
- Traffic near the site
- Water accumulation
- Unstable adjacent structures or improper sloping/shoring
- Loose rock or soil
- Lack of inspections
- Falls

Temporary Traffic Control Policy

Item 7C.

As feasibly possible, Madeira Beach Public Works employees shall reduce their risks to roadway hazards by minimizing and/or eliminating the time spent in and/or along roadways during the completion of work. When Madeira Beach employees are involved in work that suspends the normal function of a roadway, provisions for temporary traffic control, complying with the FDOT Manual for Uniform Traffic Control Devices, shall be made.

Worker Considerations and Training Requirements

Madeira Beach Public Works employees who work on or along roadways shall:

- (1) Be trained in how to work around motor vehicle traffic in a way that minimizes their vulnerability.
- (2) Wear a bright, highly visible vest, shirt, or jacket that is orange, yellow, yellow green, or a fluorescent version of these colors.
- (3) Ensure all flashing vehicular lights are in operation while on the roadway.

Motorist Assistance

The Public Works employees may use work time and/or city equipment to assist motorists with the following types of services:

- Inflating of flat tires
- Jump start car
- Fill radiator with water
- Removing debris from the road at the scene of an accident

City employees are prohibited from accepting payment or a gratuity for providing motorist assistance.

Section Four: Facility Maintenance

Purpose

Facility maintenance covers the day-to-day and long-term running of the designated buildings. These tasks are carried out by the employed staff and outsourced only in certain situations (i.e. roof replacement, HVAC repair/ Maintenance, etc.).

Within the maintenance function, scheduled maintenance and preventative maintenance are designed to reduce emergency repairs to a minimum.

Maintenance, Repair and Minor Alterations

Maintenance can be divided into the following categories:

- **Scheduled Maintenance:** Done when convenient or on a scheduled basis.
- **Preventative Maintenance:** This is the foundation of every successful maintenance program. It is the maintenance performed on a regularly scheduled basis to prevent major breakdowns.
- **Emergency Repair:** Unscheduled repairs required because of equipment failure.

Work Order System

The Work Order Form is located on Aclarian Portal website under task Management, Forms & work order request. The form is completed electronically and assigned to the proper department. Within reasonable time and resource availability completed work orders are handed to the Public Works Director, and associated costs are noted in the work order request by the designated employee. All assignments will be completed by Department heads or their designated staff and assigned properly. Once work orders are completed staff will notify the director and or administrative assistant who will then go in and mark the task as completed.

City Facility Cleaning Contract services:

The City Facility cleaning services contract is managed by the Public Works Department. Staff are to ensure that all duties are being performed as written in accordance with the RFP. If staff notice areas are missed, they are to immediately report to the Director and Administrative Assistant. For a list of all duties please contact the Director.

City HVAC Contracted services:

Item 7C.

The City HVAC services are contracted with a licensed contractor. The preventative maintenance services are scheduled quarterly with the contractor which covers equipment checks of levels, filter changes, and overall workings of each system.

Section five: Grounds & Parks Maintenance

Purpose

Designated grounds and parks maintenance covers the day-to-day and long-term care of the city owned properties. These tasks are carried out by the employees and outsourced only in certain situations. Staff shall maintain all locations listed on the PW / Parks Department inventory.

It is the role of designated grounds staff to ensure these areas are kept safe, clear, clean and respected in every manner possible. The regular maintenance duties include mowing, edging, blowing, trimming, raking, trash / debris removal and repairs.

Quarterly staff will complete the City Parks inspection form for each location listed on the checklist. The intention of this form is to ensure all city parks are clean and safe for all visitors. The Checklist will be provided as needed.

Section six: City Vehicle Use and Maintenance

Purpose

The city fleet consists of a large number of city-owned vehicles as well as light and heavy equipment including tractors, forklifts, backhoe, trailers, UTV Vehicles, and landscaping equipment. This equipment is provided for official business use by designated drivers and skilled operators employed by the City of Madeira Beach.

Vehicles and equipment are maintained and repaired by the City Mechanic. Vehicles are assigned to a department and/or a specific employee for the completion of work-related duties.

Section seven: Vehicle & Equipment Purchasing

Overview

All new purchases for vehicles and equipment are part of the budget cycle and will be based on the recommendation of the City Mechanic. The availability of funding will determine finalization of approved vehicle and equipment purchases. Please use the most recent vehicle and equipment list for the fleet.

Acquisition

All purchases of vehicles and equipment will follow the applicable purchasing policies of the city. Annually, before the preparation of the Operating and Capital Budgets, the City Mechanic, Public Works Director, and fellow department directors will meet and review the department's vehicle replacement schedule and make recommendations and plan for the acquisition of replacement vehicles and equipment.

Vehicle and Equipment Replacement Program

Each Department is responsible for their replacement program based on their needs and level of service.

Development of Guidelines/Procedures

The guidelines for vehicles considered for replacement are based on vehicles meeting predetermined age and/hour/or mileage criteria. Additional consideration is given to the functionality and overall condition of the vehicle.

The Public Works Director will review and approve all specifications for purchases of city public works fleet vehicles and motorized equipment. Each department is responsible for their vehicle and equipment replacements purchasing and budgeting.

Section eight: Roads Maintenance

Purpose

Item 7C.

Roads Maintenance covers the day-to-day of the city's public road system. These tasks are carried out by the employed staff and outsourced in certain situations (i.e. road construction, stormwater reconstruction, etc.).

Within the maintenance function, scheduled maintenance and preventative maintenance are designed to reduce emergency repairs to a minimum. It is the role of roads management to ensure through regulatory compliance and proper operations that all applicable federal, state and local laws are followed in creating a safe and cost-effective environment for the users of our public roadways.

Safety

As much as feasibly possible, Madeira Beach employees shall reduce their risks to roadway hazards by minimizing and/or eliminating the time spent in and/or along roadways during the completion of work. When Madeira Beach employees are involved in work that suspends the normal function of a roadway, provisions for temporary traffic control, complying with the FDOT Manual for Uniform Traffic Control Devices, shall be made.

Section nine: Utilities Maintenance

Utilities Maintenance covers the day-to-day of the city's stormwater utilities. These tasks are carried out by the employed staff and outsourced only in certain situations (i.e. major repairs)

Within the maintenance function, scheduled maintenance and preventative maintenance are designed to reduce emergency repairs to a minimum. It is the role of utilities to ensure through regulatory compliance and proper operations that all applicable federal and tribal laws are followed in providing clean discharge of stormwater in a manner that does not have negative impacts on the environment.

Enforcement

Section 98-36, 70-197 and 70-198, State the control requirements for stormwater runoff, illicit discharges and spills and dumping. These ordinances protect the intracoastal and keep Madeira Beach compliant with our MS4 Permit with Pinellas County as a co permitted.

Inspection Frequencies

At a minimum, inspections shall adhere to the below-stated frequencies. Bold text represents the current inspection frequency used by the city at the time of SOP preparation (where applicable).

Structural Control	Condition/Status	Inspection Frequency						
		Monthly	Quarterly	Bi-Yearly	Yearly	Once Every 18 Months	Once Every Three Years	Other
Dry Retention Systems	New Systems				X (2 Yrs.)			
	Existing Systems w/out Chronic Problems						X	
	Existing Systems w/ Chronic Problems				X *			
Underdrain Filter Systems	New Systems				X (2 Yrs.)			
	Existing Systems w/out Chronic Problems						X	
	Existing Systems w/ Chronic Problems				X *			
Exfiltration Trench / French Drain	New Systems				X (2 Yrs.)			
	Existing Systems w/out Chronic Problems						X	
	Existing Systems w/ Chronic Problems				X *			
Grass Treatment Swales (Dry)	New Systems				X (2 Yrs.)			
	Existing Systems w/out Chronic Problems						X	
	Existing Systems w/ Chronic Problems				X *			

Dry Detention Systems	New Systems				X (2 Yrs.)				Item 7C.
	Existing Systems w/out Chronic Problems						X		
	Existing Systems w/ Chronic Problems				X *				
Wet Detention Systems	New Systems				X (2 Yrs.)				
	Existing Systems w/out Chronic Problems						X		
	Existing Systems w/ Chronic Problems				X *				
Detention with Filtration Systems	New Systems				X (2 Yrs.)				
	Existing Systems w/out Chronic Problems						X		
	Existing Systems w/ Chronic Problems				X *				
Pollution Control Boxes	New Systems		X						Quarterly Frequency can be Revised if Prior Inspections Allow
	Existing Systems w/out Chronic Problems				X				
	Existing Systems w/ Chronic Problems		X*						
Stormwater Pump Stations	New Systems			X					
	Existing Systems w/out Chronic Problems **			X					
	Existing Systems w/ Chronic Problems		X *						
Major Stormwater Outfalls	New Systems				X				
	Existing Systems w/out Chronic Problems				X				
	Existing Systems w/ Chronic Problems		X*						
Stormwater Pond & Channel Control Structures	N/A								To Match Associated Stormwater Feature's Inspection Frequency
Pipes / Culverts	N/A				Minimum of 10% of overall system to be inspected on yearly basis				At least once every 10 years
Stormwater Collection Structures	N/A				Minimum of 10% of overall system to be inspected on yearly basis				At least once every 10 years
Other Stormwater Conveyance Facilities	N/A				Minimum of 10% of overall system to be inspected on yearly basis				At least once every 10 years

* Continue Frequency Until Chronic Problems are Resolved

** The City's current inspection frequency exceeds NPDES minimum thresholds. Inspections are performed on a monthly basis, at a minimum and supplemental inspections are performed after rain events.

Functionality Inspection

Perform *Functionality Inspection* immediately after a quantifiable rain event. Inspections shall be City-wide unless prohibited by time or staff constraints. Where these constraints are present, identify focus area for partial inspection and incorporate the below processes into the abbreviated effort.

For below-grade structures (Stormwater Collection Structures)

1. Observe structure and document noticeable performance issues.
2. Remove debris if found within vicinity of structure.
3. Record extent of debris removed when found.
4. If functional limitations are suspected, perform *Advanced Inspection*.

For closed conveyances (Major Outfalls)

1. Observe outfall and confirm no blockages are immediately visible. Check for signs of recent flow activity.
2. Remove debris if found within vicinity of outfall.
3. Record extent of debris removed when found.
4. If functional limitations or contaminant discharge are suspected, perform *Advanced Inspection*.

** Major outfall inspection not needed for each functionality inspection but done at least annually. Consider seasonal and tide limitations.*

Advanced Inspection

Perform *Advanced Inspection* on a yearly basis or when feasible. This SOP recognizes that *Advanced Inspection* frequency may be altered should labor shortages limit the number of staff available to perform daily maintenance activities.

For below-grade structures (Stormwater Collection Structures, Control Structures & Pollution Control Boxes)

1. Document Asset ID where available
2. Remove access lid.
3. Observe conditions of wall and floor for structural damage.
4. Document condition of pipe penetrations at structure wall. Look for staining or active leaks.
5. Note accumulated sediment if present.
6. Report on condition of internal appurtenances (booms, grates, weirs, skimmers, etc.).
7. Special conditions for stormwater pump stations:
 - a. Ensure confined space entry requirements have been fulfilled.
 - b. All maintenance to the pumps and panel shall be performed by a licensed electrician.
 - c. Record pump run times

For closed conveyances (Pipes / Culverts & Major Outfalls)

1. At each structure inspection, view inner diameter of piping from structure. It is assumed that visibility will extend approx. 7-1/2' into the pipe.
2. Note accumulated sediment if present.
3. Televiser line if opportunity is available.
4. Lamp / mirror line to determine ovality and/or presence of dropped joints.
5. Walk pipe's alignment and observe for depressions. These may be indicative of a failed joint and / or wall segment.
6. At termination points, observe condition of pipe end treatment (open discharges).
7. Document presence of scour / undercutting at open discharges.

For open conveyances (Ditches / Swales & Detention Facilities)

1. Perform inspection during all vegetation management activities (i.e. mowing).
2. Comment on uniformity of top of bank and toe of slope (elevation and alignment).
3. Document locations of bank failure (washout, sloughing, erosion, etc.)
4. Where present, confirm condition of bank stabilizing measures (walls, gabions, concrete pavement, matting, special vegetation, etc.).

For pump stations

1. Ensure electrical safety protocol is followed.

2. Document inspection of hydrodynamic separator on the City's standard form.
3. Open wet well access and note presence of trash and/or accumulated sediment.
4. Observe upstream diversion and downstream connection structure.
5. Confirm pumps are properly seated to the quick disconnect fitting.
6. Confirm outfall is free from blockage.
7. Record pump run hours and corresponding rainfall.

Inspection/Maintenance Reporting Procedures

All Inspections and Maintenance are recorded on the City's Stormwater System Inspection & Maintenance Log.

Maintenance Procedures

Dry Detention / Retention Systems

- Mow grass
- Remove trash and debris from system (properly dispose)
- Remove accumulated sediment from inflow pipe (properly dispose)
- Eliminate mosquito breeding habitats
- Repair undercutting around inflow structure.
- Repair areas where erosion is observed
- Scrape, disc or aerate the bottom if infiltration improvement is needed to adhere to permitted conditions
- Restore surface (sod, seed, etc.) when restoration is performed

Exfiltration Trench

- Remove sediment in pipes and/or inspection ports if needed (properly dispose)
- Remove trash and debris from system (properly dispose)
- Total rehabilitation may be needed if system fails to function properly

Grass Treatment Swales (Dry)

- Mow grass
- Remove trash and debris from system (properly dispose)
- Remove accumulated sediment from inflow pipe (properly dispose)
- Eliminate mosquito breeding habitats
- Repair undercutting around inflow structure.
- Repair areas where erosion is observed
- Scrape, disc or aerate the bottom if infiltration improvement is needed to adhere to permitted conditions
- Restore surface (sod, seed, etc.) when restoration is performed

Wet Detention Systems

- Maintain and re-establish any eroded areas on side slopes
- Repair undercutting around inflow structure.
- Remove trash and debris from system (properly dispose)
- Remove accumulated sediment from inflow pipe (properly dispose)
- Remove any trees or shrubs that have become established near the discharge structure/pipe
- Remove excessive exotic vegetation from littoral zone (if applicable) and replant (if needed)
- Remove accumulated sediment from basin to restore design storage volume

Pollution Control Boxes

- Remove trash and debris from system (properly dispose)
- Remove accumulated vegetation from system (properly dispose)
- Remove accumulated sediment from inflow pipe (properly dispose)
- Replace absorbent materials as required
- Repair damage to structure

Major Stormwater Outfalls

- Remove trash and debris from system (properly dispose)
- Remove accumulated vegetation from system (properly dispose)
- Remove accumulated sediment from inflow pipe (properly dispose)

- Maintain earthen bank adjacent to outfall (if applicable)
- Maintain headwall (if applicable)
- Maintain rip rap if needed to stabilize at discharge

Pipe / Culverts & Stormwater Collection Structures

- Remove trash and debris from system (properly dispose)
- Remove accumulated vegetation from system (properly dispose)
- Remove accumulated sediment from inflow pipe (properly dispose)
- Remove barnacles / marine life / other life (if applicable)
- Maintain access/cover if source of sediment accumulation
- Visually Inspect or Televisive pipe if significant pipe deficiencies are thought to exist

Control Structures

- Remove trash and debris from system (properly dispose)
- Remove accumulated vegetation from system (properly dispose)
- Remove accumulated sediment from inflow pipe (properly dispose)
- Remove barnacles / marine life / other life (if applicable)
- Replace damaged/missing mechanical parts

Pump Stations

- See “Pollution Control Structures” above for maintenance operations associated with the hydrodynamic separator.
- See “Control Structures” above for maintenance operations associated with the diversion structure.
- Remove trash and debris from wet well and surrounding site (properly dispose)
- Remove accumulated sediment from inflow pipe where visually evident (properly dispose)
- Address blockages that may be present at outfall
- Replace damaged/missing mechanical parts

Other Stormwater Conveyance Facilities

- Mow grass / Cut Vegetation when needed
- Remove trash and debris from system (properly dispose)
- Remove accumulated vegetation from system (properly dispose)
- Remove accumulated sediment (properly dispose)

Development Project Review Procedures – Stormwater Treatment – Private Sites

1. All plan review services for Private Sites provided by Community Development Department.
2. Ensure that all codes, ordinances and regulations pertaining to stormwater treatment are adhered to. This requirement is met if the city is provided with suitable documentation from the Southwest Florida Water Management District (SWFWMD).
3. When required, utilize consultant services to confirm adherence to water quality / stormwater treatment requirements.

Development Project Review Procedures – Stormwater Treatment – Permittee Sites

1. All plan review services for Permittee Sites provided by Public Works Department.
2. Ensure that all codes, ordinances and regulations pertaining to stormwater treatment are adhered to. This requirement is met if the city is provided with suitable documentation from the Southwest Florida Water Management District (SWFWMD).

3. Ensure heightened stormwater quality commitments are met in accordance with funding requirements when outside project funding is received.
4. When required, utilize consultant services to confirm adherence to water quality / stormwater treatment requirements.

Item 7C.

Inspection Procedures

1. Observe impervious surfaces directly connected to storm drain collection structures. Confirm all debris, grit and solids are removed from impervious surfaces to the best extent possible.
2. Observe impervious surfaces directly connected to storm drain structures and determine the presence of vehicle/equipment fluids. If fluids are seen, clean these spills in accordance with typical protocol. Protect stormwater collection structures during cleaning activities.
3. Inspect equipment to determine source of fluid leaks. Repair equipment as needed.
4. Determine presence of open storage containers. Properly cover containers. Properly dispose of all containers that house non-usable fluids.
5. Observe pervious areas within the yard and/or shop. Stabilize unstabilized areas.
6. Continue with previously-established inspection procedures.
7. The inspector shall ensure that all cleanup materials are readily accessible.

Eligible Facilities

Public Works

503 150th Avenue, Madeira Beach, FL 33708

Activities: Storage of roadway repair materials, infrastructure repair materials, debris and brush

Sanitation Yard

5000 94th St, Seminole, FL

Activities: Storage of sanitation vehicles

MUNICIPAL YARD INSPECTION CHECKLIST

NPDES MS4 Permit Stormwater Site Inspection Part III.A.3 & Part III.A.5

Facility Name:

Facility Address:

Drainage Basin: Standard Industrial Code (SIC):

YES	NO	NA	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1. Discharge point to the Municipal Separate Storm Sewer System (MS4) . If yes, indicate: (1) Latitude/Longitude of discharge point: _____ (2) Receiving water: _____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2. Industrial ONLY: MSGP Notice of Intent (NOI) (FDEP Form 62-621.300(5)(b)) was submitted to DEP.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3. Industrial ONLY: The Stormwater Pollution Prevention Plan (SWPPP) is on site and is being adhered to, as per the MSGP.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4. Industrial ONLY: The required SWPPP inspection and maintenance report forms are always completed, as per the MSGP.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5. Materials/chemicals are stored, handled, or discarded in a manner to reduce the potential risk of spills entering the MS4. Is a spill kit on site?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6. Outfalls, inlets and outlets of stormwater treatment systems are free of debris/pollutants.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7. Chemical storage tanks (new and used fluids) are clearly marked, properly contained (i.e., tightly closed, no potential to leak pollutants), and protected from potential accidental damage.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	8. Loading, unloading, and transfer areas are neat and free of spills/debris/pollutants.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	9. Vehicle maintenance areas are properly maintained and draining to the treatment system or sanitary sewer line.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	10. Outdoor manufacturing areas are properly maintained and free of spills/debris/pollutants.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	11. Outdoor stockpile/material handling areas are properly maintained and the materials are properly contained (i.e., no potential to leak or leach pollutants).
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	12. Trash and debris areas are conspicuous and properly protected from stormwater runoff.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	13. Fueling stations are free of petroleum product spills/leaks.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	14. Vehicle wash and rinse areas are draining to the treatment system or sanitary sewer line.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	15. Visual observation of potential illicit connection/illicit discharge to the MS4. (Note where observed.) Odor <input type="checkbox"/> Color <input type="checkbox"/> Foam <input type="checkbox"/> Sheen <input type="checkbox"/> Surface Scum <input type="checkbox"/> Solids <input type="checkbox"/> Turbidity

☐ ☐ ☐ ☐ ☐ ☐
 0 1 2 3 4 5

Comments:

Verbal/written Notification Given To:

Name/title:

Phone/e-mail:

Inspector Name:

Date:

The City's Litter Control Program consists of the following elements:

1. Removing trash from rights-of-way during routine operations when observed.
2. Daily removal of trash from City-owned parks.
3. Daily removal of trash from City-maintained beaches.
4. Supporting Keep Pinellas Beautiful's beach cleanup efforts.
5. Ensuring proper disposal of litter by Contractor's working within the city.
6. Coordinating with residents/business owners in the event litter accumulation within or adjacent to their parcel is a frequent occurrence.
7. When financially feasible, consider Adopt-A-Road and/or other roadway litter management programs.

Litter Control Plan Implementation Procedure (Element 1)

Remove litter when encountered during daily and / or routine procedures. Ensure appropriate containment vehicle (i.e. bag) is present to prevent litter from leaving bed of truck.

Encourage all staff to pick up and properly dispose of litter encountered during typical work

activities. Litter Control Plan Implementation Procedure (Element 2)

Perform litter removal from parks on a daily basis. Dispose of collected litter within dumpster associated with park facility (where present). Dumpster collection frequencies shall be as follows:

- For compacting dumpsters, collect on daily basis or as needed based upon usage.
- For conventional dumpsters, collect five (5) days a week or as needed based upon usage.

Litter Control Plan Implementation Procedure (Element 3)

Perform litter removal from City-maintained beaches on a daily basis. Dispose of collected litter within dumpster associated with nearest park facility. If collecting litter within a vehicle, ensure appropriate containment vehicle (i.e. bag) is present to prevent litter from leaving bed of vehicle.

Litter Control Plan Implementation Procedure (Element 4)

Maintain established lines of communication with Keep Pinellas Beautiful and allow for the use of City parks as meeting spots. Ensure associated dumpster is emptied if space is low prior to a sponsored cleanup event.

Litter Control Plan Implementation Procedure (Element 5)

When performing an inspection or visiting a construction site, confirm presence of a dumpster. Confirm trash accumulation rate aligns with dumpster size and collection frequency. Direct Contractor to remove trash and debris from site when observed.

Litter Control Plan Implementation Procedure (Element 6)

See Chapter 54 (Solid Waste) of the City's codes for guidance on addressing issues associated with litter accumulation on specific parcels.

[Chapter 54 - Solid Waste](#)

Litter Control Plan Implementation Procedure (Element 7)

Consider implementing an Adopt-A-Road or other litter management programs.

Frequency Determination Factors

The type of roadway driveway surface shall serve as the basis of determining street sweeping frequencies. For purposes of this SOP, regenerative air sweeping will also be classified as street sweeping.

Impervious roadway surfaces (i.e. asphalt) shall be swept on a monthly basis.

Pervious roadway surfaces, where debris can impact the ability of the surface to drain, shall be swept on a bimonthly basis (twice per month). Pervious roadway surfaces within the City of Madeira Beach are pervious concrete.

All publicly owned roadways within the City shall be

subject to sweeping. Disposal Requirements

Material collected shall be disposed of in accordance with the FDEP guidance document covering the management of street sweepings (and other sediment). This document can be accessed via the below link:

[FDEP Guidance for the Management of Street Sweepings, Catch Basin Sediments and Stormwater System Sediments](#)

Decanting shall be done to dry out the solids should a suitable area be present.

Street sweepings shall be disposed of as quickly as possible. It is recommended that, if storing swept material, that disposal occurs no more than one (1) week after collection.

All street sweepings shall be considered Class I waste and dispose of accordingly. For Madeira Beach, this will require that material be disposed of at the Pinellas County landfill.

Recording Requirements

Sweeping efforts shall be recorded on the Stormwater System Inspection and Maintenance Log. To streamline reporting efforts, pervious areas shall be noted as 137th / Church by the Sea and Bogie. Partial sweeping of impervious areas shall be noted by designating the start and stopping location of that day's work. This will be used to determine sweeping mileage.

The cubic yardage shall be estimated and recorded on the same form once the material is removed from the hopper for decanting. It is recognized that multiple runs may be comingled in the decanting pile. Maintain disposal tickets when received from the Pinellas County landfill.

Reduction of Use

1. In an effort to reduce the use of pesticides, herbicides and fertilizer, all municipal projects and improvements shall attempt to utilize Florida friendly landscaping to the greatest extent possible when considering site constraints, available budget and overall appearance intent.
2. Spraying programs deemed ineffective (in the opinion of the Municipality), shall be terminated.
3. To facilitate maximum effectiveness and minimize usage, the application of the above chemicals shall be properly timed with weather conditions and growing cycles.
4. When possible, manual and/or mechanical weed and pest control shall performed in lieu of chemical application.
5. If possible, preemptive applications shall be minimized.
6. Due to the lower application losses, use granular versions of the above chemicals when possible.

Mixing

1. Mixing shall not occur near storm drains. When possible, mix these chemicals indoors.
2. Always mix the minimum amount of chemicals required for the job and not excess amounts.

Application

1. All applicants shall be trained and certified.
2. Application shall always be in accordance with the manufacturer's recommendations.
3. Techniques should be employed to minimize off-target application.
4. When possible, spot spray chemicals on infected areas rather than treating a larger area.
5. When applying chemicals in the vicinity of water bodies, State and/or County approved chemicals shall be used.

Storage

1. To the best possible, the Municipality shall maintain an inventory of on-hand fertilizer, herbicides and pesticides.
2. Where possible, all chemicals shall be stored in the appropriate containers.
3. Unused chemical disposal shall be done in a suitable manner.

Training

1. Employees involved in chemical applications shall be trained in general stormwater pollution prevention techniques.
2. Training for proper chemical applications shall be provided to applicable employees in accordance with NPDES criteria.
3. Records of trained personnel should be maintained by the Municipality.

Program Goals & Objectives

To encourage citizens to reduce their use of pesticides, herbicides and

fertilizers Topics to be Addressed

- Proper application of pesticides, herbicides and fertilizers
- Suitable alternatives to the application of pesticides, herbicides and fertilizers
- Regulations, codes and ordinances governing the composition and application of pesticides, herbicides and fertilizers
- Impacts of improper pesticide, herbicide and

fertilizer application Target Audience

- Residents
- Business Owners
- Contractors

Identification of Notification Techniques

Notification Technique	Topics to be Addressed	Target Audience	Percentage of Target Audiences Reached (Assumed)	Annual Schedule	Method of Outreach Documentation	Description of Resources	Method for Assessing Changes in Public Awareness
Static Displays / Brochures	All Topics Referenced Above	Residents, Business Owners & Contractors	50%	Year Round	Number of Brochures Printed Per Year	Municipal Funds	Target Audience Feedback, Increase in Target Audience

							Inquiries & Reduced Occurrences of improper application
Verbal Communication with Municipal Staff	All Topics Referenced Above	Residents, Business Owners & Contractors	10%	Year Round	N/A; Outreach task not reported on.	N/A	Target Audience Feedback, Increase in Target Audience Inquiries & Reduced Occurrences of improper application
Municipal Website	All Topics Referenced Above	Residents, Business Owners & Contractors	70%	Year Round	Website Hits	Municipal Funds	Target Audience Feedback, Increase in Target Audience Inquiries & Reduced Occurrences of improper application
Social Media Posts	All Topics Referenced Above	Residents, Visitors & Business Owners	50%	Yearly (prior to Fert. Ord. start date)	Interactions (Likes, Shares, etc.)	Municipal Funds	Target Audience Feedback, Increase in Target Audience Inquiries & Reduced Occurrences of improper application
Statements at Government Meetings (via the City Manager's Report)	All Topics Referenced Above	Residents, Business Owners & Contractors	30%	Yearly	Quantify the number of meetings statements related to A.6 topics were made.	N/A	Target Audience Feedback, Increase in Target Audience Inquiries & Reduced Occurrences of improper application

Responsible Authority

The Public Works Director shall oversee all public outreach efforts. Assistance will be needed for the following activities:

- Access to Google Analytics to determine website hits. Assistance has historically been provided by Jay Hatch.
- Social media posting to be done through the City's Public Information Officer (PIO).

The goal of the Proactive Illicit Discharge Program is to identify and eliminate sources of illicit discharges. Uncovering illicit connections to the MS4 and occurrences of illegal dumping are also elements of this program. The City defines an illicit discharge as anything other than stormwater entering the stormwater system.

Sites Covered by a Multi-Sector Generic Permit (MSGP)

There are two (2) sites in the City covered by a MSGP. These are as follows:

City of Madeira Beach Municipal Marina (503 150th Ave) (Stormwater No Exposure Certification) Fishbusterz Madeira Beach Boat Yard (13625 Gulf Blvd.)

At the beginning of each reporting year, the City shall review available records to determine if new facilities have entered the City. Review the below-linked database for MSGP permit issuance and confirm that additional facilities are present.

<https://floridadep.gov/water/stormwater/content/stormwater-facility-information>

During proactive inspections and other maintenance activities, the City shall record any sites believed to be performing regulated industrial activities. These activities may include, but not be limited to, the following:

- Any activity subject to federal effluent limitations
- Heavy manufacturing (ship building and/or repair, chemical manufacturing, etc.)
- Mining / oil & gas exploration
- Hazardous waste facilities
- Landfills / open dumps
- Recycling facilities (salvage yards, auto junk yards, battery reclaimers)
- Steam electric power generation facilities
- Transportation facilities (trucking, airports, marinas)
 - o Note the City marina does not have the facilities to be classified under this category
- Domestic wastewater treatment plants
- Large construction activity (> 5 acres)
- Light industry (printing, warehousing)

If a site is performing the above (or similar) industrial activities and does not have a MSGP, contact the FDEP NPDES Stormwater Program at 866-336-6312.

Inspection Schedule & Prioritization

Proactive inspections can be performed using two (2) different approaches:

- | | |
|-------------------------------------|--|
| Approach 1 <input type="checkbox"/> | The City's Public Works Department field service staff are required to implement standard investigative procedures during regularly scheduled work activities, perform and record proactive inspections, investigate |
|-------------------------------------|--|

suspected and reported potential occurrences of illicit discharge, and prepare written documentation of activities associated with illicit discharge and clean-up.

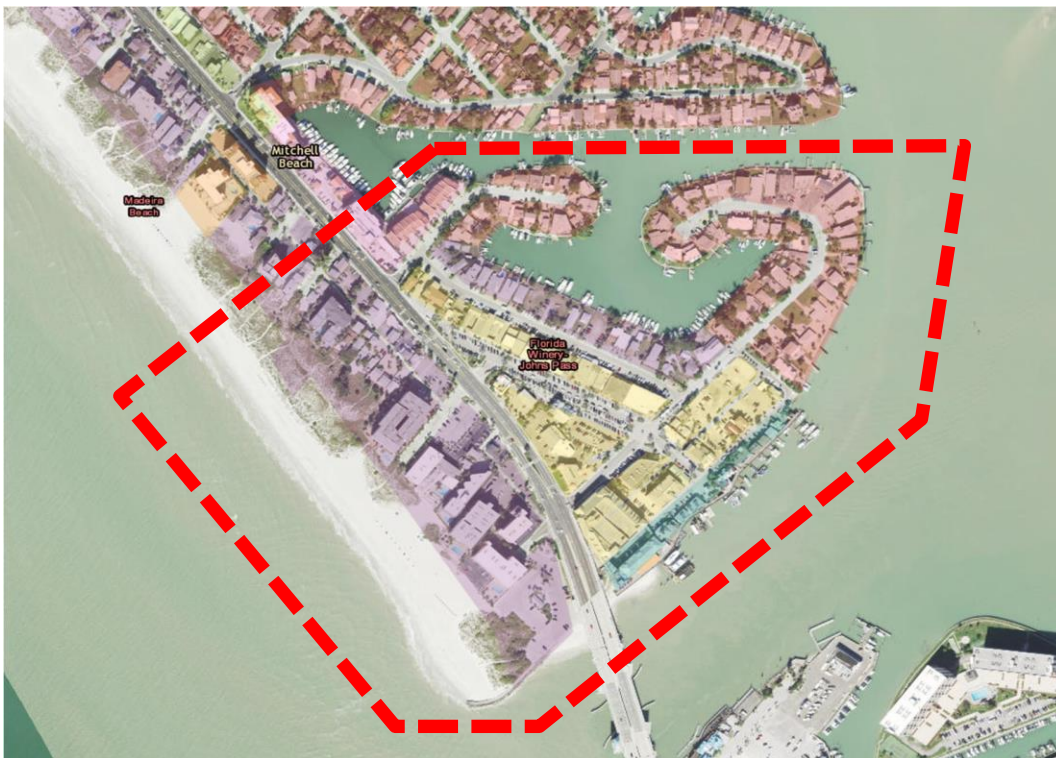
Conduct proactive inspections in conjunction with stormwater structural controls. Multiple staff members may perform these inspections.

Approach 2 ☐ Perform zone-based inspections for swaths of the City.

Approach 1 is currently utilized by the City. However, field services staff has been instructed to be on the lookout for signs of illicit discharge during the course of daily activities.

Zones, if used, are identified below:

Section 1 – John’s Pass



Section 2 – Central



Section 3 – Crystal Island



Section 4 – City Center (South)



Section 5- City Central (North)



Scheduling proactive inspections shall be done as follows:

Approach 1 ☐ Follow inspection cycle of stormwater structural controls.

Approach 2 □ Inspect one “zone” per year.

Where possible, prioritize sites covered by a MSGP, commercial properties and locations where illicit discharges and/or illegal dumping has been known to occur.

Preparation

1. Determine inspection schedule based upon the inspection approach being used.
2. The City shall identify an inspector. The inspector shall have a camera, map, inspection form and notepad to perform the zone-based proactive inspection (Approach 2). Follow typical operating procedures when utilizing Approach 1.
3. Management shall select a time and date for zone-based inspections depending upon weather conditions, staff availability and other determining factors. Approach 1 inspections to follow the typical schedule.

Inspection

1. The inspector shall document the conditions observed.
2. Where signs of illicit discharge are present:
 - a. Stop and investigate
 - b. Record property addresses
 - c. Determine source, if possible, and contain non-hazardous illicit discharge
 - d. Determine clean up method. Inform immediate supervisor and initiate cleanup with supervisor approval.
 - e. Record inspection per below guidance
3. If an illicit discharge is suspected or found, follow administrative / enforcement procedures outlined within the City’s ordinances
https://library.municode.com/fl/madeira_beach/codes/code_of_ordinances?nodeId=PTIICOOR_CH70U_T_ARTIVST_DIV2ADEN
4. If tracing activities extend into the right-of-way of Gulf Blvd., contact Pinellas County (Joseph Thames, 727-464-3946, jthames@pinellascounty.org).

Follow-Up & Documentation

1. Inform immediate supervisor when illicit discharge is suspected.
2. If needed, perform a follow-up inspection to ensure concerns have been suitably addressed.
3. Inspection Report Requirements (Approach 1):
 - a. Although performed, proactive inspections performed during the course of daily activities and outside of stormwater structure controls inspection efforts will not be quantified on the Annual Report.
 - b. Proactive inspections performed outside of stormwater structure control inspections that identify a possible illicit discharge shall be documented utilizing the attached *Illicit Discharge Field Report*.
 - c. Similarly, proactive inspections performed during stormwater structure control inspections that identify a possible illicit discharge shall be documented utilizing the attached *Illicit Discharge Field Report*.
 - d. Utilize *Stormwater System Inspection & Maintenance Log* as means of documentation for proactive inspections that do not result in suspected illicit discharge.
 - e. Utilize the attached *Illicit Discharge Field Report* when performing site-specific proactive inspections.

Inspection Report Requirements (Approach 2):

- a. Proactive inspections performed using a zone-based approach shall be recorded utilizing the attached *Illicit Discharge Field Report*. Identify zone inspected under the “Name of Business / Name of Event / Location” heading.

Reactive inspections shall be performed when an illicit discharge is suspected or reported by employees, residents or other stakeholders.

Applicable staff shall receive regular verbal reminders to be alert for illicit discharges, connections or dumping during normal work activities.

Preparation

1. Staff shall record the method of illicit discharge notification (resident phone call, employee report, etc.).
2. As soon as reasonably possible after receiving notification of a suspected illicit discharge, an inspection shall be performed

Inspection

1. The Authorized Official, designated by the City Manager, shall perform all reactive inspections.
2. Encroachment within the right-of-way of Gulf Blvd., Tom Stuart Causeway or Duhme Road shall warrant outreach to Pinellas County (Joseph Thames, 727-464-3946, jthames@pinellascounty.org).
3. If warranted, a Public Works representative will accompany the Authorized Official during the formal investigation.
4. Follow inspection and enforcement procedures outlined within IDID ordinance.

Follow-Up & Documentation

1. If needed, perform a follow-up inspection to ensure concerns have been suitably addressed.
2. The inspection report shall be filed with the City’s NPDES permit records.

Illicit discharge training shall occur as follows. Said training shall be provided at a minimum frequency of one (1) time per reporting year.

Topics to be Covered

1. Negative environmental impacts resulting from illicit discharges.
2. Common examples of illicit discharges / connections / dumping in industrial, commercial and residential settings.
3. Detection methods for illicit discharges / connections / dumping.
4. Reporting protocol for illicit discharges / connections / dumping.

Personnel and Contractors Identified for Training

1. Public Works Personnel (management & field personnel)
2. Contractors performing infrastructure construction on the municipality’s behalf. *
* *Contractor’s who can document successful completion of an acceptable training program within the past two (2) years may be exempt. This determination will be made at the sole discretion of the municipality.*

Training Materials

The City shall provide staff and Contractors with a website link for remote video training. The following videos have been identified as suitable for use:

Tier 1 Illicit Discharge Detection & Elimination Training (created by the Florida Department of Transportation)
<http://wbt.dot.state.fl.us/ois/IllicitDischarge/index.htm>

NPDES Refresher Training: Illicit Discharge Detection & Elimination (created by Orange County, FL).
<https://www.youtube.com/watch?v=prvMamQyYqA>

Training of New Employees

Upon hiring new public works staff members, management shall provide a verbal briefing of the core training concepts.

Spill Prevention Efforts

1. Where possible, all hazardous liquid chemicals shall be handled, used, stored and mixed in an indoor setting.
2. Deliveries of bulk liquids and/or chemicals shall always be supervised. If applicable, down gradient stormwater facilities shall be protected during deliveries to the greatest extent possible.
3. Liquid and chemical containers shall be covered at all times unless in use.

Cleanup of Spills

1. Staff shall be aware of the location of all spill cleanup kits.
2. The following steps shall be taken when cleaning up minor spills:
 - a. Down-gradient stormwater structures shall immediately be protected.
 - b. Spread absorbents on the spill. Dry cleanup methods shall be used. Hosing down spills or leaks shall never be performed.
 - c. Sweep up absorbed material. Dispose of sweepings properly.
3. Minor spills use the following rule of thumb; *if you can jump over the spill, you can clean it.* Minor spills are addressed by the Public Works Department.
4. Spills of a significant volume and/or of a hazardous material shall be cleaned up by the local Fire Department. The Fire Department shall be notified of such spills immediately upon observation. However, Public Works shall still be responsible for protecting down-gradient stormwater collection structures.

Reporting

1. Spills addressed by the Fire Department shall be recorded within the County's call response framework.
2. Spills cleaned by Public Work staff shall be reported to the Public Works Superintendent. Email notification will be sufficient. Provide the following:
 - a. Date, Time, Location of Spill
 - b. Material(s) involved
 - c. Cleanup method used
 - d. Stormwater inlets impacted (if any)
 - e. Need for restocking of cleaning material

Spill prevention and response training shall occur as follows. Said training shall be provided at a minimum frequency of one (1) time per reporting year.

Topics to be Covered

1. Spill prevention methods and techniques.
2. Spill recognition and assessment.
3. Spill containment.
4. Notification procedures for large spills and/or hazardous material spills.

Personnel to be Trained

All Public Works employees shall be trained at a minimum frequency of one (1) time per year.

Contractor's performing infrastructure improvements on the City's behalf shall be verbally briefed about the core concepts discussed in the training. Contractors will be encouraged to submit documentation confirming that similar training has been provided within the past two (2) years.

Training of New Employees

Upon hiring new public works staff members, management shall provide a verbal briefing of the core training concepts.

Training Materials

Public Works staff shall receive training by watching an informational video. The City shall provide Contractors with these same videos for remote video training. The following videos have been identified as suitable for use:

NPDES Spill Prevention, Containment and Response Training (created by the Florida Department of Transportation)

<http://wbt.dot.state.fl.us/ois/SpillPrevention/index.htm>

NPDES Refresher Training: Spill Prevention & Response (created by Orange County, FL).

https://www.youtube.com/watch?v=NSXT_OGueIw

Spill Response Training | 7 Steps to Spill Cleanup (created by New Pig)

<https://www.youtube.com/watch?v=cTfWT93pC1A>

Documentation

For public works personnel training, a sign-in sheet may be used to document training activities.

For Contractors, email confirmation that videos were viewed will be considered suitable documentation.

Program Goals & Objectives

To inform citizens on how to identify illegal discharge and disposal into the stormwater system while instructing the citizenry on suitable methods for material disposal.

Topics to be Addressed

- Adverse environmental impacts associated with illicit discharge and disposal.
- Techniques to identify illicit discharges
- Illicit discharge and dumping reporting procedures.
- Proper use and disposal of motor vehicle fluid, batteries, cleaning formulas, etc.
- Notification of hazardous materials collection facilities and dates of mobile

collection drives Target Audience

- Residents
- Business Owners
- Contractors

Identification of Notification Techniques

Notification Technique	Topics to be Addressed	Target Audience	Percentage of Target Audiences Reached (Assumed)	Annual Schedule	Method of Outreach Documentation	Description of Resources	Method for Assessing Changes in Public Awareness
Static Displays / Brochures	All Topics Referenced Above	Residents, Business Owners & Contractors	50%	Year Round	Number of Brochures Printed Per Year	Municipal Funds	Target Audience Feedback, Increase in Target Audience Inquiries & Reduced Occurrences of illicit discharges
Verbal Communications with Municipal Staff	All Topics Referenced Above	Residents, Business Owners & Contractors	10%	Year Round	N/A; Outreach task not reported on.	Municipal Funds	Target Audience Feedback, Increase in Target Audience Inquiries & Reduced Occurrences of illicit discharges
Municipal Website	All Topics Referenced Above	Residents, Business Owners & Contractors	70%	Year Round	Website Hits	Municipal Funds	Target Audience Feedback, Increase in Target Audience Inquiries & Reduced Occurrences
							of illicit discharges
Statements at Government Meetings (via the City Manager's Report)	All Topics Referenced Above	Residents, Business Owners & Contractors	30%	Yearly	Quantify the number of meetings statements related to A.6 topics were made.	N/A	Target Audience Feedback, Increase in Target Audience Inquiries & Reduced Occurrences of illicit discharges
Social Media	All Topics	Residents,	50%	Yearly	Interactions	Municipal	Target

Posts	Referenced Above	Visitors & Business Owners		(prior to rainy season)	(Likes, Shares, etc.)	Funds	Audience Feedback, Increase in Target Audience Inquiries & Reduced Occurrences of illicit discharges

Responsible Authority

The Public Works Director shall oversee all public outreach efforts. Assistance will be needed for the following activities:

- Access to Google Analytics to determine website hits. Assistance has historically been provided by City managers office.
- Social media posting to be done through the City's Public Information Officer (PIO).

With the sanitary sewer system not owned by the Municipality, the Municipality is unable to take specific preemptive steps to limit the extent of sanitary sewer seepage into the MS4 system. However, sanitary sewer overflows shall be immediately reported to the utility owner. Such occurrences shall be treated and recorded as an illicit discharge.

The Municipality does not have any high risk facilities within its jurisdictional limits. While facilities covered by a MSGP are present within the City, these facilities are not considered high risk due to their size and the fact that they are not believed to contribute a substantial pollutant load.

Public works staff shall, at the beginning of each reporting year, review new developments and/or business licenses to determine if high risk facilities have recently relocated to their area.

This Standard Operating Procedure (SOP) governs site plan review and notification / confirmation of ERP & CGP coverage.

Site Plan Review

1. Follow established procedures for plan review elements such as Building, Electrical, Plumbing, Mechanical, Gas & Demolition (Private Sites). Follow established protocol for right-of-way usage, utility clearances, construction impacts and maintenance of traffic requirements (Permittee Sites).
2. This SOP is not valid for non-earth disturbing permits.
3. For earth-disturbing projects, identify the site's need for independent stormwater management facilities.
 - a. The following projects will typically not require independent stormwater management facilities:
 - i. Driveways
 - ii. Sidewalks
 - iii. Seawalls
 - iv. Single Family, Duplex, Triplex & Quadplex Dwellings
 - v. Utilities
 - vi. Fences
 - b. The following projects typically require independent stormwater management facilities:
 - i. Subdivisions

- ii. Multi-family developments
 - iii. Commercial Developments (including Expansions)
 - iv. Redevelopments
- 4. If the reviewer is of the opinion that independent stormwater management facilities are required and none have been provided, request documentation from governing agencies that the project is exempt from these requirements.
- 5. When independent stormwater management facilities are required, review the submitted plans and calculations for the following:
 - a. Pre-Improvement Stormwater Discharge \geq Post-Improvement Stormwater Discharge
 - i. 100-Year / 24-Hour Storm Event
 - ii. 25-Year / 24-Hour Storm Event
 - b. Adherence to SWFWMD Water Quality Requirements
 - i. Note heightened requirements if site is within impaired water body watershed
 - ii. Pinellas County requirements may govern for locations where a driveway connection to a County roadway is proposed.
 - iii. Ensure facilities fully recover within the allowable duration
 - c. Presence of Site-Specific Geotechnical Investigation
 - d. Suitability of Stormwater Management Facility Geometry
 - i. Side Bank Slopes
 - ii. Recommended seasonal high water table / facility bottom clearances
 - e. Ample control structure detailing
 - i. Presence of skimmer
 - f. Additional items specific to the site
- 6. For all earth-disturbing projects, confirm the submitted plans contain assurances that erosion and sediment control measures will be implemented. This may include, but not be limited to, the following:
 - a. Perimeter silt fencing
 - i. Confirm presence of installation details that require embedment of bottom sections.
 - b. Inlet protection measures
 - i. Onsite
 - ii. Offsite immediately down-gradient if needed
 - c. Soil tracking measures for construction equipment
 - d. Additional requirements
 - i. Removal of sediment daily from vehicle use areas (VUA)
 - ii. Dust control stipulations
 - iii. BMP maintenance requirements

For private sites, the Department's "file" and "job" copy of the permitted plans will be labeled with a silt fence requirement "sticker" so the permittee is aware of stormwater runoff management requirements.

- 7. It shall be noted projects that disturb one acre of land (or larger) will require the preparation of a Stormwater Pollution Prevention Plan (SWPPP).
- 8. This SOP recognizes that Permittee Sites improved under a "piggyback" agreement, maintenance contract or emergency contract are often times not accompanied with a formal plan set. In these instances, the City shall assign a Qualified Stormwater Management Inspector to the job.

Construction General Permit (CGP)

As a rule of thumb, projects that disturb one or more acres of land will require the acquisition of a CGP through the Florida Department of Environmental Protection (FDEP). Additional information on this process can be found at the below link.

<https://floridadep.gov/water/stormwater/content/construction-activity-cgp>

The City shall provide individualized applicant notification when project size is equal to or greater than one acre.

Upon receiving the permittee's Notice of Commencement, confirm that a CGP has been obtained. Access the below link to view location where database of Statewide NPDES construction facilities can be reviewed.

[Stormwater Facility Information | Florida Department of Environmental Protection](#)

Note that these files are updated monthly. Should the reviewer be of the opinion that a CGP is required and the database does not show one has been obtained, contact the permittee. The FDEP NPDES Stormwater Program may also be contacted at 866-336-6312.

For Permittee Sites, request CGP documentation at Pre-Construction Meeting. Review the above-linked database if information is not received prior to the initial site construction inspection.

Environmental Resource Permit (ERP)

Typically, projects that appear to require independent stormwater facilities will require an ERP from the Southwest Florida Water Management District (SWFWMD). The City shall provide individualized notification when project scope warrants.

Upon receiving the permittee's Notice of Commencement, confirm that an ERP has been obtained. Access the below link to determine if permit coverage is provided for the project.

https://www31.swfwmd.state.fl.us/maps/pages/viewer_erp.html

If there is no record of permit coverage and the permittee reports that no permit is required, request that permittee provide written documentation from SWFWMD confirming a "no permit required" determination has been made. Contact SWFWMD if information is not received.

For Permittee Sites, do not commence improvements until the above requirements are met. The Public Works Department may waive ERP coverage confirmation based upon prior experience in constructing these projects.

This Standard Operating Procedure (SOP) governs construction site inspections for private and permittee sites. Timing of Construction Site Inspections

At a minimum site inspections shall occur at the following construction phases:

1. Prior to groundbreaking. The inspector shall confirm that all erosion and sediment control measures are properly in place.

Due to the scope and scale of disturbance for permittee projects, inspections prior to groundbreaking will be required for all projects. This includes projects performed under a "piggyback" or maintenance contract.

This SOP recognizes that private sites can drastically vary in size and scope. It is strongly recommended that Community Development perform a pre-land disturbance

inspection for all earth disturbing projects (regardless of size). However, the following projects may be exempt from this inspection under certain circumstances:

- i. Driveways*
- ii. Sidewalks*
- iii. Seawalls*
- iv. Single Family Dwellings*
- v. Duplex Dwellings*
- vi. Triplex Dwellings*
- vii. Quadraplex Dwellings*
- viii. Utilities*
- ix. Fences*

2. During Construction. The inspector shall confirm that all of the erosion and sediment control measures are still in place and not damaged by construction activities.

Private sites often require inspections for non-earth disturbing elements (for example, electrical inspections are required for a new single family residence). Community Development shall ensure that erosion and sediment control measures are being correctly implemented during each inspection regardless of scope of inspection.

3. After Construction. The inspector shall confirm that all areas are stabilized prior to de- assembling the erosion and sediment controls.

Prioritization & Frequency of Inspections

The above-referenced frequencies shall be applicable for sites smaller than five (5) acres (which includes residential structures).

For sites larger than five (5) acres, the inspector shall perform inspections during construction on a monthly basis.

Due to the size of the Municipality, the above-stated frequencies can be achieved without setting a specific prioritization list. However, at all times sites larger than five (5) acres shall take priority.

Inspection Methods, Techniques, Tracking & Recording

The intent of all inspections is to ensure suitable erection of sediment and erosion control measures and confirmation of sediment retention onsite.

Inspection methods and techniques shall focus on the following elements:

1. Presence of approved Erosion & Sediment Control Plan on site.
2. Confirmation that plan-depicted erosion & sediment control measures are installed (according to governing details).
3. The limits of erosion & sediment control measures encumber all disturbed areas even when not specifically depicted on the plans. This includes the construction site entrance / exit.
4. Site observation shall confirm that there is no visual evidence of sediment migration, spills or other impacts outside of the immediate project area.
5. Newly installed stormwater collection facilities shall be adequately protected if located adjacent to (or receive runoff from) unstabilized areas.
6. Discharges from dewatering activities shall be in compliance with FDEP dewatering permit

7. When applicable, non-compliance issues have been resolved.

The Community Development shall utilize their tracking and inspection recording process currently in place. Provide Public Works copies of records on a monthly basis when possible.

Public Works shall utilize their tracking and inspection process

currently in-place. Enforcement Measures

The Municipality understands that enforcement measures are often necessary to ensure that Contractors adhere to ERP & CGP requirements. The following enforcement measures will be taken:

1. Verbal Notification of Deficiency
Upon receipt of a verbal notification, the Contractor shall make the necessary revisions within four (4) hours.
2. Notice of Violation (NOV) If adequate response is not provided to the verbal notification, a NOV shall be issued.
3. Stop Work Order: A Stop Work Order shall be placed if work continues before all issues brought forth during the NOV process aren't addressed.
4. Issuance of Fines: If the Stop Work Order does not result in the desired outcome, the Municipality will have the authority to levy fines against the Contractor.

The Southwest Florida Water Management District (1-800-836-0797, Enforcement Division) & Pinellas County (727-464-4425) shall be contacted if fines are to be levied.

Construction site operator training shall occur as follows. Said training shall be provided at a minimum frequency of one (1) time per reporting year.

Topics to be Covered

1. Negative environmental impacts resulting improper site operations and protection.
2. Common examples of BMPs / sediment and erosion control measures.
3. Detection methods for inadequate BMP operation.
4. Reporting protocol

Personnel and Contractors Identified for Training

1. Public Works Personnel (management & field personnel)
2. Contractors performing infrastructure construction on the municipality's behalf. *

** Contractor's who can document successful completion of an acceptable training program within the past two (2) years may be exempt. This determination will be made at the sole discretion of the municipality.*

Training Materials

The below video shall be used as the basis of training (Staff & Contractors).

<https://www.youtube.com/watch?v=J1Sb9h4JOTM>

Training of New Employees

Upon hiring new public works staff members, management shall provide a verbal briefing of the core

training concepts.

Documentation

For public works personnel training, a sign-in sheet may be used to document training activities.

For Contractors, email confirmation that the video was viewed will be considered suitable documentation.

Section ten: Emergency Plan for the Utility Systems

Emergency Contacts

Water/Sewer/Reclaimed Water Phone Number

1) Pinellas County Utilities 727-464-400

Public Works Department Contact Information

The Madeira Beach Community water and sewer systems are currently operated by the Madeira Beach Public Works Department.

Public Works Director: Megan Wepfer Cell: 727-543-8154

PW Supervisor: Craig Johnson Cell: 727-933-1017

City Mechanic Leroy Walker Cell: 727-409-6062

Sanitation Supervisor Steve Pierucci Cell: 727-600-2362

Emergency Call Out Procedure

Regular office hours:

In the event of an emergency during normal working hours (Monday-Friday, 8:00 a.m. to 4:30 p.m.) the Public Works Department can be reached by telephone at 727-543-8154

After hours:

For emergencies occurring after hours and on weekends and holidays, the Public Works Department can be reached by cellular phone or at home:

On Call Phone: Cell: 727-409-0431

Megan Wepfer, Director: Cell: 727-543-8154

If police assistance may be necessary, the Police Department should be contacted by calling anytime:

Pinellas County Deputies non-emergency: 727-582-6200

Life-threatening emergency: 9-1-1

Emergency Procedures

A. Pinellas County Utilities 727-464-4000 – Water, Sewer, or Reclaimed Water

- B.** Electrical Contractor – **USA Voltage 248-343-5079**
- C.** Toxic Hazardous Materials Spill – **Madeira Beach Fire Department- 727-391-3400**
- D.** Rec Center Lift Station – **Seminole Septic – 727-294-7685**

Section eleven: Sanitation

1. Purpose

To ensure the safe, efficient, and environmentally responsible collection and disposal of residential and commercial solid waste, yard debris, and recyclables within the City of Madeira Beach.

2. Scope

This SOP applies to all 8 full-time employees within the Sanitation Division, including drivers, collectors, and supervisory staff.

The Sanitation Supervisor oversees daily operations, routes, and performance. Drivers and workers work in designated teams to execute daily routes safely and effectively.

3. Daily Operations

- **Start Time:** 5:30AM unless otherwise changed per day light savings time at the Sanitation Yard
- **Pre-trip Inspections:** All trucks must be inspected for fluid levels, brakes, lights, tires, and safety features.
- **Route Execution:** Routes are followed in the assigned order unless otherwise directed.
- **End-of-Day Tasks:** Dump trucks, perform post-trip inspections, clean equipment, and report issues.

4. Collection Procedures

Residential Garbage:

- Collected Monday/Thursday or Tuesday/Friday
- Cart must be curbside by 7:00 AM
- Lids must be closed; no overflow allowed
- Bulk Items and Brush Pickup on Wednesday. Staff must report all bulk items on the tablet to ensure fees are added to accounts.

Recycling:

- Wednesday collected by Waste Pro or designated Contractor

Yard Debris and Bulk Waste:

- Picked up Wednesday, must be out by 7:00 AM
- Brush must be placed in a pile at the curb no larger than 8 feet long by 4 feet high
- Bulk pickups must be out by 7:00 AM and will be assessed fees associated with fee schedule. Staff must report with a picture on the tablet

Missed Pickups:

- Residents must call within 24 hours
- Missed pickups are to be logged and resolved same or next day

5. Use of Equipment and Maintenance

- **All garbage truck drivers must have a valid CDL (if applicable)**
- **Pre- and post-trip inspections are mandatory**
- **Log all maintenance needs immediately**
- Vehicles must be cleaned weekly or as scheduled by the supervisor

6. Safety and PPE

- **Mandatory PPE:** Safety vests, gloves, steel-toe boots, eye and ear protection

- Stay clear of moving parts during compaction
- Use proper lifting techniques
- NEVER use a cell phone while on the back of the truck or while driving
- Report injuries immediately
- Participate in monthly safety meetings

7. Emergency Response

- Report accidents or spills to the Supervisor immediately
- Call 911 in case of serious injury or public hazard
- Use spill kits located in each vehicle as needed
- Document all incidents per City policy

8. Customer Service and Public Interaction

- Be courteous, professional, and respectful
- Do not engage in arguments with residents
- Referring disputes or complaints to the Supervisor
- Report hazards (e.g., blocked bins, unsafe conditions) via software

9. Recordkeeping and Reporting

- Daily route logs must be submitted by end of shift via software
- Note any special pickups, customer complaints, or issues encountered
- Complete truck maintenance needs via software during pre or post trip inspections
- Track all tonnage and report via software daily

10. Training and Certification

- CDL holders must keep licenses current
- Attend safety meetings as scheduled
- New employees must complete onboarding and ride-along training period

11. Review and Updates

- This SOP will be reviewed annually
- Employees may suggest changes via the Supervisor
- Updated versions will be distributed and discussed at team meetings



City of Madeira Beach PW / Parks Department Inventory

- 1- Marina 503 150th Ave:** Mow, edge, weed whack, blow, and weed control all areas including dry storage and remove debris - trash and palm fronds.
- 1- Public Works 505 150th Ave. (Includes side of bridge (SW corner):** Mow, edge, weed whack, blow debris, weed control, remove debris - trash and palm fronds.
- 1- 150th Avenue- (west side of bridge [5]):** Trim all Indian hawthorn and Arborical hedges at 24 inches, Trim pygmy date palms at 3 and 9 on a clock. Trim suckers from Perotis Palm. Remove debris, palm fronds, trash and dead shrubs.
- 2- 150th Avenue-(East side of bridge) Publix median and 113th St. median:** Trim and maintain Indian hawthorn and Arborical at 24 inches, green buttonwood at 36 inches. Remove debris, palm fronds, trash and dead shrubs and control weeds.
- 3- Bicentennial Park and McDonalds 150th Ave East of bridge:** Mow, edge, weed whack, blow, weed control around school fence. Remove debris, palm fronds and trash. Workers on school property must be registered with the School Board.
- 4- Water Station on 150th Ave. (next to Madeira Beach Garage):** Trim and maintain Indian hawthorn at 24 inches, trim pygmy dates. Weed control all mulched areas and rock area behind station. Remove debris, palm fronds, trash and dead shrubs.
- 5- Madeira Way and Triangle:** Trim and maintain hedges at 24", remove debris - trash palm fronds, weed control.
- 6- Gulf Beaches Library Municipal Dr.:** Mow, edge, weed whack, blow, weed control all gardens. Trim and maintain hedges at 36 inches. Remove debris - trash and palm fronds.

7- Harbor Drive: Mow, edge, weed whack, blow all grass areas, weed control all gardens and remove debris- trash and palm fronds. Trim and maintain hedges to desired height.

8- Bogie Neighborhood Parks (7) located at 132nd St, 131st St, 132nd Ave, 133rd Ave, 134th Ave, 135th Ave, 136th Ave: Mow, edge seawalls, weed whack, blow grass areas. Remove debris- trash and palm fronds. Weed control in mulched areas.

9- Parakeet Park (Sunset Cove): Mow, edge, blow. Weed control in mulched area. Remove debris- trash and palm fronds

10- Lillian Drive: Mow, edge, weed whack, blow grass area. Remove debris- trash and palm fronds.

11- Flamingo Drive: Mow, edge, weed whack, blow grass area. Remove debris.

11- Flamingo Drive South: Weed Control and trim hedges to 36".

12- Causeway Park 150th Ave: Mow, edge, weed whack, blow, weed control all mulched areas. Remove debris - trash and palm fronds.

13- 140th Ave (Gulf Blvd to Pruitt Dr) and Island Drive (140th to Crystal Island Bridge) including Crystal Island Medians on East and West End: Mow, edge, weed whack, blow all grass areas. Trim and maintain buttonwood hedges at 36 inches. Indian Hawthorn at 24 inches. Alley behind Lift station- mow, weed whack. Remove debris- trash and palm fronds.

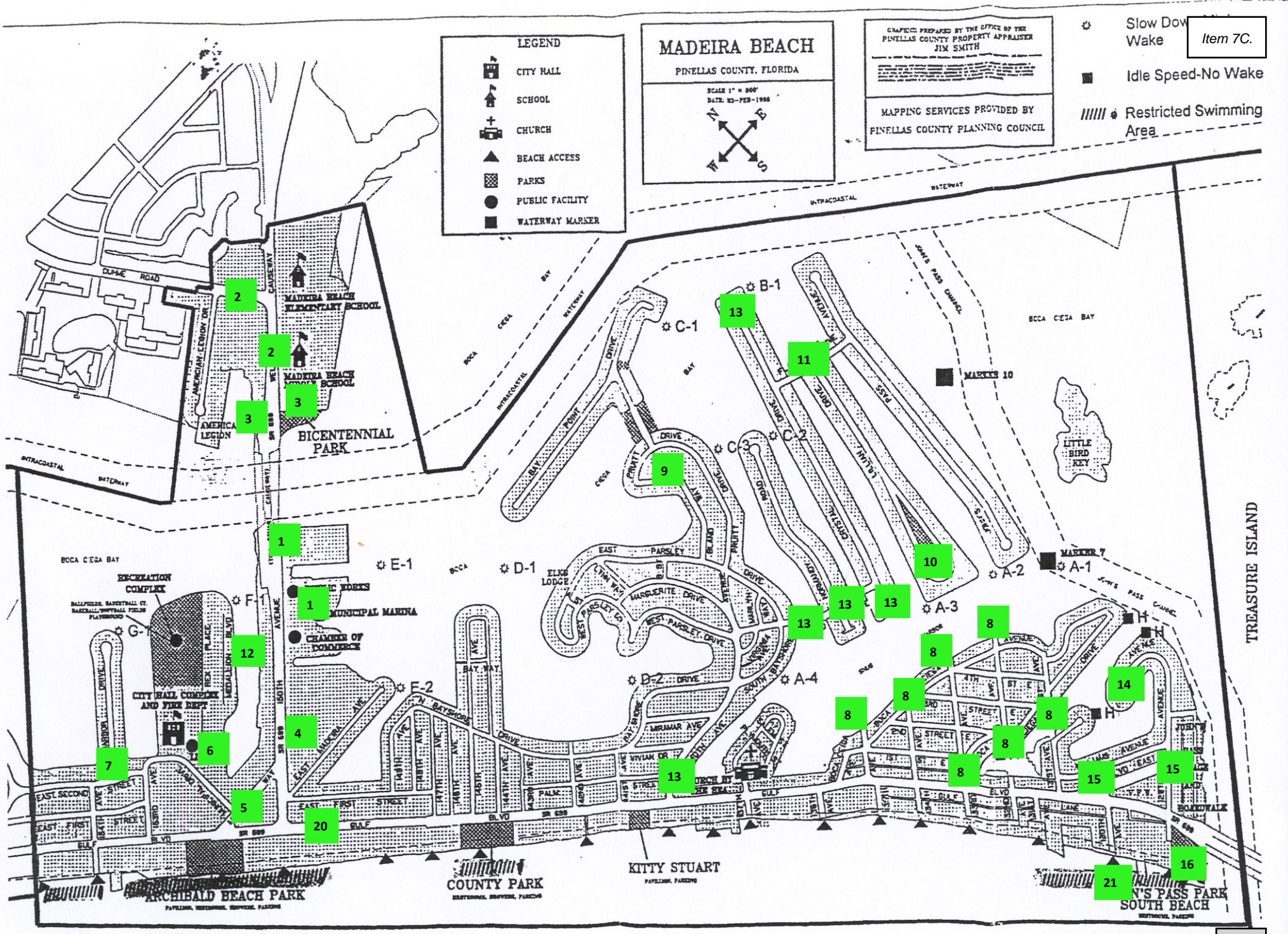
14- 129th Ave easement: Mow, edge, weed whack, blow. Remove debris- trash and palm fronds.

15- John's Pass Village: Blow parking areas, pick up trash, pickup palm fronds, pull dead shrubs. Weed control and trim hedges as needed.

16- Johns Pass Park: Blow under pavilion, weed control and mow next to bridge. Mow grass between sidewalk and street from 128th ave to 131st ave. Trim buttonwood and necklace pod to 5 – 6 feet.

17- Gulf Blvd Medians: Remove trash, palm fronds and dead shrubs. Control weeds and trim plants to inside curb.

18- 130th Ave Parking lot: Trim Sea grapes to 36"



LEGEND

- CITY HALL
- SCHOOL
- CHURCH
- BEACH ACCESS
- PARKS
- PUBLIC FACILITY
- WATERWAY MARKER

MADEIRA BEACH
PINELLAS COUNTY, FLORIDA

SCALE 1" = 800'
DATE: 83-FEB-1988

GRAPHICS PREPARED BY THE OFFICE OF THE
PINELLAS COUNTY PROPERTY APPRAISER
JIM SMITH

MAPPING SERVICES PROVIDED BY
PINELLAS COUNTY PLANNING COUNCIL

Slow Down Wake **Item 7C.**

Idle Speed-No Wake

Restricted Swimming Area



City Park Inspection Form

Location: (check one)

City Center Complex- ROC
Harbor Park
Archibald Park
Tom & Kitty Stuart Park
Beach Access- specify
130th Parking lot
Johns Pass Park
Johns Pass Village
129th Street ends (2)

131st Ave E
Boca Ciega Pocket Parks (7)
Gulf Blvd Medians
150th Medians
Bay Point Causeway
Island Dr. Causeway
140th Beautification
Sunset Cove Park
Patriot Park
Bicentennial Park

Inspection Checklist:

General Site Inspection:

1. Signage: Are the park signs acceptable at the entrances and on shelters?
2. Parking Areas: Are the parking areas clean and operational?
3. Landscaping: Is the overall landscaping (grass and flower beds) acceptable and free from any hazardous limbs, trees, or stumps?
4. Sidewalks: Are the sidewalks in good condition and free of any trip hazards?
5. Benches: Are the benches in good condition and free from graffiti?
6. Picnic Tables: Are the picnic tables in good condition and free from graffiti?
7. Shelters: Are the shelters (pavilion & restrooms) in good condition and free from graffiti?
8. Flag: Is the American Flag in good condition, properly lit and displayed?
9. Plumbing: Are all toilets, sinks & water fountains operational?
10. Trash Receptacles: Are the trash receptacles in good condition and not overflowing?
11. Lighting: Is all lights working including parking lot, pavilion and restrooms?
12. Boardwalks / Accesses: Are they in good condition free of broken boards, lifted screws, and graffiti including handrails.
13. General Cleanliness: Is the general cleanliness of the park acceptable?

Yes	No	N/A

If you answered NO to any questions in the above inspection checklist, please describe.

[illegible]

If there are any other issues, please describe.

[illegible]

Inspection Completed by: _____

Date: _____ Time: _____

Follow Up Inspection Completed by: _____

Date: _____ Time: _____

BUILDING INSPECTION FORM

Location: _____

<u>Area of Inspection</u>	<u>Good Condition</u>	<u>Needs Attention</u>
<u>Ceiling, Lighting & Door</u>		
All lights working		
Ceiling Tiles Missing / Stained		
Exterior Doors, closers & Locks		
<u>Flooring</u>		
Carpet Stained or damaged		
Tiles Stained or Damaged		
Floor Service/Cleaning Needed		
Flooring Replacement Needed		
<u>Heating & Cooling</u>		
HVAC Check		
<u>Exterior</u>		
Exterior condition		
Window Condition		
Asphalt / Concrete Condition		
Sidewalk Conditions		
<u>Fixtures & Dispensers</u>		
Toilets & Toilet Seats		
Faucets		
Partitions		
Dispensers & Hand Dryers		

NOTES: _____

[illegible]

Inspector Name: _____ Date: _____

City of Madeira Beach
14195 141st Ave Stormwater Pump Station Log Sheet

Item 7C.

Month of _____, 20____

Date	Hours Pump 1	Run Time	Hours Pump 2	Run Time	Comments	Rain Amount	Time	Staff
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								
21								
22								
23								
24								
25								
26								
27								
28								
29								
30								
31								

Record additional comments on backside of log

All entries will be made in blue or black ink only



CITY OF MADEIRA BEACH
Public Works Department
PROCEDURES FOR TRACKING ILLICIT DISCHARGES

While you're in the field conducting your normal daily routine and recognize a potential illicit discharge, complete the attached "Illicit Discharge Field Report" and immediately report the situation to the Public Work Department's Director. He will notify the **Code Enforcement Department or Building Inspector** if the situation warrants it. It's important to let those specifically trained to handle illicit discharges take over from there. Do not try to collect samples. Do not breathe any of the fumes.

What is an illicit discharge? An illicit discharge can be runoff from a contaminated site or container, or it can be deliberate dumping of paint, concrete or other chemicals into the stormwater system. It is chlorinated water being pumped out of a swimming pool going directly into the storm sewer instead of into a garden or on the grass. You might see bags of fertilizer sitting outside exposed to the elements. Anything other than stormwater going into our stormwater system is an illicit discharge. For more details, refer to your Illicit Discharge Training materials.

The City's Public Work Department staff is required to implement standard investigative procedures as well as to perform and record pro-active inspections of suspected illicit connections, discharges and/or dumping during their regularly scheduled work activities.

Pro-active inspections may include driving by/visiting areas that you suspect might be a potential source of an illicit discharge, commercial businesses, or temporary activities (such as special events/fairs) that would not otherwise be inspected during routine maintenance of the stormwater system. For example, if you stop to look at a commercial car wash or a used car dealership with car washing onsite, are they using their water recycler or is the dirty water being discharged to the sanitary system or... is it running directly into the stormwater system?

The Public Works Department staff is to use the checklist on the attached "Illicit Discharge Field Report" that includes the items of concern to look for, the inspection findings and any resulting enforcement activity. Sign and date the form and submit it to your supervisor.

Since the City is required to report illicit discharge information in specific categories to the Florida Department of Environmental Protection on an annual basis, be sure to **check the appropriate box** at the top right side of the form to designate whether this illicit discharge was a **pro-active inspection** or **investigation** of a suspected illicit discharge.

Include the location of the potential illicit discharge, what you observed, and any identifying marks. If you can take photographs, make a sketch of the area showing where the photographs were taken and from which direction.

Illicit discharges are a violation of the City's codes. Assisting in locating illicit discharges will help the City to eliminate the sources that are adding pollutants to our waters. We appreciate your cooperation in helping us keep our water a clean, valuable resource that we can enjoy.



ILLICIT DISCHARGE FIELD REPORT

Item 7C.

- ☐ *Pro-active inspection for suspected illicit discharge*
☐ *Investigation of suspected illicit discharge*

NAME OF BUSINESS / NAME OF EVENT / LOCATION:

EVIDENCE OBSERVED:

CONDITION OF WATER:

Odor: ☐ None ☐ Rotten egg ☐ Musty ☐ Sewage
☐ Other (describe) _____

Color: (describe) _____

Clarity: ☐ Clear ☐ Cloudy ☐ Opaque

Floatables: ☐ Oily sheen ☐ Trash ☐ Sewage ☐ Other _____

Deposits/Stains: ☐ Sediments ☐ Oily ☐ Structures stained (describe)
☐ Other _____

Vegetation condition: ☐ None ☐ Dead ☐ Discolored ☐ Normal
☐ Other _____

Biological: ☐ Algae/green scum ☐ Dead fish
☐ Other _____

Flow: ☐ Low/none ☐ Unusually high
☐ Has rained recently ☐ Has not rained recently

Physical evidence: ☐ Drums ☐ Other containers (describe)
☐ Other _____

OTHER OBSERVATIONS:

Is a discharge occurring now? ☐ Yes ☐ No

Do you see the source? ☐ Yes ☐ No

SUMMARY OF COMPLAINT OR ADDITIONAL INFORMATION:

RESULTING ENFORCEMENT ACTIVITY:

NAME/SIGNATURE: _____

DATE: _____

Year: _____



Stormwater System Inspection and Maintenance

[illegible]

**CITY OF MADEIRA BEACH STORMWATER UTILITY
SEDIMENT AND EROSION CONTROL VIOLATION NOTICE**

Item 7C.

Date: _____ Time: _____

Project Name: _____

Project Location: _____

Contractor: _____

TYPE OF BARRIER	Present	Not Present	Non-Functional
Hay Bale			
Silt Screen Fencing			
Floating Turbidity Barriers			
Other:			

THIS SITE HAS BEEN INSPECTED AND THE CONTROL DEVICES FOR THE FOLLOWING ARE IN VIOLATION:

_____ Storm Inlet on/off Site _____ Ditch/Swales _____ Slope Stability
 _____ Adjacent waters _____ Streets _____ Dewatering Flow
 _____ Site Entrance Other _____

Notes: _____

Inspector Signature: _____ Date: _____

I understand that this serves as a formal notice from the City of Madeira Beach, that the above mentioned violations must be addressed immediately. No construction on or around the violation area may be allowed and no additional pollutants may enter the municipal separate storm sewer system. If action is not taken within 24 hours, the construction site will be issued a STOP WORK ORDER to cease and desist **ALL CONSTRUCTION**.

Failure to comply with these regulations shall constitute a violation of City of Madeira Beach Ordinance Section No.98-36 and shall upon conviction be punished by a fine not to EXCEED Five Hundred (\$500) per day or by imprisonment in the County Jail not to EXCEED sixty (60) days or by both fine and imprisonment pursuant to the provision of Chapter 166, Florida Statutes. If a violation be continued, each day of such violation shall constitute a separate offense.

Supervisor Signature: _____ Date: _____

COMPLIANCE STATEMENT TO RESUME CONSTRUCTION

Inspector Signature: _____ Date: _____

City of Madeira Beach

Madeira Beach Municipal Marina

Policy & Procedure Manual

Table of Contents

• Workplace Safety	Page 2
• Day to Day Operations	Page 2
○ Employee Conduct and Responsibilities	Page 2
○ Customer Service	Page 3
○ Cash Handling Policies	Page 3&4
• Proper Fueling Practices	Page 4&5
• Medical Emergency	Page 5
• Fire Emergency	Page 6
○ Structure Fire	Page 6
○ Dock Fire	Page 6
• Panic File	Page 6
• Hurricane/Severe Weather	Page 7
• Marina Outline	Page 7

Workplace Safety

- All employees must read and follow the City of Madeira Beach Safety guidelines.
- Safety is a top priority. If you feel uncomfortable with any task, please discuss it with the Marina Supervisor before continuing.
- If there is any lightning in the area employees should take shelter and instruct others to do so as well.
- Beware of inexperienced or intoxicated boaters. If you feel there is a public safety concern, leave the dock and instruct others in the area to follow. Report this behavior to the Marina Supervisor immediately.
- Safety meetings will be conducted monthly. Do not hesitate to inform a supervisor of any safety concerns.
- Observe and report any public safety concerns to the Marina Supervisor.
- Always use common sense practices.

Day to Day Operations

Employee Conduct and Responsibilities

- Employees of the City of Madeira Beach are expected to conduct themselves in a friendly and professional manner.
- Employees must follow the policies in the City of Madeira Beach employee handbook.
- Marina employees are expected to show up for their shift on time and ready to perform their duties.
- Marina employees are expected to follow all the Federal and State of Florida laws pertaining to the sale of alcohol and tobacco products. Under NO circumstances is anyone under the age of 21 permitted to buy or carry any of these products on City and Marina property.
- Employees are expected to follow all tasks and guidelines associated with their (opening or closing) shift(s).

Customer Service

- We pride ourselves on our exceptional customer service. All customers are to be treated with respect and dignity no matter the situation.
- All Slip Holders in the Marina are expected to follow the terms and conditions of the Marina Use Agreement. Anyone not following the Marina's policies should be reported to a Marina Supervisor.
- Unruly and/or intoxicated customers or person(s) should be reported to a Marina Supervisor immediately. If the person(s) is a danger to themselves or others, Dial 911.
- Employees should be knowledgeable of any dangerous weather conditions for boaters and give them up to date information on the safe navigation of the local waterways.
- Marina employees are expected to give assistance to any vessel docking at the Marina if they are available to do so in a safe manner.

Cash Handling Policies

- Only Marina and other authorized City Employees are allowed to handle cash paid to the Marina for goods and services.
- Cash is to be counted at the beginning and end of every workday. Any overages/shortages should be reported to a Marina Supervisor.
- All cash should be locked in the safe at the end of the workday.
- End of the day cash should be recorded into Aclarian software program each night.
- All bills \$20 and up should be checked with the provided counterfeit bill detector for verification. If there is a bill that seems fraudulent, alert a supervisor immediately. If a supervisor is unavailable, tell the customer that "you do not feel comfortable with the authenticity of the bill and will not except it".
- All doors should be locked while counting cash at the end of the day.
- The Marina Manager and Marina Supervisor are responsible for the reporting, handling, and depositing of the Marina Daily cash into the Brinks safe deposit box located at City Hall. This should be performed during normal business hours.

- In the event of a Holdup/Robbery it is Marina's policy to comply with any demands made by a person attempting to rob this business or its staff. No attempts are to be made to safeguard property or money if there is any risk of physical harm to anyone; safeguarding life is the primary concern.

Proper Fueling Practices

- All vessels should be properly secured to the fuel dock before fueling.
- No smoking is allowed on the fuel dock or within 50 feet of the fuel pumps. Smoking is not allowed on any vessel tied to the fuel dock.
- The owner/operator of a fueling vessel is the responsible party for fueling the vessel. We do not fill vessels for customers. We are there to help and observe the fueling process.
- All inboard gasoline vessels should either open their engine hatch or turn on their blower vent while fueling and before starting their engine(s).
- All customers should keep their face clear of fuel nozzle and fill port. If someone gets fuel in their face or eyes, remain calm and rinse thoroughly with cool water.
- All fueling vessels and fuel hoses should be attended to at all times. Never leave a vessel unattended while fueling.
- Fueling is only allowed in the Marina from our fuel pumps, in our fueling area. NO fueling of vessels with fuel jugs or any other means anywhere on Marina property.
- All Marina employees must complete certification for underground storage tanks, Class A, B or C operator.
- All employees must complete Marina Spill Training given on site.
- If a vessel puts fuel into the bilge, do not attempt to clean it out. Tell everyone to calmly get off the vessel and go to a safe area. DO NOT allow anyone to attempt shutting off the battery switch. Report to a

Marina Supervisor and follow the proper steps in the Panic File located under the POS system.

- Small overflow spills (less than 16 ounces) should be cleaned up with absorbent rags located in the spill equipment boxes, located on and near the fuel dock. Report spill to a Marina Supervisor.
- Spills over 16 ounces should be reported to the Marina Manager immediately. Follow the guidance given in the Panic File for Fuel Spill.
- Any Fuel/Oil spills or illicit discharger within the Marina, should be reported to a Marina Supervisor immediately. Follow the guidance in the Panic File under Spill response.
- Be sure to complete an incident report located in the panic file for any spills or illicit discharge.

Medical Emergency

- In the event of any Medical Emergency remain calm. Dial 911 and follow the 911 operator's instructions. The address for the Marina is **503 150th avenue, Madeira Beach 33708.**
- If you are alone at the Marina, remove the cash drawer from the register and lock it in the back storage room.
- Make sure you or someone else stays with the person in distress so you/they can relay important medical information to the 911 operator.
- Send a bystander if possible, to the front gate and instruct them to direct emergency vehicles towards the distressed person.
- If the emergency happens on a vessel do not attempt to remove the person from the vessel unless the vessel is in danger of fire or sinking. Be sure to tell the 911 operator of the situation. Make sure to keep them calm and comfortable and wait for emergency responders to arrive.
- Fill out an incident report located in the Panic File.

Fire Emergency

Structure Fire

- In the event of a structure fire evacuate all occupants from the building immediately. Pull the fire alarm and dial 911.
- If you are capable, use the nearest fire extinguisher to put out the flames. Never put yourself at risk when extinguishing a fire.
- Assign someone to direct emergency vehicles from the main road to the emergency area.
- If possible, cut off the power to the building. Shut off the main breakers inside the power panels located in the workshop.
- Push the fuel cut off switch located on the pole next to the fuel dock.

Dock Fire

- Alert all people to evacuate the dock immediately. Dial 911.
- Assign someone to direct emergency vehicles in from the main road.
- If possible, use one of the fire extinguishers located on the dock to put out the flames.
- Cut the main power to the dock. The main power switch is located at the beginning of each dock inside the power panel.
- If the fire is on the fuel dock follow all the previous steps. In addition, hit the emergency fuel cutoff switch located on the pole next to the fuel dock. Then close the shut off valves to the fuel pumps located inside the fuel tank sump well.

Panic File

- There is a “Panic File” located under the cash register. This file contains instruction on different types of incidents (overdue boater, power outage, bomb threat, holdup/robbery ext.).
- Incident reports are in this file. A report should be filled out any time an incident occurs.

Hurricane/Severe Weather

- In the event of a named storm marina employees will follow the Emergency Operations Plan for the City of Madeira Beach. Marina details are located on pages 26, 27 and in the Appendix part C.
- If there is lightning in the area employees should take shelter inside the Ship Store. Employees should also encourage others to shelter inside as well.
- All fueling must stop during severe weather and lightning strikes.

Marina Outline

Madeira Beach Municipal Marina is located at 503 150th avenue Madeira Beach FL, 33708. The Marina consists of 71 permanent and transient wet slips that are 90% available to the public on a first come first serve basis. The Marina also contains an 85-space upland dry storage area and boat ramp on sight. These spaces are available for monthly long-term rental as well as daily storage for traveling boaters.

Madeira Beach Municipal Marina also contains a 135' floating fuel dock with four pumps (2 Rec90 Gasoline & 2 Off-Road Dyed Diesel) for resale to the public and commercial vessels. These pumps are open seven days a week from 7am-7pm every day of the year except Thanksgiving and Christmas. We offer docking assistance during all weekend hours and upon request of the customer. The fuel pumps are operated and accounted for inside the Marina Ship Store. The Ship Store and cash register are operated by an employee of the City of Madeira Beach. The Ship Store also contains several resale items such as boating supplies, hardware, safety gear, fishing tackle, drinks, ice, beer, sandwiches, ice cream, sundries, eyewear, clothing, live and frozen bait.

We are 100% open to the public Municipal Marina. Our goal is to provide the public with fun, safe and affordable access to our local waterways. We will abide by the City of Madeira Beach's set Fee Schedule and code of ethics; and treat everyone with dignity and respect.

CIVIL SERVICE COMMISSION FUTURE DISCUSSION ITEMS

FUTURE DISCUSSION ITEMS

- A. Department Specific Rules – *review after personnel policy is adopted*
- B. Employee Satisfaction Surveys – *review after personnel policy is adopted*
- C. Separation Survey – *review after personnel policy is adopted*
- D. HR Director Position – *address after personnel policy is adopted*
- E. New Job Descriptions Format - *review after personnel policy adopted*
- F. Offer Letter - *review after personnel policy is adopted*
- G. City's Appeal Form – *review after personnel policy adopted*
- H. Safety Manual – *review after personnel policy adopted*

COMPLETED DISCUSSION ITEMS

- A. Ordinance 2025-01, New Employee Personnel Handbook – *forwarded to BOC 01-29-2025*
- B. Ordinance 2025-02, Civil Service Commission Rules – *forwarded to BOC 01-29-2025*
- C. Ordinance 2025-03, Special Magistrate Ordinance regarding Grievance Hearings – *forwarded to BOC 01-29-2025*
- D. Implementation Process for making sure that all Rules, Regulations, and Procedures of the Employee Personnel Policy are working and are followed by everyone (City Charter, 5.7, C, 8) - *addressed in Civil Service Commission rules*