

The Center for Municipal Research conducted a survey of the 412 municipalities in Florida in response to developments of the COVID-19 pandemic to better understand how cities are responding through development of staff travel restrictions for both business and personal travel. The survey was conducted electronically from March 13-20, 2020, with a response rate of 59% or 244 cities.

(This is a snapshot of activities based on recommendations and requirements current for the timeframe surveyed.)

Key Take-Aways

Of municipalities who responded:

(Note: survey questions refer to specific formal policy adoptions; however, cities are able to adopt recommendations, etc. at their discretion based on state and federal recommendations without a formal policy being put in place.)

- **39% adopted a policy on business travel limitations for city employees** in response to COVID-19

Of municipalities who adopted business travel limitations for city employees:

- **50%** have an indefinite timeframe for those limitations
- **37%** established timeframes of 30 days or more

- **23% adopted a policy on personal travel limitations for city employees** in response to COVID-19

Of municipalities who adopted personal travel limitations for city employees:

- **85%** require city employees taking personal travel to quarantine for 14 days before returning to the workplace
- Travel limitations for city employees taking personal travel are most commonly **triggered by international travel (67% of respondents)** and **travel to an area experiencing community spread of the disease (51% of respondents)**.

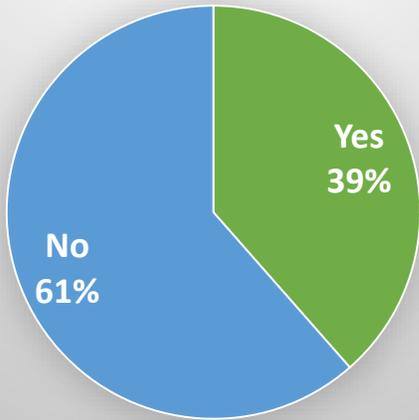
- **56% have in place now or are developing a policy now to allow for city employees to telecommute** in response to COVID-19

Page 2 of this report contains additional graphs of the data collected. Pages 3-8 contain additional information collected in reference telecommuting strategies. Contact Research Analyst Liane Giroux at lgiroux@flcities.com for the survey questions or additional information.

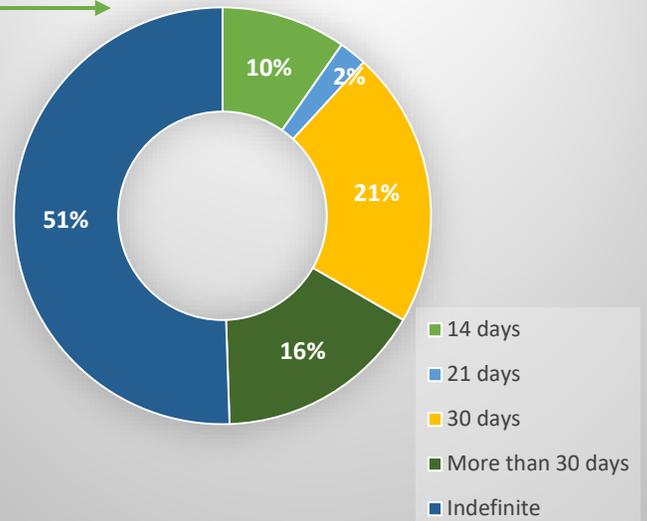
The FLC Center for Municipal Research is the primary source of local government research and resources at the Florida League of Cities. The Center serves as a link between Florida's public policy researchers and municipal governments, bridging the gap between academics and public policy makers and administrators. More information on the Center can be found at www.floridaleagueofcities.com/research.

**Surveys are completed by members of each individual municipality and the FLC staff does not verify or cross-reference responses with other sources.*

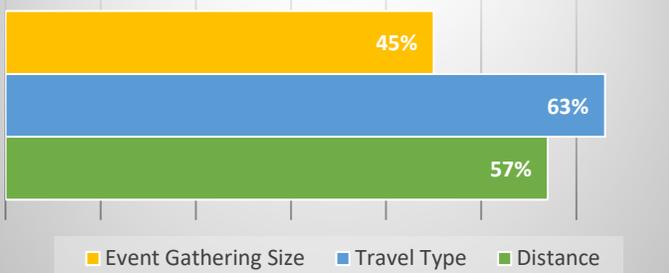
In response to COVID-19, has your city adopted a policy on business travel limitations for city employees?



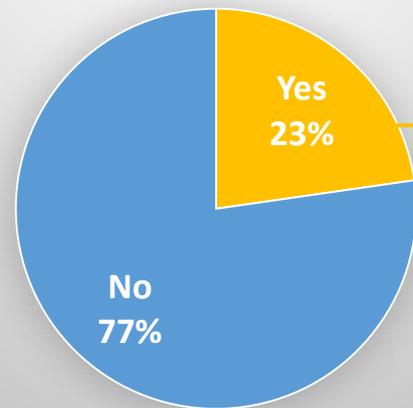
What time frame was established?



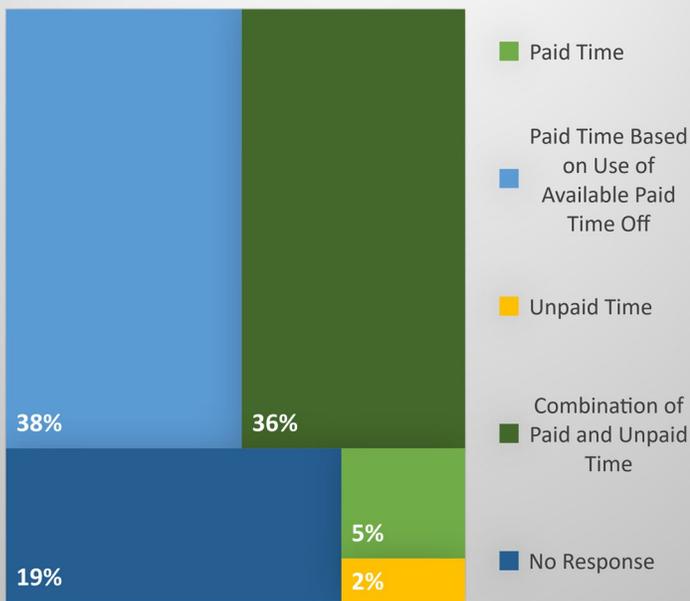
Was travel limited by:



In response to COVID-19, has your city adopted a policy on personal travel limitations for city employees?



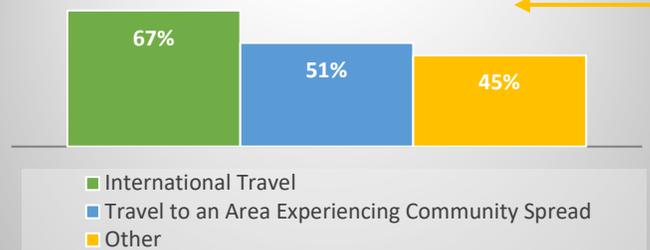
If your policy on travel limitations for city employees taking personal travel invokes a quarantine timeframe, is it:



Is there a quarantine time frame prior to returning to the workplace?



Are travel limitations triggered by:



Cities with Telecommuting Strategies in Place Now for City Staff

Municipality	County	2018 Population	Yes, our municipality has a policy in place now for city staff to telecommute.
Alachua	Alachua	10,155	Each City department is responsible for developing a telework plan that ensures a little disruption as possible to service delivery. Staff members who perform essential functions, such as law enforcement, utilities, etc., are not teleworking, but have specific protocol to provide CDC recommended precautions.
Aventura	Miami-Dade	37,790	Dependent of position
Biscayne Park	Miami-Dade	3,218	Currently by phone and the clerk compile information to post at website and distribute.
Bradenton Beach	Manatee	1,194	Commission discussing. We do have skype policy in place, but details are being worked out today.
Callaway	Bay	15,855	We have a phone tree to get info out to employees.
Cape Canaveral	Brevard	10,227	The City of Cape Canaveral has identified Tasks & Responsibilities required to continue the daily operations of the City of Cape Canaveral remotely during a disaster. Our policy determines Essential/Non-essential personnel. Exempt or Non-exempt employee(s) will be identified (situationally based) as essential or Non-essential, and upon this determination will receive their hourly wages worked (nonexempt) or daily wage (exempt). All Essential personnel have the capability to work remotely and equipment to work remotely has been identified. Non-essential personnel who want to access their work computers remotely, and have adequate equipment, will have the ability to work remotely if the supervisor or situation evolves.
Casselberry	Seminole	29,778	dependent on whether the staff member's tasks can be accomplished by telecommuting style work.
Coconut Creek	Broward	58,344	Based on the responsibilities of the position and whether those responsibilities are suitable for telecommuting.
Coral Springs	Broward	128,757	Essential and non-essential
Dania Beach	Broward	31,755	Telecommuting is determined if the employee can perform the duties at home. If they can, and as determined by the Department Head, they are being permitted to work from home
Estero	Lee	31,806	We are looking to move all employees to remote work, with potential, occasional trips into the office as needed.
Gainesville	Alachua	131,217	Those that can perform their essential job from a remote facility.
Hallandale Beach	Broward	39,054	With the exception of staff that needs to stay in the field, all employees are required to telecommute, and to also be available during the business day as needed.
Hollywood	Broward	149,028	Human Resources has developed a list of eligible telecommuters based on job duties and job class. In conjunction with Information Technology, we are working to provide those individuals with necessary infrastructure (laptops, tablets, etc.).
Jupiter Island	Martin	826	By job function
Kissimmee	Osceola	72,369	Case-by-case determination on each department director based on job functions of the position.
Lake Alfred	Polk	5,950	currently limited to staff with current remote access privileges.
Lake Butler	Union	1,813	Those living the farthest from City
Lake Clarke Shores	Palm Beach	3,422	If you can do your job at home, we will allow it.

Lakeland	Polk	105,586	Back office departments w/o a lot of customer contact are the main ones working from home such as Payroll and Accounts Payable.
Lantana	Palm Beach	11,397	Will only be implementing if there is a state-wide quarantine. Department Directors will identify which staff have work products that are able to work at home.
Layton	Monroe	182	We are very small (3 employees) we will telecommute and keep the office door locked when we are in the office. Our community is retired over 60 for 90% of population. We are trying to protect them.
Longboat Key	Manatee,Sarasota	6,990	Only those positions where the job can be efficiently and effectively conducted remotely without a negative impact to customer service or Town operations. Remote work will not be considered if the job requires the employee's physical presence at the worksite.
Lynn Haven	Bay	21,201	The City has a plan to allow any and all employees to be able to work from home if needed.
Margate	Broward	58,329	Department directors have identified essential employees needed to maintain continuity of basic level of services.
Miami Gardens	Miami-Dade	113,628	Staff that can perform their duties having minimum direct contact with customers.
Minneola	Lake	12,348	Primary consideration is given to staff members who have medical conditions, like chronic respiratory diseases, anyone 50 years old or older, and those having responsibilities which can be done remotely.
Miramar	Broward	137,107	HR provided the following guidelines for Department Directors: 1. Regular status full time employees who have worked at the City for at least one (1) year; 2. Prior annual job performance evaluation and/or job performance that meets or exceeds standards across all listed performance measures and demonstrates employee ability to work independently; 3. Employee is self-motivated and demonstrates high dependability; 4. Job duties and requirements allow the employee to be away from the Agency's worksite for a period of time during the work week; 5. Telecommuting does not impede other employees or work groups from performing their job duties, impact the Agency's business needs, or diminish the operations of the Agency; 6. Telecommuting does not reduce service to internal or external customers; and 7. Supervisor is able to manage the employee remotely.
Neptune Beach	Duval	7,285	Staff who are elderly or who have underlying conditions, or who have people at home with underlying conditions. This policy is fluid and could change depending on what happens over the next few days. City Hall has limited face to face transactions and is closed to the general public.
Newberry	Alachua	6,249	Field staff & first responders reporting. Others work from home.
North Miami	Miami-Dade	63,517	
North Port	Sarasota	70,631	Based on work type and technology needs available.
Ocoee	Orange	45,694	Those who can complete a moderate to significant amount of their duties remotely
Pensacola	Escambia	54,801	Managers and up, administration, essential employees as equipment is available
Port Orange	Volusia	61,009	Anyone that can conduct 8 hours of productive work from home during an emergency that is not on the battle staff in the EOC if/when we go to full activation.
Punta Gorda	Charlotte	19,487	Based on nature of the job, computer accessibility and ability to perform essential functions
Sanibel	Lee	6,701	Those who can perform productive work of any kind.
Southwest Ranches	Broward	7,706	Currently based upon personal health concerns, case by case

Tallahassee	Leon	192,381	Any of those that can continue operations while working remotely are encouraged to do so.
Wellington	Palm Beach	62,304	Department directors recommend suitability of work for telecommuting.
Westlake	Palm Beach	29	
Wilton Manors	Broward	12,831	Department directors have the authority to determine which staff members are eligible
Winter Springs	Seminole	37,639	Critical/Non-Critical

Cities Developing Telecommuting Strategies for City Staff

Municipality	County	2018 Population	Our municipality is developing a policy to allow city staff to telecommute.
Archer	Alachua	1,168	Primarily office staff that some in contact with multiple customers
Atlantic Beach	Duval	13,570	We met prior to the major social distancing recommendations and determined essential staff, hardware/software needs, etc.
Belleair	Pinellas	3,977	Utilizing essential function analysis to evaluate if those duties may be performed remotely. Pothole crews can't, utility billing can.
Belleair Bluffs	Pinellas	2,095	Just administration. Also, pertaining to the travel questions, although there is no actual policy in place yet, I am restricting both
Boynton Beach	Palm Beach	76,756	not yet decided
Bunnell	Flagler	3,056	This is being determined as we work on the policy/strategy
Cape Coral	Lee	180,204	Work in Progress; Just a quick note, our city has not "Adopted" a policy on city business travel. Our Unified command has restricted any non-essential city related travel. This was not adopted by City Council.
Chipley	Washington	3,506	Only staff that is required to continue essential needs of the city.
Clearwater	Pinellas	115,589	based on mission critical functions
Clermont	Lake	38,906	Different considerations: 1. If position is essential/non-essential. 2. Must work onsite or can work remotely? 3. If remote, does employee have city/personal equipment to do so? 4. Exempt/non-exempt. 5. Have functions been cross trained? 6. Has employee had discipline that would present concern for working remote?
Cocoa Beach	Brevard	11,328	We are evaluating by position and somewhat following our hurricane protocol.
Crestview	Okaloosa	25,001	This is a tough one and the reason the policy is not complete yet.
Cutler Bay	Miami-Dade	45,373	Based on individual positions and their respective duties/responsibilities.
Dade City	Pasco	7,162	job duties
Davie	Broward	103,171	Based on position
Daytona Beach Shores	Volusia	4,294	mission essential
Deerfield Beach	Broward	78,573	
Doral	Miami-Dade	68,244	Those that can work from home
Dunedin	Pinellas	37,054	Essential and non-essential depending on the position.
Edgewater	Volusia	23,319	Those employees listed as nonessential - not physically needed at the worksite.
Fort Walton Beach	Okaloosa	20,830	At the discretion of department directors.
Fruitland Park	Lake	8,963	In working with the city attorney, the city manager devised a policy for staff members who have the option to work remotely from home.

Glen Ridge	Palm Beach	223	We have only one staff member--me.
Green Cove Springs	Clay	7,813	Non-essential positions may have option to telecommute. Essential positions are expected to be present for work. Some admin. positions may alternate days in the office.
Greenacres	Palm Beach	39,568	Only that that are able to work remotely would be eligible. Some positions are not able to work remotely.
Greenville	Madison	797	We have a total of 7 employees. We are considering allowing the City Hall Staff (Town Clerk, billing clerk, Town Manager) to work from home with our laptops if things worsen.
Gretna	Gadsden	1,656	We are considering telecommuting for those employees that don't have customer facing roles. Our public works and public safety teams will continue to operate with no changes.
Gulf Breeze	Santa Rosa	5,849	Essential employees are priority
Gulf Stream	Palm Beach	1,005	Right now, it is the CFO and Asst. Town Clerk for payroll, accounts payable reasons.
Haines City	Polk	24,298	Non-Essential employees will be able to work from home if it is implemented.
Hawthorne	Alachua	1,422	limited staff per job description
High Springs	Alachua	6,221	Departmental
Indian Creek	Miami-Dade	84	Non-public safety officials. Administrative staff would qualify.
Indian Harbour Beach	Brevard	8,526	If quarantined, may be asked to work remotely. Not all positions are conducive to working remotely. We are following the CDC's Interim Guidance for Businesses and Employers to plan and respond to COVID-19, and we will take guidance from the public health authorities.
Indian Shores	Pinellas	1,470	We have a small administrative staff of seven and all will be telecommuting. Most of our resources are in the cloud and we will handle building permits via email. Building Inspections will be done via video-conferencing or still photos. Our telephone system is set up in such a way that our desk phones will work the same anywhere when plugged into the internet.
Inverness	Citrus	7,380	Still in early stages of policy process
Jasper	Hamilton	2,819	Department heads
Key Biscayne	Miami-Dade	12,887	Consideration is based on essential function. Police and Fire personnel are required to report to work in addition to a few other personnel.
Key Colony Beach	Monroe	758	
Lady Lake	Lake	14,960	Essential personnel
Lake City	Columbia	12,322	If the tasks can be remotely accomplished and monitored.
Lake Park	Palm Beach	8,829	It will be based upon the health of the employees and their levels of responsibility. We are in the process of purchasing new laptop computers to accommodate our telecommuting strategy.
Lake Wales	Polk	15,791	Nature of work performed.
Largo	Pinellas	83,526	Those with the ability to carry out job duties from home
Lighthouse Point	Broward	10,560	Haven't decided yet.
Madeira Beach	Pinellas	4,421	The need and availability of work that could be completed at Home.
Madison	Madison	3,081	If the City of Madison have to resort to telecommuting, the City Clerk will be the lead. She has the capability to work from home. As the City Manager, I am in contact with the entire staff. We will operate with a skeleton crew in the administrative side of the house and a limited crew for public works.

Malabar	Brevard	2,899	We have a very small staff - most administrative accounting and minutes, meeting prep can be done from home. We are exploring the possibility of having the front admin person accept forwarded town hall calls at her house to document work orders and citizen complaints.
Manalapan	Palm Beach	425	Department Heads
Marathon	Monroe	8,235	Connectivity and Job description
Marco Island	Collier	17,094	Generally, any employee that can complete work assignments from home is being set up to do so.
Melbourne	Brevard	82,040	Matching skillset with the type of work that can be done from home. Accountability standards also being put into place along with time tracking.
Miami Beach	Miami-Dade	92,502	
Miami Lakes	Miami-Dade	31,118	Based on their job duties & whether they CAN be performed remotely.
Milton	Santa Rosa	10,186	The work itself determines applicability.
Monticello	Jefferson	2,412	Only for those who are able to do so. Probably mainly for e-mail monitoring and banking
Mount Dora	Lake	14,536	Each Director has to submit a list of their "essential" staff members for a breakdown of work access (remotely and computer access).
Naples	Collier	20,344	By job classification type. Most of the employees perform physical service delivery. We have a very small percentage with the job functions related to telecommuting strategies.
North Lauderdale	Broward	44,841	In progress not yet determined
Oakland Park	Broward	45,276	We surveyed department's in advance and took stock of IT infrastructure.
Okeechobee	Okeechobee	5,561	
Oldsmar	Pinellas	14,489	Discussing with Department Heads, based on function, position in org chart, availability of IT infrastructure, and practicality of being able to function from outside the office environment.
Opa-locka	Miami-Dade	18,017	Essential employees only
Orange City	Volusia	11,720	Department head recommendation of which positions can perform essential all of their duties off premise.
Orange Park	Clay	8,630	Those that have job functions and proper equipment to conduct their work activities from home.
Orchid	Indian River	423	Those whose job function is compatible with telecommuting and baring program limitations. We only have 2 full time employees and 1 part-time employee.
Orlando	Orange	285,099	Situational depending upon job duties at the discretion of department directors.
Palatka	Putnam	10,649	Case by case administrative activities
Palm Bay	Brevard	112,703	case by case by operational role needs by department heads and city manager. City issued mobile devices require for network health and security.
Pembroke Pines	Broward	165,352	Yes
Penney Farms	Clay	766	With such a small staff of 7 people. This would only be available for the administrative staff who have an issued town laptop, in order to work from home.
Perry	Taylor	7,025	All staff that are able to telecommute will be encouraged to do so.
Plantation	Broward	89,595	Individuals who are high risk or have had a known exposure are evaluated by Human Resources to ensure they meet the criteria. Then if they are able to do their job from home, they are set up by IT to do so. At this time, there is no plan for everyone to work from home.

Pomona Park	Putnam	871	The Town Clerk and the Town Treasurer have been identified for telecommuting. We discussed this in the Town Council meeting and have prepared laptops etc. to facilitate this.
Pompano Beach	Broward	110,371	It is based on department needs and identifying ways to limit traffic where possible while still conducting business. Identification of customer needs and essential services has been critical.
Sanford	Seminole	59,033	To be determined
South Bay	Palm Beach	5,174	By their roles and duties
St. Cloud	Osceola	46,519	Critical and/or essential to continuity of operations to the best of our ability
St. Leo	Pasco	1,319	There is no policy. There are two of us. If one gets sick, she will take the laptop home and work as possible from home. If both get sick, we will figure out what works best for the Town and employees. We get minimal foot traffic at Town Hall.
St. Marks	Wakulla	277	With only two office employees both will be telecommuting
St. Pete Beach	Pinellas	9,510	Those employees who consider themselves at risk and have the ability (work, VPN, computer, etc.) to work from home will be eligible.
Stuart	Martin	16,425	Work from home for those that have functions that can continue offsite. We are establishing all divisions have options for call forwarding to home and computer mirroring
Sunrise	Broward	92,663	Based on nature of work and ability to perform work from home with a City computer and possibly a City cell phone.
Surfside	Miami-Dade	5,934	By function
Tequesta	Palm Beach	5,857	Where the job allows it.
Treasure Island	Pinellas	6,858	That is the problem...we are a service industry, the only people who could work from home are the leaders...I can't have the leadership stay home and the front line take all the risks
Vero Beach	Indian River	16,274	Our exempt employees.
West Melbourne	Brevard	21,990	Based upon business necessity.
West Park	Broward	14,985	For employees whose job duties are conducive to working from home on a case by case basis.
Weston	Broward	66,972	Reviewing critical and non-critical services and making the decisions based on that criteria.
Wildwood	Sumter	9,511	Everyone with a city issued computer. We are witting through a means at which non-essentially personnel may work from home for a portion of the week.
Williston	Levy	2,943	N/A
Zephyrhills	Pasco	15,839	Currently reviewing who is eligible for telecommuting