

TOWN OF GREENVILLE, FLORIDA

Administrative Operations Policy

I. INTRODUCTION

The Administrative Operations Policy establishes the framework for the efficient, transparent, and consistent functioning of the Town of Greenville's government operations. This policy is designed to ensure accountability, proper management of resources, and adherence to applicable laws and regulations. The Town's governing body, employees, and other stakeholders will follow the procedures outlined in this policy to carry out their roles and responsibilities in a manner that promotes good governance and public trust. The policy also reflects the Town's commitment to maintaining a safe, inclusive, and effective working environment for employees and the public.

II. SCOPE

This policy applies to all Town departments, employees, charter officers, and elected officials in the Town of Greenville, Florida. It governs key aspects of daily operations, including office hours, public access, fleet management, travel reimbursements, meeting schedules, use of municipal facilities, emergency management, communication, technology use, and security. In addition, it outlines the responsibilities of the Town Council, the Town's administrative staff, and department heads. While this policy provides general operational guidelines, specific functions such as human resources, procurement, financial controls, records management, and budgeting are governed by separate, dedicated policies, which are referenced herein.

III. DEFINITIONS

A. Town Council: The five-member governing body of the Town of Greenville, responsible for legislative and policy-making decisions.

B. Charter Officers: The Town Manager, Town Clerk, and Town Attorney, who are appointed by the Town Council to carry out administrative and legal functions.

C. Town Manager: The chief executive officer of the Town, responsible for managing the daily operations and implementing policies adopted by the Town Council.

D. Town Clerk: The official responsible for maintaining the Town's records, overseeing public notices, and managing Town Council meetings and minutes.

E. Town Attorney: The legal advisor for the Town, responsible for providing legal counsel to the Town Council, departments, and charter officers, and for reviewing contracts and agreements.

F. Public Works Department: The department responsible for the maintenance and operation of the Town's infrastructure, including utilities, streets, landscaping, and sewer systems.

G. Municipal Vehicle: Any vehicle owned, leased, or otherwise operated by the Town for official Town business.

H. Mileage Reimbursement: Compensation for the use of personal vehicles by employees or officials for authorized Town business, based on state-approved rates.

I. Emergency Closure: The closing of Town offices due to unforeseen circumstances, such as natural disasters or other events that threaten public safety or infrastructure.

J. Essential Personnel: Employees designated by the Town Manager to maintain continuity of operations during emergencies.

K. Public Notice: A formal announcement or communication to the public regarding Town meetings, events, or actions, in accordance with legal requirements.

L. Town Facility: Any building or space owned or operated by the Town of Greenville, including Town Hall, parks, and other public properties.

M. Conflict of Interest: A situation in which a Town official, employee, or contractor has a private interest that could improperly influence their public duties, as defined in Chapter 112, *Florida Statutes*.

N. State-Approved Rates: Travel, mileage, per diem, and reimbursement rates set by the State of Florida, which the Town adopts for official use.

IV. OFFICE HOURS AND ACCESS

A. Office Hours:

1. The official hours of operation for Town Hall are Monday through Thursday from 8:30 a.m. to 4:30 p.m., and Friday from 8:30 a.m. to 12:30 p.m.

B. Holiday Closures: The Town recognizes the following holidays:

1. New Year's Day
2. Martin Luther King Day
3. Presidents' Day
4. Memorial Day
5. Good Friday
6. Independence Day
7. Labor Day

8. Juneteenth
9. Veterans Day
10. Thanksgiving Day
11. Day After Thanksgiving
12. Christmas Eve Day
13. Christmas Day

C. Emergency Closures:

1. In the event of an emergency, the Town Manager may close Town Hall.
2. Emergency closures will be communicated to the public through official channels.

D. Public Access and After-Hours Access:

1. Public access to Town Hall is permitted during office hours.
2. After-hours access is restricted to authorized personnel unless otherwise approved by the Town Manager or Town Clerk.

E. Notice of Office Hours:

1. The official hours of operation for the Town Hall and Town Facilities shall be noticed outside of Town Hall and on the Town's website.

V. **TOWN COUNCIL AND COMMITTEE MEETINGS**

A. Regular Meetings:

1. Regular meetings of the Town Council shall be held on the second Monday of each month unless rescheduled by the Mayor, working in conjunction with the Town Manager, or by a vote of the Town Council.

B. Special and Emergency Meetings:

1. Special and emergency meetings may be called pursuant to the Town's Rules of Procedures.

C. Public Notice Requirements:

1. Public notice for all meetings shall comply with the Town's Rules of Procedures and Chapter 286, *Florida Statutes*.

D. Public Participation:

1. Public participation during meetings will follow the guidelines set forth in section 286.0114, *Florida Statutes*, and the Town's Rules of Procedures.

VI. VEHICLE USE AND FLEET MANAGEMENT

A. Municipal Vehicle Use:

1. Town vehicles shall be assigned and used for official business only. Unauthorized personal use of municipal vehicles is strictly prohibited.

B. Mileage Logging and Reporting:

1. All municipal vehicles must have their mileage logged at the start and end of each week. Records of mileage shall be submitted to the Public Works Director for review.

a. The mileage log shall be transmitted to the Town Clerk upon approval by the Public Works Director, not to exceed the next business day, and shall be maintained in accordance with the Town's records retention policy.

C. Fuel Tracking:

1. Fuel purchases for municipal vehicles must be tracked and reported. Receipts for fuel purchases.

a. The fuel log shall be transmitted to the Town Clerk and shall be maintained in accordance with the Town's records retention policy.

D. Vehicle Maintenance:

1. Municipal vehicles must be regularly inspected and maintained by the Public Works Department. Maintenance logs shall be maintained and reviewed by the Public Works Director.

VII. TRAVEL REIMBURSEMENT AND EXPENSES

A. Mileage Reimbursement:

1. Mileage reimbursement for the use of personal vehicles on official Town business shall be made at the state-approved rate.

B. Per Diem and Travel Expenses:

1. Per diem rates for meals, lodging, and incidental expenses during official travel shall follow state-approved rates.

C. Expense Documentation:

1. All travel-related expenses must be documented with receipts and submitted to the Finance Department for approval.

VIII. USE OF MUNICIPAL FACILITIES

A. Public Use of Municipal Buildings and Facilities:

1. Municipal buildings and facilities may be used by the public for events, subject to availability and approval by the Town Clerk or Town Manager.

B. Facility Reservation and Rental Procedures:

1. Reservations for municipal facilities must be made in advance. Any associated rental fees and security deposits must be paid in full before the event.

C. Security Protocols:

1. Security protocols, including staffing and access, must be observed when using municipal facilities.

IX. EMERGENCY MANAGEMENT

A. Emergency Declarations:

1. The Town Manager or Mayor may declare a municipal emergency, activating necessary emergency management protocols.

B. Employee Responsibilities During Emergencies:

1. All employees shall adhere to the Town's Emergency Operations Plan and perform designated emergency duties.

C. Continuity of Operations:

1. Essential personnel will be identified by the Town Manager, ensuring continuity of operations during emergencies.

X. ETHICS AND CONFLICT OF INTEREST

A. Ethics Rules:

1. The Town shall follow the ethics rules outlined in Chapter 112, Part III, *Florida Statutes*.

B. Conflict of Interest Policy:

1. A separate Conflict of Interest Policy shall establish local rules governing conflicts of interest for Town officials, employees, and independent contractors.

C. Financial Disclosures:

1. In accordance with section 112.3145, *Florida Statutes*, all Town officers, employees, and officials who are required to file financial disclosures must comply with state regulations regarding the timely submission of Form 1 (Statement of Financial Interests) or any other applicable disclosure form.

2. The Town Clerk shall issue a formal reminder to all individuals required to file financial disclosures no later than one month prior to the statutory deadline. This reminder shall include guidance on submission procedures and relevant deadlines.

3. All persons required to file financial disclosures must submit a copy of the completed form to the Town Clerk for local recordkeeping purposes. This copy shall be maintained in accordance with the Town's records retention policy and will be kept confidential as required by law. Failure to file the required disclosures in a timely manner may result in penalties as prescribed by section 112.3145, *Florida Statutes*, and other applicable laws.

XI. COMMUNICATIONS AND PUBLIC RELATIONS

A. Official Communications:

1. All official communications with the public and media must be authorized by the Town Manager or Town Council.

B. Social Media Use:

1. The use of social media platforms for official Town business must adhere to established social media policies, which govern content and management.

C. Public Notices and Alerts:

1. Emergency alerts and public notices shall be disseminated via the Town's official communication channels.

XII. TECHNOLOGY USE AND SECURITY

A. Employee Technology Use:

1. Employees must use Town-provided computers, phones, and internet access for official business only.

B. Cybersecurity Measures:

1. The Town shall implement and maintain cybersecurity protocols to protect sensitive data and systems.

C. Data Breach Response:

1. In the event of a data breach, appropriate actions shall be taken to mitigate the issue, even in the absence of a formal Data Security Policy, with guidance provided by the Town Manager or designated personnel.

D. Password Management:

1. All staff must take personal responsibility for managing and protecting their passwords and login credentials to ensure the security of the Town's systems and data.

2. The Town Clerk shall have access to all passwords and login credentials for all Town-provided computers and phones, official email accounts, and websites used for Town business.

E. Data Preservation:

1. All Town officials, charter officers, and municipal employees shall be responsible for preserving all data and information stored or maintained on Town-owned devices and/or Town-managed accounts.

2. If any Town official, charter officer, or municipal employee intentionally deletes or destroys data or information stored or maintained on Town-owned devices and/or

Town-managed accounts, all deletions or destruction of Town data or information shall be promptly reported to law enforcement for consideration of potential public records violations under the Florida Constitution or Chapter 119, *Florida Statutes*.

XIII. CONTRACT AND AGREEMENT MANAGEMENT

A. Contract Execution:

1. All contracts and agreements with vendors must be approved by the Town Attorney before execution.

B. Contract Monitoring:

1. The Town Manager or designated staff shall monitor contract performance and ensure timely renewals or terminations.

C. Contract Amendments:

1. Amendments to contracts must be reviewed and approved by the Town Attorney.

D. Indemnification:

1. If a charter officer or staff approves a contract without the Town Attorney's review, they may be subject to indemnification.

XIV. HUMAN RESOURCES AND EMPLOYMENT PRACTICES

A. Hiring and Termination Procedures:

1. Hiring and termination processes shall follow the Town's Personnel Policy, ensuring compliance with applicable laws.

B. Employee Development:

1. Charter officers and key personnel shall participate in training and development programs as required by the Town Manager.

XV. ENVIRONMENTAL AND SUSTAINABILITY PRACTICES

A. Energy Conservation:

1. The Town shall promote energy conservation measures in all municipal buildings and facilities.

B. Recycling and Waste Management:

1. Recycling and proper waste disposal practices shall be implemented across all Town operations.

C. Sustainability Initiatives:

1. The Town shall pursue initiatives that reduce its environmental footprint, including renewable energy and resource conservation programs.

XVI. SECURITY AND SAFETY

A. Workplace Safety Protocols:

1. The Town shall maintain a safe work environment for all employees, following established safety guidelines and providing training as needed.

B. Security of Municipal Facilities:

1. Sensitive municipal locations, such as Town Hall and the water treatment facility, shall have security measures in place to protect against unauthorized access.

XVII. COMMUNITY ENGAGEMENT

A. Public Events:

1. The Town shall support and organize community events, including festivals and public programs, to engage with local residents.

B. Community Partnerships:

1. The Town may partner with local organizations and stakeholders to enhance community involvement and support Town initiatives.

C. Public Feedback:

1. The Town shall establish mechanisms for receiving and addressing public feedback and suggestions through surveys, meetings, or digital platforms.

XVIII. MAINTENANCE OF PUBLIC INFRASTRUCTURE

A. Routine Inspections:

1. The Public Works Department shall conduct routine inspections of public infrastructure, including roads, buildings, and parks, to ensure proper maintenance.

B. Infrastructure Deficiencies:

1. Any deficiencies, such as potholes or lighting issues, shall be reported to the Public Works Director for prompt repair.

C. Utilities Oversight:

1. Oversight of public utilities, including water and sewer services, shall be the responsibility of the Public Works Director.

D. Maintenance Schedules:

1. The Public Works Department shall maintain a detailed schedule of all inspections, maintenance activities, and repairs for public infrastructure owned or maintained by the Town.

E. Quarterly Reports:

1. A quarterly report shall be submitted by the Public Works Director to the Town Council and presented by the Public Works Director or Town Manager to the Town Council, which will include, at a minimum, a summary of any infrastructure deficiencies identified during the past quarter, along with the actions taken or planned to address those deficiencies.

XIX. COMPLIANCE WITH SEPARATE GREENVILLE POLICIES

A. In addition to this Administrative Operations Policy, the Town shall comply with the provisions of the following Town Policies:

1. Greenville Anti-Fraud Policy
2. Greenville Conflict of Interest Policy
3. Greenville Financial Controls and Authorization Policy
4. Greenville Municipal-Owned Property and Inventory Management Policy
5. Greenville Personnel Policy

1. All employees shall adhere to the Town's Emergency Operations Plan and perform designated emergency duties.

C. Continuity of Operations:

1. Essential personnel will be identified by the Town Manager, ensuring continuity of operations during emergencies.

X. **ETHICS AND CONFLICT OF INTEREST**

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XI. **COMMUNICATIONS AND PUBLIC RELATIONS**

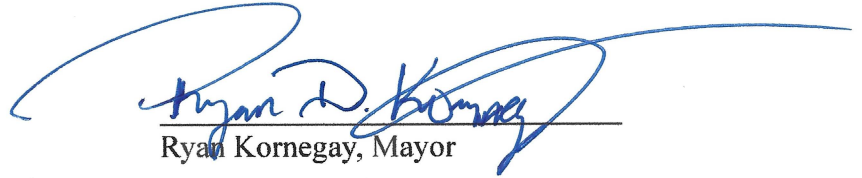
A. Official Communications:

1. All official communications with the public and media must be authorized by the Town Manager or Town Council.


- 6. Greenville Procurement Policy
- 7. Greenville Public Records and Records Retention Policy

XX. EFFECTIVE DATE

This policy shall become effective immediately upon its passage and shall remain in effect until amended or repealed.



Ryan Kornegay, Mayor



Kimberly M. Reams
Town Clerk

<u>ACTION</u>	<u>SECTION(S) AMENDED</u>	<u>RESOLUTION #</u>	<u>DATE</u>
Adoption	n/a	2024-19	10/28/2024
Amendment	III.F., VI.B., VI.C., X.C., and XII.D.	2025-08	03/10/2025