CIVIL SERVICE COMMISSION MEETING AGENDA

Tuesday, July 11, 2023 at 2:00 PM
Commission Chambers - 300 Municipal Drive

Meetings 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. 2023-05-30, Civil Service Commission Meeting Minutes

5. **HR REPORT**
6. **OLD BUSINESS**

   A. "Draft" Personnel Policy - Discussion by Jerry Cantrell, Civil Service Commission Member

7. **NEW BUSINESS**

   A. HR Director Position

   B. Pay Plan for all classified City positions (City Charter, Sec. 5.7, C, 2)

   C. Classification of all classified City positions, based upon the duties, authority and responsibility of each position, with adequate provisions for classification of any position whenever warranted by circumstances (City Charter, Sec. 5.7, C, 1)

   D. Employee Satisfaction Surveys

   E. Implementation Process for making sure that all rules, regulations and procedures of the Employee Personnel Policy are working and is followed by everyone

8. NEXT MEETING

Next meeting is scheduled for Tuesday, August 8, 2023, at 2:00 p.m.

9. 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 Clara VanBlargan, City Clerk at 727-391-9951, ext. 231 or 232.

MINUTES

CIVIL SERVICE COMMISSION MEETING
MAY 30, 2023
9:00 A.M.

The City of Madeira Beach Civil Service Commission meeting was held at 9:00 p.m. on May 30, 2023, in the Patricia Shontz Commission Chambers at City Hall, located at 300 Municipal Drive, Madeira Beach, Florida.

MEMBERS PRESENT: Gene Embler, Chair (arrived at the meeting at 9:25 a.m.)
Cristina Ponte, Vice Chair
Judithanne McLauchlan
Paul Tilka
Jerry Cantrell
Clara VanBlargan, Ex-Officio Secretary

MEMBERS ABSENT:

CITY STAFF PRESENT: Robin Gomez, City Manager – Arrived late
Attorney Rob Eschenfelder, Trask Daigneault, L.L.P.
Megan Powers, Assistant to City Manager

1. CALL TO ORDER

Vice Chair Cristina Ponte called the meeting to order at 9:06 a.m.

2. ROLL CALL

City Clerk Clara VanBlargan called the roll. Chair Embler was absent for Roll Call.

The City Clerk administered the Oath of Office to new member Jerry Cantrell.

3. PUBLIC COMMENT

There were no public comments.

4. APPROVAL OF MINUTES

A. Approval of Meeting Minutes: 2023-03-29, Civil Service Commission

Judithanne McLauchlan motioned to approve the meeting minutes for March 29, 2023. Paul Tilka seconded the motion.

ROLL CALL:

Judithanne McLauchlan	"YES"
Paul Tilka	"YES"
Cristina Ponte	"YES"
Jerry Cantrell	"YES"

The motion carried 4-0.

5. NEW BUSINESS

A. City of Madeira Beach Pay Grades 2022-2023

Jerry Cantrell said the pay grade document on Page 9 did not look like an original document from Human Resources. It seems like they were trying to set up different gradations of pay. He compared that to other cities, and it does not make sense. Because of the many spelling errors on the document, it does not look like it came from a human resources aspect. He would like to see the human resources document that shows the roles and responsibilities for each position to see if they are commensurate with the pay grade. Compared to the pay scales of the three cities he looked at, they are not commensurate with the job responsibilities. He is willing to share that with the other members.

The City Clerk said she could add the item to the next agenda and include a copy of the job descriptions. They could work through those. She could send Mr. Cantrell's document to the other members before the meeting. The City Clerk received consent to add the item to the next agenda.

Vice Chair Ponte asked why the Civil Service Commission had the pay grades. The City Clerk said it was a City Charter responsibility that they work through it and add the rules to the handbook.

Mr. Cantrell asked the City Attorney if there was any labor law they needed to be cautious about because there is no human resources director. He wanted to make sure they were doing things properly. Attorney Eschenfelder said the City Manager appointed Ms. Powers as the HR staff. Ms. Powers said she would do the paperwork and onboarding, but the disciplinary responsibility would be with the City Manager. Mr. Cantrell asked if there was any intention to hire a Human Resources person and if the job had been posted. Ms. Powers said it had not and did not know the reason. Mr. Cantrell asked for the information, and Ms. Powers said she would provide that to him. Mr. Cantrell said it would be helpful to have a human resources director attend the meetings to help with the personnel systems.

Ms. Ponte said Mr. Sean Lilly had been at most meetings and asked why he had left. Ms. Powers said there was not much for him to do as HR director because of the onboarding. The City Manager reorganized to what they have now.

Mr. Cantrell said the Board of Commissioners is the only one to disband a department and reassign the duties. He said they would have problems getting the information needed to work through much of it without an HR director. He has been looking at everything provided to him, including

the personnel policy, and a lot seems to be missing and does not make sense. He asked how far they could go to determine why the pay grades were established. The document they provided does not look like an HR person prepared it and does not make sense.

Mr. Cantrell read City Charter, Section 5.7 Personnel Systems; Civil Service Commission, C, Personnel Rules. He said the rules must be included in the personnel policy. He said as stated, the Civil Service Commission prepares the rules, which shall include, but are not limited to:

1. The classification of all classified City positions, based upon the duties, authority and responsibility of each position, with adequate provisions for classification of any position whenever warranted by circumstances.

   Mr. Cantrell said it was important to know that it is for all City positions, not just classified City positions. He said the personnel policy does not show that.

2. A pay plan for all City positions.

   Mr. Cantrell said it was not just for all classified city positions.

3. Methods for determining the merits and fitness of candidates for appointment or promotions.

   Mr. Cantrell said that would be about how they get promoted. Most must be based on individual departments and their decisions. They are the ones that know the quality and the aspects and the virtues of that person.

4. The policies and procedures regulating reduction in force, demotion, suspension and removal of employees.

   Mr. Cantrell asked if there was a policy in place for that. The City Charter says that only the Board of Commissioners can assign and appoint dual roles for any employees.

5. The hours of work, attendance regulation and provisions for sick and vacation leave.

   The Civil Service Commission is supposed to set that. However, it might not work for all departments.

6. Grievance procedures, including procedures for the hearing of grievances by the Civil Service Commission, which may render advisory opinions based on its findings to the City Manager with a copy to the aggrieved employee. In this respect the Civil Service Commission shall have the power to issue subpoenas to compel attendance by witnesses and to administer oaths.

   Mr. Cantrell said the word "grievance" had been removed from the document. That is problematic, and that word needs restoring because it is specifically written in the Charter.

7. Other practices and procedures necessary to the administration of the City personnel system.

8. In connection with the aforementioned personnel rules, the Civil Service Commission shall inquire into the implementation of such personnel rules as considered necessary to ensure compliance therewith.

The City Clerk said for the record, Chair Gene Embler arrived at the meeting at 9:25 a.m.

Ms. Pointe briefed Ms. Embler on what they had discussed before her arrival at the meeting and said the City Clerk would add job descriptions and pay grades to the next agenda for a full discussion.

The City Manager explained that the pay grade document provided to them is a list of all job positions within the City, each listed in one of the seven pay grades. It is the same document that has been used for many years. Several adjustments were made for the current year due to salary and job responsibilities, and the minimum and maximum ranges were increased. Pay grades 4, 5, 6 & 7 will become exempt positions. For some reason, some supervisor positions in pay grade 4 had been classified as non-exempt and paid hourly and should have been exempt. The supervisors hire, fire, supervise, and direct.

Mr. Cantrell asked if they did the day-to-day work as well. The City Manager said some of it, but they are supervising. Mr. Cantrell said if they are supervising, that is a different level. They can do some of the administrative tasks. He asked why the change in classification. The City Manager said they are administrative managers and supervise.

Mr. Cantrell asked for a document showing their current job titles and if they passed the test for exempt status. The City Manager said they do similar tasks. From his perspective, they had misclassified the positions. He will provide the information showing the reason for the change.

Mr. Cantrell said he looked at the job classifications of other cities and could tell which positions were exempt and which were not.

Chair Embler agreed with Mr. Cantrell and said she had no problem with the supervisors being exempt but was not sure it was appropriate for an executive assistant to be classified as exempt. They would not pass the test unless their function is to hire, fire, etc. The City Manager said the executive assistants may not be exempt and will not pass the test for exempt status. They will either be moved to a different pay grade or left there and not be classified as exempt. The supervisory positions overlooked will be shown in next year's budget as exempt. They averaged about $5,000 a year in overtime. The rate of pay will be adjusted to compensate for that based on a three-year average and reclassified as exempt status.

Chair Embler said she wanted to ensure that the exempt positions passed the test. She did not want anyone misclassified.

Mr. Cantrell said in the personnel policy, comp time is available to them. The City Manager said comp-time is bad because departments handle it different. Some are not paid time and a half per hour for every hour worked when using comp time. Mr. Cantrell said that needed addressing at a different level because comp time is addressed in the policy.

Chair Embler said as a group, they needed to decide the best next steps to finalize the document because it was far from final. There is a lot to be discussed going forward. Mr. Cantrell asked for a copy of the Attorney's original document. The City Clerk said she would provide it for him.

Vice Chair Ponte suggested establishing an orientation process for new members and separating the policy from implementation. Currently, they are disoriented. It is good to build off what has been done. They must implement something to bring them up to speed because it gets very confusing. She would like them to consider the policy and then the implementation separately.

Mr. Cantrell said if a policy is in place, it should be implemented. Vice Chair Ponte said they had not been involved in the implementation and is not sure they are tasked with that. The City Clerk said the Civil Service Commission is responsible for preparing the policy, and after concurrence by the city manager, the Board of Commissioners approves it with or without changes. The City Manager said, as the Clerk just stated, the role of the Civil Service Commission is listed in the City Charter and is straightforward. Vice Chair Ponte said they should be involved with the implementation.

The consensus of the Board was for the City Manager's office to create a policy for orientating new Civil Service Commission members and to welcome their input.

The consensus of the Board was to discuss the pay grades and job descriptions at the next meeting. The City Manager will bring back a recommendation of when to do a formal study.

Chair Embler asked what the City had done to compare its minimum and maximum pay range to market value. The City Manager said it had been a couple of years since the City performed a pay grade study, but they regularly look at what other cities pay when they have vacancies. For budget purposes, they look to see if any ranges need to be moved based on compression or other changes. He meets quarterly with the city managers of Treasure Island, St. Pete Beach, and South Pasadena, which resulted in creating an HR subgroup mainly to look at HR related issues. They are looking at having a pay study in the latter part of 2024.

Mr. Cantrell recommended they do a pay study now rather than waiting until 2024 since they have to adjust the pay scale, etc. It would make sense to do that to move forward. The City Manager said they adjust the pay scale with the budget yearly. Mr. Cantrell said adjustments to a pay scale are different than looking at it comprehensively. When looking at the pay scale of other cities, it was concerning that some cities are paying more for positions such as sanitation.

Vice Chair Ponte requested copies of the last two pay studies and the cost. The City Manager said they would have to bid out the pay study, the same as they do with every professional service, because the cost would probably be over $30,000.

Vice Chair Ponte asked if they did any employee satisfaction surveys. The City Manager said they could look at that.

Ms. McLauchlan asked if employee satisfaction was part of the employee performance reviews. The City Manager said it was encouraged, but it is usually a discussion between the employee and supervisor about their performance for the year. He had read some of it in some of the employee performance evaluations.

Mr. Cantrell said there is a way in Office 365, called forms, to do surveys, and could choose to make them anonymous.

Chair Embler recapped the meeting:

- They will discuss job descriptions and pay grades in more detail at the next meeting. Additional information will be provided in the packet, including job descriptions.
- They will be discussing pay grades 4 through 7 to see if it is necessary to split the positions so they are compliant in placing people as exempt and non-exempt.
- The City Manager will come back with a recommendation of when it makes sense to do a formal study and whether they have time to do that before the next budget.

Chair Embler said she had been serving for three years, and it was the first time seeing anything. The City Manager said he thanked the staff for that. The City Clerk said she was happy to provide it.

The City Manager pointed out on the pay grade document toward the top that positions labeled in green are not safety-sensitive. Based on the court cases that Attorney Eschenfelder provided, they no longer required drug testing for those positions upon offering the position.

Mr. Cantrell asked if there would be an issue if they differentiated on who to provide the job to based on the analysis. Could it be across the Board, or must it be specific positions? Attorney Eschenfelder said there were several issues, one being a fourth amendment issue, search and seizure. The federal courts had ruled that it would be a violation of search and seizure by drug testing someone that would not be holding a safety-sensitive type position. Chair Embler said they had done the research, and the City is now complaint. The City Manager said when making an offer of employment, they do drug testing only for safety-sensitive positions.

Chair Embler expressed her concern that Jerry Cantrell is the spouse of an elected Commissioner and serving on the Civil Service Commission. Are they following their own rules and best practices by allowing that? She would like input from the Attorney and City Manager. It has nothing to do with Mr. Cantrell as a person. She is impressed with his initiative, and he will bring a lot to the Board. It is not that she did not value or respect him; it is about perception. If it were a distraction, she would be concerned.

Mr. Cantrell said he reached out to City Attorney Trask and asked if he had conversations with a board member or the mayor if it would be an issue. The City Attorney provided a legal opinion in an email, which he would happily share that there is no sunshine issue with him speaking to any

of them. It would be completely within his rights. The only people he could not discuss things with were the members of the Civil Service Commission outside a meeting.

Mr. Tilka said he could talk to any Commissioner and the Mayor, so he is okay with it. Ms. McLauchlan said it did not seem to violate any rules or procedures but was unsure about perception. Jerry has a lot to contribute to the panel, he would be an advantage and is highly qualified, and they have been trying to get good people on the Board. It would be sad to turn someone away from serving who is really good.

Mr. Cantrell said he could leave the room while they discussed it. The Attorney said the City Clerk would note in the minutes when he stepped out and stepped back in.

Mr. Cantrell stepped out of the room at 10:01 a.m.

Attorney Eschenfelder said Mr. Trask is correct, which would also be his advice. He explained why it would not be a sunshine law violation with Mr. Cantrell serving on the Civil Service Commission by being the spouse of a Commissioner. It is not up to the Civil Service Commission to take a poll to decide whether it is appropriate or not because the 100% sole judge of who should sit on any advisory board is the Board of Commissioners. An advisory board member speaking to a Board of Commissioner does not raise any sunshine issues unless it is quasi-judicial. If the person qualifies to serve, the judgment of only the Board of Commissioners matters. That is the pollical process for the Civil Service Commission to stay out of.

Mr. Cantrell returned to the meeting at 10:05 a.m.

Chair Embler said she was excited and thrilled to have Mr. Cantrell on the team.

Mr. Cantrell received confirmation that the pay grade would come back to them at the next meeting and the last two dates when they did the pay analysis.

Vice Chair Ponte requested adding to new business, discussing employee satisfaction surveys, and that the Civil Service Commission be a part of the implementation process of the HR procedures and policies because that is part of what they do. She understands that is not part of the current Charter and would like to discuss amending that. Attorney Eschenfelder said they already had the authority to inquire into the implementation under the Charter. They had the authority to inquire about the administration at any time. He would recommend that once the policies are adopted, the Civil Service Commission set a schedule to review and choose what to discuss so the administration can plan to discuss that at the meeting.

Vice Chair Ponte said they are already part of the implementation process and have teeth. They have the authority to inquire about any policy adopted in the personnel policy to ensure compliance, choose what procedure to take, and recommend revisions that need making. She recommended that it be discussed at the next meeting.

Mr. Cantrell asked if it would be okay to meet once a month to discuss whatever they decided to review. Vice Chair Pointe said the policy is only as good as it is implemented.

Mr. Cantrell received confirmation that they will be adding implementation to the next agenda for discussion.

Mr. Tilka said it is in the Charter that they take responsibility for implementing the policy. Whatever the term used, they are there to do it.

Ms. McLaughlin said she was unsure if they needed to deviate from the quarterly meetings, but they should consider implementation. They first need to get through the personnel policy and decide how to implement it later.

Chair Embler asked Ms. Pointe to take the lead and come to them with her recommendation for the next meeting.

Vice Chair Pointe recommended that Jerry go through the whole thing and submit his comments, and they can discuss that in two meetings to get it done. They had a big opportunity, as well as everyone else in the room, including the HR Director, to say what they wanted, but Mr. Cantrell did not. She would like him to have that opportunity. She would also recommend that they discuss implementation once a quarter. They take it section by section until they have other stuff to do.

6. OLD BUSINESS

A. "Draft" Employee Personnel Policies and Procedures Handbook

Chair Embler said she would like everyone to review the document at home and come prepared for the next meeting with their final comments. She would like Attorney Eschenfelder to provide any concerns he might have with the document.

Mr. Cantrell said he would like the opportunity to go through everything that concerns him. Two hours would not be enough time. Some things are minor, but some do not make sense to him.

Attorney Eschenfelder asked that he provide the information in a Word document and send it to the Clerk, and she will ensure that everybody gets it before the next meeting. He said that Megan Powers would make the track changes. Megan said it is the City Clerk's office that maintains that. The City Clerk said Sean Lilly is the one that maintained it, but he is no longer there.

The City Manager said the document should incorporate every change and suggestion made at every meeting. He will provide his changes once all the changes have been added.

The Attorney said that Mr. Lilly had control of the document, which is why he assumed Megan had control. Mr. Lilly had indicated in the meetings that he was using different colors based on different iterations of the changes. He would not worry about what color it is. The document should be in track changes, and it is not.

Chair Embler said the document had a lot of grammar errors that needed to be fixed. There were so many changes that the City did not incorporate everything. They need to spend some time and

work to ensure the document is what they thought it would be. She leaves it to the Attorney to inform them of any changes that need to be considered so they are not at risk. The goal is to complete the document in the next two meetings.

Mr. Cantrell said he would like to first send his comments to the Attorney before sending them to the Clerk so he can comment on them. He will send his final comments to the Clerk.

The City Manager said as an example of recommendations given over time, the original language to the sick leave policy was changed. Employees could cash out up to 24 hours of their earned sick leave at the end of each fiscal year in September for having perfect attendance without sick leave used during the previous fiscal year. At one time, they proposed only to require non-exempt employees to cash out, etc. All that was stricken because his suggestion would be to no longer allow that, which could be considered a benefit.

Chair Embler said the document referred to classified and non-classified, p. 6 of 16 at the very front, and asked if the things in the document applied to everybody, classified or non-classified. The City Manager said it applied to everyone, including himself. Although he has an employment agreement, it says that he is subject to the rules in the personnel manual unless otherwise stipulated in the employment agreement between himself and the Board of Commissioners.

Chair Embler said there had been a lot of discussion about the finance director and the vote taken by the voters. Would that apply to the finance director as well? The City Manager said it applies to all four charter officers: The City Attorney, City Treasurer/Finance Director, City Clerk, and himself. There is no employment agreement with the City Clerk but with himself, the City Attorney, and City Treasurer/Finance Director. Those agreements are not for an individual but for the firm. The agreements for the City Attorney and Finance Director do not stipulate that they apply to the personnel manual. Attorney Trask's law firm is the law firm, and Aclarian is the finance firm.

Mr. Cantrell said there are a few differentiations between the exempt and non-exempt employees, which are classified and non-classified, and those differences are spelled out in the document. He believes they belong there.

Chair Embler said currently they do not have an HR director. The enforcement of the personnel policy is a key part of the HR person's roles and responsibilities. She asked about the City's current plans to hire a new HR director. The City Manager said they are not hiring an HR director unless that is their recommendation or the recommendation of the Board of Commissioners. A majority of the duties had been assumed either by Megan Powers. He would oversee the HR functions of the City. Mr. Lilly was averaging 5 to 10 hours a week. They are not successful unless all the employees are treated properly, equitably, fairly, compensated, and they receive all the recognized benefits. As the manager, he is responsible for personnel-related matters.

Chair Embler requested more transparency related to key positions going forward about the key positions and key things that have been going on better than in the past. They were not made aware of any changes with HR.

Vice Chair Pointe asked that they add to their quarterly meeting agenda that the HR department updated them on the key happenings. She would like that to be a new line item on the agenda after the approval of minutes and before new business and asked if they needed to vote on it.

The Attorney said they would forget about it when they make motions like that. He said they were already in charge of creating a proposed work plan. They need to vote on it after that has been done. In years to come, new members will see that gloriously well-written work product when oriented.

Mr. Cantrell asked how to make a recommendation to the Board of Commissioners to put HR on the employment roster to hire an HR Director. The Attorney said they could make a recommendation to the Board of Commissioners at any time on anything related to HR matters by the passage of a vote.

Chair Embler asked the Attorney if it was legal not to fill the position long as the City Manager presented it to the Board of Commissioners. The Attorney said the City Manager has two options to ensure the HR department is managed. The first would be to appoint a different administrative officer, not necessarily a named director, to oversee the HR duties. Mr. Cantrell asked if she could serve a dual role without the Commission's approval, and the Attorney said yes. Since the position only required about five hours of work, it makes sense to have an administrative person to do it. He could get permission from the Board of Commissioners to do that.

Chair Embler asked the City Manager if he had already gotten approval from the Board of Commissioners. The City Manager said he notified them of the direction taken. It will be discussed more for the budget that they are not eliminating the HR Department. The person in charge of that is in a different location. There is no vote required. The Attorney said it did not need to go to the Board of Commissioners if Megan is HR staff and the City Manager oversees it.

Mr. Cantrell said he heard in the meeting two different stories, so he wanted to be clear on it. Originally, it was said Megan handled some tasks, and the City Manager handled the other tasks. The City Manager's function is a city manager function and not an HR function. The City Manager confirmed that he had not assumed any extra responsibilities since Mr. Lilly's departure. It is the City Manager's role, like any other department beneath him. Chair Embler said those roles would be defined in the policy.

Mr. Cantrell said they are talking about doing an audit and creating a survey, so he must mention that it will take more than five hours a week for an HR director. The City Manager said they will do how many hours it takes.

Mr. Cantrell said it is important to fill the role unless the Board of Commissioners abolishes that department. He recommended that they find somebody because they are going through the personnel manual, and the questions he has will take that person 40 hours a week. He sees value in having an HR person. They currently have a dedicated person split between two different roles. They need a dedicated person just doing the HR function.

Chair Embler asked that the City Manager find out what other cities are doing and how much time it should take so they can look at the best practice and make the best decision.

Ms. McLaughlin said she would be overseas and would like to participate online. Vice Chair Embler said it was documented in the minutes that participation must be in person. The Attorney said the sunshine law does not require everyone to be in attendance. City Attorney Tom Trask had taken a more conservative approach and opined to the Board of Commissioners that remote appearance would not be allowed.

Vice Chair Pointe recommended adding everything mentioned to the next agenda and making the meeting one month out. She received anonymous consent to add the HR report to the agenda, after the approval of minutes and before new business.

7. NEXT MEETING

The next Civil Service Commission meeting was scheduled for July 11, 2023, at 2:00 p.m. Comments should be submitted to the Clerk by June 30, 2023. The following meeting was scheduled for August 8, 2023, at 2:00 p.m.

Mr. Cantrell apologized for taking up a lot of time. He is a new member to the Commission and has lots of questions. The Chair and Vice Chair said they appreciated him being there.

8. ADJOURNMENT

Chair Gene Embler adjourned the meeting at 11:09 a.m.

ATTEST: _____
Gene Embler, Chair

_____
Clara VanBlargan, City Clerk/Secretary Ex-Officio

REVIEW OF PAST MEETINGS

City of Madeira Beach

Civil Service Commission

Jerry Cantrell

INTRODUCTION

During the May 30, 2023 CSC meeting a review was tasked regarding past meetings: where are we now and how did we get here. “Review of Meetings” will provide a synopsis of the documentation review:

1. Introduction
2. Charter Review
3. Items of Note

ARTICLE V, SECTION 5.7 (B)

Civil Service Commission; Membership.

There shall be a Civil Service Commission of the City of Madeira Beach, Florida, which Commission shall be composed of five citizens of said City. The Civil Service Commission shall be appointed by the Board of Commissioners of the City of Madeira Beach, Florida. …

ARTICLE V, SECTION 5.7 (C)

Personnel Rules. The Civil Service Commission shall prepare personnel rules. When concurred by the City Manager, the rules shall be proposed to the Board of Commissioners, and the Board of Commissioners may by Ordinance adopt them with or without amendment. These rules shall include, but are not limited to:

1. The classification of all classified City positions, based upon the duties, authority and responsibility of each position, with adequate provisions for classification of any position whenever warranted by circumstances;
2. A pay plan for all classified City positions;
3. Methods for determining the merits and fitness of candidates for appointment or promotions;
4. The policies and procedures regulating reduction in force, demotion, suspension and removal of employees;

ARTICLE V, SECTION 5.7 (C) - CONTINUED

5. The hours of work, attendance regulation and provisions for sick and vacation leave;
6. **Grievance procedures**, including procedures for the hearing of grievances by the Civil Service Commission, which may render advisory opinions based on its findings to the City Manager with a copy to the aggrieved employee. In this respect the Civil Service Commission shall have the power to issue subpoenas to compel attendance by witnesses and to administer oaths;
7. Other practices and procedures necessary to the administration of the City personnel system;
8. In connection with the aforementioned personnel rules, the Civil Service Commission shall inquire into the implementation of such personnel rules as considered necessary to ensure compliance therewith.

ITEMS OF NOTE

1. The BOC decided that it wanted Attorney Eschenfelder's version of the Employee Policy to be used. Will the City Administration agree with moving forward with this version of the Employee Policy?
2. Proposed Ordinance 2023-06, Division 4 – Civil Service Commission structure and proposed reading.
3. HR position.
4. Joint meetings with BOC – requirements and/or decisions.

“BUSINESS OPPORTUNITIES ARE LIKE BUSES. THERE'S ALWAYS ANOTHER ONE COMING.”

Richard Branson

THANK YOU

Jerry Cantrell

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www.madeirabeachfl.gov

A. *Merit principal.* All appointments and promotions of City employees shall be made solely on the basis of merit and fitness demonstrated by examination or other evidence of competence.

B. *Civil Service Commission; Membership.* There shall be a Civil Service Commission of the City of Madeira Beach, Florida, which Commission shall be composed of five citizens of said City. The Civil Service Commission shall be appointed by the Board of Commissioners of the City of Madeira Beach, Florida. The term of office for each member shall be three years and shall be staggered so that not more than two terms expire within any one year. Three Commissioners shall constitute a quorum. Members of the Civil Service Commission shall hold no remunerative office or employment under the City of Madeira Beach, Florida. The Board of Commissioners of the City of Madeira Beach, Florida, shall have the authority to remove for cause any and/or all Civil Service Commissioners.

C. *Personnel Rules.* The Civil Service Commission shall prepare personnel rules. When concurred by the City Manager, the rules shall be proposed to the Board of Commissioners, and the Board of Commissioners may by Ordinance adopt them with or without amendment. These rules shall include, but are not limited to:

1. The classification of all classified City positions, based upon the duties, authority and responsibility of each position, with adequate provisions for classification of any position whenever warranted by circumstances;
2. A pay plan for all classified City positions;
3. Methods for determining the merits and fitness of candidates for appointment or promotions;
4. The policies and procedures regulating reduction in force, demotion, suspension and removal of employees;
5. The hours of work, attendance regulation and provisions for sick and vacation leave;
6. Grievance procedures, including procedures for the hearing of grievances by the Civil Service Commission, which may render advisory opinions based on its findings to the City Manager with a copy to the aggrieved employee. In this respect the Civil Service Commission shall have the power to issue subpoenas to compel attendance by witnesses and to administer oaths;
7. Other practices and procedures necessary to the administration of the City personnel system;
8. In connection with the aforementioned personnel rules, the Civil Service Commission shall inquire into the implementation of such personnel rules as considered necessary to ensure compliance therewith.

D. *Duties and powers of the Civil Service Commission.* All duties, powers, reservations of power, and funding for the Civil Service Commission may be provided for by Ordinance duly passed by the

Board of Commissioners of the City of Madeira Beach, Florida.

E. *Powers to collectively bargain recognized.* Nothing contained in this Charter shall limit the power of the Board of Commissioners of the City of Madeira Beach, Florida, acting through its Manager from entering into collective bargaining negotiations with any officers, employees, or group of employees for the purpose of establishing by contract conditions of employment, rules or compensation of said officers, employees, or groups of employees. For the purposes of this Charter, ARTICLE I, Section 6, of the Constitution of the State of Florida is specifically recognized.

(Ord. No. 446, 1-28-1975; Ord. No. 664, 8-14-1984/11-7-1984; Ord. No. 2018-09 , § 1(Exh. A), 8-20-2018)

Footnotes:
*--- (**7**) ---*
Charter reference— *Civil service commission, § 6.6.*
Cross reference— *Personnel, ch. 50.*

Sec. 2-126. - Intent.

(a) The intent of this division is to create a civil service commission in order to review, prepare, and recommend rules for the city's personnel policies and procedures with regard to classified employees.

(b) The civil service commission shall hear grievance for classified employees who believe they have a grievance arising from their employment and render recommendations as provided in the Charter § 6.6C.6.

(c) The civil service commission members also recommend cost of living increases and employee pay adjustments to the board of commissioners for consideration.

(Code 1983, § 2-502)

Sec. 2-127. - Organization.

(a) The civil service commission membership and appointment shall be as provided in Charter § 6.6B. The term of each person appointed shall be staggered so that not more than two terms expire within any one year. Any civil service commission member may be reappointed by the board of commissioners. Appointments to fill vacancies shall be for the unexpired term of office.

(b) Members of the civil service commission shall be residents of the city at the time of their appointment and throughout the term of office. Any member who is no longer a resident of the city shall be automatically removed, and that vacancy filled as provided in this division.

(c) Members of the civil service commission shall be suspended or removed for cause upon the filing of written charges by the mayor. The written charges shall be served by hand delivery or certified mail upon the member being charged. The member being charged shall have 15 days to appeal the charges to the board of commissioners. If the charges are appealed, the member of the civil service commission being charged shall be afforded a prompt public hearing on the matter. The member shall be retained, suspended or be removed by majority vote of the board of commissioners.

(d) The failure of any member of the civil service commission to attend two of three successive meetings without cause and without prior approval of the chairman, the civil service commission

shall then declare the member's seat vacant and the board of commissioners shall promptly such vacancy. The failure of any individual civil service commission member to attend four meetings of the civil service commission in any contiguous 12-month period shall be cause for removal.

(e) Appointments shall be made, consistent with the Charter on the basis of demonstrated experience or interest in the subject matter.

(f) The members of the civil service commission shall, in November of each year, elect a chairman and a vice-chairman from among its members who shall be voting members.

(g) Members of the civil service commission shall meet quarterly, and when grievances are filed. Any other meetings will be at the behest of staff, in collaboration with the chair of the civil service board.

(1) The city manager shall coordinate with the civil service commission chairperson and the human resources coordinator to choose and set meeting dates and time before a meeting is noticed; and

(2) The city manager and the chairperson of the civil service commission shall coordinate and agree on all agenda items prior to the civil service commission meetings.

(3) Human resources staff or the city manager's designee shall serve as staff person(s) for the civil service commission and attend meetings of the civil service board.

(4) The city attorney or an employment lawyer for the city may attend civil service commission meetings as may be necessary or desired.

(5) As set forth in the Charter, the civil service commission is an advisory board that makes non-binding advisory recommendation to the city manager.

(h) Civil service commission members shall serve without compensation, but may be reimbursed for such travel, mileage, and per diem expenses as may be authorized by board of commissioners or as otherwise provided by law.

(Code 1983, § 2-503; Ord. No. 1028, § 2, 8-24-04; Ord. No. 1075, § 1, 4-25-06; Ord. No. 2019-03 , § 1, 3-19-19)

Charter reference— Civil service commission membership, § 6.6B.

Sec. 2-128. - Conduct a meeting/hearing.

(a) *Notification.* When and at such time a meeting is scheduled the city administration shall post a notice of the time and place when the civil service commission shall meet and the topics on their agenda.

(b) *Meetings/public hearing.* At the hearing of the civil service commission any interested person may be heard upon the subject matter.

(c) *Recommendations.* The civil service commission, by majority vote, shall conclude

recommendations.

(d) *Written records.* Minutes shall be kept of all meetings and hearings by the civil service commission, and all hearings shall be open to the public. The board of commissioners shall provide clerical and administrative personnel as may be reasonably required by the civil service commission for the proper performance of its duties. The written record shall include the vote of each member of the civil service commission upon each question, or if absent or failing to vote, indicating such fact. The minutes of all proceedings, decisions and/or recommendations of the civil service commission shall be made public record on file in the office of the city clerk.

(Code 1983, § 2-504)

Sec. 2-129. - Powers.

The civil service commission shall have the power to establish rules and regulations for its own operation not inconsistent with the provisions of this Code.

(Code 1983, § 2-505)

Secs. 2-130—2-150. - Reserved.

DIVISION 4. CIVIL SERVICE COMMISSION

Sec. 2-126. Intent.

(a) The intent of this division is to create a civil service commission in order to review, prepare, and recommend rules for the city's personnel policies and procedures with regard to classified employees.

(b) The civil service commission shall hear grievance for classified employees who believe they have a grievance arising from their employment and render recommendations as provided in the Charter § 6.6C.6. Grievances against Charter Officers shall be heard by the civil service commission and its findings shall be provided to the Board of Commissioners, the City Manager, and the aggrieved employee by the civil service commission.

(c) The civil service commission members also recommends cost of living increases and employee pay adjustments to the board of commissioners for consideration.

(Code 1983, § 2-502)

Sec. 2-127. Organization.

(a) The civil service commission membership and appointment shall be as provided in Charter § 6.6B. The term of each person appointed shall be staggered so that not more than two terms expire within any one year. Any civil service commission member may be reappointed by the board of commissioners. Appointments to fill vacancies shall be for the unexpired term of office.

(b) Members of the civil service commission shall be residents of the city at the time of their appointment and throughout the term of office. Any member who is no longer a resident of the city shall be automatically removed, and that vacancy filled as provided in this division.

(c) Members of the civil service commission shall be suspended or removed for cause upon the filing of written charges by the mayor. The written charges shall be served by hand delivery or certified mail upon the member being charged. The member being charged shall have 15 days to appeal the charges to the board of commissioners. If the charges are appealed, the member of the civil service commission being charged shall be afforded a prompt public hearing on the matter. The member shall be retained, suspended or be removed by majority vote of the board of commissioners.

(d) The failure of any member of the civil service commission to attend two of three successive meetings without cause and without prior approval of the chairperson, the civil service commission shall then declare the member's seat vacant and the board of commissioners shall promptly fill such vacancy. The failure of any individual civil service commission member to attend four meetings of the civil service commission in any contiguous 12-month period shall be cause for removal.

(e) Appointments shall be made, consistent with the Charter on the basis of demonstrated experience or interest in the subject matter.

(f) The members of the civil service commission shall, in November of each year, elect a chairperson and a vice-chairperson from among its members who shall be voting members.

(g) Members of the civil service commission shall meet quarterly, as necessary, and when grievances are filed, or at the call of the chairperson. All meetings of the civil service commission shall be public.

(1) The civil service commission chairperson and the Ex Officio Secretary shall coordinate to choose and set meeting dates and time before a meeting is noticed; and

(2) The civil service commission chairperson shall coordinate and agree on all agenda items prior to the civil service commission meetings with the members of the civil service commission in the preceding meeting; and

(3) An employment lawyer may attend civil service commission meetings as may be necessary or desired.

(h) Civil service commission members shall serve without compensation, but may be reimbursed for such travel, mileage, and per diem expenses as may be authorized by board of commissioners or as otherwise provided by law.

(i) Pursuant to the city charter, the city clerk shall serve as the civil service commission's ex officio secretary. In that role, the clerk shall ensure board meetings are noticed and minutes are recorded and maintained so as to ensure compliance with the statue's sunshine law. The clerk shall also provide civil service members with electronic copies of agenda materials and keep and maintain the official records of the commission. The clerk shall also serve as the hearing clerk for any quasi-judicial post-termination appeal hearings and in that role shall swear in all witnesses and keep the official record of the hearing, including all exhibits admitted or proffered into evidence. The City Clerk shall also utilize a court reporter for quasi-judicial post-termination hearings.

(Code 1983, § 2-503; Ord. No. 1028, § 2, 8-24-04; Ord. No. 1075, § 1, 4-25-06)

Charter reference-Civil service commission membership, § 6.6B.

Sec. 2-128. Conduct a meeting/hearing.

(a) Notification. The city clerk, serving as the ex officio secretary to the civil service commission, shall ensure all notices of the civil service commission are posted in a manner compliant with the state's sunshine law.

(b) Meetings/public hearing. At all regular meetings of the civil service commission, the chair shall afford any interested person the ability to address the commission on any matter to be voted upon by the commission prior to the vote being taken. In addition, the civil service commission may, in its adopted rules of procedure, afford time on its agenda for any city employee or citizen to address the commission on any matter within the commission's duties and responsibilities. However, when the civil service commission is sitting in its quasi-judicial capacity during post-termination appeal hearings, it shall not afford such opportunity for comments, but rather shall only base its finding and

conclusions on the documents and testimony admitted into evidence during the hearing, and any arguments the parties or their attorneys may make.

(c) Recommendations. The civil service commission, by majority vote, shall conclude recommendations. Such recommendations may take the form of motions recorded in the minutes, adoption of a written report, or for quasi-judicial appeals, adoption of a written recommended order.

(d) Written records. Minutes shall be kept of all meetings and hearings by the civil service commission, and all hearings shall be open to the public. Pursuant to the city charter, the city clerk shall serve as the ex officio secretary of the civil service commission, and shall perform the duties associated with that role, as set forth in the city code, including the maintenance of the commission's official record. The official record shall include the vote of each member of the civil service commission upon each question, or if absent or failing to vote, indicating such fact. The minutes of all proceedings, decisions and/or recommendations of the civil service commission shall be made public record on file in the office of the city clerk. The city clerk shall also utilize a court reporter for quasi-judicial post-termination hearings.

(e) Powers. The civil service commission may adopt such procedural rules to regulate the conduct of its meetings as may be deemed to be necessary and desirable. In developing such rules, the civil service commission shall consult with a labor attorney to assure that they comply with the state's sunshine and records laws and, to the extent that they will govern the commission's quasi-judicial post-termination hearings, to ensure they comply with applicable due process standards. Notwithstanding the foregoing, the civil service commission's procedural rules may not be inconsistent with any provision of the city charter or code, or state law. The civil service commission shall have the power to establish rules and regulations for its own operation not inconsistent with the provisions of this Code.

(Code 1983, § 2-504)

Sec. 2-129. Non-appellate powers and duties.

(a) The civil service commission is charged with the on-going development of the city's classification and pay plans. This includes periodic studies relating to the equitable classification categories and pay ranges.

(b) The civil service commission will periodically examine, by use of staff, consultants, and such other resources available, market conditions and comparative wage data for relevant public and private sector employers, and based upon the results of this examination, will make a written recommendation to the board of commissioners with a copy to the city manager concerning wage adjustments.

(c) The civil service commission is charged with developing recommended classifications and pay plans (subject to budgets approved by board of commissioners) as the city's business needs and operating experience dictate.

(d) With prior notice to the city manager, the civil service commission may interview staff to perform audits to assure the Personnel Policy is being followed and accurately implemented.
    (1) The civil service commission may audit …
    (2) Need information from a Commissioner to complete this section.

(Code 1983, § 2-505)

Secs. 2-130-2-150. Reserved.

Compare to file titled, "09 Cit Code – Division 4. – Civil Service Commission".

ORDINANCE 2023-06

AN ORDINANCE OF MADEIRA BEACH, FLORIDA, AMENDING DIVISION 4 (CIVIL SERVICE COMMISSION) OF ARTICLE III (BOARDS, COMMITTEES, COMMISSIONS) OF CHAPTER 2 (ADMINISTRATION) OF THE CODE OF ORDINANCES RELATED TO THE DUTIES AND OPERATION OF THE CIVIL SERVICE COMMISSION; AND PROVIDING FOR CONFLICT, PROVIDING FOR SEVERABILITY, PROVIDING FOR CODIFICATION AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, Division 4 of Article III of Chapter 2 of the City of Madeira Beach Code of Ordinances provides for certain procedures related to the operation of the City's Civil Service Commission; and

WHEREAS, Section 5.7(C) of the City Charter provides that the Madeira Beach Civil Service Commission is responsible for the preparation of the City's personnel rules and that, once such proposed rules are concurred with by the City Manager, the same shall be proposed to the Board of Commissioners for consideration, which may adopt same with or without amendment by ordinance; and

WHEREAS, Section 5.7(D) of the City Charter provides that the Board of Commissioners may provide for the duties and powers of the Civil Service Commission by ordinance; and

WHEREAS, the Board of Commissioners has received recommendations from the City Attorney regarding revising the current substantive and procedural operations of the Civil Service Commission to reflect the intent of the City and to ensure prevailing caselaw and statutory law regarding the function of such bodies is adequately addressed; and

WHEREAS, the City Attorney has reviewed best practices and has recommended the provisions contained in this Ordinance to provide the policy specificity the Board of Commissioners desires; and

WHEREAS, the Board of Commissioners finds that it is in the best interests of the City to adopt the policy provisions set forth in this Ordinance; and

NOW, THEREFORE, BE IT ORDAINED by the Board of City Commissioners of City of Madeira Beach, Florida, that:

SECTION 1. Division 4 (Civil Service Commission) of Article III (Boards, Committees, Commissions) of Chapter 2 (Administration) of the City of Madeira Beach Code of Ordinances is hereby amended as follows:

DIVISION 4. - CIVIL SERVICE COMMISSION

Sec. 2-126. - Intent; appellate jurisdiction.

(a) The intent of this division is to provide for the scope of authority of the civil service commission and to establish procedural and organizational rules related to its exercise of that authority.

(b) The civil service commission shall preside over appeals of disciplinary terminations of regular, non-probationary employees, but shall not consider appeals of disciplinary actions against employees who are classified as at-will, or who are otherwise made ineligible by the city's adopted personnel policy to file such appeals. In performing this role, the jurisdiction of the civil service commission is to interpret the city's personnel policy and any other relevant city policies, and to ultimately find if the city had factual and legal just cause to impose the discipline. In reaching its decision, the civil service commission sits in an appellate advisory capacity. The civil service commission does not have jurisdiction over, and may not rule upon, or make findings about, any allegations of a violation of a county, state or federal law. Employees seeking to assert such violations should do so by way of the appropriate statutory procedures.

Sec. 2-127. - Appointment and membership.

(a) In addition to any charter provisions concerning the appointment and membership of the civil service commission, unless doing so would result in the inability to have a fully-appointed commission, the term of each person appointed to the commission shall be staggered so that not more than two terms expire within any one year. Any civil service commission member may be reappointed by the board of commissioners. Appointments to fill vacancies shall be for the unexpired term of office.

(b) Members of the civil service commission shall be residents of the city at the time of their appointment and throughout the term of office. Any member who is no longer a resident of the city shall be automatically removed, and that vacancy filled as provided in this division.

(c) Members of the civil service commission may be retained, suspended or removed by majority vote of the board of commissioners.

(d) The failure of any member of the civil service commission to attend two of three successive meetings without cause and without prior approval of the commission chair shall result in the member's seat becoming vacant and the city clerk, serving as ex officio secretary to the civil service commission, shall report the vacancy to the board of commissioners, which shall promptly fill such vacancy.

(e) Appointments shall be made, consistent with the Charter on the basis of demonstrated experience or interest in the subject matter.

(f) The members of the civil service commission shall, in November of each year, elect a chair and a vice-chair from among its members who shall be voting members. The chair, and in his or her absence the vice-chair, shall preside over meetings and hearings and shall, subject to the will of the entire commission, make rulings on points of order and procedure, and in quasi-judicial hearings shall rule on motions and objections.

(g) Members of the civil service commission shall schedule in advance quarterly meetings. However, if the chair, in consultation with the city manager, determines that there are no agenda items requiring a scheduled meeting, the chair is authorized to cancel the scheduled meeting, and to instruct the city clerk, acting as ex officio secretary, to notify the members of the cancellation. In addition to its scheduled quarterly meetings, the civil service commission shall promptly schedule hearings on employee post-termination appeals. Any other unscheduled meetings may be requested by the city manager or his or her designee to discuss personnel matters which cannot wait until the next regularly-scheduled meeting.

(h) The city manager shall coordinate with the civil service commission chairperson and the human resources coordinator to choose and set meeting dates and time before a meeting is noticed.

(i) Pursuant to the city charter, the city clerk shall serve as the civil service commission's ex officio secretary. In that role, the clerk shall ensure board meetings are noticed and minutes are recorded and maintained so as to ensure compliance with the state's sunshine law. The clerk shall also provide civil service members with electronic copies of agenda materials and keep and maintain the official records of the commission. The clerk shall also serve as the hearing clerk for any quasi-judicial post-termination appeal hearings and in that role shall swear in all witnesses and keep the official record of the hearing, including all exhibits admitted or proffered into evidence. The City Clerk shall also utilize a court reporter for quasi-judicial post-termination appeal hearings.

(j) The city manager and the chairperson of the civil service commission shall coordinate and agree on all agenda items prior to the civil service commission meetings, except that the civil service commission cannot refuse to promptly set for hearing a timely-filed post-termination appeal.

(k) Human resources staff or such other staff as may be designated by the city manager shall serve as staff person(s) for the civil service commission and shall attend all meetings of the civil service commission. In this role, the assigned staff person(s) shall assist the civil service commission by providing it with information, reports, historical data, surveys, or such other information or materials as the civil service commission may reasonably request to assist it in performing its duties of advising on possible policy changes, providing advice and recommendations on policy implementation, and making recommendations related to compensation and classification plans, to the extent these matters are within the scope of the civil service commission's duties as set forth in the city charter.

(l) The city attorney shall be the primary legal advisor to the civil service commission on all matters of municipal law. However, in the event the civil service commission may require specialized labor or employment counsel of a nature the city attorney is not able to provide, the city may, within established budgets, provide additional specialized counsel. Prior to each civil service commission meeting, the city manager and commission chair shall confer on the agenda and determine if the city attorney's attendance would be necessary or desired, and if so, shall request the city attorney's presence.

(m) Notwithstanding the foregoing, if, in the sole judgment of the city manager, the nature and complexity of the appeal requires that an assistant city attorney to assist the disciplining director in the prosecution of the appeal hearing by presenting arguments and evidence and calling and questioning witnesses, the city attorney shall ensure such attorney is assigned to that role. In no circumstances may the attorney assigned to be the civil service commission's neutral legal advisor also serve as the attorney presenting the disciplining director's case and making argument before the commission.

(n) As set forth in the Charter, the civil service commission is an advisory board that makes non-binding advisory recommendations to the city manager. In its quasi-judicial role hearing post-termination appeals, the civil service commission will make written findings of fact and conclusions as to the application of those facts to the city's policies. The written recommended order may be rendered by the civil service commission immediately upon the conclusion of a hearing or, if adequate time is required to draft a suitable order, may be rendered at a subsequent meeting to occur in a reasonable time after the conclusion of the hearing.

(o) Civil service commission members shall serve without compensation, but may be reimbursed for such travel, mileage, and per diem expenses as may be authorized by board of commissioners or as otherwise provided by law.

Sec. 2-128. - Procedural matters.

(a) The city clerk, serving as ex officio secretary to the civil service commission, shall ensure all notices of the civil service commission are posted in a manner compliant with the state's sunshine law.

(b) Meetings and hearings. At all regular meetings of the civil service commission, the chair shall afford any interested person the ability to address the commission on any matter to be voted upon by the commission prior to the vote being taken. In addition, the civil service commission may, in its adopted rules of procedure, afford time on its agenda for any city employee or citizen to address the commission on any matter within the commission's duties and responsibilities. However, when the civil service commission is sitting in its quasi-judicial capacity during post-termination appeal hearings, it shall not afford such opportunity for comments, but rather shall only base its findings and conclusions on the documents and testimony admitted into evidence during the hearing, and any arguments the parties or their attorneys may make.

(c) Recommendations. The civil service commission, by majority vote, may make recommendations to the city on any matter within the scope of its jurisdiction. Such recommendations may take the form of motions recorded in the minutes, adoption of a written report, or for quasi-judicial appeals, adoption of a written recommended order.

(d) Written records. Minutes shall be kept of all meetings and hearings by the civil service commission, and all hearings shall be open to the public. Pursuant to the city charter, the city clerk shall serve as the ex officio secretary of the civil service commission, and shall perform the duties associated with that role, as set forth in the city code, including the maintenance of the commission's official record. The official record shall include the vote of each member of the civil service commission upon each question, or if absent or failing to vote, indicating such fact. The minutes of all proceedings, decisions and/or recommendations of the civil service commission shall be made public record on file in the office of the city clerk. The City Clerk shall also utilize a court reporter for quasi-judicial post-termination appeal hearings.

(e) The civil service commission may adopt such procedural rules to regulate the conduct of its meetings as may be deemed to be necessary and desirable. In developing such rules, the civil service commission shall consult with the city attorney to ensure they comply with the state's sunshine and records laws and, to the extent that they will govern the commission's quasi-judicial post-termination hearings, to ensure they comply with applicable due process standards. Notwithstanding the foregoing, the civil service commission's procedural rules may not place any specific duty or assignment upon any city official or employee and may not be inconsistent with any provision of the city charter or code, or state law.

Sec. 2-129. - Non-appellate powers and duties.

(a) The civil service commission, in consultation with the city manager, is charged with the on-going development of the city's classification and pay plans. This includes periodic studies relating to equitable classification categories and pay ranges.

(b) The civil service commission, working with the city manager and relevant human resources staff, will periodically examine, by use of staff, consultants, and such other resources available, market conditions and comparative wage data for relevant public and private sector employers, and based upon the results of this examination, will make a written recommendation to the city manager concerning wage adjustments.

(c) The civil service commission, working with the city manager and relevant human resources staff, is charged with developing recommended classifications and pay plans (subject to budgets approved by the board of commissioners) as the city's business needs and operating experience dictate.

SECTION 2. If any section, subsection, sentence, clause or provision of this ordinance is held invalid, the remainder of this ordinance shall not be affected by such invalidity.

SECTION 3. For purposes of codification of any existing section of the Madeira Beach City Code herein amended, words **underlined** represent additions to original text, words ~~**stricken**~~ are deletions from the original text, and words neither underlined nor stricken remain unchanged.

SECTION 4. The Codifier shall codify the substantive amendments to the Madeira Beach City Code contained in Section 1 of this Ordinance as provided for therein, and shall not codify the exordial clauses nor any other sections not designated for codification.

SECTION 5. Pursuant to Florida Statutes § 166.041(4), this Ordinance shall take effect immediately upon its adoption.

PASSED AND ADOPTED BY THE BOARD OF COMMISSIONERS OF THE CITY OF MADEIRA BEACH, FLORIDA, THIS _____ day of _____, 2023.

_____
James "Jim" Rostek, Mayor

ATTEST:

_____
Clara VanBlargan, City Clerk

PASSED ON FIRST READING:

PASSED ON SECOND READING:

so long as all of the requirements of public notice and hearing are adhered to, as provided in this Code.
(Code 1983, § 2-310; Ord. No. 974, § 2, 9-24-02; Ord. No. 1044, § 3, 5-24-05; Ord. No. 1050, § 2, 8-9-05)

Editor's note—Ord. No. 974, § 2, adopted September 24, 2002, changed the title of § 2-82 from "Authority to institute amendments to zoning regulations" to "Authority to initiate amendments to zoning regulations and zoning boundaries." See note at § 2-81.

Sec. 2-83. Conflict of interest provisions.

(a) No member of the local planning agency shall communicate with another member of the local planning agency concerning their intent on any issue or potential issue which is or may be placed before them except at their scheduled meetings.

(b) No member of the local planning agency shall communicate with any party, witness, representative of a party, or interceding person concerning any issues except at their scheduled meetings or as otherwise specified in article I, division 2 for ex-parte communications.

(c) Failure on the part of a member of the local planning agency to comply with the provisions of this section shall constitute grounds for removal of such member from the local planning agency.
(Code 1983, § 2-312; Ord. No. 974, § 2, 9-24-02; Ord. No. 1044, § 3, 5-24-05; Ord. No. 1050, § 2, 8-9-05)

Editor's note—See note at § 2-81.

State law references—Public meetings, Florida Statutes § 286.011; ex parte communications, Florida Statutes § 286.0115.

Secs. 2-84—2-100. Reserved.

DIVISION 3. RESERVED*

Secs. 2-101—2-125. Reserved.

*Editor's note—Ord. No. 1019, § 2, adopted May 25, 2004, repealed division 3 in its entirety, which pertained to the board of adjustment and derived from the Code of 1983, §§ 2-402—2-410, 2-412, and Ord. No. 953, § 1, adopted November 13, 2001.

DIVISION 4. CIVIL SERVICE COMMISSION†

Sec. 2-126. Intent.

(a) The intent of this division is to create a civil service commission in order to review, prepare, and recommend rules for the city's personnel policies and procedures with regard to classified employees.

(b) The civil service commission shall hear grievance for classified employees who believe they have a grievance arising from their employment and render recommendations as provided in the Charter § 6.6C.6.

(c) The civil service commission members also recommend cost of living increases and employee pay adjustments to the board of commissioners for consideration.
(Code 1983, § 2-502)

Sec. 2-127. Organization.

(a) The civil service commission membership and appointment shall be as provided in Charter § 6.6B. The term of each person appointed shall be staggered so that not more than two terms expire within any one year. Any civil service commission member may be reappointed by the board of commissioners. Appointments to fill vacancies shall be for the unexpired term of office.

(b) Members of the civil service commission shall be residents of the city at the time of their appointment and throughout the term of office. Any member who is no longer a resident of the city shall be automatically removed, and that vacancy filled as provided in this division.

(c) Members of the civil service commission shall be suspended or removed for cause upon the filing of written charges by the mayor. The written charges shall be served by hand delivery or certified mail upon the member being charged. The member being charged shall have 15 days to appeal the charges to the board of commissioners. If the charges are appealed, the member of the civil service commission being charged shall be afforded a prompt public hearing on the matter.

†**Charter reference**—Civil service commission, § 6.6.
Cross reference—Personnel, ch. 50.

The member shall be retained, suspended or be removed by majority vote of the board of commissioners.

(d) The failure of any member of the civil service commission to attend two of three successive meetings without cause and without prior approval of the chairman, the civil service commission shall then declare the member's seat vacant and the board of commissioners shall promptly fill such vacancy. The failure of any individual civil service commission member to attend four meetings of the civil service commission in any contiguous 12-month period shall be cause for removal.

(e) Appointments shall be made, consistent with the Charter on the basis of demonstrated experience or interest in the subject matter.

(f) The members of the civil service commission shall, in November of each year, elect a chairman and a vice-chairman from among its members who shall be voting members.

(g) Members of the civil service commission shall meet quarterly, as necessary, or at the call of the chairman. All meetings of the civil service commission shall be public.

(h) Civil service commission members shall serve without compensation, but may be reimbursed for such travel, mileage, and per diem expenses as may be authorized by board of commissioners or as otherwise provided by law.
(Code 1983, § 2-503; Ord. No. 1028, § 2, 8-24-04; Ord. No. 1075, § 1, 4-25-06)

Charter reference—Civil service commission membership, § 6.6B.

Sec. 2-128. Conduct a meeting/hearing.

(a) *Notification.* When and at such time a meeting is scheduled the city administration shall post a notice of the time and place when the civil service commission shall meet and the topics on their agenda.

(b) *Meetings/public hearing.* At the hearing of the civil service commission any interested person may be heard upon the subject matter.

(c) *Recommendations.* The civil service commission, by majority vote, shall conclude recommendations.

(d) *Written records.* Minutes shall be kept of all meetings and hearings by the civil service commission, and all hearings shall be open to the public. The board of commissioners shall provide clerical and administrative personnel as may be reasonably required by the civil service commission for the proper performance of its duties. The written record shall include the vote of each member of the civil service commission upon each question, or if absent or failing to vote, indicating such fact. The minutes of all proceedings, decisions and/or recommendations of the civil service commission shall be made public record on file in the office of the city clerk.
(Code 1983, § 2-504)

Sec. 2-129. Powers.

The civil service commission shall have the power to establish rules and regulations for its own operation not inconsistent with the provisions of this Code.
(Code 1983, § 2-505)

Secs. 2-130—2-150. Reserved.

ARTICLE IV. DEPARTMENTS, OFFICERS, EMPLOYEES*

Sec. 2-151. Generally.

(a) The administrative departments of the city shall be as follows:

(1) City manager/administration department.

(2) Building and zoning department.

(3) Finance department.

(4) Community services department—Administrative.

***Charter references**—City manager, art. V; charter officers, § 6.1; city clerk, § 6.2; city attorney, § 6.3; treasurer, § 6.4; administrative departments, § 6.5.

Cross reference—Any ordinance establishing positions, classifying employees and setting salaries, or regarding personnel policies or pensions or retirement benefits not inconsistent with this Code saved from repeal, § 1-11(7).

so long as all of the requirements of public notice and hearing are adhered to, as provided in this Code.
(Code 1983, § 2-310; Ord. No. 974, § 2, 9-24-02; Ord. No. 1044, § 3, 5-24-05; Ord. No. 1050, § 2, 8-9-05)

Editor's note—Ord. No. 974, § 2, adopted September 24, 2002, changed the title of § 2-82 from "Authority to institute amendments to zoning regulations" to "Authority to initiate amendments to zoning regulations and zoning boundaries." See note at § 2-81.

Sec. 2-83. Conflict of interest provisions.

(a) No member of the local planning agency shall communicate with another member of the local planning agency concerning their intent on any issue or potential issue which is or may be placed before them except at their scheduled meetings.

(b) No member of the local planning agency shall communicate with any party, witness, representative of a party, or interceding person concerning any issues except at their scheduled meetings or as otherwise specified in article I, division 2 for ex-parte communications.

(c) Failure on the part of a member of the local planning agency to comply with the provisions of this section shall constitute grounds for removal of such member from the local planning agency.
(Code 1983, § 2-312; Ord. No. 974, § 2, 9-24-02; Ord. No. 1044, § 3, 5-24-05; Ord. No. 1050, § 2, 8-9-05)

Editor's note—See note at § 2-81.

State law references—Public meetings, Florida Statutes § 286.011; ex parte communications, Florida Statutes § 286.0115.

Secs. 2-84—2-100. Reserved.

DIVISION 3. RESERVED*

Secs. 2-101—2-125. Reserved.

*Editor's note—Ord. No. 1019, § 2, adopted May 25, 2004, repealed division 3 in its entirety, which pertained to the board of adjustment and derived from the Code of 1983, §§ 2-402—2-410, 2-412, and Ord. No. 953, § 1, adopted November 13, 2001.

DIVISION 4. CIVIL SERVICE COMMISSION†

Sec. 2-126. Intent.

(a) The intent of this division is to create a civil service commission in order to review, prepare, and recommend rules for the city's personnel policies and procedures with regard to classified employees.

(b) The civil service commission shall hear grievance for classified employees who believe they have a grievance arising from their employment and render recommendations as provided in the Charter § 6.6C.6.

(c) The civil service commission members also recommend cost of living increases and employee pay adjustments to the board of commissioners for consideration.
(Code 1983, § 2-502)

Sec. 2-127. Organization.

(a) The civil service commission membership and appointment shall be as provided in Charter § 6.6B. The term of each person appointed shall be staggered so that not more than two terms expire within any one year. Any civil service commission member may be reappointed by the board of commissioners. Appointments to fill vacancies shall be for the unexpired term of office.

(b) Members of the civil service commission shall be residents of the city at the time of their appointment and throughout the term of office. Any member who is no longer a resident of the city shall be automatically removed, and that vacancy filled as provided in this division.

(c) Members of the civil service commission shall be suspended or removed for cause upon the filing of written charges by the mayor. The written charges shall be served by hand delivery or certified mail upon the member being charged. The member being charged shall have 15 days to appeal the charges to the board of commissioners. If the charges are appealed, the member of the civil service commission being charged shall be afforded a prompt public hearing on the matter.

†**Charter reference**—Civil service commission, § 6.6.
Cross reference—Personnel, ch. 50.

The member shall be retained, suspended or be removed by majority vote of the board of commissioners.

(d) The failure of any member of the civil service commission to attend two of three successive meetings without cause and without prior approval of the chairman, the civil service commission shall then declare the member's seat vacant and the board of commissioners shall promptly fill such vacancy. The failure of any individual civil service commission member to attend four meetings of the civil service commission in any contiguous 12-month period shall be cause for removal.

(e) Appointments shall be made, consistent with the Charter on the basis of demonstrated experience or interest in the subject matter.

(f) The members of the civil service commission shall, in November of each year, elect a chairman and a vice-chairman from among its members who shall be voting members.

(g) Members of the civil service commission shall meet quarterly, as necessary, or at the call of the chairman. All meetings of the civil service commission shall be public.

(h) Civil service commission members shall serve without compensation, but may be reimbursed for such travel, mileage, and per diem expenses as may be authorized by board of commissioners or as otherwise provided by law.
(Code 1983, § 2-503; Ord. No. 1028, § 2, 8-24-04; Ord. No. 1075, § 1, 4-25-06)

Charter reference—Civil service commission membership, § 6.6B.

Sec. 2-128. Conduct a meeting/hearing.

(a) *Notification.* When and at such time a meeting is scheduled the city administration shall post a notice of the time and place when the civil service commission shall meet and the topics on their agenda.

(b) *Meetings/public hearing.* At the hearing of the civil service commission any interested person may be heard upon the subject matter.

(c) *Recommendations.* The civil service commission, by majority vote, shall conclude recommendations.

(d) *Written records.* Minutes shall be kept of all meetings and hearings by the civil service commission, and all hearings shall be open to the public. The board of commissioners shall provide clerical and administrative personnel as may be reasonably required by the civil service commission for the proper performance of its duties. The written record shall include the vote of each member of the civil service commission upon each question, or if absent or failing to vote, indicating such fact. The minutes of all proceedings, decisions and/or recommendations of the civil service commission shall be made public record on file in the office of the city clerk.
(Code 1983, § 2-504)

Sec. 2-129. Powers.

The civil service commission shall have the power to establish rules and regulations for its own operation not inconsistent with the provisions of this Code.
(Code 1983, § 2-505)

Secs. 2-130—2-150. Reserved.

ARTICLE IV. DEPARTMENTS, OFFICERS, EMPLOYEES*

Sec. 2-151. Generally.

(a) The administrative departments of the city shall be as follows:

(1) City manager/administration department.

(2) Building and zoning department.

(3) Finance department.

(4) Community services department—Administrative.

***Charter references**—City manager, art. V; charter officers, § 6.1; city clerk, § 6.2; city attorney, § 6.3; treasurer, § 6.4; administrative departments, § 6.5.

Cross reference—Any ordinance establishing positions, classifying employees and setting salaries, or regarding personnel policies or pensions or retirement benefits not inconsistent with this Code saved from repeal, § 1-11(7).

ORDINANCE 1075

AN ORDINANCE OF THE CITY OF MADEIRA BEACH, FLORIDA, AMENDING THE CITY OF MADEIRA BEACH CODE OF ORDINANCES, CHAPTER 2 (ADMINISTRATION), ARTICLE III (BOARDS, COMMITTEES, COMMISSIONS), DIVISION 4 (CIVIL SERVICE COMMISSION), SECTION 2-127 (ORGANIZATION), TO CHANGE THE MEETING DATES OF THE CIVIL SERVICE COMMISSION FROM THE SECOND THURSDAY OF EACH MONTH TO QUARTERLY, AS NECESSARY OR AT THE CALL OF THE CHAIRMAN; PROVIDING FOR READING BY TITLE ONLY; PROVIDING FOR SEVERABILITY; TO REPEAL ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT HEREWITH; AND BY PROVIDING FOR AN EFFECTIVE DATE THEREOF.

WHEREAS, the Civil Service Commission, although a very important board, does not have enough work to meet monthly; and

WHEREAS, City Administration inquired if the membership would object to amending the Code to meet quarterly as necessary or at the call of the chairman; and

WHEREAS, the membership had no objections, since it could meet more often if necessary or at the call of the chairman; and

WHEREAS, the City of Madeira Beach Board of Commissioners believe this amendment to the Code is in the public's best interest.

NOW THEREFORE BE IT ORDAINED BY THE BOARD OF COMMISSIONERS OF THE CITY OF MADEIRA BEACH, FLORIDA, as follows:

SECTION 1: That Chapter 2 (Administration), Article III (Boards, Committees, Commissions), Division 4 (Civil Service Commission), Section 2-127. (Organization), be amended to read as follows:

Sec. 2-127. Organization.

(a) The civil service commission membership and appointment shall be as provided in Charter § 6.6B. The term of each person appointed shall be staggered so that not more than two terms expire within any one year. Any civil service commission member may be reappointed by the board of commissioners. Appointments to fill vacancies shall be for the unexpired term of office.

(b) Members of the civil service commission shall be residents of the city at the time of their appointment and throughout the term of office. Any member who is no longer a resident of the city shall be automatically removed, and that vacancy filled as provided in this division.

(c) Members of the civil service commission shall be suspended or removed for cause upon the filing of written charges by the board of commissioners. A written charge shall not be issued except upon majority vote of the board of commissioners. The written charges shall be served by hand delivery or certified mail upon the member being charged. The member being charged shall have 15 days to appeal the charges to the board of commissioners. If the charges are appealed, the member of the civil service commission being charged shall be afforded a prompt public hearing on the matter. The member shall be retained, suspended or be removed by majority vote of the board of commissioners.

(d) The failure of any member of the civil service commission to attend two of three successive meetings without cause and without prior approval of the chairman, the civil service commission shall then declare the member's seat vacant and the board of commissioners shall promptly fill such vacancy. The failure of any individual civil service commission member to attend four meetings of the civil service commission in any contiguous 12-month period shall be cause for removal.

(e) Appointments shall be made, consistent with the Charter on the basis of demonstrated experience or interest in the subject matter.

(f) The members of the civil service commission shall, in November of each year, elect a chairman and a vice-chairman from among its members who shall be voting members.

(g) Members of the civil service commission shall meet ~~on the second Thursday of each month~~ quarterly, as necessary, or at the call of the chairman. All meetings of the civil service commission shall be public.

(h) Civil service commission members shall serve without compensation, but may be reimbursed for such travel, mileage, and per diem expenses as may be authorized by board of commissioners or as otherwise provided by law.

(Code 1983, § 2-503, Ord 1075-4/25/06)

SECTION 2: The provisions of this Ordinance shall be deemed severable. If any part of the Ordinance is deemed unconstitutional, it shall not affect the constitutionality of other portions of the Ordinance.

SECTION 3: That all Ordinances or parts of Ordinances in conflict with the provisions of this Ordinance be hereby repealed insofar as the same affect this Ordinance.

SECTION 4: That this Ordinance shall be in full force and effect upon adoption in the manner provided by law.

PUBLISHED the 9th day of April, 2006. (City Charter 7.3b).

PASSED ON FIRST READING by the Board of Commissioners of the City of Madeira Beach, Florida, held on the 11th day of April, 2006.

ADOPTED ON SECOND READING AND PUBLIC HEARING this 25th day of April, 2006.

AYES: (5) Commissioners Alloway, Boos, Thomas, Wolbert and Mayor Parker
NAYS: (0)
ABSENT: (0)
ABSTAIN: (0)

APPROVED AS TO FORM

Michael A. Connolly
City Attorney

Charles H. Parker
Mayor

ATTEST:

Denise M. Schlegel
City Clerk

Item 6A.

001919199

ST. PETERSBURG TIMES

Published Daily
St. Petersburg, Pinellas County, Florida

STATE OF FLORIDA
COUNTY OF PINELLAS } S.S.

Before the undersigned authority personally appeared B. Stamper who on oath says that he is Legal Clerk of the *Neighborhood Times – Beaches Edition* a daily newspaper published at St. Petersburg, in Pinellas County, Florida: that the attached copy of advertisement, being a Legal Notice in the matter RE: Ordinances 1075, 1076, 1077, 1078, 1080, 1081

was published in said newspaper in the issues of April 9, 2006

Affiant further says the said *Neighborhood Times – Beaches Edition* is a newspaper published at St. Petersburg, in said Pinellas County, Florida, and that the said newspaper has heretofore been continuously published in said Pinellas County, Florida, each day and has been entered as second class mail matter at the post office in St. Petersburg, in said Pinellas County, Florida, for a period of one year next preceding the first publication of the attached copy of advertisement, and affiant further says that he has neither paid nor promised any person, firm, or corporation any discount, rebate, commission or refund for the purpose of securing this advertisement for publication in the said newspaper.

B Stamper
Signature of Affiant

Sworn to and subscribed before me this 10th day of April A.D. 2006

NOTARY PUBLIC STATE OF FLORIDA
OFFICIAL NOTARY SEAL
JOSEPH F FISH
COMMISSION NUMBER
DD128267
MY COMMISSION EXPIRES
JUNE 23,2006

Joseph F. Fish
Notary Public

44

LEGAL NOTICE

THE CITY OF MADEIRA BEACH, FLORIDA
NOTICE OF PUBLIC HEARINGS

NOTICE IS HEREBY GIVEN:

- That the Board of Commissioners of the City of Madeira Beach will hold a Meeting to conduct the First Reading/Public Hearing on Ordinances 1075, 1076, 1077, 1078, 1080, and 1081 on TUESDAY, APRIL 11, 2006, at 7:00 P.M.
- That upon passage of Ordinances 1075, 1076, 1077, 1078, 1080, and 1081 on first reading, the Board of Commissioners of the City of Madeira Beach will conduct the Second and Final Reading /Public Hearing on TUESDAY, APRIL 25, 2006, at 7:00 P.M.

The title of said Ordinances are as follows:

ORDINANCE 1075 - AN ORDINANCE OF THE CITY OF MADEIRA BEACH, FLORIDA, AMENDING THE CITY OF MADEIRA BEACH CODE OF ORDINANCES, CHAPTER 2 (ADMINISTRATION), ARTICLE III (BOARDS, COMMITTEES, COMMISSIONS), DIVISION 4 (CIVIL SERVICE COMMISSION), SECTION 2-127 (ORGANIZATION), TO CHANGE THE MEETING DATES OF THE CIVIL SERVICE COMMISSION FROM THE SECOND THURSDAY OF EACH MONTH TO QUARTERLY, AS NECESSARY OR AT THE CALL OF THE CHAIRMAN; PROVIDING FOR READING BY TITLE ONLY; PROVIDING FOR SEVERABILITY; TO REPEAL ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT HEREWITH; AND BY PROVIDING FOR AN EFFECTIVE DATE THEREOF.

ORDINANCE 1076 - AN ORDINANCE OF THE CITY OF MADEIRA BEACH, FLORIDA, AMENDING THE CITY OF MADEIRA BEACH CODE OF ORDINANCES CHAPTER 26 (ELECTIONS); BY CREATING SECTION 26-6 (CANDIDATE WITHDRAWAL), TO REQUIRE THAT A QUALIFIED CANDIDATE THAT WITHDRAWS AFTER 5 WORKING DAYS OF THE QUALIFYING PERIOD SHALL BE RESPONSIBLE FOR ALL COSTS ASSOCIATED WITH THE CREATION OF A NEW BALLOT, THE COST OF ABSENTEE BALLOT KITS, THE REMAILING OF ABSENTEE BALLOTS, AND ANY PAID AND PREPAID POSTAGE ASSOCIATED WITH SUCH; PROVIDING FOR READING BY TITLE ONLY; PROVIDING FOR SEVERABILITY; TO REPEAL ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT HEREWITH; AND BY PROVIDING FOR AN EFFECTIVE DATE THEREOF.

ORDINANCE 1077 - AN ORDINANCE OF THE CITY OF MADEIRA BEACH, FLORIDA; PROPOSING AN AMENDMENT TO THE CITY CHARTER, ARTICLE III (ELECTIONS), TO ALLOW THE BOARD OF COMMISSIONERS TO DESIGNATE A CANVASSING BOARD FOR EACH ELECTION TO CERTIFY ALL TESTS OF ELECTION EQUIPMENT AND CANVASS ABSENTEE AND PROVISIONAL BALLOTS; PROVIDING THAT THE PROPOSED AMENDMENT BE CONSIDERED BY THE ELECTORATE AT A REFERENDUM ELECTION CONCERNING SUCH PROPOSED AMENDMENT; ESTABLISHING THE BALLOT LANGUAGE TO BE PRESENTED TO THE ELECTORATE ON SUCH REFERENDUM QUESTION; PROVIDING FOR THE DATE OF SUCH REFERENDUM ELEC-

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ORDINANCE 2019-03

A ORDINANCE AMENDING CITY CODE ARTICLE III. - BOARDS, COMMITTEES, COMMISSIONS DIVISION 4 CIVIL SERVICE COMMISSION, ORGANIZATION, SECTION 2-127(g) REGARDING MEETINGS OF THE CIVIL SERVICE COMMISSION.

WHEREAS, The City of Madeira Beach City Charter creates a Civil Service Commission, which requires the following:

> **City Charter Section 6.6 - Personnel systems; Civil Service Commission.**
> ***
>
> *B. Civil Service Commission; Membership.* There shall be a Civil Service Commission of the City of Madeira Beach, Florida, which Commission shall be composed of five citizens of said City. The Civil Service Commission shall be appointed by the Board of Commissioners of the City of Madeira Beach, Florida. The term of office for each member shall be three years and shall be staggered so that not more than two terms expire within any one year. Three Commissioners shall constitute a quorum. Members of the Civil Service Commission shall hold no remunerative office or employment under the City of Madeira Beach, Florida. The Board of Commissioners of the City of Madeira Beach, Florida, shall have the authority to remove for cause any and/or all Civil Service Commissioners.
>
> ***
>
> D. *Duties and powers of the Civil Service Commission.* All duties, powers, reservations on power, and funding for the Civil Service Commission may be provided for by Ordinance duly passed by the Board of Commissioners of the City of Madeira Beach, Florida; and

WHEREAS, the Board of Commissioners passed an Ordinance, which appears in the City Code and states:

> **City Code of Ordinances.** ARTICLE III. - BOARDS, COMMITTEES, COMMISSIONS
> Division 4 CIVIL SERVICE COMMISSION
> Section 2-127 Organization
> ***
>
> (g) Members of the civil service commission shall meet quarterly, as necessary, or at the call of the chairman.

WHEREAS, the Civil Service Commission is an advisory board that makes non-binding advisory recommendation to the City Manager and the Board of Commissioners through the City Manager; and

THEREFORE, let it be ordained by the City of Madeira Beach Board of Commissioners that:

SECTION 1. The City Code is hereby amended as follows (~~strike-through~~ language is deleted and underlined language is added):

ARTICLE III. - BOARDS, COMMITTEES, COMMISSIONS

Division 4 CIVIL SERVICE COMMISSION

Section 2-127(g) is hereby amended as follows

***

(g) Members of the civil service commission shall meet quarterly, ~~as necessary, or at the call of the chairman~~, and when grievances are filed. Any other meetings will be at the behest of Staff, in collaboration with the Chair of the Civil Service Board.

(i) The City Manager shall coordinate with the Civil Service Commission Chairperson and the Human Resources Coordinator to choose and set meeting dates and time before a meeting is noticed; and

(ii) The City Manager and the Chairperson of the Civil Service Commission shall coordinate and agree on all agenda items prior to the Civil Service Commission meetings.

(iii) Human Resources Staff or the City Manager's designee shall serve as staff person(s) for the Civil Service Commission and attend meetings of the Civil Service Board

(iv) The City Attorney or an employment lawyer for the City may attend Civil Service Commission meetings as may be necessary or desired.

(v) As set forth in the Charter, the Civil Service Commission is an advisory board that makes non-binding advisory recommendation to the City Manager.

Section 2. Ordinances or parts of ordinances in conflict herewith to the extent that such conflict exists are hereby repealed and replaced.

Section 3. If any section, subsection, sentence, clause, phrase or provision of this Ordinance is for any reason held invalid or unconstitutional by court of competent jurisdiction, such holding shall not be construed to render the remaining provisions of this Ordinance invalid or unconstitutional.

Section 4. This Ordinance shall be in full force and effect from and after its adoption and approval in the manner approved by law.

PASSED AND ADOPTED BY THE BOARD OF COMMISSIONERS OF THE CITY OF MADEIRA BEACH, FL, THIS 19th DAY OF March, ~~2018~~ 2019

Maggi Black

Maggi Black, Mayor

ATTEST:

Clara VanBlargan

Clara VanBlargan, MMC, MSM, City Clerk

APPROVED AS TO FORM:

Ralf G Brookes

Ralf Brookes, City Attorney

PASSED ON FIRST READING: 2/12/2019

ADVERTISED FOR PUBLIC HEARING: 3/1/2019

PASSED ON SECOND READING: 3/19/2019

746724

Tampa Bay Times
Published Daily

STATE OF FLORIDA } ss
COUNTY OF Pinellas County

Before the undersigned authority personally appeared **Jill Harrison** who on oath says that he/she is **Legal Clerk** of the **Tampa Bay Times** a daily newspaper printed in St. Petersburg, in Pinellas County, Florida; that the attached copy of advertisement, being a Legal Notice in the matter **RE: ORD. 19-03,04** was published in **Tampa Bay Times: 3/1/19.** in said newspaper in the issues of **St Pete Times Beaches**

Affiant further says the said **Tampa Bay Times** is a newspaper published in Pinellas County, Florida and that the said newspaper has heretofore been continuously published in said Pinellas County, Florida, each day and has been entered as a second class mail matter at the post office in said Pinellas County, Florida for a period of one year next preceding the first publication of the attached copy of advertisement, and affiant further says that he/she neither paid not promised any person, firm or corporation any discount, rebate, commission or refund for the purpose of securing this advertisement for publication in the said newspaper

Signature of Affiant

Sworn to and subscribed before me this 03/01/2019.

Signature of Notary Public

Personally known ____ or produced identification

Type of identification produced ____

Notary Public State of Florida
David Kersey
My Commission GG 282146
Expires 12/05/2022

LEGAL NOTICE

NOTICE OF PUBLIC HEARING CITY OF MADEIRA BEACH

In accordance with the City of Madeira Beach Code of Ordinances, the City of Madeira Beach City Charter, and Florida Statutes §166.041(3)(a):

NOTICE IS HEREBY GIVEN, the Board of Commissioners of the City of Madeira Beach will conduct a **Second Reading and Public Hearing for the adoption of proposed Ordinance 2019-03 and Ordinance 2019-04 on Tuesday, March 19, 2019 at 6:00 p.m.** The meeting will be held in the Patricia Shontz Commission Chambers located at 300 Municipal Drive, Madeira Beach, FL 33708. The title of said Ordinance is as follows:

ORDINANCE NO. 2019-03

AN ORDINANCE AMENDING CITY CODE ARTICLE III. - BOARDS, COMMITTEES, COMMISSIONS DIVISION 4 CIVIL SERVICE COMMISSION SECTION 2-127 ORGANIZATION REGARDING MEETINGS OF THE CIVIL SERVICE COMMISSION TO AMEND THE FREQUENCY OF REQUIRED REGULAR (NON-GRIEVANCE) MEETINGS OF THE CIVIL SERVICE COMMISSION.

ORDINANCE NO 2019-04

AN ORDINANCE OF THE CITY OF MADEIRA BEACH, FLORIDA, AMENDING ORDINANCE 2015-08 TO CORRECT A SCRIVENER'S ERROR IN THE ANNUAL SALARY OF THE DISTRICT COMMISSIONERS; AND PROVIDING FOR AN EFFECTIVE DATE.

A copy of the proposed Ordinances is available for inspection in the City Clerk's Office between the hours of 8:00 a.m. and 4:30 p.m., Monday through Friday. If you would like more information regarding proposed ordinances, please contact City Clerk Clara VanBlargan at 727-391-9951, ext. 231.

Interested parties may appear at the meeting and be heard with respect to the proposed ordinance. All persons are hereby advised that any presentation they make to the Board of Commissioners will be encouraged to be as precise as possible and will be limited to three minutes per speaker to permit maximum participation by the public at large.

Persons who wish to appeal any decision made by the Board of Commissioners with respect to any matter considered during a public hearing at this meeting will need a record of the proceedings, and for such purpose may need to ensure that verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is based. It is the responsibility of the person making the appeal to bear the cost of hiring a private reporter or private recording firm to make the verbatim record.

In accordance with Section 286.26, Florida Statutes, persons with disabilities needing special accommodations to participate in this meeting should contact the City Clerk's office no later than 4:00 p.m. on the day prior to the meeting: (727) 391-9951, Ext. 231 or 223 or fax a written request to (727) 399-1131.

Clara VanBlargan, MMC, MSM, City Clerk

3/1/2019 746724-1

ORDINANCE 1075

AN ORDINANCE OF THE CITY OF MADEIRA BEACH, FLORIDA, AMENDING THE CITY OF MADEIRA BEACH CODE OF ORDINANCES, CHAPTER 2 (ADMINISTRATION), ARTICLE III (BOARDS, COMMITTEES, COMMISSIONS), DIVISION 4 (CIVIL SERVICE COMMISSION), SECTION 2-127 (ORGANIZATION), TO CHANGE THE MEETING DATES OF THE CIVIL SERVICE COMMISSION FROM THE SECOND THURSDAY OF EACH MONTH TO QUARTERLY, AS NECESSARY OR AT THE CALL OF THE CHAIRMAN; PROVIDING FOR READING BY TITLE ONLY; PROVIDING FOR SEVERABILITY; TO REPEAL ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT HEREWITH; AND BY PROVIDING FOR AN EFFECTIVE DATE THEREOF.

WHEREAS, the Civil Service Commission, although a very important board, does not have enough work to meet monthly; and

WHEREAS, City Administration inquired if the membership would object to amending the Code to meet quarterly as necessary or at the call of the chairman; and

WHEREAS, the membership had no objections, since it could meet more often if necessary or at the call of the chairman; and

WHEREAS, the City of Madeira Beach Board of Commissioners believe this amendment to the Code is in the public's best interest.

NOW THEREFORE BE IT ORDAINED BY THE BOARD OF COMMISSIONERS OF THE CITY OF MADEIRA BEACH, FLORIDA, as follows:

SECTION 1: That Chapter 2 (Administration), Article III (Boards, Committees, Commissions), Division 4 (Civil Service Commission), Section 2-127. (Organization), be amended to read as follows:

Sec. 2-127. Organization.

(a) The civil service commission membership and appointment shall be as provided in Charter § 6.6B. The term of each person appointed shall be staggered so that not more than two terms expire within any one year. Any civil service commission member may be reappointed by the board of commissioners. Appointments to fill vacancies shall be for the unexpired term of office.

(b) Members of the civil service commission shall be residents of the city at the time of their appointment and throughout the term of office. Any member who is no longer a resident of the city shall be automatically removed, and that vacancy filled as provided in this division.

(c) Members of the civil service commission shall be suspended or removed for cause upon the filing of written charges by the board of commissioners. A written charge shall not be issued except upon majority vote of the board of commissioners. The written charges shall be served by hand delivery or certified mail upon the member being charged. The member being charged shall have 15 days to appeal the charges to the board of commissioners. If the charges are appealed, the member of the civil service commission being charged shall be afforded a prompt public hearing on the matter. The member shall be retained, suspended or be removed by majority vote of the board of commissioners.

(d) The failure of any member of the civil service commission to attend two of three successive meetings without cause and without prior approval of the chairman, the civil service commission shall then declare the member's seat vacant and the board of commissioners shall promptly fill such vacancy. The failure of any individual civil service commission member to attend four meetings of the civil service commission in any contiguous 12-month period shall be cause for removal.

(e) Appointments shall be made, consistent with the Charter on the basis of demonstrated experience or interest in the subject matter.

(f) The members of the civil service commission shall, in November of each year, elect a chairman and a vice-chairman from among its members who shall be voting members.

(g) Members of the civil service commission shall meet ~~on the second Thursday of each month~~ quarterly, as necessary, or at the call of the chairman. All meetings of the civil service commission shall be public.

(h) Civil service commission members shall serve without compensation, but may be reimbursed for such travel, mileage, and per diem expenses as may be authorized by board of commissioners or as otherwise provided by law.

(Code 1983, § 2-503, Ord 1075-4/25/06)

SECTION 2: The provisions of this Ordinance shall be deemed severable. If any part of the Ordinance is deemed unconstitutional, it shall not affect the constitutionality of other portions of the Ordinance.

SECTION 3: That all Ordinances or parts of Ordinances in conflict with the provisions of this Ordinance be hereby repealed insofar as the same affect this Ordinance.

SECTION 4: That this Ordinance shall be in full force and effect upon adoption in the manner provided by law.

PUBLISHED the 9th day of April, 2006. (City Charter 7.3b).

PASSED ON FIRST READING by the Board of Commissioners of the City of Madeira Beach, Florida, held on the 11th day of April, 2006.

ADOPTED ON SECOND READING AND PUBLIC HEARING this 25th day of April, 2006.

AYES: (5) Commissioners Alloway, Boos, Thomas, Wolbert and Mayor Parker
NAYS: (0)
ABSENT: (0)
ABSTAIN: (0)

APPROVED AS TO FORM

Michael A. Connolly
City Attorney

Charles H. Parker
Mayor

ATTEST:

Denise M. Schlegel
City Clerk

Item 6A.

001919199

ST. PETERSBURG TIMES

Published Daily
St. Petersburg, Pinellas County, Florida

STATE OF FLORIDA
COUNTY OF PINELLAS } S.S.

Before the undersigned authority personally appeared B. Stamper who on oath says that he is Legal Clerk of the *Neighborhood Times – Beaches Edition* a daily newspaper published at St. Petersburg, in Pinellas County, Florida: that the attached copy of advertisement, being a Legal Notice in the matter RE: Ordinances 1075, 1076, 1077, 1078, 1080, 1081

was published in said newspaper in the issues of April 9, 2006

Affiant further says the said *Neighborhood Times – Beaches Edition* is a newspaper published at St. Petersburg, in said Pinellas County, Florida, and that the said newspaper has heretofore been continuously published in said Pinellas County, Florida, each day and has been entered as second class mail matter at the post office in St. Petersburg, in said Pinellas County, Florida, for a period of one year next preceding the first publication of the attached copy of advertisement, and affiant further says that he has neither paid nor promised any person, firm, or corporation any discount, rebate, commission or refund for the purpose of securing this advertisement for publication in the said newspaper.

B Stamper
Signature of Affiant

Sworn to and subscribed before me this 10th day of April A.D. 2006

NOTARY PUBLIC STATE OF FLORIDA
OFFICIAL NOTARY SEAL
JOSEPH F FISH
COMMISSION NUMBER
DD128267
MY COMMISSION EXPIRES
JUNE 23,2006

Joseph F. Fish
Notary Public

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LEGAL NOTICE

THE CITY OF MADEIRA BEACH, FLORIDA
NOTICE OF PUBLIC HEARINGS

NOTICE IS HEREBY GIVEN:

- That the Board of Commissioners of the City of Madeira Beach will hold a Meeting to conduct the First Reading/Public Hearing on Ordinances 1075, 1076, 1077, 1078, 1080, and 1081 on TUESDAY, APRIL 11, 2006, at 7:00 P.M.
- That upon passage of Ordinances 1075, 1076, 1077, 1078, 1080, and 1081 on first reading, the Board of Commissioners of the City of Madeira Beach will conduct the Second and Final Reading /Public Hearing on TUESDAY, APRIL 25, 2006, at 7:00 P.M.

The title of said Ordinances are as follows:

ORDINANCE 1075 - AN ORDINANCE OF THE CITY OF MADEIRA BEACH, FLORIDA, AMENDING THE CITY OF MADEIRA BEACH CODE OF ORDINANCES, CHAPTER 2 (ADMINISTRATION), ARTICLE III (BOARDS, COMMITTEES, COMMISSIONS), DIVISION 4 (CIVIL SERVICE COMMISSION), SECTION 2-127 (ORGANIZATION), TO CHANGE THE MEETING DATES OF THE CIVIL SERVICE COMMISSION FROM THE SECOND THURSDAY OF EACH MONTH TO QUARTERLY, AS NECESSARY OR AT THE CALL OF THE CHAIRMAN; PROVIDING FOR READING BY TITLE ONLY; PROVIDING FOR SEVERABILITY; TO REPEAL ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT HEREWITH; AND BY PROVIDING FOR AN EFFECTIVE DATE THEREOF.

ORDINANCE 1076 - AN ORDINANCE OF THE CITY OF MADEIRA BEACH, FLORIDA, AMENDING THE CITY OF MADEIRA BEACH CODE OF ORDINANCES CHAPTER 26 (ELECTIONS); BY CREATING SECTION 26-6 (CANDIDATE WITHDRAWAL), TO REQUIRE THAT A QUALIFIED CANDIDATE THAT WITHDRAWS AFTER 5 WORKING DAYS OF THE QUALIFYING PERIOD SHALL BE RESPONSIBLE FOR ALL COSTS ASSOCIATED WITH THE CREATION OF A NEW BALLOT, THE COST OF ABSENTEE BALLOT KITS, THE REMAILING OF ABSENTEE BALLOTS, AND ANY PAID AND PREPAID POSTAGE ASSOCIATED WITH SUCH; PROVIDING FOR READING BY TITLE ONLY; PROVIDING FOR SEVERABILITY; TO REPEAL ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT HEREWITH; AND BY PROVIDING FOR AN EFFECTIVE DATE THEREOF.

ORDINANCE 1077 - AN ORDINANCE OF THE CITY OF MADEIRA BEACH, FLORIDA; PROPOSING AN AMENDMENT TO THE CITY CHARTER, ARTICLE III (ELECTIONS), TO ALLOW THE BOARD OF COMMISSIONERS TO DESIGNATE A CANVASSING BOARD FOR EACH ELECTION TO CERTIFY ALL TESTS OF ELECTION EQUIPMENT AND CANVASS ABSENTEE AND PROVISIONAL BALLOTS; PROVIDING THAT THE PROPOSED AMENDMENT BE CONSIDERED BY THE ELECTORATE AT A REFERENDUM ELECTION CONCERNING SUCH PROPOSED AMENDMENT; ESTABLISHING THE BALLOT LANGUAGE TO BE PRESENTED TO THE ELECTORATE ON SUCH REFERENDUM QUESTION; PROVIDING FOR THE DATE OF SUCH REFERENDUM ELEC-

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MINUTES

BOARD OF COMMISSIONERS
REGULAR WORKSHOP MEETING
JULY 22, 2020
6:00 P.M.

A regular workshop meeting of the City of Madeira Beach Board of Commissioners was held at 6:00 p.m. on July 22, 2020 in the Patricia Shontz Commission Chambers at City Hall, located at 300 Municipal Drive, Madeira Beach, Florida.

MEMBERS PRESENT:	John B. Hendricks, Mayor Doug Andrews, Vice Mayor/Commissioner District 3 Helen "Happy" Price, Commissioner District 1 Nancy Hodges, Commissioner District 2 John Douthirt, Commissioner District 4 (via telephone)
MEMBERS ABSENT:	
CITY STAFF PRESENT:	Robert Daniels, City Manager Clara VanBlargan, City Clerk Patty Kordis, Deputy Clerk Thomas Trask, City Attorney

1. CALL TO ORDER

Mayor Hendricks called the meeting to order at 6:00 p.m.

2. ROLL CALL

City Clerk Clara VanBlargan called the roll.

3. PUBLIC COMMENT

Mayor Hendricks opened to public comment.

Tom Edwards, protected address, read the regulations from the Department of Environmental Protection Agency on sea grape trimming guidelines. He suggested the City to consider budgeting money to trim the sea grapes around the walkovers to the beach and ones blocking the views of the Gulf of Mexico.

Robert Preston, 425 S. Bayshore Drive, said he did not see additional software funds in the Finance budget to improve the efficiency of the department and questioned the amount of money allocated for travel and training for the Marina.

Pam Rasmussen, 567 Normandy Road, said committees are created, meetings scheduled, and a majority of members do not show up. Some committees are counterproductive and slow processes within the City down. It may be better to dissolve some of these committees to save staff and citizens time.

Vice Mayor Andrews asked if he could add discussion of current committees to the agenda. The Board consented.

Mayor Hendricks opened to public comment. There were no public comments.

4. TOPIC FOR DISCUSSION

A. Committees of the City

This item was added to the Agenda by Vice Mayor Andrews.

Vice Mayor Andrews said, after listening to Ms. Rasmussen, the Board should consider dissolving some of the committees. The Budget Review Committee, the Bid Review Committee, and the Charter Review Committee were the three suggested. After discussion by the Board, the item will be added to the next regular meeting agenda.

B. Establish a schedule for Town Hall meetings – *Board of Commissioners*

Mayor Hendricks opened to public comment. There were no public comments.

Commissioner Price asked when Planning Consultant Jerry Murphy would be presenting the study on transportation impact fees.

Community Development Director Linda Portal suggested a joint community meeting on August 12th with Mr. Murphy to present a draft of the transportation impact fees to the Board of Commissioners. The item was added to the August 5th BOC regular meeting agenda.

After discussion by the Board, two town hall meetings were scheduled for September 16 and October 7, 2020 to discuss the charter amendments that will be on the November 3, 2020, General Municipal Election Ballot.

Mayor Hendricks opened to public comment. There were no public comments.

C. Major community events (Seafood Festival, Old Salts Fishing Tournaments, Veteran's Boat Parade) – *Vice Mayor Andrews*

Vice Mayor Andrews welcomed several event coordinators to the workshop, he inquired how Covid-19 had affected the events and what was in store for the future.

Amy Verdensky, Old Salts Fishing Tournaments, said they would like to get with the City to review a new contract in the next six months. Since the pandemic, they have not been able to hold fundraising events and have not scheduled any fishing tournaments for the fall. She said there may be a possibility of a virtual tournament. They will need some help from the City when future events can get underway.

Pam Rasmussen, Veteran's Boat Parade, said the boat parade is scheduled for the weekend after Veterans Day. She said they are struggling with the pandemic, it is difficult to raise money for the Veterans, and they are also struggling with sponsors and donations.

Recreation Director Jay Hatch said the Seafood Festival would be moving from October to January 22nd, 23rd, and 24th.

D. Review of City of Madeira Beach personnel Policy handbook and a discussion about the use of time clocks – *Vice Mayor Andrews*

Vice Mayor Andrews reviewed the item and clarified there would be a joint meeting on August 4th at 10:00 a.m. between the Board and the Civil Service Commission. He set ground rules for the meeting. Every one that is called to speak needs to speak freely, the meeting will be held in the Sunshine, and the Commission is the system of checks and balances. He asked for a consensus from the Board. The Board consented.

Commissioner Price asked Vice Mayor Andrews not to use this meeting to bring up issues from the past. She would like the meeting to go forward with the employee policies and correct procedures. The City needs to institute time clocks for every hourly employee.

City Manager Robert Daniels said the HR department has been researching different types of employee timekeepers. Human Resources Coordinator Karen Paulson said Sanitation, Public Works, Marina, and Recreation Center were using punch card time clocks. She is looking into geofencing time clocks phone apps to implement for the entire City.

Mayor Hendricks received confirmation that employees are paid bi-weekly. He asked how employees are compensated when there was a declared state of emergency. The City Manager said the answer falls in two places, the employee handbook, and the emergency operations manual. He said a better financial arrangement for compensating employees that come to work during an emergency would be to offer comp-time after a natural disaster.

Vice Mayor Andrews disagreed with how employees were paid during the pandemic. Commissioner Price said there would need to be a way to establish essential employees in a state of emergency and a policy in place for emergencies.

Interim Attorney Trask said to change the language in the emergency compensation manual and the employee handbook. Rod Eschenfelder, Labor Attorney, would assist rewriting the policy.

Mayor Hendricks opened to public comment.

Robert Preston, 425 S. Bayshore Drive, said he was recently appointed to the Civil Service Commission, and he would like to be the liaison between HR and the employees. He would be highly confidential to hear their thoughts about the employee handbook.

Tom Edward, protected address, said he would like the City to have a labor attorney at the August 4th meeting.

Pam Rasmussen, 567 Normandy Road, said she thought Mr. Preston had a great idea to be a liaison for employees. She thanked Vice Mayor Andrews for his passion for the employees and said she valued Commissioner Price's plan for the whole City to use time clocks. Ms. Rasmussen was a previous member of the Civil Service Commission. It has come to her attention that when employees are required to self-quarantine, they are using their personal and sick time. She recommended looking for government programs for the pandemic that could reimburse the City for their time to avoid a potential lawsuit.

The City Manager said the Fire Department tests employees that may have been in contact with someone that tested positive for COVID-19. If the employee is exposed off duty, they could get

tested. If it were positive, they would not be covered under worker's compensation. The results of the test are available in 15 minutes.

This item was moved from Items for Discussion H on the Agenda.

E. Invitation to Bid for IT Services or hire a full-time employee to perform the IT services - *Board of Commissioners*

Nick Freeman and Hunt Brand from the Network People gave a presentation on their information technology and security planning. They responded to questions and comments by the Board.

After discussion by the Board, Mayor Hendricks suggested putting the IT Service out for an RFP.

Mayor Hendricks opened to public comments.

Tom Edwards, protected address, said he was not in favor of having an internal IT person versus a company.

Robert Preston, 425 S Bayshore Drive, agreed with Mr. Edwards and was in favor of having a company for IT support.

F. Update on the progress of the complaint against Jonathan Evans (based on his negotiating with Riviera Beach while actively employed by Madeira Beach) - *Commissioner Price*

Commissioner Price asked the City Manager for an update on the complaint against Jonathan Evans. Mr. Evans was negotiating for a different position while employed in the City. The City Manager said there were two issues, the length of time commitment. Unless there are extenuating circumstances, he was expected to stay as an employee of the City for two years. The second issue was the negotiation. He contacted the International City/County Managers Association (ICMA), and they checked the record. He had been told Mr. Evans was sanctioned after he did self-reporting to the ICMA. He was not provided any information about it.

Commissioner Price asked the City Manager for a copy of the original letter that was written to the ICMA and any other information about the status of the complaint against former City Manager Evans. The City Manager said he could send a former letter to ICMA requesting a copy. The Board consented.

Mayor Hendricks opened to public comment. There were no public comments.

G. Updating Job Description for City Treasurer/Finance Director - *Board of Commissioners*

The City Manager said he rewrote a draft with the changes from the Commission for the City Treasurer/Financial Director job description and distributed a copy to the Board.

Commissioner Price said she would like to add to the job description for them to be able to work with the Munis system.

The City Manager asked the Board to review the draft and get back to him by Wednesday with any other changes.

Vice Mayor Andrews suggested keeping the Financial Consultant on board until after the budget process.

The Board consented to postpone hiring for the position at this time.

Mayor Hendricks opened to public comment. There were no public comments.

Robert Preston, 425 S. Bayshore Drive, said he had been impressed with the Financial Consultant.

H. Correction of Press Release regarding recent Marina Examination - *Board of Commissioners*

Commissioner Price said without answers to questions regarding the Auditor's initial report and more information, she was pleased with the way the article was written. The City Attorney reviewed the draft and she accepted every change he suggested. The media release will be an item added to the Consent Agenda at the next regular meeting.

Mayor Hendricks opened to public comment.

Tom Edwards, protected address, said it would be good if the City could get John Houser to come in and answer the questions about the audit. He was told Mr. Houser was not responding to the City Manager's requests. The City Manager also contacted CRI (Carr, Riggs & Ingram CPA's and Advisors). Still, they said it was too short of an invitation to come to this meeting.

I. Discussion and Amendment to Gulf Beaches Library Agreement - *Board of Commissioners*

This item was discussed at the BOC Budget Workshop meeting before this meeting.

J. Invitation to Bid for IT Services or hire a full-time employee to perform the IT services - *Board of Commissioners*

Mayor Hendricks moved this item C on the Agenda.

K. Review of the Madeira Beach ordinance which defines "accessory structure" and its interpretation - *Commissioner Price*

Commissioner Price asked to postpone this item until the workshop agenda setting in next month's meeting agenda.

L. **Suggestion by resident regarding litter & pocket parks of possible "volunteer group of Madeira Beach Block Ambassadors." Having one volunteer rep who is responsible for one to two blocks; would welcome those that are on the beach, hand them a trash bag (imprinted with thank you for keeping Madeira Beach beautiful)** - *Commissioner Price*

Recreation Director Jay Hatch reviewed the item and answered questions and comments by the Board.

After discussion by the Board, Mayor Hendricks opened to public comment. There were no public comments.

M. **Report on the update of a Restaurant and High and Dry storage at the Marina** - *Jamie Ahrens, Public Works Director*

Public Works Director Jamie Ahrens reviewed the item and answered questions and comments by the Board. The Mayor asked if there was a report on the building at the Marina. Director Ahrens said he was researching if there were any plans and reports from previous years. The City Manager said he would reach out to Steve Kochick to see if he could help with the timeline of when and where to find the plans. Director Ahrens had not found anything from previous years. He did hire a consultant to give estimated pricing on storage capacity in the high & dry, public works building, and the restaurant footprint and the remaining availability for parking. They will be presenting the City with a business plan which would give a cost breakdown and what our estimated return on investment could be. Based on the report, the City could make an informed decision on whether to move forward with the project.

Mayor Hendricks said there had been inquiries by restaurants about the Marina location, and they are willing to pay for the construction of the restaurant. He asked about parking requirements.

Community Development Director Linda Portal said there are parking regulations for both on-site and off-site parking. They need to be within 300 feet of the restaurant.

Mayor Hendricks opened to public comment.

Tom Edwards, protected address, suggested finding out what type of footprint the restaurant would have, and that would help to know how much parking would be needed.

Robert Preston, 425 S Bayshore Drive, suggested making fewer spaces for trailer parking and make more car parking.

N. **Update on a 4-way stop sign at the intersection of 140th Avenue and N. Bayshore Drive** - *Jamie Ahrens, Public Works Director*

Public Works Director Jamie Ahrens reviewed the item and answered questions and comments by the Board.

Mayor Hendricks opened to public comment.

Robert Preston was in favor of this item and thanked the Board of Commissioners for addressing that issue.

O. Two traffic issues: (1) Possible placement of a left turn arrow on Madeira Way when turning south on Gulf Blvd; (2) Possible shortened crosswalk light at Madeira Way and 150th/Tom Stuart Causeway - *Jamie, Ahrens, Public Works Director*

Public Works Director Jamie Ahrens reviewed the item and answered questions and comments by the Board.

Commissioner Price said she observed the time at the crosswalk light on Madeira Way and 150th/ Tom Stuart Causeway, and it was less than a minute. She requested a dedicated left and a "No Right on Red" sign at the corner of Madeira to go on Gulf Boulevard.

Mayor Hendricks opened to public comment.

Tom Edwards, protected address, said there should be a flashing sign which says "No Right on Red" to protect pedestrians.

P. Approval of Structural Inspection of Johns Pass Boardwalk - *Jamie Ahrens, Public Works Director*

Director Ahrens reviewed the item and answered questions and comments by the Board.

Mayor Hendricks asked when new hardware is installed if it could it be stainless steel.

Vice Mayor Andrews asked for clarification on the cost of the inspection and what is included.

Director Ahrens said the level of detail in the report would give more assurance in prioritizing the critical repairs.

Mayor Hendricks opened to public comment.

Robert Preston, 425 S. Bayshore Drive, said he was in favor of hiring an engineering company, and he would like the City to look for a grant to help fund the project.

Q. Award of Contract for ITB 20-05 HVAC Repair and Preventative Maintenance - *Jamie Ahrens, Public Works Director*

Director Ahrens reviewed the item and answered questions and comments by the Board.

Mayor Hendricks opened to public comment. There were no public comments.

The City Manager said according to Resolution 2020-09 the ninety days was going to expire for the sidewalk seating cafés and open containers. He asked if the Board would be in favor of renewing the resolution. He and the City Attorney could rewrite the resolution and bring it forward to the next meeting for approval. The Board consented.

5. ADJOURNMENT

Mayor Hendricks adjourned the meeting at 9:39.

John B. Hendricks, Mayor

ATTEST:

Clara VanBlargan, MMC, MSM, City Clerk

MINUTES

BOARD OF COMMISSIONERS
REGULAR MEETING
SEPTEMBER 9, 2020
6:00 P.M.

A regular meeting of the City of Madeira Beach Board of Commissioners was held at 6:00 p.m. on September 9, 2020 in the Patricia Shontz Commission Chambers at City Hall, located at 300 Municipal Drive, Madeira Beach, Florida.

MEMBERS PRESENT: John B. Hendricks, Mayor
Doug Andrews, Vice Mayor/Commissioner District 3
Helen "Happy" Price, Commissioner District 1
Nancy Hodges, Commissioner District 2
John Douthirt, Commissioner District 4 (via zoom)

MEMBERS ABSENT:

CITY STAFF PRESENT: Robert Daniels, City Manager
Clara VanBlargan, City Clerk
Patty Kordis, Deputy Clerk
Thomas Trask, Interim City Attorney

1. CALL TO ORDER

Mayor Hendricks called the meeting to order at 6:00 p.m.

2. INVOCATION AND PLEDGE OF ALLEGIANCE

Commissioner Hodges gave the Invocation and led the Pledge of Allegiance.

3. ROLL CALL

City Clerk Clara VanBlargan called the roll.

4. APPROVAL OF THE AGENDA

Mayor Hendricks asked that Agenda Items 7. A. & 7. B. be moved to the workshop meeting for discussion.

Vice Mayor Andrews motioned to approve the Agenda with the changes to move Agenda Items 7. A., and 7. B. for discussion at the workshop meeting. Commissioner Hodges seconded the motion.

ROLL CALL:

Vice Mayor Andrews "YES"

Commissioner Hodges	"YES"
Commissioner Douthirt	"YES"
Commissioner Price	"YES"
Mayor Hendricks	"YES"

The motion carried 5-0.

5. PROCLAMATION/PRESENTATION

5.1. PROCLAMATIONS – MAYOR /CITY CLERK

A. Disabled American Veterans Day; September 25, 2020

City Manager Robert Daniels read a proclamation proclaiming September 25, 2020 as "Disabled American Veterans Day." No one was present to accept the proclamation.

5.2. PRESENTATIONS

A. Funding Projects for City of Madeira Beach – *Florida Representative Jennifer Webb*

Florida Representative Jennifer Webb was unable to attend the meeting.

6. PUBLIC COMMENT

Mayor Hendricks opened to public comment.

City Manager Robert Daniels read a public comment submitted by Richard Lewis, 561 Crystal Drive, regarding Agenda Items 7.A. and 7.B. that were pulled from the agenda for discussion at the workshop meeting. Mr. Lewis commented that the descriptions in the ordinance might be interchanged. He suggested in the last sentence, proposed Sec 82-2, "Hedges be installed with or in lieu of fences and must meet the same height restrictions as fences and walls," be deleted as it is a requirement statement and not a definition. It is covered in Section 110-446.

7. PUBLIC HEARINGS

A. Ordinance No. 2020-18, amending the City of Madeira Beach, Florida Code of Ordinances, Chapter 110 ZONING, ARTICLE VI, DIVISION 3. - LANDSCAPE FENCES, GATES, HEDGES, AND WALLS, Sec. 110-446. - Applicability of division – adding (1) Purpose to clarify intent and (2) *Definitions,* to respond to the modern use of hedges and support the intent of the code to protect the open character of the community - 1st Reading & Public Hearing - *Linda Portal, Community Development Director*

Agenda Item 7. A. was moved to September 23, 2020, BOC Workshop Meeting.

B. Ordinance No. 2020-19, amending the City of Madeira Beach, Florida Code of Ordinances, Chapter 82 General Provisions, Sec. 82-2 *Definitions,* to respond to the modern use of hedges and support the intent of the code to protect the open character of the community - 1st Reading & Public Hearing - *Linda Portal, Community Development Director*

Agenda Item 7. B. was moved to September 23, 2020, BOC Workshop Meeting.

C. Ordinance No. 2020-20, amending Section 2-151, of the Code of Ordinances to amend the titles of administrative departments of the City of Madeira Beach – 1st Reading and Public Hearing - *Robert Daniels, City Manager*

Interim City Attorney Tom Trask read Ordinance No. 2020-20 by title only:

ORDINANCE NO. 2020-20

AN ORDINANCE OF THE CITY OF MADEIRA BEACH, FLORIDA, AMENDING SECTION 2-151, OF THE CODE OF ORDINANCES TO AMEND THE TITLES OF ADMINISTRATIVE DEPARTMENTS OF THE CITY OF MADEIRA BEACH ~~UNDER THE DIRECTION AND SUPERVISION OF THE CITY MANAGER.~~; AND PROVIDING FOR AN EFFECTIVE DATE.

Commissioner Price asked why the strikeout in red removes the the language reading "under the direction and supervision of the City Manager" from the ordinance title. Attorney Trask explained that the changes in red in the title were the changes he suggested to City Clerk. The ones in black were the ones that came to him before he made the suggested changes. He made those changes because that particular section did not refer to the City Manager but to the administrative departments of the City. To make the title clear, he removed the language, "under the direction and supervision of the City Manager." Commissioner Price questioned why the City Clerk was not added to the list since it is a department. Attorney Trask said City administrative departments are of the City and not the City Manager's administrative departments. It was a department of the City, with individuals working in that department. The City Clerk's department was not currently in the Code as it reads under Section 2-151. Commissioner Price suggested adding the City Clerk's office since the language "under the direction and supervision of the City Manager" had been removed. Attorney Trask said he could add the City Clerk as a City department and make it #10 on the list. Mayor Hendricks opened to public comment. There were no public comments from the audience and electronically.

Commissioner Price motioned to approve after first reading and public hearing, Ordinance No. 2020-20, setting forth the administrative departments of the City and adding the City Clerk to the list. Vice Mayor Andrews seconded the motion.

ROLL CALL:

Commissioner Price	"YES"
Vice Mayor Andrews	"YES"
Commissioner Douthirt	"YES"

Commissioner Hodges	"YES"
Mayor Hendricks	"YES"

The motion carried 5-0.

8. CONSENT AGENDA

A. Approval of Minutes:

2020-7-22, BOC Budget Workshop Meeting
2020-7-22, BOC Regular Workshop Meeting
2020-7-29, BOC Special Meeting
2020-8-4, Joint BOC and Civil Service Commission Meeting
2020-8-5, BOC Workshop Agenda Setting Meeting
2020-8-5, BOC Regular Meeting

B. Penny IV Gulf Boulevard Interlocal Agreement - Undergrounding of Utilities Funding Agreement - *Robert Daniels, City Manager*

C. Legal review of FEMA Mitigation Contracts - *Linda Portal, Community Development Director*

Vice Mayor Andrews motioned to approve the Consent Agenda. Commissioner Hodges seconded the motion.

ROLL CALL:

Vice Mayor Andrews	"YES"
Commissioner Hodges	"YES"
Commissioner Douthirt	"YES"
Commissioner Price	"YES"
Mayor Hendricks	"YES"

The motion carried 5-0.

9. UNFINISHED BUSINESS

10. CONTRACTS/AGREEMENTS

A. Approval of a $58,500 proposal with Cardno to do a high and dry boat storage facility study - *Jamie Ahrens, Public Works Director.*

Public Works Director Jamie Ahrens reviewed the item. He said the study objective was to develop a full cost and revenue analysis to aid the City in the dissection to move forward with the development. Cardno Inc.(Civil Engineering) was selected in the RFP solicitation. The proposal cost included a 10% contingency for any unforeseen items.

Mayor Hendricks opened to public comment.

Jeff Brooks, 425 150th Avenue, said for several years, the previous Marina Director asked the Commission for approval to purchase security cameras at the Marina. Mr. Brooks asked for a status update at the last meeting and was told the City was going through a biding process, and the cameras would be in soon. It has been over a month since that status and priorities need to be considered. The security cameras should have been purchased before spending money on the feasibility study. He was not in favor of using taxpayer dollars to build the high and dry boat storage facility. He suggested a land lease for the entire Marina and bid it out to the public. A private developer could construct, operate, and maintain a restaurant and the Marina with a high and dry storage facility or other combinations.

The City Manager read an electronically comment submitted from Larry Roelofs, 399 150th Avenue, stressing concern that the City did not follow its Code, Section 2-182, requiring going out to bid for a feasibility study. The cost is above $15,000. If revenue was so essential, the City should have canvassed the citizens to see if they wanted to take on another loan burden such as this.

Robert Preston, 425 S. Bayshore Drive, commented in favor of the feasibility study to see if it is practicable to upgrade at the Marina.

Commissioner Price was in favor of the feasibility study.

Vice Mayor Andrews asked if the consultant to do the feasibility study was put out for bid. Public Works Director Ahrens explained the consultant was not selected through a bid process. Attorney Trask said they were going through the CCNA (Consultant Competitive Negotiation Act) method. The Board approved the consultant firm, and he was comfortable with the process. The concept was to have someone on board without going through the bidding process. The CCNA trumps the City's Code of Ordinances. Vice Mayor Andrews said he wanted the guidelines followed for the CCNA process. The City Manager explained the Code states there are exceptions under the general law section. Also, if the Board approved an item over $15,000, it could waive the bidding process. Director Ahrens said for a CCNA, the number for construction services was recently increased to $5 million, and design services increased to $300,000. Vice Mayor Andrews commented in favor of the feasibility study and asked if there was a plan for cameras at the Marina. The City Manager said he was looking at a camera system for the entire City, including the Marina. He asked that the camera system be added to the next workshop agenda for discussion.

Commissioner Price motioned to approve the proposal with Cardno to do a high and dry boat storage feasibility study. Commissioner Hodges seconded the motion.

ROLL CALL:

Commissioner Price	"YES"
Commissioner Hodges	"YES"
Vice Mayor Andrews	"YES"
Commissioner Douthirt	"NO"
Mayor Hendricks	"YES"

The motion carried 4-1.

11. NEW BUSINESS

A. Resolution No. 2020-17, a resolution supplementing Resolution No. 2015-22 adopted on August 11, 2015; authorizing the issuance of a not to exceed $4,442,000 stormwater system refunding revenue Bond, Series 2020 for the purpose of refinancing the City's outstanding stormwater system revenue bond, Series 2015 and paying related costs *- Andrew Laflin, Financial Consultant*

Interim City Attorney Tom Trask read Ordinance No. 2020-17 by title only.

RESOLUTION NO. 2020-17

A RESOLUTION OF THE CITY OF MADEIRA BEACH, FLORIDA SUPPLEMENTING RESOLUTION NO. 2015-22 ADOPTED ON AUGUST 11, 2015; AUTHORIZING THE ISSUANCE OF A NOT TO EXCEED $4,442,000 STORMWATER SYSTEM REFUNDING REVENUE BOND, SERIES 2020 FOR THE PURPOSE OF REFINANCING THE CITY'S OUTSTANDING STORMWATER SYSTEM REVENUE BOND, SERIES 2015 AND PAYING COSTS RELATED THERETO, SUBJECT TO THE SATISFACTION OF CERTAIN CONDITIONS CONTAINED HEREIN; PROVIDING A BACKUP COVENANT TO BUDGET AND APPROPRIATE LEGALLY AVAILABLE NON-AD VALOREM REVENUES OF THE CITY AS ADDITIONAL SECURITY FOR SUCH BOND; FIXING CERTAIN TERMS AND DETAILS OF SUCH BOND; AUTHORIZING THE PRIVATE NEGOTIATED SALE OF SUCH BOND TO REGIONS EQUIPMENT FINANCE CORPORATION PURSUANT TO THE TERMS AND CONDITIONS DESCRIBED HEREIN; SELECTING A PAYING AGENT AND BOND REGISTRAR; MAKING SUCH DETERMINATIONS AS ARE REQUIRED TO AFFORD SUCH BOND "BANK QUALIFIED" STATUS; AUTHORIZING OTHER REQUIRED ACTIONS; AND PROVIDING AN EFFECTIVE DATE.

Financial Consultant Andrew Laflin explained the purpose of refinancing the stormwater system revenue bond. The refinance with an interest rate of 1.73% would result in an annual savings of approximately $16,000. The current rate is at 2.59%.

Mayor Hendricks opened to public comment. There were no public comments from the audience or electronically.

Commissioner Hodges motioned to approve Resolution 2020-17 for the stormwater system refunding revenue bond. Vice Mayor Andrews seconded the motion.

ROLL CALL:

Commissioner Hodges	"YES"
Vice Mayor Andrews	"YES"
Commissioner Price	"YES"
Commissioner Douthirt	"YES"
Mayor Hendricks	"YES"

The motion carried 5-0.

B. Planning Board Appointments - *Clara VanBlargan, City Clerk*

City Clerk Clara VanBlargan explained the item. She reported five vacancies on the Planning Commission, two resignations, and three terms expiring on September 30, 2020. There were eight applications received from the following citizens:

- Henry "Hank" Bartels District 1
- Michael Wyckoff District 1
- Ray Kerr District 2
- Richard Willis District 2
- Mary Ann Hearn District 3
- Eric Gaither District 3
- Andrew Blaser District 4
- F. Anne-Marie Brooks District 4

Deputy Clerk Patty Kordis distributed a ranking sheet to each Commissioner to nominate five of the eight applicants to fill the vacancies.

Commissioner Douthirt questioned why a member on the Planning Commission was currently serving on two committees because the City Clerk previously said a Planning Commissioner could not serve on two committees. The City Clerk explained that the Interim City Attorney gave a different opinion than the former City Attorney on that.

The City Clerk left the room to retrieve the email from the Interim City Attorney regarding that.

Mike Noble, Planning Commission Chair, said he would like to see Mary Ann Hearn, Ray Kerr, and Michael Wyckoff continue serving on the Planning Commission. If it comes down to Robert Preston having to leave one of the committees, he would like to see him stay on the Planning Commission. They are all very involved and doing a great job.

Applicant Anne-Marie Brooks introduced herself and gave her background experience.

Applicant Ray Kerr introduced himself and gave his background experience. He is currently serving on the Planning Commission and would like to continue serving.

The Deputy Clerk collected the ranking sheet from each Commissioner, tallied the votes, and reported the results:

Commissioner Price nominated:

1. Michael Wyckoff
2. Richard Willis
3. Mary Ann Hearn
4. Eric Gaither
5. Andrew Blaser

Commissioner Hodges nominated:

1. Henry "Hank" Bartels
2. Michael Wyckoff
3. Ray Kerr
4. Eric Gaither
5. F. Ann-Marie Brooks

Vice Mayor Andrews nominated:

1. Henry "Hank" Bartels
2. Michael Wyckoff
3. Ray Kerr
4. Eric Gaither
5. Anne-Marie Brooks

Commissioner Douthirt nominated:

1. Henry "Hank" Bartels
2. Ray Kerr
3. Mary Ann Hearn
4. Eric Gaither
5. Ann-Marie Brooks

Mayor Hendricks nominated:

1. Henry "Hank" Bartels
2. Michael Wyckoff
3. Richard Willis
4. Eric Gaither
5. Andrew Blaser

Total points for the eight applicants

1.	Henry "Hank" Bartels	4
2.	Michael Wyckoff	4
3.	Ray Kerr	3
4.	Richard Willis	2
5.	Mary Ann Hearn	2
6.	Eric Gaither	5
7.	Andrew Blaser	2
8.	Anne-Marie Brooks	3

Five applicants with the highest total points appointed to serve on the Planning Commission

1.	Eric Gaither	5
2.	Henry "Hank" Bartels	4
3.	Michael Wyckoff	4
4.	Ray Kerr	3
5.	Ann-Marie Brooks	3

Attorney Trask addressed the question raised by Commissioner Douthirt regarding whether a Planning Commission member can serve on two committees. He received an email in May asking if City Charter Section 12.2 would prevent a member serving on the City Planning Commission from also serving on the Civil Service Commission. The third sentence in Section 12.2 of the City Charter states that members of the City Planning Commission shall hold no other City office or City employment. Subsequent to receiving the email, he asked for additional information from the City Clerk's office relative to any legislative history, any minutes of prior meetings, and so forth. The City Clerk did significant research dating back to the 1960s and 70s and the language was the same. His opinion given on June 1st was that, "Upon further review of the Code and Charter, it is my opinion that members of the Planning Commission are not officers of the City. Therefore, the Charter does not prohibit a Planning Commission member from being a Civil Service Commission member." He asked the City Clerk if there were any additional rules or resolutions that she was aware of that would prohibit a person from being on two or more City boards. There was no other resolution. A person can be on both the Planning Board and the Civil Service Commission. The reason for the conclusion is that a City office is the Commissioners and the Mayor. That would be a dual office holding violation. Since the individuals are not employees of the City and are not sitting in a Board of Commissioners seat, they can sit on the Planning Commission and the Civil Service Commission.

C. Gulf Beaches Public Library Board Appointment - *Clara VanBlargan, City Clerk*

The City Clerk said there had been discussions by the Board in previous meetings the possibility of having one of its members serving on the Library Board. One seat will be vacant on September 30th, which is currently filled by a member appointed to serve a partial term due to a member resignation. If the Commission chooses not to appoint one of its members to serve on the Library Board. The City Clerk could advertise the vacancy to receive applications from citizens.

The City Manager read the following portion of the September 2, 2020, meeting minutes from the Town of North Redington Beach regarding the Library:

Mayor Queen explained there had been some discussions with the other municipalities, that comprise the Gulf Beaches Library, regarding funding among other possible changes.

The Board discussed the interlocal agreement, the funding sources, the amount of cash on hand, the makeup of the Library Board and communication between representatives and the member cities. The Board agreed with the following recommendations:

- *Reduce the board members from 10 to 5. The five members should be elected officials.*
- *There is too much cash on hand. It should be spent on whatever the building or library needs.*
- *A new interlocal agreement to be drafted by an independent party and to include renewal every 5 years.*
- *If the library dissolves, funds should be returned to contributors.*
- *The footprint of the library should not be expanded.*
- *Members need to communicate with the member cities and vote according to the cities wishes*

The City Manager said he wanted to provide the information so the Board would know what the partnering cities are doing.

Mayor Hendricks said he would like to see a member of the Commission fill the vacancy.

Vice Mayor Andrews said the letter reaffirms everything they have been talking about on the Board. According to the stated recommendations, something needs to be done, and somebody on the Board needs to be a part of the discussions.

Mayor Hendricks said the discussion he had was that each city would be putting a Commissioner on the new board when they do a new interlocal agreement. They need to get started now since there is a vacancy.

Mayor Hendricks recommended Commissioner Price to serve on the Library Board. Commissioner Price agreed only if another Commissioner would take her place on the Tampa Bay Regional Planning Council.

Vice Mayor Andrews recommended Commissioner Hodges to serve on the Library Board. Commissioner Hodges agreed to take the place of Commissioner Price on the Tampa Bay Regional Planning Council instead of serving on the Library Board.

Vice Mayor Andrews motioned to appoint Commissioner Price to serve on the Library Board. Mayor Hendricks seconded the motion.

ROLL CALL:

Vice Mayor Andrews	"YES"
Mayor Hendricks	"YES"
Commissioner Price	"YES"
Commissioner Hodges	"YES"
Commissioner Douthirt	"YES"

The motion carried 5-0.

D. Request to replace apartment building with FEMA compliant structure - *Linda Portal, Community Development Director*

Community Development Director Linda Portal reviewed the item and said the Planning Board recommended approval 7-0 in moving forward with the project.

The City Manager thanked Director Portal for her persistence and getting the project underway.

Mayor Hendricks opened to public comment. There were no public comments from the audience or electronically.

Commissioner Price motioned to allow the replacement apartment building with FEMA compliance structure at 306 129th Avenue as described. Vice Mayor Andrews seconded the motion.

ROLL CALL:

Commissioner Price	"YES"
Vice Mayor Andrews	"YES"
Commissioner Hodges	"YES"
Commissioner Douthirt	"YES"
Mayor Hendricks	"YES"

The motion carried 5-0

12. STAFF REPORTS

A. July 2020 Financial Report - *Andrew Laflin, Financial Consultant*

Financial Consultant Laflin reported on the July 2020 Financial Report.

City Manager Daniels said September 23rd is the final date to set the millage rate and final the budget. There will be a special meeting to discuss the final millage rate and budget at 5:05 p.m. on the 23rd before the workshop meeting.

13. REPORTS/CORRESPONDANCE

A. City Commission

Commissioner Price said she started working on the schematic for the auditor's selection process. She understood the ranking process with the number (8) being the highest-ranking number (1) being the lowest. Her concern was line (I) License could not be rated with a number but could be a "yes" vote. Attorney Trask said she was correct, and line (I) could be rated as a "yes" as long as everyone was using the same process.

B. City Attorney

No report

C. City Manager

City Manager Daniels announced the mandatory Sunshine Law Seminar training on October 14, 2020, for all Board members and employees. He stressed how important the Census is and asked every citizen to complete their Census if they have not done so.

D. City Clerk

The City Clerk reminded everyone of the Town Hall meeting on Wednesday, September 16th, and October 7th, at 6:00 p.m. The topic proposed Charter Amendment questions on November 3, 2020 General Municipal Election ballot.

14. ADJOURNMENT

Mayor Hendricks adjourned the meeting at 7:42 p.m.

John B. Hendricks, Mayor

ATTEST:

Clara VanBlargan, MMC, MSM, City Clerk

MINUTES

BOARD OF COMMISSIONERS
REGULAR MEETING
OCTOBER 14, 2020
6:00 P.M.

A regular meeting of the City of Madeira Beach Board of Commissioners was held at 6:00 p.m. on October 14, 2020 in the Patricia Shontz Commission Chambers at City Hall, located at 300 Municipal Drive, Madeira Beach, Florida.

MEMBERS PRESENT: John B. Hendricks, Mayor
Doug Andrews, Vice Mayor/Commissioner District 3
Helen "Happy" Price, Commissioner District 1
Nancy Hodges, Commissioner District 2
John Douthirt, Commissioner District 4 (via zoom)

MEMBERS ABSENT:

CITY STAFF PRESENT: Robert Daniels, City Manager
Clara VanBlargan, City Clerk
Patty Kordis, Deputy Clerk
Thomas Trask, Interim City Attorney

1. CALL TO ORDER

Mayor Hendricks called the meeting to order at 6:00 p.m.

2. INVOCATION AND PLEDGE OF ALLEGIANCE

Commissioner Hodges asked for a moment of silence for former Mayor Maggi Black, who passed away that day, and led the Pledge of Allegiance.

3. ROLL CALL

City Clerk Clara VanBlargan called the roll.

4. APPROVAL OF THE AGENDA

Vice Mayor Andrews motioned to approve the Agenda. Commissioner Hodges seconded the motion.

ROLL CALL:

Vice Mayor Andrews	"YES"
Commissioner Hodges	"YES"

Commissioner Douthirt	"YES"
Commissioner Price	"YES"
Mayor Hendricks	"YES"

The motion carried 5-0.

5. PROCLAMATIONS/PRESENTATIONS

5.1. PROCLAMATIONS – MAYOR/ CITY CLERK

A. Domestic Violence Awareness Month; October 2020

City Manager Robert Daniels read a proclamation proclaiming October 2020 as "Domestic Violence Awareness Month." A representative from the organization accepted the proclamation.

5.2. PRESENTATIONS

A. Funding Projects for City of Madeira Beach – *Florida Representative Jennifer Webb*

Florida Representative Jennifer Webb presented via Zoom.

Representative Webb gave a Legislative recap on what they were able to accomplish in the 2020 session, where they are with COVID relief at the state level, what is available to individuals and businesses, and things they would like addressed in the upcoming session. Last year she was able to get money for the beach groins finally, but due to the economic downturn, it was vetoed by the governor. She is always willing to work with the City Manager to ensure that Madeira has what it needs to be successful.

Mayor Hendricks said he had spoken to Representative Webb and Senator Brandes about the beach groins and would love to see that item back on their agenda to put it back on the governor's desk. The City appreciates everything Representative Webb can help push up to the state or the U.S. Army Corps of Engineers to correct the ongoing problems in John's Pass.

Representative Webb said she would continue working with the City, the business owners in John's Pass, and the county to find solutions and to put pressure on the Army Corps of Engineers and the federal government. She is also looking into other available engineering solutions. She reached out to Congressman Bilirakis' office because he was able to clear Anclote River, which is not federal waters.

Mayor Hendricks said they also needed help getting some funding and grants to replace the City's stormwater system. Representative Webb said she could help with any kind of infrastructure projects as possible to reduce costs.

B. Presentation by the 9/11 Committee

A representative of the 9/11 Memorial Committee made a presentation to the Board.

Mayor Hendricks said he would like the City to rename Memorial Park to the 9/11 Memorial Park.

6. PUBLIC COMMENT

Mayor Hendricks opened to public comment.

City Manager Robert Daniels read 45 names and addresses of people that submitted comments electronically regarding the sand issues in John's Pass:

- Jennifer Roberts, Tampa, Florida
- Dajana Vladicic, Madeira Beach, Florida
- Francene Breton, Largo, Florida
- Crystal Wood, Tampa, Florida
- Tibbie Famsworth, Tampa, Florida
- Kyle Hayden, Tolono, Illinois
- William Burchardt, Land o Lakes, Florida
- Steve Miller, St. Petersburg, Florida
- Howard Banes, Tampa, Florida
- Dave Larsen, Tampa, Florida
- Dan Loughman, St. Clair Shores, Michigan
- Penny Swiger, Moundsville, West Virginia
- James Gagliano, Nokomis, Florida
- Gloria Stanley, Holiday, Florida
- Lee Lance, Seymour, Tennessee
- Melissa Rose, Seminole, Maryland
- Philip Bridis, Pembroke Pines, Florida
- Cynder Goldsmith, St. Petersburg, Florida
- William Murphy, Madeira Beach, Florida
- Patricia Kinkade, East Bethel, Minnesota
- Cole Owens, Gilbert, Arizona
- Jerry Farmer, Dayton, Ohio
- Fritz Schlichting, Sun City Center, Florida
- Angie Starcher, Lake Wales, Florida
- Melinda Crosby, Valrico, Florida
- Gina Ghiglietti, Madeira Beach, Florida
- Nick Tekulve, Erlanger, Kentucky
- Kristina Hubbard, Hillsboro, Ohio
- Stergos Stergos, Sarasota, Florida
- James Davis, Hilliard, Florida
- Amanda Partee, Saint Louis, Missouri
- Lesley Groll, Jacksonville, Tennessee
- Ralph Stephens, Englewood, Florida
- Julia Geno, Largo, Florida
- Bonnie Korniak, St. Petersburg, Florida
- Amanda Lottermann, Lakeland, Florida

- Richard Turay, Jacksonville, Florida
- Susan Irving, St. Petersburg, Florida
- Raleigh Thomas, Palm Harbor, Florida
- Jeff Spath, Seminole, Florida
- Daniel Netto, Tampa, Flordia
- Marie Eliman, Winter Haven, Florida
- Irene Duda, Machias, New York
- Jennifer Roberts, Tampa, Florida
- Pamela Tondi, Ganville, Illinois

Mayor Hendricks asked that the 45 people who submitted comments to also send them to their state representative and United States Senator.

Vice Mayor Andrews said the long-term solution is building out the jetties and replacing the groins. The problem at John's Pass has been going on for years and has now accelerated. He asked if there was a short-term solution that they could do as a City to help the business owners in John's Pass get operational.

The City Manager said the property's upland owners already have the permits to dredge the area and they have dredged the site in the past at their expense. Because of mother nature, after a storm, the problem will still exist. The City has been working with Army Corp to try getting on the maintenance program to have it done.

Public Works Director Jamie Ahrens said the upland owners have a permit to reopen from the previous dredging done a few years ago. It is a costly short-term solution. It is a matter of months before it back-fills

Mayor Hendricks said he brought up something several weeks ago about the City's drains plugged up with sand. The parking lots and streets are not draining. At that time, he had asked to get something done about it as a temporary fix to get a culvert run out to the water to prevent the drains from plugging up. By doing something about it would help the businesses there, but that has not been done. Director Ahrens said any additional drainage structures placed there would have to go through a longer permitting process, which would be an extensive expense to the City. They are looking at alternatives for a permanent solution and would consider any option. A phone call has always handled it. Staff would remove the clog and the problem is resolved within 30 minutes or so.

The Mayor said after staff removes the clog, the drains are plugged the next day again. He asked how long Public Works would be letting the City streets and parking lots plug. Director Ahrens said he could get a proposal for an engineering evaluation and study all the alternatives. The Mayor asked how long the study would take, for he wanted the drainage problem fixed. Director Ahrens said he could not give those answers, but he will work on it.

Commissioner Price said she understood that they are cleaning out the sand multiple times a week. As it stands now, it is not raining every day for it to be that clogged up. The Mayor said it is the sand coming in from the inlet that is plugging it up. It covers the ones belonging to the state and

belonging to the City. Commissioner Price suggested stationing a bobcat there to keep it open. The Mayor said he does not mean to be frustrated with it, but it is time to get something done there. If there is a concern about City property going on to the private property, he is sure the property owners will help. A culvert cannot be that much, and he can go down and dig the trench with a shovel if he had to, so something gets done.

Vice Mayor Andrews said he understands that the City has a policy about lending equipment. The owner of Hubbard's Marina is willing to do the work if the City gave them the equipment to do it. He does not know what the process is or what the City needs to do, but the City has the equipment. Whatever it is that the City can do to show good faith, he is all for it.

The Mayor said the sand issue is causing loss of boat slips, and it will be a domino effect there. To help those businesses, the City has to move quickly. He gets so frustrated when he asks about something and then told there would be a study on it. There is no time to waste. Something should already have been done.

Commissioner Price asked who has the authority to remove the sand, the owner, or the City. The City Manager said the owner is the one with authority and the permit to do the work. He will contact the owner again and see if there is something the City can do jointly with him. They could work with the owner through Dylon and the whole group. Although that will be a short-term fix, they need to do something to not lose an economic part. Commissioner Price said they also do not want to lose the historical part of the village. It was started by the Hubbard's and developed by them.

Commissioner Hodges asked why the owner with the permit was not doing it. He sees what is happening. The City Manager said they dredged before, but it was only a short-term fix. There was no plan to look for a long-term solution. City staff has reached out to county officials, state officials, federal officials, and others. They have a meeting on November 6th to look at a long-term thing, but he does not think that a meeting will cut it. So, they could get with the landowner, Dylan, and a member of the Commission to move forward with it. He will make some phone calls tomorrow and see what they can do about getting the drainage to be more efficient.

The Mayor said they need to get the federal government involved because dredging does not work.

7. PUBLIC HEARINGS

A. Ordinance No. 2020-20, amending Section 2-151, of the Code of Ordinances to amend the titles of administrative departments of the City of Madeira Beach – 2nd Reading and Public Hearing - *Robert Daniels, City Manager*

Interim City Attorney Trask read Ordinance No. 2020-20 by title only:

ORDINANCE NO. 2020-20

AN ORDINANCE OF THE CITY OF MADEIRA BEACH, FLORIDA, AMENDING SECTION 2-151, OF THE CODE OF ORDINANCES TO

AMEND THE TITLES OF ADMINISTRATIVE DEPARTMENTS OF THE CITY OF MADEIRA BEACH; AND PROVIDING FOR AN EFFECTIVE DATE.

The City Manager reviewed the item.

Mayor Hendricks opened to public comment. There were no comments received in person or electronically.

Commissioner Hodges motioned to approve Ordinance No. 2020-20 on second reading and public hearing. Commissioner Price seconded the motion.

ROLL CALL:

Commissioner Hodges	"YES"
Commissioner Price	"YES"
Vice Mayor Andrews	"YES"
Commissioner Douthirt	"YES"
Mayor Hendricks	"YES"

The motion carried 5-0.

B. Ordinance No. 2020-21, Level of Service Standards - 1st Reading & Public Hearing - *Linda Portal, Community Development Director*

Interim City Attorney Trask read Ordinance No. 2020-21 by title only.

ORDINANCE NO. 2020-21

AN ORDINANCE OF THE CITY OF MADEIRA BEACH, FLORIDA, AMENDING THE COMPREHENSIVE PLAN OF THE CITY OF MADEIRA BEACH TO ESTABLISH DEFINITIONS; RENUMBER THE PLAN ELEMENTS, GOALS, OBJECTIVES, POLICIES, AND STRATEGIES TO ESTABLISH A UNIQUE ENUMERATION SYSTEM; AMENDING THE TRANSPORTATION, INFRASTRUCTURE, RECREATION AND OPEN SPACE, INTERGOVERNMENTAL COORDINATION, AND CAPITAL IMPROVEMENTS ELEMENTS TO ESTABLISH NEW LEVEL-OF-SERVICE STANDARDS FOR MUNICIPAL, AREA-WIDE CULTURE AND RECREATION, MOBILITY, AND PUBLIC SAFETY FACILITIES AND SERVICES; REVISING LANGAUGE FOR IMPROVED ACCESSIBILITY; AMENDING THE CAPITAL IMPROVEMENTS ELEMENT TO UPDATE THE CAPITAL IMPROVEMENTS PROGRAM (CIP) AND THE FIVE-YEAR SCHEDULE OF CAPITAL IMPROVEMENTS; RENUMBERING SECTION 3.1, GOALS, OBJECTIVES, AND POLICIES, TO SECTION 3.0, RETITLED COMPREHENSIVE PLAN ELEMENTS; AMENDING SECTION 3.1 TO

BE RETITLED DEFINITIONS, AND PROVIDING FOR CERTAIN DEFINITIONS; AMENDING SECTION 3.2, INTRODUCTION; RENUMBERING SECTION 3.3, FUTURE LAND USE ELEMENT TO SECTION 4.0; RENUMBERING SECTION 3.4, TRANSPORTATION ELEMENT TO SECTION 5.0, RETITLED MOBILITY ELEMENT, AND AMENDING THE GOALS, OBJECTIVES, AND POLICIES THEREUNDER FOR MORE ACCESSIBLE LANGUAGE, TO PROVIDE A LEVEL-OF-SERVICE STANDARD FOR IMPROVED MUNICIPAL MOBILITY FACILITIES AND SERVICES, A MOBILITY PLAN, AND THE UTILIZATION OF PROPORTIONATESHARE DEVELOPMENT FEES; REMOVING THE STORMWATER MANAGEMENT GOALS, OBJECTIVES, AND POLICIES FROM SECTION 3.6, INFRASTRUCTURE ELEMENT, RELOCATING TO SECTION 5.0, MOBILITY ELEMENT, AND AMENDING FOR MORE ACCESSIBLE LANGUAGE; RENUMBERING SECTION 3.5, HOUSING ELEMENT, TO SECTION 6.0; RENUMBERING SECTION 3.6, INFRASTRUCTURE ELEMENT TO SECTION 7.0, AND AMENDING THE GOALS, OBJECTIVES, AND POLICIES THEREUNDER FOR MORE ACCESSIBLE LANGUAGE, AND AMENDING LEVEL-OF-SERVICE STANDARDS; RENUMBERING SECTION 3.7, CONSERVATION AND COASTAL MANAGEMENT ELEMENT, TO SECTION 8.0; AMENDING AND RENUMBERING SECTION 9.0, RESERVED; RENUMBERING SECTION 3.8, OPEN SPACE AND RECREATION ELEMENT, TO SECTION 10.0, RENAMING SECTION 10.0 CULTURE AND RECREATION ELEMENT, AND AMENDING THE GOALS, OBJECTIVES, AND POLICIES THEREUNDER FOR MORE ACCESSIBLE LANGUAGE, LEVEL-OF-SERVICE STANDARDS, AND THE UTILIZATION OF PROPORTIONATESHARE DEVELOPMENT FEES; RENUMBERING SECTION 3.9, INTERGOVERNMENTAL COORDINATION ELEMENT, TO SECTION 11.0, AND AMENDING THE GOALS, OBJECTIVES, AND POLICIES THEREUNDER FOR MORE ACCESSIBLE LANGUAGE; AMENDING AND RENUMBERING SECTION 12.0, RESERVED; RENUMBERING SECTION 3.10, CAPITAL IMPROVEMENTS ELEMENT, 200928 LPA/PC DRAFT Revised 200915 Ordinance 2020-21 Page 2 of 49 TO SECTION 13.0, AMENDING THE GOALS, OBJECTIVES, AND POLICIES THEREUNDER FOR MORE ACCESSIBLE LANGUAGE, TO PROVIDE LEVEL-OFSERVICE STANDARDS, UPDATING THE CAPITAL IMPROVEMENT PROGRAM (CIP) SCHEDULE OF CAPITAL IMPROVEMENTS FOR FISCAL YEARS 2020-21 THROUGH 2024-25 AND THE UTILIZATION OF PROPORTIONATE-SHARE DEVELOPMENT FEES; RENUMBERING SECTION 3.11, PUBLIC SCHOOL FACILITIES ELEMENT, TO SECTION 14.0; AND PROVIDING FOR AN EFFECTIVE DATE.

Community Development Director Linda Portal said it was a transmittal hearing for the comprehensive planning process. Following a transmittal hearing, it is transmitted to the state for

their review. They are asking the Board to open the public hearing but continue it on October 28th for the remainder of the discussion.

Mayor Hendricks opened to public comments.

The City Manager read the following public comments submitted electronically:

- Dick Lewis, 561Crystal Drive, made an editorial suggestion concerning proposed Ordinance 2020-21 regarding how fiscal years is written on p. 40 of the CIP.

- William Gay, 423 150th Avenue, stressed concern about proposed Ordinance No. 2020-21. The ordinance does not provide reasoning and any researched information to what is being proposed.

Commissioner Douthirt said in Section 5.1.6.7, they talked about expanding Tom Stuart and asked if FDOT had approved it. If not, they cannot put that in an ordinance. He asked the meaning of intermodal terminals mentioned in Section 5.1.7.1.

Director Portal explained the meaning of intermodal terminals and the recommended long-term options or policies to be considered. She said the policies are in the City's master plan adopted in concept in 2003 following a study and proposal made in 2002. The whole master plan was proposed to the Planning Commission to look at with the understanding that the intent to make improvements on 150th as they get closer to Gulf to create a sense that you have arrived somewhere instead of just at an intersection of two state highways, which is what state roadway improvements have done over the years and caused pedestrian and traffic concerns. At the time of the study, there was not a significant engineering study done. It is a state road, and the City cannot do anything on its own. The City can have a policy that they are interested in, but it would still be dependent upon the study being done and DOT agreeing to it.

Vice Mayor Andrews asked if Policy 5.1.6.7 was new or from the old agreement. Director Portal confirmed it was from the old comprehensive plan. It is one of the proposals out of it. Vice Mayor Andrews asked what they would be voting on after the public hearing. Director Portal said when the Board adopt policies, they must have a means of accomplishing them or a plan to attempt them and have a way to pay for them over time.

Commissioner Price motioned to postpone the public hearing for Ordinance 2020-21 until October 28, 2020 at 5:15 p.m. Vice Mayor Andrews seconded the motion.

ROLL CALL:

Commissioner Price	"YES"
Vice Mayor Andrews	"YES"
Commissioner Hodges	"YES"
Commissioner Douthirt	"YES"
Mayor Hendricks	"YES"

The motion carried 5-0.

8. CONSENT AGENDA

A. Approval of Minutes:
2020-8-19, BOC Special Meeting
2020-8-19, BOC Budget Workshop Meeting
2020-8-26, BOC Workshop Meeting
2020-9-1, Bid Opening Meeting
2020-9-2, BOC Budget Workshop Meeting
2020-9-9, BOC Special Meeting
2020-9-9, BOC Workshop Agenda Setting Meeting
2020-9-9, BOC Regular Meeting
2020-9-16, 2020, Town Hall Meeting
2020-9-23, BOC Special Meeting
2020-9-23, BOC Workshop Meeting

B. Gulf Beaches Public Library Service Contract, October 1, 2020 through September 30, 2021 - *Robert Daniels, City Manager*

C. Purchase of Load and Pack Broyhill for Beach Garbage Collection - *Jamie Ahrens, Public Works Director*

Mayor Hendricks asked that Consent Agenda Item C be pulled for separate discussion and vote.

Vice Mayor Andrews motioned to approve the Consent Agenda Items A & B, excluding Consent Item C. Commissioner Hodges seconded the motion.

ROLL CALL:

Vice Mayor Andrews	"YES"
Commissioner Hodges	"YES"
Commissioner Price	"YES"
Commissioner Douthirt	"YES"
Mayor Hendricks	"YES"

The motion carried 5-0.

C. Purchase of Load and Pack Broyhill for Beach Garbage Collection - *Jamie Ahrens, Public Works Director*

This item was pulled for separate discussion and vote.

Public Works Director Jamie Ahrens presented the item.

Mayor Hendricks said he would like to wait on approving the item until next year.

Commissioner Douthirt asked if the vehicle breaks down how will the trash be collected. He does not see a benefit to the City in approving the item at that time.

Commissioner Price said the item was approved in the budget. She is in favor.

Vice Mayor Andrews commented in favor of the item. They made a push to keep trash off the beach and get cans on the beach.

Mayor Hendrick opened to public comment. There were no comments received in person or electronically.

Commissioner Price motioned to purchase the Load and Pack Broyhill beach garbage system. Vice Mayor Andrews seconded the motion.

ROLL CALL:

Commissioner Price	"YES"
Vice Mayor Andrews	"YES"
Commissioner Hodges	"YES"
Commissioner Douthirt	"NO"
Mayor Hendricks	"YES"

The motion carried 4-1.

9. UNFINISHED BUSINESS

10. CONTRACTS/AGREEMENTS

11. NEW BUSINESS

A. RFP NO. 20-06, Financial Auditing Services - Start the negotiation process with the top three auditor firms selected by the Auditor Selection Committee at its September 14, 2020 meeting: #1-James Moore & Co; #2- C. S. & L.; #3-Wells Houser & Schatzel - *Board of Commissioners*

Mayor Hendricks opened to public comment. There were no electronic comments received.

Zack Chalifour, a partner with James Moore & Co., thanked the Board for the opportunity to submit a proposal for auditing services.

The City Manager presented the item.

Interim City Attorney recommended that the motion be to accept the ranking for proposals #1, #2, and #3 and begin the negotiation process on proposal #1.

Commissioner Price motioned to accept the ranking for proposals #1, #2, and #3 and begin the negotiation process on proposal #1. Vice Mayor Andrews seconded the motion.

ROLL CALL:

Commissioner Price	"YES"
Vice Mayor Andrews	"YES"
Commissioner Hodges	"YES"
Commissioner Douthirt	"YES"
Mayor Hendricks	"YES"

The motion carried 5-0.

B. Presentation on the proposed data/analysis and policy amendments to the Mobility Element - *Linda Portal, Community Development Director*

Director Portal reviewed the item and answered questions by the Board.

12. STAFF REPORTS

A. August 2020 Financial Report and September 2020 Financial Report - *Patrick Cade, Accounting Manager; Andrew Laflin, Financial Consultant*

Financial Consultant Andrew Laflin said the official budget was finalized and posted on the City's website; each Board member will receive a bound copy of the budget book for their review. Staff is closing out Fiscal Year 2020 budget and preparing for the financial audit. He reviewed the September 2020 financial report and said some fund balances might change. The state law requires amendments to the budget be made within sixty days for the previous year's closeout. He will present final budget amendments based on results in an upcoming meeting and include FY 2021 budgetary policies on budget transfers.

Mayor Hendricks stressed he was no longer in favor of giving the employees a 2% across the board raise. Instead, he would rather the increase be based on merit. He did not feel giving across the board raises when they just had to cut back on the Library's budget.

Commissioner Price asked why the discussion. The budget had already been approved.

Vice Mayor Andrews stressed that the budget had been approved. The employees were already receiving a small increase. It would not be acceptable to ask them to pay it back. It could be a topic for next year.

B. September 2020 City Manager's Report - *Robert Daniels, City Manager*

The City Manager reminded everyone to complete the 2020 Census. He reported project updates on the installation of the generator at City Hall, developments, bridge opening times, and on the littering committee.

13. REPORTS/CORRESPONDENCE

- Board of Commissioners
- City Attorney

Attorney Trask said he provided the litigation report to the City Manager for the agenda at the end of September. The City Manager said he would send the report to the Board.

- City Manager
- City Clerk

The City Clerk reminded the voters of Madeira Beach to vote on November 3, 2020.

14. ADJOURNMENT

Mayor Hendricks adjourned the meeting at 8:18 p.m.

John B. Hendricks, Mayor

ATTEST:

Clara VanBlargan, MMC, MSM, City Clerk

ORDINANCE NO. 2020-20

AN ORDINANCE OF THE CITY OF MADEIRA BEACH, FLORIDA, AMENDING SECTION 2-151, OF THE CODE OF ORDINANCES TO AMEND THE TITLES OF ADMINISTRATIVE DEPARTMENTS OF THE CITY OF MADEIRA BEACH ~~UNDER THE DIRECTION AND SUPERVISION OF THE CITY MANAGER~~; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, City Charter, Section 5.6, *Administrative departments*, the Board of Commissioners may establish or abolish departments of the City, offices or agencies pursuant to the authority granted by ARTICLE IV, BOARD OF COMMISSIONERS, Section 4.7, Creation of New Departments, of ~~this~~ the Charter; and .

~~**WHEREAS,** City Charter, Section 4.6, *Prohibitions*, neither the Board of Commissioners nor any of its members shall in any manner dictate the appointment or removal of any City administrative officer or employees whom the City Manager or any of his/her subordinates are empowered to appoint, but the Board of Commissioners may express its views and fully and freely discuss with the Manager anything pertaining to appointment and removal of such officers and employees.~~

WHEREAS, the Board of Commissioners has determined that it is appropriate to change the names of certain departments within the City.

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF COMMISSIONERS OF THE CITY OF MADEIRA BEACH, FLORIDA:

Section 1. That Section 2-151 of the Code of Ordinances of the City of Madeira Beach, Florida, shall be amended to read as follows:

(a) The ~~A~~administrative ~~D~~departments of the city ~~City of Madeira Beach under the direction of the City Manager~~ shall be as follows:

1. City manager/administration department
~~2. Building and zoning department~~
2. Finance department
~~3.~~ Community ~~services~~ development department – ~~Administrative~~
~~4. Streets.~~
4. Fire department
5. Information Technology (IT)
~~6. Parks~~
6. Public Works
7. Recreation
~~8. Sanitation~~
~~9. Sewer~~
~~10. Stormwater utility~~

8. Marina
~~8.~~ 9. Human Resources

(b) The duties of the City Manager and the department heads shall be those assigned in the Charter and in other parts of the Code of Ordinances.

(c) All administrative departments under the direction and supervision of the City Manager shall be further administered by an officer appointed by and subject to the direction and supervision of the Manager. With the consent of the Board of Commissioners, the Manager may serve as the head of one or more of them or may appoint one person as a head of two or more of them.

~~(c)~~(d)

Section 2. That this Ordinance shall take effect immediately upon its adoption.

PASSED AND ADOPTED BY THE CITY OF MADEIRA BEACH, FLORIDA BOARD OF COMMISSIONERS, this _____ day of _____ 2020.

_____
John B. Hendricks, MAYOR

ATTEST:

_____
Clara VanBlargan, MMC, MSM, CITY CLERK

APPROVED AS TO FORM:

_____
Thomas J. Trask, CITY ATTORNEY

PASSED ON FIRST READING:

PUBLISHED:

PASSED ON SECOND READING:

ORDINANCE NO. 2020-20

AN ORDINANCE OF THE CITY OF MADEIRA BEACH, FLORIDA, AMENDING SECTION 2-151, OF THE CODE OF ORDINANCES TO AMEND THE TITLES OF ADMINISTRATIVE DEPARTMENTS OF THE CITY OF MADEIRA BEACH; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, City Charter, Section 5.6, *Administrative departments,* the Board of Commissioners may establish or abolish departments of the City, offices or agencies pursuant to the authority granted by ARTICLE IV, BOARD OF COMMISSIONERS, Section 4.7, Creation of New Departments, of the Charter; and

WHEREAS, the Board of Commissioners has determined that it is appropriate to change the names of certain departments within the City.

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF COMMISSIONERS OF THE CITY OF MADEIRA BEACH, FLORIDA:

Section 1. That Section 2-151 of the Code of Ordinances of the City of Madeira Beach, Florida, shall be amended to read as follows:

(a) The administrative departments of the city shall be as follows:

1. City manager/administration department
2. Finance department
3. Community development department
4. Fire department
5. Information Technology (IT)
6. Public Works
7. Recreation
8. Marina
9. Human Resources
10. City Clerk

(b) The duties of the City Manager and the department heads shall be those assigned in the Charter and in other parts of the Code of Ordinances.

Section 2. That this Ordinance shall take effect immediately upon its adoption.

PASSED AND ADOPTED BY THE CITY OF MADEIRA BEACH, FLORIDA BOARD OF COMMISSIONERS, this 14th **day of** October **2020.**

John B. Hendricks, MAYOR

ATTEST:

Clara VanBlargan, MMC, MSM, CITY CLERK

APPROVED AS TO FORM:

Thomas J. Trask, CITY ATTORNEY

PASSED ON FIRST READING: 9/9/2020

PUBLISHED: 9/16/2020

PASSED ON SECOND READING: 10/14/2020

NOTICE OF PUBLIC HEARING CITY OF MADEIRA BEACH

In accordance with the City of Madeira Beach Code of Ordinances, the City of Madeira Beach City Charter, and Florida Statutes §166.041(3)(a):

NOTICE IS HEREBY GIVEN, the Board of Commissioners of the City of Madeira Beach will conduct a **Second Reading and Public Hearing for the adoption of proposed Ordinance 2020-22 and Ordinance 2020-23 on Wednesday, September 23, 2020 at 5:05 p.m. and a Second Reading and Public Hearing for the adoption of proposed Ordinance No. 2020-20 on Wednesday, October 14, 2020 at 6:00 p.m.** These meetings will be held in the Patricia Shontz Commission Chambers located at 300 Municipal Drive, Madeira Beach, FL 33708. The titles of said Ordinances are as follows:

ORDINANCE NO. 2020-20

AN ORDINANCE OF THE CITY OF MADEIRA BEACH, FLORIDA, AMENDING SECTION 2-151, OF THE CODE OF ORDINANCES TO AMEND THE TITLES OF ADMINISTRATIVE DEPARTMENTS OF THE CITY OF MADEIRA BEACH; AND PROVIDING FOR AN EFFECTIVE DATE.

ORDINANCE NO. 2020-22

AN ORDINANCE OF THE CITY OF MADEIRA BEACH, FLORIDA, ESTABLISHING THE MILLAGE RATE FOR FISCAL YEAR 2021; PROVIDING AND ANNOUNCING THE NAME OF THE TAXING AUTHORITY, THE ROLLED-BACK MILLAGE RATE, THE PERCENTAGE INCREASE OVER THE ROLLED-BACK MILLAGE RATE, AND THE MILLAGE RATE TO BE LEVIED; AND PROVIDING FOR AN EFFECTIVE DATE.

ORDINANCE NO. 2020-23

AN ORDINANCE OF THE CITY OF MADEIRA BEACH, FLORIDA, ADOPTING THE BUDGET FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2020 AND ENDING SEPTEMBER 30, 2021; AND PROVIDING FOR AN EFFECTIVE DATE.

Copies of the proposed Ordinances are available for inspection in the City Clerk's Office between the hours of 8:00 a.m. and 4:00 p.m., Monday through Friday. If you would like more information regarding the proposed Ordinances, please contact Financial Consultant Andrew Laflin at (727) 391-9951, ext. 230.

Physical access to the meeting in the Commission Chambers is limited to 30 members of the public, on a first come-first served basis, while maintaining CDC recommended social distancing practices. The other members of the public who arrive to attend the meeting will view the meeting by TV and will be able to participate in the Commission meeting from the City Centre Room, adjacent to the Commission Chambers. The meeting will also be aired on Public Access TV Spectrum Channel 640 and through the city's website at madeirabeachfl.gov.

Public comments can also be submitted by email through the Public Comment form located on the front page of the City of Madeira Beach website at madeirabeachfl.gov. Comments are accepted up to three hours prior to start of the meeting, and will be read aloud during the meeting. Please limit your comments to 400 words as the comments are limited to three minutes.

Persons who wish to appeal any decision made by the Board of Commissioners with respect to any matter considered during a public hearing at this meeting will need a record of the proceedings, and for such purpose may need to ensure that verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is based. It is the responsibility of the person making the appeal to bear the cost of hiring a private court reporter or private court recording firm to make the verbatim record.

In accordance with Section 286.26, Florida Statutes, persons with disabilities needing special accommodations to participate in this meeting must contact the City Clerk's office no later than 48 hours prior to the meeting: (727) 391-9951, Ext. 231 or 223 or fax a written request to (727) 399-1131.

Clara VanBlargan, MMC, MSM, City Clerk

9/16/2020 0000108966-01

City charter amendment, elector approval required

Number: AGO 79-80

Date: January 16, 1998

Subject:
City charter amendment, elector approval required

MUNICIPALITIES-—CHARTER AMENDMENT MUST BE SUBMITTED TO ELECTORS FOR APPROVAL AT GENERAL OR SPECIAL ELECTION

To: Jeanette Blackmon, Mayor, Lake Wales

Prepared by: Percy W. Mallison, Jr., Assistant Attorney General

QUESTION:

May the City Commission of Lake Wales amend the city charter without submitting the amendment to the electors of the city for their approval?

SUMMARY:

The Lake Wales City Commission may not unilaterally amend the municipal charter but may only propose an amendment which must be submitted to the municipal electors for their approval at a referendum held for that purpose.

Your question is answered in the negative.

I am advised that the present Lake Wales City Charter was adopted by the city commission on April 6, 1976, and approved by the municipal electors in a referendum held on May 4, 1976. Section 5.03 of the city charter provides:

"The commission shall appoint an officer of the city who shall have the title of city clerk, and who shall serve during the pleasure of the commission. The city clerk shall serve under the supervision of the city manager and shall give notice of commission meetings to its members and to the public, keep the minutes of its proceedings, and perform such other duties as are assigned to him by this charter or by the commission, or by the city manager."

In your letter you ask whether the city commission, without seeking the approval of the electors, may amend that section of the existing city charter set out above by placing the city clerk solely under the supervision of the city commission.

Subsection (1) of s. 166.031, F. S., provides the method for amending municipal charters. According to that subsection, the governing body of the municipality, by ordinance, or the electors of the municipality, by petition signed by 10 percent of the registered electors, may propose an amendment to any section or all of the municipal charter with the exception of that

part setting out the municipal boundaries. The municipal governing body is directed to place t proposed amendment on the ballot at the next general election or at a special election called for that purpose. Section 166.031(2) provides that, if the proposed amendment receives the favorable vote of a majority of the municipal electors voting in the referendum, the governing body shall incorporate the amendment into the charter and file a copy of the revised charter with the Department of State, at which time the revised charter shall become effective. Section 166.031(3) provides that a municipality may amend its charter as described above, even if the charter itself provides otherwise.

I therefore conclude that the Lake Wales City Commission may not unilaterally amend the municipal charter but may only propose an amendment which must be submitted to the municipal electors for their approval at a referendum held for that purpose.

Dual Office Holding, clerk serving as city manager

Number: AGO 2007-43

Date: October 16, 2007

Subject:
Dual Office Holding, clerk serving as city manager

Mr. Paul J. Marino
Belleair Beach City Attorney
Post Office Box 344
Indian Rocks Beach, Florida 33767

RE: DUAL OFFICE HOLDING–MUNICIPALITIES–PUBLIC OFFICERS AND EMPLOYEES–city clerk serving
as city manager. Art. II, s. 5(a), Fla. Const.

Dear Mr. Marino:

On behalf of the Belleair Beach City Council, you ask the following question:

May the Belleair Beach City Council appoint the same person to fill two charter offices to exercise the power of the sovereign, namely the office of the city manager and the office of the city clerk, without violating the prohibition against dual office holding as provided for in Article II, section 5(a) of the Florida Constitution?

Article II, section 5(a) of the Florida Constitution, provides in pertinent part:

"No person shall hold at the same time more than one office under the government of the state and the counties and municipalities therein, except that a notary public or military officer may hold another office, and any officer may be a member of a constitution revision commission, taxation and budget reform commission, constitutional convention, or statutory body having only advisory powers."

The above provision prohibits a person from simultaneously serving in more than one "office" under the governments of the state, counties, or municipalities. This office has concluded that the constitutional prohibition applies to both elected and appointed offices.[1] While the Constitution does not define the term "office," the courts have stated that the term "implies a delegation of a portion of the sovereign power . . . [and] embraces the idea of tenure, duration, and duties in exercising some portion of the sovereign power, conferred or defined by law and not by contract."[2]

You state that the two positions, that of city manager and of city clerk, exercise the sovereign power. Moreover, I note that section 4.01 of the Belleair Beach City Charter designates the city manager, city clerk, and city treasurer as charter officers.[3] Thus, the holding of two separate offices by an individual would violate the provisions of Article II, section 5(a), Florida Constitution.

It has long been a settled rule in this state, however, that, assuming a particular officeholder is subject to the constitutional dual office holding prohibition, a legislative designation of that officer to perform *ex officio* the function of another or additional office is not a holding of two offices at the same time in violation of the Constitution, provided the duties imposed are consistent with those being exercised.[4] Rather, the newly assigned duties are viewed as an addition to the existing duties of the officer.[5]

For example, in *Advisory Opinion to Governor*,[6] the Florida Supreme Court determined that the chairman of the State Road Department could serve as an *ex officio* member of the State Planning Board. The Court pointed out, however, that while additional duties may be validly imposed by the Legislature on a state office *ex officio*, a legislative attempt to authorize the Governor to appoint a state official to another separate and distinct office would be ineffectual under the constitutional dual office holding prohibition. Thus, there is a distinction between a statute or code provision imposing an *ex officio* position on the holder of another office and one authorizing the appointment of one officeholder to another distinct office.

This office has also recognized that when *ex officio* duties are imposed, Article II, section 5(a), Florida Constitution, is not violated. For example, in Attorney General Opinion 81-72, this office stated that a city council, as the legislative body of a municipality, could impose by ordinance the *ex officio* duties of the office of the city manager on the office of the city clerk. Similarly, this office in Attorney General Opinion 91-48 concluded that while the city commission could not appoint the city manager to simultaneously serve as the city clerk, the charter could impose the duties of the clerk as additional *ex officio* duties on the office of the city manager. Attorney General Opinion 93-42 concluded that a municipality could legislatively merge the offices of fire chief and community redevelopment director into one office and have the one officer perform *ex officio* duties of the other office.[7] However, as this office noted in Attorney General 70-46, it was doubtful that the city commissioner could also be municipal judge where the charter created the office of municipal judge as a separate and distinct office and did not designate that office as an *ex officio* office to be performed by the city commissioner.

Thus, while the Belleair Beach City Council would be precluded from appointing the city clerk to also serve as city manager, the city charter could be amended to provide that the city manager shall also perform the duties of the city clerk. Such an *ex officio* designation imposing the duties of one office on another office, rather than on the specific individual who was serving in such office, would not violate the provisions of Article II, section 5(a), Florida Constitution.

Sincerely,

Bill McCollum
Attorney General

BM/tjw

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[1] *See, e.g.*, Op. Att'y Gen. Fla. 80-97 (1980).

[2] *State ex rel. Holloway v. Sheats*, 83 So. 508, 509 (Fla. 1919). *And see, State ex rel. Clyatt v. Hocker,* 22 So. 721 (Fla. 1897).

[3] *And see* ss. 3.01 and 3.02 of the Belleair Beach Charter, providing that the city manager is the chief executive officer of the city government and has the authority to, among others things, execute all contracts, deeds and other documents approved by the city council, appoint and, when deemed necessary for the good of the city, suspend or remove any city employee or appointed administrative officer whom he has the authority to appoint under the charter, and direct and supervise the administration of all departments, offices and agencies of the city, except as otherwise provided by this Charter or by law. *See also* s. 4.04 of the Charter setting forth the duties of the clerk including the responsibility of acting as supervisor of elections for the city. *Cf.* Ops. Att'y Gen. Fla. 80-97 (1980) (city manager is officer for dual office holding prohibition); 86-11 (1986) (city administrator is officer); and 96-48 (1996) (city clerk in charge of elections is an officer).

[4] *See, State v. Florida State Turnpike Authority*, 80 So. 2d 337, 338 (Fla. 1955); *State ex rel. Gibbs v. Gordon*, 189 So. 437 (Fla. 1939); *City of Riviera Beach v. Palm Beach County Solid Waste Authority*, 502 So. 2d 1335 (Fla. 4th DCA 1987) (special act authorizing county commissioners to sit as members of county solid waste authority does not violate Art. II, s. 5(a), Fla. Const.); *City of Orlando v. State Department of Insurance*, 528 So. 2d 468 (Fla. 1st DCA 1988) (where the statutes had been amended to authorize municipal officials to serve on the board of trustees of municipal police and firefighters' pensions trust funds, such provision did not violate the constitutional dual office holding prohibition).

[5] *See* Webster's Third New International Dictionary, *Ex officio*, p. 797 (unabridged ed. 1981) ("ex officio" means "by virtue or because of an office").

[6] 1 So. 2d 636 (Fla. 1941).

[7] *And see* Ops. Att'y Gen. Fla. 80-97 (1980) (membership of elected municipal officer on metropolitan planning organization as prescribed by statute does not violate Art. II, s. 5(a), Fla. Const.); 94-66 (1994) (designation by county ordinance that county commissioners would perform the functions of the board of adjustment appeared to be an *ex officio* designation and did not violate the dual office holding prohibition); 94-98 (1994) (imposition of additional duties on the mayor or other city council members under the city code to serve on the board of trustees of the police officers' and firefighters' pension trust fund would not violate Art. II, s. 5(a), Fla. Const); and 00-72 (2000) (legislative designation that a representative from county government, the school district, the sheriff's office, the circuit court, and the county children's board serve on a Community Alliance constituted an *ex officio* designation of officers from the enumerated governmental entities). *Cf.* Op. Att'y Gen. Fla. 90-45 (1990), in which this office concluded that a member of the civil service board could not be appointed to the board of trustees of the general pension trust board since there was no *ex officio* designation imposing the duties of one office on the other.

Municipal Charter Amendments -- Referenda

Number: AGO 2008-38

Date: July 23, 2008

Subject:
Municipal Charter Amendments -- Referenda

Ms. Maura J. Kiefer
Attorney, City of Indian Rocks Beach
535 Central Avenue, Suite 412
St. Petersburg, Florida 33701

RE: MUNICIPALITIES – CHARTER AMENDMENTS – CHARTERS – OFFICERS – REFERENDA – municipality must amend charter to abolish officers by referendum. s. 166.031, Fla. Stat.

Dear Ms. Kiefer:

On behalf of the City of Indian Rocks Beach, you have requested my opinion on substantially the following question:

May the City of Indian Rocks Beach amend the city charter to abolish the charter offices of City Clerk and City Treasurer by unanimous vote of the city commission pursuant to section 166.031(5), Florida Statutes?

The Charter of the City of Indian Rocks Beach, Florida, was originally enacted on October 17, 1988, and approved by referendum on November 7, 1988. The current version of the charter was adopted in 1991.

Article VI of the city charter makes provision for charter officers and administrative departments of the city. Section 6.1, Article VI, provides that:

"There shall be appointed a city clerk, city treasurer and city attorney who shall serve at the pleasure of the city commission and said officers shall be considered 'charter officers.'

* * *

The city commission may contract for the services of charter officers and set forth the terms of employment including but not limited to services to be rendered, compensation and termination of contract."

Thus, pursuant to the city charter, the "charter officers" are appointed by the city commission and may be employed by contract.

The duties and responsibilities of these offices are also set forth in the charter:

"The city clerk shall be head of the department of records and shall coordinate these duties w the city manager. The city clerk shall:
(1) Give notice of commission meetings to its members and the public and shall keep the record of its proceedings which shall be a public record.
(2) Be custodian of all records, documents and papers of the city.
(3) Attest all contracts and agreements to which the city is a party.
(4) Be custodian of the seal of the city and is authorized to affix same to such instruments of writing as is necessary.
(5) Supervise the city elections.
(6) Be responsible for the supervision of all city clerk department personnel.
(7) Administer oaths as necessary.
(8) Be the secretary ex-officio for all meetings of the commission and such other boards as may be designated by commission and keep a true and correct record of all such proceedings.
(9) Maintain the schedules and rules pertinent to the Charter and ordinance reviews, provided for in Article XIV pertaining to "initiative, referendum and recall" and advise the commission accordingly.
(10) Perform such other duties as may be required by the commission as well as other duties as required by the Laws of Florida, and further the city clerk shall comply with administrative regulations.
(11) The city clerk, with the approval of the city commission, may appoint deputy clerks who when appointed shall have such powers and authority as shall be conferred by the city commission."[1]

Like the City Clerk, the City Treasurer is appointed by the City Commission. The City Treasurer is the head of the accounting department and is

"responsible for the equipment of finance, accounting, cashiering, licensing, billing and collecting sums due the city and related financial accounting and systems operations. The city treasurer shall be personally responsible for maintaining current and accurate accounting records of city activities, in accordance with accepted municipal accounting practices and governing city laws. He shall issue monthly financial reports to the city commission. All matters concerning the fiscal and financial conditions of the city shall be his responsibility and he shall assist in preparing the annual financial budget, the monthly financial reports, showing comparison of revenue and expenditures to anticipated revenues and appropriation expenditures. He shall be responsible for advising the city manager and the city commission as soon as possible concerning any significant deviation. The city treasurer shall be personally responsible for adequate safeguards for city assets, including cash, inventories, equipment and pertinent records concerning the same, as well as records of all receivables and liabilities of the city. Adequate safeguards shall include the proper internal control procedures and sufficient insurance concerning any theft, casualty and liability exposure. The city treasurer shall be custodian of all moneys of the city and responsible for prompt depositing of all receipts in designated bank accounts as well as responsible for prompt payment of current bills and obligations against the city, when approved. The city treasurer shall be properly and sufficiently bonded."[2]

You have asked whether the city charter may be amended and these offices abolished by the city pursuant to section 166.031(5), Florida Statutes, which allows the city commission to amend the charter by unanimous vote rather than by referendum.

Article VIII, section 2(a), Florida Constitution, provides that municipal charters may be amend pursuant to general or special law. The procedure for the amendment of a city charter adopted or readopted after the adoption of the Municipal Home Rule Powers Act in 1973, is provided in section 166.031, Florida Statutes. Section 166.031(1), Florida Statutes, states:

"The governing body of a municipality may, by ordinance, or the electors of a municipality may, by petition signed by 10 percent of the registered electors as of the last preceding municipal general election, submit to the electors of said municipality a proposed amendment to its charter, which amendment may be to any part or to all of said charter except that part describing the boundaries of such municipality. The governing body of the municipality shall place the proposed amendment contained in the ordinance or petition to a vote of the electors at the next general election held within the municipality or at a special election called for such purpose."[3]

Subsection (1) of section 166.031, Florida Statutes, thus provides the method for amending municipal charters. If the proposed amendment receives the favorable vote of a majority of the municipal electors voting in the referendum, the governing body shall incorporate the amendment into the charter and file a copy of the revised charter with the Department of State, at which time the revised charter shall become effective.[4] Section 166.031(3), Florida Statutes, provides that a municipality may amend its charter as described above, even if the charter itself provides otherwise.

This office has previously stated that a municipal charter provision adopted or readopted after the enactment of the Municipal Home Rule Powers Act in 1973 must be amended in accordance with section 166.031, Florida Statutes. For example, in Attorney General Opinion 75-223, this office specifically advised the City of Tamarac that its charter, readopted after 1973, could not be amended except as provided in section 166.031.

Similarly, in Attorney General Opinion 79-80, this office stated that the Lake Wales City Commission could not unilaterally amend its municipal charter, but could only propose an amendment that would be submitted to the municipal electors for their approval at a referendum held for that purpose. More recently, in Attorney General Opinion 97-53, this office concluded that a city commission could not delegate its canvassing board duties to a consolidated municipal canvassing board, absent an existing charter provision authorizing such a transfer or an amendment to the city's charter approved in a referendum by the city's electorate.[5]

While the Legislature has enacted certain exceptions to the referendum requirements of section 166.031, Florida Statutes,[6] no such exception exists for the type of amendment under consideration by the City of Indian Rocks Beach.

Section 166.031 prescribes the manner for amending municipal charters adopted subsequent to the effective date of the Municipal Home Rule Powers Act. It is a fundamental principle of statutory construction that a legislative directive as to how a thing shall be done is, in effect, a prohibition against it being done in any other way.[7]

I am aware that section 166.031(5), Florida Statutes, authorizes a municipality, by unanimous vote of the governing body, to abolish municipal departments. While the City Clerk and City Treasurer may be the heads of municipal departments, these positions are designated "charter

officers" and this office has no authority to extend the clear language of the statute to include officers within its terms.[8]

In sum, the City Commission of Indian Rocks Beach may amend the city charter to abolish the charter offices of City Clerk and City Treasurer only if such amendment is approved by referendum of the qualified electors of the municipality pursuant to section 166.031, Florida Statutes.

Sincerely,

Bill McCollum
Attorney General

BM/t

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[1] Article VI, s. 6.2, Charter, City of Indian Rocks Beach.

[2] *Id.*, s. 6.3.

[3] For charters adopted prior to 1973 and not subsequently readopted, s. 166.021(4) and (5), Fla. Stat., nullified and repealed or converted into ordinances many provisions of municipal charters in existence on the effective date of the Municipal Home Rule Powers Act, which constituted limitations on, or pertained exclusively to, the power or jurisdiction of a municipality. Section 166.021(4), Fla. Stat., however, states:

"[N]othing in this act shall be construed to permit any changes in a special law or municipal charter which affect the exercise of extraterritorial powers or which affect an area which includes lands within and without a municipality or any changes in a special law or municipal charter which affect the creation or existence of a municipality, the terms of elected officers and the manner of their election except for the selection of election dates and qualifying periods for candidates for changes in terms of office necessitated by such changes in elections dates, the distribution of powers among elected officers, matters prescribed by the charter relating to appointive boards, any change in the form of government, or any rights of municipal employees, without approval by referendum of the electors as provided in s. 166.031. . . ."

[4] *See* s. 166.031(2), Fla. Stat.

[5] *And see* Op. Att'y Gen. Fla. 88-30 (1988) (charter amendment provisions in s. 166.031, Fla. Stat., prevail over conflicting provisions in a municipal charter).

[6] *See, e.g.,* s. 166.031(3), Fla. Stat., stating:

"A municipality may, by ordinance and without referendum, redefine its boundaries to include only those lands previously annexed and shall file said redefinition with the Department of State pursuant to the provisions of subsection (2)."

And see s. 166.031(5), Fla. Stat. (municipality may, by unanimous vote of the governing body, abolish municipal departments provided for in the municipal charter and amend provisions or language out of the charter which has been judicially construed, either by judgment or by binding legal precedent from a decision of a court of last resort, to be contrary to either the State Constitution or Federal Constitution); and ss. 166.021(4) and 100.3605, Fla. Stat., authorizing the governing body of a municipality to change the dates for qualifying and for the election of members of the governing body of the municipality by ordinance and provide for the orderly transition of office resulting from such date changes.

[7] *See Alsop v. Pierce*, 19 So. 2d 799, 805-806 (Fla. 1944); *Thayer v. State*, 335 So. 2d 815, 817 (Fla. 1976); Op. Att'y Gen. Fla. 01-15 (2001).

[8] The Attorney General's Office has no authority to supply additional words to or modify the meaning of a duly enacted statute. *Cf. Chaffee v. Miami Transfer Company, Inc.*, 288 So. 2d 209 (Fla. 1974); Ops. Att'y Gen. Fla. 87-43 (1987), 86-32 (1986), and 82-20 (1982).

DUAL OFFICE-HOLDING

Article II, section 5(a), Florida Constitution

Updated April 2018

An informational pamphlet on
Florida's Dual Office-Holding Prohibition
prepared by the
Office of the Attorney General

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DUAL OFFICE-HOLDING

What is dual office-holding? Article II, section 5(a), of the Florida Constitution, provides:

> No person holding any office of emolument under any foreign government, or civil office of emolument under the United States or any other state, shall hold any office of honor or of emolument under the government of this state. No person shall hold at the same time more than one office under the government of the state and the counties and municipalities therein, except that a notary public or military officer may hold another office, and any officer may be a member of a constitution revision commission, taxation and budget reform commission, constitutional convention, or statutory body having only advisory powers.

The constitutional provision addresses the accumulation of offices by a single individual and was fashioned to ensure that the same person would not simultaneously hold multiple offices. Underlying this objective was the concern that a conflict of interest would arise if one person simultaneously serves in two offices.[1]

While the first sentence of this constitutional provision addresses interstate dual office-holding (*see* s. VII., *infra*), it is primarily the second sentence that has been the subject of interpretation. This provision prohibits a person from simultaneously holding more than one "office" under the governments of the state, counties and municipalities.[2] The prohibition applies to both elected and appointed offices.[3] 1t is not necessary that the two offices be within the same governmental unit. Thus, for example, a municipal officer is precluded from simultaneously holding not only another municipal office but also a state or county office.

I. What is an "office" for purposes of the dual office-holding prohibition?

The Constitution does not define the terms "office" or "officer" for purposes of the dual office-holding prohibition and the Legislature has not attempted to define the term to clarify the parameters of this constitutional provision. Absent such clarification, the courts and the Attorney General's Office have referred to several early decisions of the Supreme Court of Florida in determining what constitutes an "office" as opposed to an "employment." The Supreme Court of Florida has stated:

> The term "office" implies a delegation of a portion of the sovereign power to, and the possession of it by, the person filling the office, while an "employment" does not comprehend a delegation of any part of the sovereign authority. The term "office" embraces the idea of tenure, duration, and duties in exercising some portion of the sovereign power, conferred or defined by law and not by contract. An employment does not

> authorize the exercise in one's own right of any sovereign power or any prescribed independent authority of a governmental nature; and this constitutes, perhaps, the most decisive difference between an employment and an office . . . .[4]

It is, therefore, the nature of the powers and duties of a particular position which determines whether it is an "office" or an "employment."

Membership on the governing body of a governmental entity, such as a municipality or county, clearly constitutes an office.[5] In considering other positions, the courts have stated that the following are officers: members of the former Board of Regents,[6] a Hotel and Restaurant Commissioner,[7] the Miami City Clerk whose office and duties are provided for in the charter,[8] and a director of animal control.[9]

Over the years, the Attorney General's Office has issued numerous opinions regarding when a position may be considered an "office." Based upon its review of the particular powers of a position and the language of the statute, charter, or ordinance creating the position, the following opinions discuss positions which this office considered to be "offices" for purposes of Article II, section 5(a): Attorney General Opinions 86-11 (chief of police); 90-15 (police officer); 77-89 (deputy sheriff) [see more on law enforcement, Part II]; 70-13 (city attorney); 72-101 (Florida Barbers' Sanitary Commission member); 76-241 (Florida Human Relations Commission); 80-97 (city manager, chief of a municipal fire department, architectural review board member, and city inspection superintendent); 94-83 (school board); 81-61, 97-37, 2005-29 and 2009-48 (code enforcement board member); 84-25, 85-21, and 2006-13 (board of adjustment board member); 86-11 (city administrator); 86-105 (member of a municipal building board of appeals); 91-79 (State Board of Community Colleges); 90-45, 02-49, 2003-27, 2004-05 and 2005-15 (pension board); 93-27 (commissioner of the Southeast Interstate Low- Level Radioactive Waste Management Compact); 96-95 (governing board of Alternative Education Institute, a nonprofit corporation within the Department of Education); 96-48 (city clerk in charge of elections); 98-36 (city water resources advisory board); 97-04, and 98-36 (community redevelopment agency board); 99-34 (state fair authority); 2000-72 (community alliance members); 2004-07 (building official); 2005-29 (value adjustment board special magistrate); 2006-13 (city planning board); 2008-45 (Florida New Motor Vehicle Arbitration Board; Workforce Florida); and 2009-48 (housing finance board; city downtown development board); 2010-19 (member of planning and zoning commission, and regional planning commission, and hearing officer for code enforcement); 2012-28 (director of county emergency management agency); 2012-35 (commissioner of municipal housing authority, member of county housing finance authority); 2013-18 (local hearing officer); 2016-15 (zoning and planning board, and historic preservation board).

The constitutional prohibition against dual office-holding does not generally apply to persons who are not vested with official powers in their own right, but rather merely exercise certain powers as agents of governmental officers. Thus, in determining whether a deputy clerk was an officer or employee, this office considered the nature of the duties performed. Finding that the deputy clerk performed largely the ministerial duties of an assistant to the clerk rather than the substitute duties of a true deputy, this office concluded in Attorney General Opinion 88- 56 that the position of deputy clerk under those circumstances constituted an employment rather than an office.

For examples of when this office has stated that the position constituted an employment and thus was not subject to the dual office-holding prohibition, see Attorney General Opinions 69-5 (assistant public defender); 71-263 and 71-296 (assistant state attorney); 73-332 (county commission attorney); 74-73 (deputy tax assessor); 77-31 (community college district comptroller); 78-36 and 2003-12 (public health trust); 80-97 and 86-105 (city engineer); 84-93 and 91-13 (code enforcement board attorney); 93-39 (firefighters); 94-40 (code enforcement officer under Chapter 162, Florida Statutes); 94-88 (charter review commission attorney); 96-24 (assistant city attorney); 98-48 (charter school board member); 2002-72 (assistant U.S. attorney); 2003-12 (county public trust); 2011-05 (deputy clerk of court); 2013-02 (governing board of special district); and Informal Opinion to John Russi, dated November 16, 1995 (division director within Department of State). This office has also stated in AGO 2008-10 that an unopposed candidate who has not taken office is not an officer for purposes of the constitutional prohibition against dual office-holding.

The courts have held that the following positions constituted employments: public works inspector,[10] member of a board of highway secondary funds trustees,[11] official court reporter,[12] and supervisor of nurses to a public hospital.[13]

In determining whether a particular position is an employment or office, careful consideration must be given to the powers and responsibilities imposed upon such a position. The above opinions were based upon a consideration of the particular language used in the statute, charter, or ordinance creating the position and establishing its powers.

II. Are law enforcement officers or correctional officers "officers" for purposes of the dual office-holding prohibition?

Based upon existing case law, this office has stated that a law enforcement officer is an "officer" within the scope of the constitutional dual office-holding prohibition. For examples, see Attorney General Opinions 57-165 (deputy sheriff), 71-167 (deputy sheriff), 72-348 (chief of police), 76-92 (town marshal), 90-15 (police officer).[14]

The Supreme Court of Florida has stated:

> It can hardly be questioned that a patrolman on a city police force is clothed with sovereign power of the city while discharging his duty. . . . True, he is an employee of the city but he is also an officer. 1t is the character of duty performed that must determine his status.[15]

It is the powers that a law enforcement officer may exercise, particularly the authority to arrest without a warrant and to carry firearms in carrying out his or her duties, not the salary or certification requirements, that characterize the law enforcement officer as an "officer."[16] Thus, this office has stated that part-time auxiliary or certified reserve police officers, based upon the powers exercised by such individuals, are "officers" for purposes of Article II, section 5(a), Florida Constitution.[17]

While the constitution, therefore, would generally prohibit a law enforcement officer from simultaneously serving in another office, the Supreme Court of Florida recognized a limited exception in *Vinales v. State*,[18] when municipal police officers

were appointed pursuant to statute as state attorney investigators. Since the police officers' appointment was temporary and no additional remuneration was paid to the officers for performing the additional criminal investigative duties, the Court held that they were not holding two offices and thus the constitutional dual office-holding prohibition did not apply. The following year, the Second District Court of Appeal in *Rampil v. State*,[19] followed the *Vinales* exception and concluded that it was not a violation of Article II, section 5(a) of the Florida Constitution for a city police officer to act in the capacity of deputy sheriff since that officer received no remuneration for such duties.

The *Vinales* case dealt with the performance of additional law enforcement functions and duties in a police capacity and not the exercise of governmental power or performance of official duties on a disparate municipal board exercising and performing quasi-judicial powers and duties. Similarly, *Rampil* concerned the performance of additional law enforcement functions without additional remuneration. In considering the *Vinales* and *Rampil* exception, therefore, this office has stated that the exception is limited and does not apply, for example, to a member of a municipal board of adjustment serving as a part-time law enforcement officer or to a police officer who also serves as a law enforcement officer in another municipality, receiving remuneration for both positions.[20]

The Attorney General's Office followed *Vinales* and *Rampil* in Attorney General Opinion 2012-10 when it concluded that a special officer for a railway carrier, appointed by the Governor under chapter 354, was not barred from simultaneously serving as a volunteer reserve deputy sheriff.

In contrast, the Attorney General's Office has determined that correctional officers are not "officers" for purposes of Article II, section 5(a), Florida Constitution. In Attorney General Opinion 98-31, this office noted that unlike law enforcement officers, correctional officers do not have the broad authority to make arrests without a warrant:

> Rather, correctional officers have only been authorized to arrest any convict who has escaped or any person who, without authority, interferes with or interrupts the work of a prisoner or the discipline or good conduct of a prisoner, or who by illicit means attempts to gain admission to a state correctional institution.

Unlike a law enforcement officer, a correctional officer does not have a legal duty to provide aid to ill, injured, and distressed persons who are not under his or her supervision.[21] Moreover, while a number of statutes treat "law enforcement officers" and "correctional officers" similarly, the Legislature has generally deemed it necessary to specifically include correctional officers within such provisions to ensure their inclusion.[22]

III. Are special masters or magistrates "officers" for purposes of the dual office-holding prohibition?

The Attorney General's Office has addressed the status of special masters or magistrates on several occasions. In Attorney General Opinion 96-91, this office concluded that a special master of a value adjustment board was an officer for purposes of Article II, section 5(a), Florida Constitution, and could not, therefore, serve in this

position at the same time he or she was serving as a traffic infraction hearing officer without violating the dual office-holding provision of the Constitution. Such a conclusion was based on the duties of the special master which included hearing appeals initiated by taxpayers contesting the denial of tax exemptions and agricultural classifications for their properties by the county property appraiser. Similarly, in Attorney General Opinion 2005- 29, this office stated that a special magistrate for a value adjustment board was an officer for purposes of Article II, section 5(a), Florida Constitution.

In Attorney General Opinion 2012-17, a special magistrate appointed for a year to the Hillsborough County value adjustment board could not serve as a hearing officer for a city in a different county during different times of the year. The special magistrate retains the authority to conduct hearings for the value adjustment board at all times during the year, even when not actively hearing a case, and is thus an officer at all times, and could not hold dual offices.

In an informal opinion to Susan Bingham, dated April 12, 1999, this office stated that hearing masters for the City of St. Petersburg, Florida, who conduct administrative hearings to determine whether probable cause exists to impound vehicles used in the perpetration of crimes, constitute "officers" for purposes of Article II, section 5(a), Florida Constitution, since the hearing master weighs evidence, makes determinations of probable cause, and issues orders for the payment of penalties or the continued impoundment of personal property.

Attorney General Opinion 2002-78 concluded that a special master under Chapter 162, Florida Statutes, constituted an "officer" for purposes of the dual office-holding prohibition. Section 162.03(2), Florida Statutes, provides that "[a] special magistrate shall have the same status as an enforcement board under this chapter" and this office had previously concluded that code enforcement board members are "officers."[23] As noted in the opinion, a special master under Chapter 162 may issue orders that have the force of law and may command whatever steps are necessary to bring a violation into compliance; he or she may subpoena violators and witnesses to attend hearings, subpoena evidence, and take testimony under oath.

IV. Are officers of special districts included within the dual office-holding prohibition?

Article II, section 5(a), Florida Constitution, refers only to state, county, and municipal offices. It is not applicable to independent special district offices. A special district is a governmental entity created by law to perform a special and limited governmental function.

For examples where the Attorney General's Office has stated that there was no violation of the dual office-holding prohibition when the state, county, or municipal officer also served as an officer of a special district, *see* Attorney General Opinions 71-324 (hospital district's governing body); 73-47 (junior college district); 75-153, 78-74, and 80-16 (community college district board of trustees); 85-24 (community redevelopment district established by general law); 86-55 (member of Big Cypress Basin's governing board); 94-42 (local multi-agency career service authority); 94-83 (airport and industrial district); 99-49 (community redevelopment agency); 2001-14 (water control district); 2000-17 (fire control and rescue district); 2002-22 (fire protection district); 2002-49 and 2002-83 (water control district); and 2008-06 (mosquito control district).

1n a 1994 advisory opinion, the Supreme Court of Florida reiterated that special district officers are not included within the dual office-holding prohibition. 1n *In re Advisory Opinion to the Governor*,[24] the Court concluded that a member of a community college district board of trustees is an officer of a special district created to perform the special governmental function of operating a community college and is not a state, municipal, or county officer within the meaning of Article II, section 5(a). Thus, the dual office-holding prohibition does not keep a state, county, or municipal officer from serving on a community college board of trustees.

While the Court considered membership on the board of trustees of a community college district to constitute a special district office and thus to be outside of the parameters of Article 11, section 5(a), Florida Constitution, the Supreme Court in *In re Advisory Opinion to the Governor--School Board Member--Suspension Authority*,[25] rejected the designation of school board members as district officers. The Governor had asked the Court whether school board members could be suspended under the constitutional provisions governing county officers or whether a suspension should be accomplished under the statutory provisions governing district officers. The Court concluded that school board members are county officers who have equivalent powers and authority to that of the county commission although their power is exercised in different local governmental spheres. As county officers, however, school board members are precluded from simultaneously holding another state, county, or municipal office.[26]

Care must, therefore, be taken in determining the nature and character of a district or authority to determine whether the governmental entity is an agency of the state, county, or municipality such that its officers may be considered state, county, or municipal officers for purposes of dual office-holding.

For example, in Attorney General Opinion 84-90, this office considered whether a member of the Volusia County Health Facilities Authority was an officer of the county. While the authority was created and organized under Part lll, Chapter 154, Florida Statutes, as a public body corporate and politic, it was created by the county by ordinance or resolution. The governing body of the county appointed the authority members, was empowered to remove the members, and was authorized to abolish the authority at any time. This office, therefore, concluded that the authority was an instrumentality of the county and its officers were county officers. Thus, the constitutional prohibition against dual office-holding prohibited the mayor from also serving on the governing body of the county health facilities authority.

Subsequently, in Attorney General Opinion 94-42, this office concluded that membership on the Monroe County Career Service Council was in the nature of a district office and thus not subject to the constitutional prohibition. The council was created by law to perform a limited function and its members were appointed by a diverse group of governmental agencies that had no oversight or control over the functions or actions of the council. Similarly, Attorney General Opinion 94-83 concluded that the Panama City-Bay County Airport Authority was a special district and thus membership on its governing board was not an office for purposes of Article 11, section 5(a), Florida Constitution.[27]

Based on a district court opinion concluding that regional planning council members were officers within the meaning of the resign-to-run law, which at that time

applied only to state, county, or municipal offices, this office concluded in Attorney General Opinion 2001-28 that regional planning council members are state officers for purposes of the dual office-holding prohibition. This office suggested, however, that the Legislature clarify the status of these regional planning councils.

V. May an officer perform *ex officio* the duties of another office without violating Article II, section 5(a), Florida Constitution?

While the constitution does not expressly provide an exception for *ex officio* service, it has long been settled in this state that the legislative designation of an officer to perform *ex officio* the functions of another office does not violate the dual office-holding prohibition, provided that the duties imposed are consistent with those already being exercised.[28]

The purpose of the constitutional prohibition against dual office-holding is "to ensure that multiple state, county, and municipal offices will not be held by the same person. Underlying this objective is the concern that a conflict of interest will arise by dual officeholding whenever the respective duties of office are inconsistent."[29] When, however, additional or *ex officio* duties are assigned to a particular office, regardless of who may be occupying that office, by the legislative body and there is no inconsistency between the new and the preexisting duties, the dual office-holding prohibition does not preclude such an assignment. The newly assigned duties are viewed as an addition to the existing duties of the officer.

For example, this office has stated that the city council, as the legislative body for the municipality, may by ordinance impose the additional or *ex officio* duties of the office of city manager on the city clerk.[30] In Attorney General Opinion 93-42, this office concluded that a municipality could legislatively merge the offices of fire chief and community redevelopment director into one office and have the one officer perform *ex officio* the duties of the other office. Similarly, in Attorney General Opinion 94-66, this office opined that a county ordinance designating the Board of County Commissioners to perform the functions of the Board of Adjustment appeared to be an *ex officio* designation and, therefore, would not violate the dual office-holding prohibition contained in Article II, section 5(a), Florida Constitution. Thus, this office in Attorney General Opinion 94-98 concluded that the imposition of additional or *ex officio* duties on the mayor or other city council members under the city code to serve on the board of trustees of the police officers' and firefighters' pension trust fund would not violate Article II, section 5(a), Florida Constitution.[31]

Attorney General Opinion 98-16 concluded that a city commission may legislatively designate itself as the governing body of a community redevelopment agency and such designation constitutes an *ex officio* designation of the agency's duties. Although the community redevelopment agency is a separate entity from the city commission, the city commission's service as the governing body of the agency is viewed as an addition to the existing duties of the city commission.

In Attorney General Opinion 2002-44, this office considered the use of the term "members" rather than "person " in the statute prescribing the membership of the board of directors of Florida Healthy Kids to indicate a legislative intent that nominees from the Florida Association of Counties would come from the association's membership, *i.e.*, county commissioners. Thus, this office concluded that the statute constituted a

legislative designation for such officials to be nominated by the association to perform *ex officio* the function of serving on the corporation's board of directors. Similarly, Attorney General Opinion 2003-20 concluded that a school board member could serve in an *ex officio* capacity on a planning and zoning board where the statute required a representative of the school board to serve on the planning and zoning board.[32] According to Attorney General Opinion 2013-26, however, a statute that authorizes a code enforcement board or special magistrate ex officio to serve as a local hearing officer in hearings related to red-light camera infractions without violating the prohibition against dual office-holding (2013-18), does not authorize such local hearing officers to serve in that capacity in other municipalities or counties at the same time.

The courts have also recognized the distinction between dual office-holding and an officer serving in an *ex officio* capacity on another board. In *City of Riviera Beach v. Palm Beach County Solid Waste Authority,*[33] the district court stated that a special act authorizing county commissioners to sit as members of the county solid waste authority did not violate Article II, section 5(a), Florida Constitution, but merely imposed additional duties upon an existing office. In addition, in *City of Orlando v. State Department of Insurance*,[34] the court concluded that where the statutes had been amended to authorize municipal officials to serve on the board of trustees of municipal police and firefighters' pensions trust funds, such provision did not violate the constitutional dual office-holding prohibition. Similarly, according to Attorney General Opinion 2013-25, a municipality could enter into an agreement in which the county would provide joint building code inspection services to both the town and the county under section 163.01, the Florida Interlocal Cooperation Act, without running afoul of the dual office-holding prohibition.

There is, however, a distinction between a statute imposing an *ex officio* position on the holder of another office and one authorizing the appointment of one officeholder to another distinct office. For example, the Supreme Court of Florida has pointed out that while additional duties may be validly imposed by the Legislature on a state office *ex officio*, a legislative attempt to authorize the Governor to appoint a state official to another separate and distinct office would be ineffectual under the constitutional dual office-holding prohibition.[35] In that case, the legislature passed an act making the chairman of the state road department a member of the state planning board. The Court held that the act simply placed additional duties on the chairman and, therefore, was constitutional. The act, however, also permitted the Governor to appoint state officials or employees to the board. The Court held that "[t]his provision [did] not impose additional duties on any particular State officer," but rather created a separate position, and thus violated the dual office-holding prohibition.[36]

Similarly, in Attorney General Opinion 91-48 this office concluded that while the city commission could not appoint the city manager to simultaneously serve as the city clerk, the charter could impose the duties of the clerk as additional *ex officio* duties on the office of the city manager.

VI. What are the exceptions to the constitutional prohibition against dual office-holding?

Article II, section 5(a), Florida Constitution, contains several exceptions to its prohibition against dual office-holding. The constitutional provision expressly states that a notary public or military officer may hold another office. In addition, any officer may

also serve as a member of a constitutional revision commission, taxation and budget reform commission, or constitutional convention.[37]

Statutory bodies having only advisory powers are also exempted from the constitutional dual office-holding prohibition. It is this exception that has been the subject of interpretation both by the courts and by the Attorney General's Office. For example, in Attorney General Opinion 2005-59, this office stated that a municipal committee that merely makes non-binding recommendations and has not otherwise been delegated any powers to make factual determinations or exercise any portion of the municipality's sovereign power did not appear to be an office. In Attorney General Opinion 2008-15, this office concluded that a county advisory board could be considered a "statutory body having only advisory powers" within the constitutional exception if it has been created by legislative enactment of the governing body.

The Supreme Court of Florida in considering similar language in the 1885 constitution held that a member of the State Planning Board was a state "officer" within the dual office-holding prohibition even though the members of the board were authorized to act only in an advisory capacity.[38] The Court noted that the members of the board were appointed by the Governor, served a fixed term of office, performed duties imposed upon them by statute and were authorized to "expend public funds appropriated for that purpose in the discharge of [their] duties, exercising [their] own discretion in that regard."[39] Thus, the Court concluded that powers and attributes of sovereignty had been "delegated to or reposed in the State Planning Board."[40]

Similarly, the Attorney General in Attorney General Opinion 76-241 concluded that membership on the Florida Human Relations Commission was an office rather than service on a statutory body possessing only advisory powers. The opinion was based upon an examination of the powers of the commission which included, among other things, the right to accept money, both public and private, to help finance its activities; to recommend measures to eliminate discrimination; to receive, initiate, investigate, hold hearings on, and pass upon complaints alleging discrimination; to render, at least annually, a comprehensive written report to the Governor and Legislature; and to adopt, amend, and rescind rules to effectuate the purposes of the act. Since the commission was authorized to exercise powers associated with those of an office, it could not be characterized as purely an advisory body.

Subsequently, in Attorney General Opinion 91-79, this office concluded that the State Board of Community Colleges of the Department of Education did not constitute an advisory board since the state board was responsible for establishing rules and policies for the operation and maintenance of the state community college system and for adopting guidelines relating to salary and fringe benefits for community college administrators. In addition, the board was responsible for reviewing and administering the state program of support for the community college system and in this capacity, reviewed and approved all budgets and recommended budget amendments in the system.

Relying on the above opinions, Attorney General Opinion 2006-46 concluded that membership on the Commission for the Transportation Disadvantaged which possessed the authority to develop policy for state and local governmental units; to set standards for the coordination, operation, costs, and utilization of transportation disadvantaged services; to monitor and coordinate local, state, and federal

transportation disadvantaged funding; and to apply for and accept such funding, would be an office for purposes of the constitutional dual office-holding prohibition.

Local planning and zoning commissions possessing the power to grant variances without review or which are final unless appealed to the county commission do not fall within the exception for advisory bodies. As this office noted in Attorney General Opinions 89-25 and 90-33, only those statutory bodies possessing advisory powers are excepted; Article II, section 5(a), Florida Constitution, does not provide for or recognize an exception for statutory bodies whose powers are substantially or predominately advisory.[41]

In contrast, however, Attorney General Opinion 71-43 concluded that members of a state park advisory council, who served without compensation at the pleasure of the Division of Recreation and Parks in purely an advisory capacity and who had no authority to expend public funds or to exercise in any manner the "sovereign power" of the state, fell within the exception for advisory bodies contained in Article II, section 5(a), Florida Constitution.

For other examples where this exception has been applied, *see* Attorney General Opinions 72-179 (ad hoc municipal charter revision commission); 73-288 (municipal zoning board having only advisory powers); 74-232 (advisory county planning commission); 77-74 (Florida Advisory Council); 78-36 (county public health trust); 86-105 (local planning agency whose function is information gathering and advising local government entity); 96-59 (county charter commission); 99-16 (advisory planning commission); 2005-59 (city advisory committee responsible only for making nonbinding recommendations); 2008-15 (county investment committee; airport advisory board); and 2013-31 (dependent special district; public library advisory board).

An additional constitutional exception to Article II, section 5(a), Florida Constitution, has been recognized. Under Article IV, section 6, Florida Constitution, certain designated state officials are specifically authorized to serve as the heads of state departments.[42] In Attorney General Opinion 75-115, this office concluded that this express constitutional mandate constituted an exception to Article II, section 5(a), Florida Constitution. Thus, the opinion states that the Lieutenant Governor may also serve as the Secretary of the Department of Administration.

VII. How does the constitutional prohibition against dual office-holding apply when one of the offices is a federal office or an office in another state or under a foreign government?

The first clause of Article II, section 5(a), Florida Constitution, provides:

> No person holding any office of emolument under any foreign government, or civil office of emolument under the United States or any other state, shall hold any office of honor or of emolument under the government of this state. . . .

The bifurcation in Article II, section 5(a), Florida Constitution, of the dual office-holding prohibition into interstate and intrastate segments does not mean that the interstate segment applies only to state officers, but also includes local government officers.[43] A position that is temporary only and without remuneration would not appear to constitute an "office of emolument." For example, one court rejected claims of a dual office-holding violation where a state prosecutor had been appointed as a Special Assistant United States Attorney for one case arising out of a local criminal investigation when it appeared that he received no remuneration for serving in that position.[44]

Similarly, in Attorney General Opinion 2003-59 this office concluded that membership on a local selective service board whose members did not receive a salary, did not appear to constitute an "office of emolument." In addition, this office in Attorney General Opinion 72-244 stated that the position of executive director of a private nonprofit corporation that serves a public purpose and is financed largely from federal funds is not a "civil office of emolument under the United States" within the dual office-holding prohibition.

VIII. What are the consequences of a public officer accepting a second office in violation of the constitutional dual office-holding prohibition?

The Supreme Court of Florida in a 1970 decision set forth the general rule that "[t]he acceptance of an incompatible office by one already holding office operates as a resignation of the first."[45] Under the rationale of that decision, the action of an officer accepting another office in violation of the dual office-holding prohibition creates a vacancy in the first office. While Florida recognizes the rule that acceptance of one office while holding another office results in vacancy of first office, the court in *Gryzik v. State*,[46] stated that Florida also recognizes that in such a situation, the officer becomes *de facto* officer as to first office:

> Ordinarily, acceptance of one office while holding another office results in a vacancy of the first office. . . . The constitutional prohibition provides no sanction for its violation and it is apparent that the general rule was adopted from the generally accepted common law rule that by the

acceptance of an incompatible office, the officeholder had made a binding election which ipso facto vacated the first office. . . . Although Florida recognizes this rule, it appears Florida also recognizes that in such a situation the officer becomes a de facto officer as to the first office. (citations omitted)

IX. Do common law principles prohibit a public agency from appointing one of its members to a position over which it has appointment power?

The Supreme Court of Florida in *State ex rel. Clayton v. Board of Regents*,[47] considered whether common law principles precluded a governmental body from appointing one of its own members to a position over which it has appointment power. The Court concluded that "conduct involving public officers, such as dual office-holding, financial benefit from office, and abuse of public trust, are issues directly addressed by" the Florida Constitution[48] and thus are not governed by the common law. Thus, no common law principle precluded a member of a governmental body from appointing one of its own members to a position over which it had appointment power.

FOOTNOTES

[1] *See Bath Club, Inc. v. Dade County,* 394 So. 2d 110, 112 (Fla. 1981).

[2] Earlier state Constitutions contained limited prohibitions against dual office-holding. *See, e.g.*, Art. VI, s. 18, Fla. Const. 1838; Art. V1, s. 14, Fla. Const. 1861; and Art. VI, s. 14, Fla. Const. 1865. Article 11, section 5(a), of the 1968 Constitution substantially reproduces Article XVI, section 15, of the 1885 Constitution except that the 1968 constitution includes municipal officers. Court decisions under the 1885 Constitution had excluded municipal officers from its coverage. *See, e.g., Attorney General ex rel. Wilkins v. Connors,* 9 So. 7, 8 (Fla. 1891).

[3] *See Blackburn v. Brorein,* 70 So. 2d 293, 296 (Fla. 1954), noting that "election by the people or appointment by the Governor is not the true test in determining whether . .. an office exists and the individual filling the position is an officer [rather than] an employee"; Ops. Att'y Gen. Fla. 94-66 (1994), 80-97 (1980), and 69-2 (1969).

[4] *State ex rel. Holloway v. Sheats*, 83 So. 508, 509 (Fla. 1919). *And see State ex rel. Clyatt v. Hocker*, 22 So. 721 (Fla. 1897).

[5] *See* Ops. Att'y Gen. Fla. 72-348 (1972) and 74-73 (1974), respectively.

[6] *In re Advisory Opinion to the Governor,* 171 So. 2d 539, 541 (Fla. 1965).

[7] *In re Advisory Opinion to the Governor,* 63 So. 2d 321, 325 (Fla. 1953).

[8] *State ex rel. Gibbs v. Bloodworth,* 184 So. 1, 6 (Fla. 1938).

[9] *Demby v. English,* 667 So. 2d 350, 354 (Fla. 1st DCA 1995).

[10] *Lewis v. Evans*, 406 So. 2d 489, 491 n.1 (Fla. 2d DCA 1981).

[11] *State v. State Road Department*, 173 So. 2d 693, 695 (Fla. 1965).

[12] *See In re Opinion of the Justices,* 163 So. 76, 77-78 (Fla. 1935) ("official court reporters are not state officers, but are officially employed court functionaries"); *Robbin v. Brewer,* 236 So. 2d 448, 451 (Fla. 4th DCA 1970) (noting that the "logic of a court reporter being an employee rather than an officer is more impressive"). *But see In re Advisory Opinion to the Governor,* 154 So. 154, 156 (Fla. 1934) (finding that a court reporter is an officer).

[13] *Glendinning v. Curry,* 14 So. 2d 794, 799 (Fla. 1943) (supervisor of nurses of is not an officer).

[14] Additional opinions include Op. Att'y Gen. Fla. 77-89 (deputy sheriff), 86-11 (chief of police), 89-10 (police officer).

[15] *Curry v. Hammond*, 16 So. 2d 523, 524 (Fla. 1944). *And see Blackburn v. Brorein*, 70 So. 2d 293, 299 (Fla. 1954) (deputy sheriff is an officer); *State ex rel. Watson v. Hurlbert*, 20 So. 2d 693 (Fla. 1945) (county detectives are officers).

[16] *Maudsley v. City of North Lauderdale*, 300 So. 2d 304 (Fla. 4th DCA 1974). *See State ex rel. Gibbs v. Martens*, 193 So. 835, 837 (Fla. 1940), in which the Supreme Court of Florida held that a probation officer was an "officer" since he had the right to arrest without a warrant because "no right is more sacred or more jealously guarded than the one that liberty shall not be infringed except by due process of law."

[17] Attorney General Opinion 77-63. *And see* Op. Att'y Gen. Fla. 86-105 (1986), concluding that auxiliary police officers who did not have the authority to make arrests but who were certified, carried firearms, and assisted regular police officers in carrying out their duties were "officers." *Compare* Op. Att'y Gen. Fla. 89-10 (1989), concluding that an administrative law enforcement position, having no law enforcement certification requirements or arrest powers and no authority to independently exercise the sovereign powers of the state, was not an office but an employment for purposes of dual office-holding.

[18] 394 So. 2d 993 (Fla. 1981).

[19] 422 So. 2d 867 (Fla. 2d DCA 1982). *And see* Inf. Op. to David S. Ginsberg, dated October 1, 2010, stating that the Attorney General's Office continues to rely on the *Vinales* and *Rampil* exception to resolve questions of dual office-holding when both offices relate to criminal investigation or prosecution.

[20] *See* Ops. Att'y Gen. Fla. 84-25 (1984) and 90-15 (1990), respectively. *See also* Ops. Att'y Gen. Fla. 86-84 (1986) (city council member may not simultaneously serve as a certified auxiliary law enforcement officer); 2006-27 (police chief may not serve as temporary city manager where city code does not impose such duties on office of police chief); 2013-08 (law enforcement officer may not serve as temporary acting city manager).

[21] *See* Op. Att'y Gen. Fla. 89-62 (1989).

[22] *Id.*

[23] *See* Ops. Att'y Gen. Fla. 97-37 (1997) and 81-61 (1981). *And see* Op. Att'y Gen. Fla. 01-28 (2001) (code enforcement hearing officer is an officer for purposes of Art. II, s. 5, Fla. Const.); 2010-19 (planning and zoning commissioner and regional planning commissioner are officers and thus cannot hold dual office as special magistrate, hearing officer, or magistrate).

[24] 630 So. 2d 1055, 1058 (Fla. 1994).

[25] 626 So. 2d 684 (Fla. 1993).

[26] The Supreme Court was advised that the Attorney General had previously considered school board members to be special district officers and outside the scope of Article II, section 5(a), of the Florida Constitution. Thus, there could have been school board members who were in fact holding dual offices. In response, the Court held that "[w]ith regard to those individuals who may be holding dual offices because of the attorney general's opinion 84-72, we conclude that [the Court's] opinion should be prospective in application. This prospective application should apply only until such time as the term of one of the dual offices expires." 626 So. 2d at 690.

[27] *And see* Ops. Att'y Gen. Fla. 2008-61 (members of Volusia Growth Management Commission, a dependent district of the county, subject to dual office- holding prohibition); and 2009-48 (members of downtown development board, designated as a dependent special district, are municipal officers).

[28] *See, e.g., Bath Club, Inc. v. Dade County*, 394 So. 2d 110 (Fla. 1981).

[29] *Id.* at 112.

[30] Attorney General Opinion 81-72. *Accord* Op. Att'y Gen. Fla. 80-97 (1980). *And see* Ops. Att'y Gen. Fla. 70-46 (1970) (statute imposing *ex officio* post on holder of another office must be distinguished from one authorizing appointment of one office holder to another separate and distinct office); 80-12 (1980) (membership of elected municipal officer on metropolitan planning organization as prescribed by statute does not violate dual office-holding prohibition); 82-92 (1982) (city may, by ordinance, designate members of code enforcement board as *ex officio* members of minimum housing and commercial property appeals board).

[31] *And see* Op. Att'y Gen. Fla. 07-43 (2007), concluding that while a city council would be precluded from appointing the city clerk to also serve as city manager, the city charter could be amended to provide that the city manager shall also perform the duties of the city clerk since such an *ex officio* designation imposing the duties of one office on another office, rather than on the specific individual who was serving in such office, would not violate the provisions of Art. II, s. 5(a), Fla. Const.; Op. Att'y Gen. 2014-3, determining that a city planning board could not be appointed to serve concurrently as the city's zoning board, but that an ordinance the town intended to pass, which would impose the zoning board's duties onto the planning board *ex officio*, would not violate Article II, Section 5(a). *Compare* Op. Att'y Gen. Fla. 90-45 (1990), in which this office concluded that a member of the civil service board could not be appointed to the board of trustees of the general pension trust board. In that opinion, there was no *ex officio* designation imposing the duties of one office on the other.

[32] *And see* Op. Att'y Gen. Fla. 2007-06 (charter's designation that an elected official of a municipality be nominated to serve on the planning council would appear to constitute an *ex officio* designation); Inf. Op. to Trudy Block, dated June 23, 2010 (town charter that reflects the designation of a member of the city council to serve *ex officio* as acting town manager in the event of the resignation of the town manager would not violate Art. II, s. 5[a], Fla. Const.).

[33] 502 So. 2d 1335 (Fla. 4th DCA 1987).

[34] 528 So. 2d 468 (Fla. 1st DCA 1988).

[35] *Advisory Opinion to the Governor*, 1 So. 2d 636 (Fla. 1941). *And see* Op. Att'y Gen. Fla. 70-46 (1970) (doubtful that city commissioner could also be municipal judge where charter created office of municipal judge as a separate and distinct office and did not designate it as an *ex officio* office to be performed by the city commissioner).

[36] *Advisory Opinion to Governor*, 1 So. 2d 636 (Fla. 1941).

[37] *See* Art. XI, s. 2, Fla. Const., providing for the establishment of a constitutional revision commission every twenty years; Art. XI, s. 6, Fla. Const., providing for the establishment of a taxation and budget reform commission every twenty years; and Art. XI, s. 4, Fla. Const., reserving to the people the power to call a convention to consider a revision of the entire Constitution.

[38] *Advisory Opinion to Governor*, 1 So. 2d 636 (Fla. 1941).

[39] *Id.* at 638.

[40] 1 So. 2d at 637.

[41] *And see* Op. Att'y Gen. Fla. 98-36 (1998), concluding that membership on a city water resources advisory board which, despite its name, exercised substantive powers, constituted an "office."

[42] Article IV, s. 6, Fla. Const., provides in part that the administration of each department in the executive branch of state government, unless otherwise provided in the Constitution, "shall be placed by law under the direct supervision of the governor, the lieutenant governor, the governor and cabinet, a cabinet member, or an officer or board appointed by and serving at the pleasure of the governor" except as provided therein.

[43] Op. Att'y Gen. Fla. 2003-59.

[44] *Grant v. State*, 474 So. 2d 259 (Fla. 1st DCA 1985). *But see* Op. Att'y Gen. Fla. 02-72 (2002), concluding that the duties and responsibilities of an Assistant United States Attorney appeared to be in the nature of an employment rather than a "civil office of emolument under the United States."

[45] *Holley v. Adams*, 238 So. 2d 401, 407 (Fla. 1970). *And see In re Advisory Opinions to the Governor*, 79 So. 874, 875 (Fla. 1918) (construing a similar prohibition in Art. XVI, s. 15, 1885 Fla. Const., to conclude that if a state senator accepted another office, "such appointment and acceptance of the office vacates the person's right and status as a member of the state senate").

[46] 380 So. 2d 1102, 1104 (Fla. 1st DCA 1980), *petition for review denied*, 388 So. 2d 1113 (Fla. 1980).

[47] 635 So. 2d 937 (Fla. 1994). *And see* Ops. Att'y Gen. Fla. 11-05 (2011) and 96-84 (1996) (observing that in light of *Clayton*, the common law doctrine of incompatibility, precluding a person from serving in a governmental body and concurrently serving in a subordinate body, which could result in the officer favoring one entity over the other, is probably not viable).

[48] *See, e.g.,* Art. II, ss. 5 and 8, Fla. Const.

NOTE: Formal Attorney General Opinions issued since 1974 may be accessed on this office's searchable database at: http://myfloridalegal.com/ago.nsf/Opinions Informal opinions referenced in this pamphlet may be obtained by contacting the Opinions Division at: (850) 245-0158.

MINUTES

BOARD OF COMMISSIONERS
SPECIAL MEETING
MAY 7, 2020
2:00 P.M.

A special meeting of the City of Madeira Beach Board of Commissioners was held at 2:00 p.m. on May 7, 2020, in the Patricia Shontz Commission Chambers at City Hall, located at 300 Municipal Drive, Madeira Beach, Florida.

MEMBERS PRESENT: John Hendricks, Mayor
Doug Andrews, Vice Mayor/Commissioner District 3
Helen Price, Commissioner District 1
Nancy Hodges, Commissioner District 2
John Douthirt, Commissioner District 4 (via telephone)

MEMBERS ABSENT:

CITY STAFF PRESENT: Robert Daniels, City Manager
Clara VanBlargan, City Clerk
Patty Kordis, Deputy Clerk
Ralf Brookes, City Attorney (absent)

1. CALL TO ORDER

Mayor Hendricks called the meeting to order at 2:01 p.m.

2. ROLL CALL

Deputy Clerk Patty Kordis called the roll.

3. PUBLIC COMMENT

Mayor Hendricks opened to public comment. There were no public comments.

4. ITEMS FOR DISCUSSION

A. Resolution 2020-09, a resolution promulgating an emergency order granting the approval of a city-wide special event order - *Board of Commissioners*

City Clerk Clara VanBlargan read Resolution 2020-09 by title only:

RESOLUTION 2020-09

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE CITY OF MADEIRA BEACH, FLORIDA, PROMULGATING AN EMERGENCY ORDER GRANTING THE APPROVAL OF A CITY-WIDE SPECIAL EVENT ORDER AND AUTHORIZING THE CITY MANAGER TO APPROVE, MONITOR, REGULATE, AND REVOKE SAID SPECIAL EVENT PERMIT, IN PART OR WHOLE, IN WHICH BUSINESSES AND RESTAURANTS MAY RECEIVE WAIVERS IN REGARD TO USE OF THE CITY OF MADEIRA BEACH RIGHT-OF-WAY ASSISTING THEIR OPERATIONS FOR A TEMPORARY TIME-FRAME; AND PROVIDING FOR AN EFFECTIVE.

Commissioner Douthirt asked if the City's insurance or the establishment would be liable if a person attending an event got hurt in the City's right-of-way. Commissioner Price said the City would be a party in the lawsuit.

Commissioner Douthirt cautioned that the City should get the advice of the City Attorney and the City's insurance carrier before considering the item.

The City Manager said the resolution was approved by the City Attorney and the Interim City Attorney.

Vice Mayor Andrews said when the topic posted, a concerned resident suggested that he sustain from voting since he is a businessman. As a business owner, his business would not be affected by the proposal, so it would be acceptable to vote.

Commissioner Price motioned to approve Resolution 2020-09. Commissioner Hodges seconded the motion.

Roll Call:

Commissioners Price	"YES"
Commissioner Hodges	"YES"
Vice Mayor Andrews	"YES"
Commissioner Douthirt	"NO"
Mayor Hendricks	"YES"

The motion carried 4-1.

B. Resolution 2020-10, a resolution promulgating an emergency order granting the approval of rent waiver and payment deferral for two businesses that have a business relationship with the City - *Board of Commissioners*

City Clerk Clara VanBlargan read Resolution 2020-10 by title only:

RESOLUTION 2020-10

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE CITY OF MADEIRA BEACH, FLORIDA, PROMULGATING AN EMERGENCY ORDER GRANTING THE APPROVAL OF RENT WAIVER AND PAYMENT DEFERRAL FOR TWO BUSINESSES THAT HAVE A BUSINESS RELATIONSHIP WITH THE CITY OF MADEIRA BEACH; AND PROVIDING AN EFFECTIVE DATE.

City Manager Robert Daniels said Moshe, the tenant of Fantasy Planet, said he appreciated the Board waiving the rent for April 2020 and asked if the Board would forgive the rent for May because the business is suffering due to the Covid-19. The Board was not in favor of forgiving May's rent.

The City Manager said Saltwater Destination has a five-year contract with the City and is required to pay $7,500 every six months for rent. The business is not asking for forgiveness, but instead asking for a forbearance of the May 1st payment, which is in default. They are hoping that a portion of the amount owed for May could be added to each six-month payment over the next four years left on their contract. The City Manager said he could bring an addendum to the contract to the Board for approval.

Commissioner Price motioned to pass Resolution 2020-10 with changes to authorize the City Manager to work with Fantasy Planet on spreading their May 1st payment out over time with no penalty. The Board would forgive Saltwater Destination for any prorated monies that were due in April 2020. The Board authorizes the City Manager to negotiate the appropriate changes to both contracts and bring them back to the Board for approval. Commissioner Hodges seconded the motion.

Mayor Hendricks opened to public comment. There were no public comments.

Roll Call:

Commissioners Price	"YES"
Commissioner Hodges	"YES"
Vice Mayor Andrews	"YES"
Commissioner Douthirt	"YES"
Mayor Hendricks	"YES"

The motion carried 5-0.

C. Auditor Selection Committee Discussion-*Vice Mayor Andrews*

Vice Mayor Andrews said he watched the May 1st live streaming video of the Auditor Selection Committee meeting. He said the Board appointed the members, but he does not understand why they would need both the Auditor Selection Committee and the Bid Review Committee. It should have been an administrative task to choose one of the vendors that submitted an RFP. On the live streaming video, the committee discussed how they would set the criteria and choose a winner. It was suggested that the members take the proposals home without any redactions. He is not

insinuating that any member of the committee was engaging in any shenanigans, but that does not pass the ethics test in his book. In the video, the chair of the committee said he did not want to assign any values and weights to categories until everybody had read the proposals. An evaluation matrix should have been in the RFP and not be created after the RFPs have been opened. That relinquishes the competitive advantage and hampers the negotiations. They operate in the sunshine, and all meetings need to be recorded. He does not support what went on in that meeting.

Finance Director Walt Pierce explained his position as an advisor to the Auditor Selection Committee. He said the committee was confused partially due to the coronavirus, and that the meeting would be livestreamed. In checking with other advisers on how they brief Auditor Selection Committees, the decision is not based on price and there are additional criteria involved. He would like to keep the matrix as unbiased as possible.

The City Manager explained that the Florida Statutes provided the criteria for establishing and selecting an Auditor Selection Committee.

Mayor Hendricks said it seemed like the City was being run by committees.

Commissioner Price said she watched the meeting and asked how the committee was created and if the members had applied by application because she could not locate the applications on the City's website. It concerned her that Commissioner Douthirt, as the Commission member on the committee, is not the chair as required by Florida Statutes, and that Director Pierce was heavily involved in a committee that chooses who audits his work. Director Pierce said the previous Board approved the committee by vote.

Following further discussion, Vice Mayor Andrews motioned to terminate City Treasurer/Finance Director Walt Pierce. Commissioner Hodges seconded the motion.

Roll Call:

Vice Mayor Andrews	"YES"
Commissioner Hodges	"YES"
Commissioners Douthirt	"NO"
Commissioner Price	"NO"
Mayor Hendricks	"NO"

The motion failed 3-2.

5. ADJOURNMENT

Mayor Hendricks adjourned the meeting at 3:20 p.m.

John B. Hendricks, Mayor

ATTEST:

Clara VanBlargan, MMC, MSM, City Clerk





MINUTES

BOARD OF COMMISSIONERS
REGULAR WORKSHOP MEETING
JUNE 24, 2020
6:00 P.M.

A regular workshop meeting of the City of Madeira Beach Board of Commissioners was held at 6:00 p.m. on June 24, 2020, in the Patricia Shontz Commission Chambers at City Hall, located at 300 Municipal Drive, Madeira Beach, Florida.

MEMBERS PRESENT:	John B. Hendricks, Mayor Doug Andrews, Vice Mayor/Commissioner District 3 Helen "Happy" Price, Commissioner District 1 Nancy Hodges, Commissioner District 2
MEMBERS ABSENT:	John Douthirt, Commissioner District 4
CITY STAFF PRESENT:	Robert Daniels, City Manager Clara VanBlargan, City Clerk Patty Kordis, Deputy Clerk Thomas Trask, Interim City Attorney

1. CALL TO ORDER

Mayor Hendricks called the meeting to order at 6:00 p.m.

2. ROLL CALL

City Clerk Clara VanBlargan called the roll.

3. PUBLIC COMMENT

Mayor Hendricks opened to public comment.

Davis Slosser, 494 Crystal Drive, explained his reasons why he did not agree with how City Code read regarding excessive property restriction in the R-1 residential zoning. There is excessive restrictive property right infringement for no identifiable purpose or logic. It is related explicitly to the definition of a structure as it affects the 30-foot set back in R-1 zoning waterfront property. He asked that his code compliance case be put on hold until the Commission can review the code. He requested that his current application for a permit be released from the Building Department since it is independent of the code violation. He provided a handout that was distributed to the Board.

4. ITEMS FOR DISCUSSION

A. Increase fines for littering on Beach- *Mayor John B. Hendricks*

This item was moved to be the first item on the agenda.

Mayor Hendricks opened to public comments.

Audrey Cevaer, 201 E. Madeira Avenue, asked that the City help make the City of Madeira Beach be the cleanest beach in Pinellas County. She is one of the organizers of a group called the Trash Pirates. With help from the community and the possibility of more signage and stricter fines for people caught littering, they may achieve their goal.

Robert Preston, 425 S. Bayshore Drive, said people do not need second chances for littering.

Tom Edwards, protected address, said there is a state statute that governs littering, and most cities have rules in place. It would be challenging to ticket people on the beach where it is harder to see people litter. He suggested working in conjunction with the Sheriff's Department to enforce the fines.

Jeff Beggins, 429 Boca Ciega Drive, was in favor of implementing a strict fine to help people realize Madeira Beach is serious about being the cleanest beach around.

Commissioner Price asked the current fine for littering. Sherriff Deputy Snyder explained there are presence of officers on the beach during the day and trash receptacles could not be left on the beach overnight, as it violates the "Leave No Trace" ordinance. He said the minimum fine at this time is $100.00.

Vice Mayor Andrews suggested increasing the number of trash receptacles on the beach during the day and adding more signage. He asked if the sanitation crew could make a second trip during the day to remove trash later in the day.

Commissioner Price suggested a sign letting people know there would be a fine for littering.

Tom Edwards, protected address, suggested placing a deputy in high traffic areas at peak times to watch for violators and issue citations.

The Board consented to a $250 fine for the first offense and asked the City Attorney to draft an ordinance for the next regular meeting.

B. Public Private Partnerships - Pocket Parks - *Mayor John B. Hendricks*

This item was moved to the second item on the agenda.

Mayor Hendricks opened to public comments.

Jeff Beggins, 429 Boca Ciega Drive, commented in favor of the Public-Private Partnership.

Robert Preston, 425 S. Bayshore Drive, supported the idea of making different types of pocket parks throughout the City, allowing citizens who don't live on the water easy access to the intercoastal.

City Manager Robert Daniels said he would investigate partnership opportunities for funding the improvements to the parks.

The Board asked that this item be placed on the July regular workshop meeting agenda.

C. 5-Year Capital Improvement Plan Review – *Walt Pierce, City Treasurer/Finance Director, Robert Daniels, City Manager*

Deputy Clerk Patty Kordis distributed documents to the Board from the Finance Director.

Finance Director Walt Pierce explained the item and responded to questions and comments by the Board.

Commissioner Hodges inquired about the remaining balance of $33,942 for the Military Code of Honor when the original amount was $41,000 set aside for the project. Director Pierce explained the difference in the amount of money paid was for a survey and site plan for the area.

The City Manager said the Cambria Hotel was enthusiastic about hosting a VIP fundraising event to support the Military Code of Honor's project in the future.

Vice Mayor Andrews commented that a quick response vehicle for the Fire Department would save the City wear and tear on the ladder truck. The City Manager said after ten years, the vehicles start to have mechanical problems. It takes about two years to buy a new fire engine. The City would need to begin the process to purchase it in 2021.

Commissioner Price asked why there was $45,000 budgeted for improvements to the dais. The City Manager explained that the money would be used in phases to make repairs in the future.

Director Pierce explained the expenditure in the improvement plan, and requests made by staff are only requests.

Commissioner Price inquired if the company that built the Fire Station was aware the building needed significant repairs. Director Ahrens said he believed the contractor had been notified in the past and is drafting a letter informing them of the continuing issues.

Mayor Hendricks opened to public comment.

Robert Preston, 425 S. Bayshore Drive, was in favor of the City purchasing a quick response vehicle. He said the City needed to look deeper than the poor construction on the firehouse. There needed to be a review of the architectural and engineering designs to see if they are correct.

Jeff Brooks, 425 150th Avenue, was in favor of getting bed tax and impact fees implemented to help with revenue for the City.

D. Fire Fighter Pay during COVID-19 (verbal report) -*Robert Daniels, City Manager*

City Manager Robert Daniels said the firefighters are involved in a three-year collective bargaining agreement. The labor attorney is scheduling a meeting with the firefighter's union to work through the proposals.

Mayor Hendricks opened to public comment. There were no public comments.

E. Correction of Press Release regarding recent Marina Examination – *Board of Commissioners*

Commissioner Price said she had revised the press release and asked the Board to review it. After discussion by the Board, it was decided to continue working on the press release and discuss it at the next workshop meeting.

Mayor Hendricks opened to public comment.

Jeff Brooks, 425 150th Avenue, said he did not agree with everything that happened in the recent town hall meeting, but did think it was constructive and thanked Vice Mayor Andrews for taking the time to organize the meeting.

Tom Edwards, protected address, asked that while the City Manager is researching information to see if there was an actual first report with CRI (Carr Riggs & Ingram), the press release could be postponed.

F. Auditor Selection Committee – *Robert Daniels, City Manager*

City Manager Robert Daniels explained the item.

Interim City Attorney Tom Trask said he was concerned that the previous process was not done correctly. It would need to be treated as a meeting that was not in compliance with the Sunshine Law and there needed to be a cure meeting and to start the complete process over. Anything done going forward, the City would meet the requirements of the statute. There are some technical problems with what the original committee did. He recommended appointing new members and a renewed process.

Vice Mayor Andrews suggested that the Board of Commissioners take over the responsibilities of the Auditor Selection Committee and to start the process over. Mayor Hendricks nominated Vice Mayor Andrews to be the chair on the committee. The Board consented.

Mayor Hendricks opened to public comment.

Tom Edwards, protected address, said he was on the committee and gave some background information on what had occurred.

G. Filling the vacancy of City Treasurer and advertising for the Position - *Robert Daniels City Manager*

The City Manager reviewed the item and answered questions and comments by the Board.

Vice Mayor Andrews was in favor of having each commissioner have a one-on-one meeting with Andrew Laflin before deciding to bring him on board as the finance consultant.

Mayor Hendricks opened to public comment. There were no public comments.

H. Crystal Island Project Update (verbal report) – *Al Carrier, Principal of Deuel & Associates*

Al Carrier, Deuel & Associates, gave an update on the progress of the Crystal Island roadway project. The project is slightly under budget and ahead of schedule. He answered questions and comments by the Board.

Mayor Hendricks opened to public comment. There were no public comments.

I. Public Private Partnerships – Pocket Parks -*Mayor John Hendricks*

This item was discussed earlier on the agenda.

J. Increase Fines for littering on Beach - *Mayor John Hendricks*

This item was discussed earlier on the agenda.

The City Manager said he supported the Pinellas County ordinance to wear masks when entering any public building. City Hall employees would be required to wear masks at work.

The City Manager said he would be adding to the special meeting scheduled on June 30th, at 6:00 p.m., the resolution for the Local Mitigation Strategy Program that was being adopted by Pinellas County.

5. ADJOURNMENT

Mayor Hendricks adjourned the meeting at 8:17 p.m.

John B. Hendricks, Mayor

ATTEST:

Clara VanBlargan, MMC, MSM, City Clerk

MINUTES

BOARD OF COMMISSIONERS
REGULAR WORKSHOP MEETING
JULY 22, 2020
6:00 P.M.

A regular workshop meeting of the City of Madeira Beach Board of Commissioners was held at 6:00 p.m. on July 22, 2020 in the Patricia Shontz Commission Chambers at City Hall, located at 300 Municipal Drive, Madeira Beach, Florida.

MEMBERS PRESENT:	John B. Hendricks, Mayor Doug Andrews, Vice Mayor/Commissioner District 3 Helen "Happy" Price, Commissioner District 1 Nancy Hodges, Commissioner District 2 John Douthirt, Commissioner District 4 (via telephone)
MEMBERS ABSENT:	
CITY STAFF PRESENT:	Robert Daniels, City Manager Clara VanBlargan, City Clerk Patty Kordis, Deputy Clerk Thomas Trask, City Attorney

1. CALL TO ORDER

Mayor Hendricks called the meeting to order at 6:00 p.m.

2. ROLL CALL

City Clerk Clara VanBlargan called the roll.

3. PUBLIC COMMENT

Mayor Hendricks opened to public comment.

Tom Edwards, protected address, read the regulations from the Department of Environmental Protection Agency on sea grape trimming guidelines. He suggested the City to consider budgeting money to trim the sea grapes around the walkovers to the beach and ones blocking the views of the Gulf of Mexico.

Robert Preston, 425 S. Bayshore Drive, said he did not see additional software funds in the Finance budget to improve the efficiency of the department and questioned the amount of money allocated for travel and training for the Marina.

Pam Rasmussen, 567 Normandy Road, said committees are created, meetings scheduled, and a majority of members do not show up. Some committees are counterproductive and slow processes within the City down. It may be better to dissolve some of these committees to save staff and citizens time.

Vice Mayor Andrews asked if he could add discussion of current committees to the agenda. The Board consented.

Mayor Hendricks opened to public comment. There were no public comments.

4. TOPIC FOR DISCUSSION

A. Committees of the City

This item was added to the Agenda by Vice Mayor Andrews.

Vice Mayor Andrews said, after listening to Ms. Rasmussen, the Board should consider dissolving some of the committees. The Budget Review Committee, the Bid Review Committee, and the Charter Review Committee were the three suggested. After discussion by the Board, the item will be added to the next regular meeting agenda.

B. Establish a schedule for Town Hall meetings – *Board of Commissioners*

Mayor Hendricks opened to public comment. There were no public comments.

Commissioner Price asked when Planning Consultant Jerry Murphy would be presenting the study on transportation impact fees.

Community Development Director Linda Portal suggested a joint community meeting on August 12th with Mr. Murphy to present a draft of the transportation impact fees to the Board of Commissioners. The item was added to the August 5th BOC regular meeting agenda.

After discussion by the Board, two town hall meetings were scheduled for September 16 and October 7, 2020 to discuss the charter amendments that will be on the November 3, 2020, General Municipal Election Ballot.

Mayor Hendricks opened to public comment. There were no public comments.

C. Major community events (Seafood Festival, Old Salts Fishing Tournaments, Veteran's Boat Parade) – *Vice Mayor Andrews*

Vice Mayor Andrews welcomed several event coordinators to the workshop, he inquired how Covid-19 had affected the events and what was in store for the future.

Amy Verdensky, Old Salts Fishing Tournaments, said they would like to get with the City to review a new contract in the next six months. Since the pandemic, they have not been able to hold fundraising events and have not scheduled any fishing tournaments for the fall. She said there may be a possibility of a virtual tournament. They will need some help from the City when future events can get underway.

Pam Rasmussen, Veteran's Boat Parade, said the boat parade is scheduled for the weekend after Veterans Day. She said they are struggling with the pandemic, it is difficult to raise money for the Veterans, and they are also struggling with sponsors and donations.

Recreation Director Jay Hatch said the Seafood Festival would be moving from October to January 22nd, 23rd, and 24th.

D. Review of City of Madeira Beach personnel Policy handbook and a discussion about the use of time clocks – *Vice Mayor Andrews*

Vice Mayor Andrews reviewed the item and clarified there would be a joint meeting on August 4th at 10:00 a.m. between the Board and the Civil Service Commission. He set ground rules for the meeting. Every one that is called to speak needs to speak freely, the meeting will be held in the Sunshine, and the Commission is the system of checks and balances. He asked for a consensus from the Board. The Board consented.

Commissioner Price asked Vice Mayor Andrews not to use this meeting to bring up issues from the past. She would like the meeting to go forward with the employee policies and correct procedures. The City needs to institute time clocks for every hourly employee.

City Manager Robert Daniels said the HR department has been researching different types of employee timekeepers. Human Resources Coordinator Karen Paulson said Sanitation, Public Works, Marina, and Recreation Center were using punch card time clocks. She is looking into geofencing time clocks phone apps to implement for the entire City.

Mayor Hendricks received confirmation that employees are paid bi-weekly. He asked how employees are compensated when there was a declared state of emergency. The City Manager said the answer falls in two places, the employee handbook, and the emergency operations manual. He said a better financial arrangement for compensating employees that come to work during an emergency would be to offer comp-time after a natural disaster.

Vice Mayor Andrews disagreed with how employees were paid during the pandemic. Commissioner Price said there would need to be a way to establish essential employees in a state of emergency and a policy in place for emergencies.

Interim Attorney Trask said to change the language in the emergency compensation manual and the employee handbook. Rod Eschenfelder, Labor Attorney, would assist rewriting the policy.

Mayor Hendricks opened to public comment.

Robert Preston, 425 S. Bayshore Drive, said he was recently appointed to the Civil Service Commission, and he would like to be the liaison between HR and the employees. He would be highly confidential to hear their thoughts about the employee handbook.

Tom Edward, protected address, said he would like the City to have a labor attorney at the August 4th meeting.

Pam Rasmussen, 567 Normandy Road, said she thought Mr. Preston had a great idea to be a liaison for employees. She thanked Vice Mayor Andrews for his passion for the employees and said she valued Commissioner Price's plan for the whole City to use time clocks. Ms. Rasmussen was a previous member of the Civil Service Commission. It has come to her attention that when employees are required to self-quarantine, they are using their personal and sick time. She recommended looking for government programs for the pandemic that could reimburse the City for their time to avoid a potential lawsuit.

The City Manager said the Fire Department tests employees that may have been in contact with someone that tested positive for COVID-19. If the employee is exposed off duty, they could get

tested. If it were positive, they would not be covered under worker's compensation. The results of the test are available in 15 minutes.

This item was moved from Items for Discussion H on the Agenda.

E. Invitation to Bid for IT Services or hire a full-time employee to perform the IT services - *Board of Commissioners*

Nick Freeman and Hunt Brand from the Network People gave a presentation on their information technology and security planning. They responded to questions and comments by the Board.

After discussion by the Board, Mayor Hendricks suggested putting the IT Service out for an RFP.

Mayor Hendricks opened to public comments.

Tom Edwards, protected address, said he was not in favor of having an internal IT person versus a company.

Robert Preston, 425 S Bayshore Drive, agreed with Mr. Edwards and was in favor of having a company for IT support.

F. Update on the progress of the complaint against Jonathan Evans (based on his negotiating with Riviera Beach while actively employed by Madeira Beach) - *Commissioner Price*

Commissioner Price asked the City Manager for an update on the complaint against Jonathan Evans. Mr. Evans was negotiating for a different position while employed in the City. The City Manager said there were two issues, the length of time commitment. Unless there are extenuating circumstances, he was expected to stay as an employee of the City for two years. The second issue was the negotiation. He contacted the International City/County Managers Association (ICMA), and they checked the record. He had been told Mr. Evans was sanctioned after he did self-reporting to the ICMA. He was not provided any information about it.

Commissioner Price asked the City Manager for a copy of the original letter that was written to the ICMA and any other information about the status of the complaint against former City Manager Evans. The City Manager said he could send a former letter to ICMA requesting a copy. The Board consented.

Mayor Hendricks opened to public comment. There were no public comments.

G. Updating Job Description for City Treasurer/Finance Director - *Board of Commissioners*

The City Manager said he rewrote a draft with the changes from the Commission for the City Treasurer/Financial Director job description and distributed a copy to the Board.

Commissioner Price said she would like to add to the job description for them to be able to work with the Munis system.

The City Manager asked the Board to review the draft and get back to him by Wednesday with any other changes.

Vice Mayor Andrews suggested keeping the Financial Consultant on board until after the budget process.

The Board consented to postpone hiring for the position at this time.

Mayor Hendricks opened to public comment. There were no public comments.

Robert Preston, 425 S. Bayshore Drive, said he had been impressed with the Financial Consultant.

H. Correction of Press Release regarding recent Marina Examination - *Board of Commissioners*

Commissioner Price said without answers to questions regarding the Auditor's initial report and more information, she was pleased with the way the article was written. The City Attorney reviewed the draft and she accepted every change he suggested. The media release will be an item added to the Consent Agenda at the next regular meeting.

Mayor Hendricks opened to public comment.

Tom Edwards, protected address, said it would be good if the City could get John Houser to come in and answer the questions about the audit. He was told Mr. Houser was not responding to the City Manager's requests. The City Manager also contacted CRI (Carr, Riggs & Ingram CPA's and Advisors). Still, they said it was too short of an invitation to come to this meeting.

I. Discussion and Amendment to Gulf Beaches Library Agreement - *Board of Commissioners*

This item was discussed at the BOC Budget Workshop meeting before this meeting.

J. Invitation to Bid for IT Services or hire a full-time employee to perform the IT services - *Board of Commissioners*

Mayor Hendricks moved this item C on the Agenda.

K. Review of the Madeira Beach ordinance which defines "accessory structure" and its interpretation - *Commissioner Price*

Commissioner Price asked to postpone this item until the workshop agenda setting in next month's meeting agenda.

L. **Suggestion by resident regarding litter & pocket parks of possible "volunteer group of Madeira Beach Block Ambassadors." Having one volunteer rep who is responsible for one to two blocks; would welcome those that are on the beach, hand them a trash bag (imprinted with thank you for keeping Madeira Beach beautiful) -** *Commissioner Price*

Recreation Director Jay Hatch reviewed the item and answered questions and comments by the Board.

After discussion by the Board, Mayor Hendricks opened to public comment. There were no public comments.

M. **Report on the update of a Restaurant and High and Dry storage at the Marina -** *Jamie Ahrens, Public Works Director*

Public Works Director Jamie Ahrens reviewed the item and answered questions and comments by the Board. The Mayor asked if there was a report on the building at the Marina. Director Ahrens said he was researching if there were any plans and reports from previous years. The City Manager said he would reach out to Steve Kochick to see if he could help with the timeline of when and where to find the plans. Director Ahrens had not found anything from previous years. He did hire a consultant to give estimated pricing on storage capacity in the high & dry, public works building, and the restaurant footprint and the remaining availability for parking. They will be presenting the City with a business plan which would give a cost breakdown and what our estimated return on investment could be. Based on the report, the City could make an informed decision on whether to move forward with the project.

Mayor Hendricks said there had been inquiries by restaurants about the Marina location, and they are willing to pay for the construction of the restaurant. He asked about parking requirements.

Community Development Director Linda Portal said there are parking regulations for both on-site and off-site parking. They need to be within 300 feet of the restaurant.

Mayor Hendricks opened to public comment.

Tom Edwards, protected address, suggested finding out what type of footprint the restaurant would have, and that would help to know how much parking would be needed.

Robert Preston, 425 S Bayshore Drive, suggested making fewer spaces for trailer parking and make more car parking.

N. **Update on a 4-way stop sign at the intersection of 140th Avenue and N. Bayshore Drive -** *Jamie Ahrens, Public Works Director*

Public Works Director Jamie Ahrens reviewed the item and answered questions and comments by the Board.

Mayor Hendricks opened to public comment.

Robert Preston was in favor of this item and thanked the Board of Commissioners for addressing that issue.

O. Two traffic issues: (1) Possible placement of a left turn arrow on Madeira Way when turning south on Gulf Blvd; (2) Possible shortened crosswalk light at Madeira Way and 150th/Tom Stuart Causeway - *Jamie, Ahrens, Public Works Director*

Public Works Director Jamie Ahrens reviewed the item and answered questions and comments by the Board.

Commissioner Price said she observed the time at the crosswalk light on Madeira Way and 150th/ Tom Stuart Causeway, and it was less than a minute. She requested a dedicated left and a "No Right on Red" sign at the corner of Madeira to go on Gulf Boulevard.

Mayor Hendricks opened to public comment.

Tom Edwards, protected address, said there should be a flashing sign which says "No Right on Red" to protect pedestrians.

P. Approval of Structural Inspection of Johns Pass Boardwalk - *Jamie Ahrens, Public Works Director*

Director Ahrens reviewed the item and answered questions and comments by the Board.

Mayor Hendricks asked when new hardware is installed if it could it be stainless steel.

Vice Mayor Andrews asked for clarification on the cost of the inspection and what is included.

Director Ahrens said the level of detail in the report would give more assurance in prioritizing the critical repairs.

Mayor Hendricks opened to public comment.

Robert Preston, 425 S. Bayshore Drive, said he was in favor of hiring an engineering company, and he would like the City to look for a grant to help fund the project.

Q. Award of Contract for ITB 20-05 HVAC Repair and Preventative Maintenance - *Jamie Ahrens, Public Works Director*

Director Ahrens reviewed the item and answered questions and comments by the Board.

Mayor Hendricks opened to public comment. There were no public comments.

The City Manager said according to Resolution 2020-09 the ninety days was going to expire for the sidewalk seating cafés and open containers. He asked if the Board would be in favor of renewing the resolution. He and the City Attorney could rewrite the resolution and bring it forward to the next meeting for approval. The Board consented.

5. ADJOURNMENT

Mayor Hendricks adjourned the meeting at 9:39.

John B. Hendricks, Mayor

ATTEST:

Clara VanBlargan, MMC, MSM, City Clerk

MINUTES

BOARD OF COMMISSIONERS
WORKSHOP MEETING
NOVEMBER 19, 2020
6:00 P.M.

A regular workshop meeting of the City of Madeira Beach Board of Commissioners was held at 6:00 p.m. on November 19, 2020 in the Patricia Shontz Commission Chambers at City Hall, located at 300 Municipal Drive, Madeira Beach, Florida.

MEMBERS PRESENT: John B. Hendricks, Mayor
Doug Andrews, Vice Mayor/Commissioner District 3
Helen "Happy" Price, Commissioner District 1
Nancy Hodges, Commissioner District 2
John Douthirt, Commissioner District 4

MEMBERS ABSENT:

CITY STAFF PRESENT: Robert Daniels, City Manager
Clara VanBlargan, City Clerk
Patty Kordis, Deputy Clerk
Thomas Trask, City Attorney

1. CALL TO ORDER

Mayor Hendricks called the meeting to order at 6:00 p.m.

2. ROLL CALL

City Clerk Clara VanBlargan called the roll.

3. PUBLIC COMMENT

Mayor Hendricks opened to public comment.

Robert Preston, 425 S. Bayshore Drive, complimented the sanitation crew for doing an excellent job. He stressed concerns that the City is putting their workers at risk for injury. There is no enforcement of the rules on the size of the trash receptacles. Some are up to fifty-five gallons and are being filled up, which becomes heavy. The City Code of Ordinance 54.57 says trash containers be a maximum size of thirty-two gallons and maximum weight is fifty pounds. He said there were no sandbags at Archibald Park during ETA, and vehicles were making a wake when driving on City streets during storms. The wakes from the vehicles driven too fast are ruining garage doors and forcing water into houses.

Travis Palladino, 267 Rex Place, said Sanitation, Public Works, and the Storm Water crew did an excellent job during the past storm. The City Manager and staff should be proud of what was done on the clean up after the storm. He thanked the Board of Commissioners for their outstanding job on the budget.

4. ITEMS FOR DISCUSSION

A. REPORTING FINAL OFFICIAL ELECTION RESULTS - NOVEMBER 3, 2020 GENERAL MUNICIPAL ELECTION - *Clara VanBlargan, City Clerk, Election Official*

City Clerk Clara VanBlargan said there were six Charter amendments on the November 3, 2020 General Municipal Election ballot. She read the Charter amendments and the certified final results for each.

She thanked all the voters who went out to vote and reminded everyone about the upcoming Election on March 9, 2021.

Mayor Hendricks said the voting numbers were high. He congratulated all the residents of Madeira Beach for going out and doing their civic duty.

5. PRESENTATION

Introduction of New Hire & Lieutenant Promotion – *Clint Belk, Fire Chief*

Fire Chief Clint Belk introduced the new hires and Lieutenant promotion.

- New hire Firefighter/Paramedic Luis Suarez.
- Recently promoted Fire Inspector Raul Perez.
- Firefighter/Paramedic Tom McClave was promoted to Lieutenant.
- New hire, Firefighter/Paramedic Johanna Marinello, was unable to attend. She will be recognized at the December meeting.

Mr. Palladino commented and remembered Firefighter Belk when he came to serve at the City, and now he is the Fire Chief. He congratulated Fire Chief Clint Belk for his accomplishments and the accomplishments for the Madeira Beach Fire Department.

6. TOPICS FOR DISCUSSION

A. Backyard Chickens - *Mayor Hendricks*

Jeri Davis, 749 Sunset Cove, thanked the Mayor and the Commission for the opportunity to speak on backyard chickens. It would be a great teaching tool for families to be allowed to have hens in the backyard. She proposed an ordinance to allow hens in the City limits, including safety and sanitary codes to protect the chickens.

Commissioner Price asked why the City had an ordinance that says no chicken within the City limits. Community Development Director Linda Portal said farm animals and fowl were not allowed in the City limits.

The Board recommended:

- Regulations are in place.
- Limitations on the number of hens.
- Coop specifications.

- Odor control.
- Permitting and banding of the hens.

The Board was in favor.

Mayor Hendricks opened to public comment.

Tom Edwards, protected address, said if the City goes forward allowing hens in the backyard, property owners should be required to apply for a permit. If the hens are not being taken care of, revoke the permit and remove the hens.

Rodger Gerston, 171 E. Madeira Avenue, was in favor of allowing backyard chickens.

Robert Preston, 425 S. Bayshore Drive, was in favor of allowing backyard chickens.

Travis Palladino, 267 Rex Place, was in favor of allowing backyard chickens.

B. Agreement for Finance & HR Services - *Andrew Laflin, Financial Consultant*

Mayor Hendricks said the City was not getting a good value with the HR contract and could hire a part-time HR person.

Vice Mayor Andrews said he was not in favor of the HR contract and having a person reporting to the office only one day a week.

Commissioner Price said she read the contract, and there were no specific duties. The person in the position needed to be on-site with the day-to-day operations.

Finance Consultant Andrew Laflin said the HR contract is through his firm. If the City needs more on-site office time, he could have Ms. Mathews move to a two-day work week.

Mayor Hendricks said having Ms. Mathews on site one day a week might not be the best fit for the City. Having someone on-site daily would be more of a benefit to serve the City.

Commissioner Andrews said it was strictly a financial decision and was opposed to approving the HR contract.

Financial Consultant Andrew Laflin asked if the Board would like Ms. Matthews to continue in her current capacity until a replacement is in place. The Board agreed.

Mayor Hendricks opened to public comment.

Robert Preston, 425 S. Bayshore Drive, said the HR person plays an important role. It is crucial to get a qualified person in the position and one that is on-site daily.

C. ICMA requirement for City Manager - *Vice Mayor Andrews*

Vice Mayor Andrews said requiring candidates who are a member of ICMA limits City Manager candidates.

Commissioner Price made inquiries to the ICMA, but they would not disclose information about a former City Manager.

Mayor Hendricks said approximately forty percent of candidates were eliminated because they did not have an ICMA membership. He asked the City Clerk how much notice was required to add a new charter amendment to the March election. The City Clerk responded.

The City Attorney said it would require a new ordinance, the ballot language resolution, and two hearings to occur before the cutoff on December 30, 2020. After everything was approved, the charter amendment would go on the ballot in March.

Mayor Hendricks said the current BOC should be the ones to determine job qualifications requirements for the charter officers, not something written in the City Charter.

Commissioner Price said membership dues were paid. The ICMA's inabilities to provide benefits or any information hindered the City's ability to find information on City Managers.

Mayor Hendricks opened to public comment.

Tom Edwards, protected address, said the public needed to be informed and given the opportunity to ask questions about the issue before putting on an amendment on the ballot.

Robert Preston, 425 S. Bayshore Drive, said ICMA required no qualification except a recommendation by two other members. He was in favor of the amendment.

Deputy Clerk Patty Kordis read public comments that were submitted electronically.

William Gay, 423 150th Avenue, asked why the ICMA's findings and the Florida Commission on Ethics against the former City Manager were not included in the item.

D. Council-Strong Mayor form of government - *Vice Mayor Andrews*

Vice Mayor Andrews explained his reasons for the discussion on the item.

Commissioner Price's said if the Mayor ran the City, it would be a full-time job.

Mayor Hendricks said Redington Shores and Indian Shores have a strong mayor form of government. There may not be enough qualified candidates in Madeira Beach to run for the chief executive's office because of the limited population. There should be more discussion on this topic.

The Mayor opened to public comment.

Tom Edwards, protected address, said the pool of candidates in a small city like Madeira Beach might not have the population with qualifications as larger cities.

Robert Preston, 425 S. Bayshore Drive, said the Mayor and Commissioners are not compensated for their dedication to the City. There should be an increase in their salary.

Deputy Clerk Patty Kordis read public comments that were submitted electronically.

William Gay, 423 150th Avenue, asked Vice Mayor Andrews if he was advocating to drop the city manager form of government for a strong mayor form of government.

Ronald Lugget,13231 Gulf Lane, was in favor of the current City of Madeira Beach form of government.

E. Recreation Department Bus Driver Position - *Jay Hatch, Recreation Director*

Recreation Director Jay Hatch said he would like to merge the bus diver position and after-hour maintenance as a full-time position with an all trade candidate. There could be a decrease in overtime and part-time jobs. The Board was in favor.

Mayor Hendricks opened to public comment. There were no comments received in person or electronically.

F. Request of additional Sanitation position - *Jamie Ahrens, Public Works Director*

Public Works Director Jamie Ahrens praised the sanitation department and the stormwater crew for the fantastic job they are all doing daily and with the clean up after the tropical storm. He proposed hiring one more full-time position for Sanitation.

Mayor Hendricks said he had concerns about the garbage trucks sitting stationary on back streets and would like to see the enhanced supervision. He would like enforcement on the size of cans and educating the public about the size limits of 32-gallon containers or less.

Director Ahrens said large cans are red tagged. If the resident is a repeat offender, a report is sent to Code Enforcement to follow up with a violation. On the Public Works/Sanitation page of the City website, the can size requirement is listed.

Commissioner Price suggested making a flyer to hand out to residents when they get their parking pass or adding on the website a tab making citizens aware of the City codes.

Vice Mayor Andrews said the storm was a learning curve for the City. Public Works staff should have been on duty to serve the community in preparing for the storm.

Director Ahrens responded to the sandbag issue. He provided information to the residents in the July City Managers Report about acquiring sandbags before a storm.

Mayor Hendricks opened to public comment.

Tom Edwards, protected address, said to consider the use of larger cans with affixed lids and the heaviness to stay put during windy days. If citizens are abiding by the weight limit, they should not be red tagged.

Robert Preston, 425 S. Bayshore Drive, said the City let the citizens down by not providing sandbags at Archibald Park.

Mayor Hendrick updated the Board on the November 6th John's Pass Inlet meeting.

The City Attorney said the attorney handling the case Madeira Beach versus Skyway Properties, LLC, requested an out of the sunshine meeting under Florida Statutes 268.01. With the Commissioners authority, he can coordinate a date and time for the discussion to take place. The Board consented.

7. ADJOURNMENT

Mayor Hendricks adjourned the meeting at 8:18 p.m.

John B. Hendricks, Mayor

ATTEST:

Clara VanBlargan, MMC, MSM, City Clerk

MINUTES

BOARD OF COMMISSIONERS
REGULAR WORKSHOP MEETING
NOVEMBER 16, 2022
6:00 P.M.

The City of Madeira Beach Board of Commissioners held a regular workshop meeting at 6:00 p.m. on November 16, 2022, in the Patricia Shontz Commission Chambers at City Hall, located at 300 Municipal Drive, Madeira Beach, Florida.

MEMBERS PRESENT: John B. Hendricks, Mayor
Doug Andrews, Vice Mayor/Commissioner District 3 – Via telephone
David Tagliarini, Commissioner District 1
Ray Kerr, Commissioner District 2
Dave Hutson, Commissioner District 4

MEMBERS ABSENT:

CITY STAFF PRESENT: Robin Gomez, City Manager
Clara VanBlargan, City Clerk
Attorney Rob Eschenfelder, Trask Daigneault, L.L.P.

1. CALL TO ORDER

Mayor Hendricks called the meeting to order at 6:00 p.m.

2. ROLL CALL

City Clerk Clara VanBlargan called the roll.

3. PUBLIC COMMENT

John B. Hendricks, 569 Normandy Road, said traffic is bad coming onto Madeira Beach at 150th Avenue and Madeira Way. Bigger digital signs were ordered for that area to advertise the closing of Madeira Way for the Market on Wednesdays.

4. TOPICS FOR DISCUSSION

A. Reporting the Final Results of the November 8, 2022 General Election - Two City of Madeira Beach Charter Amendments (final certified elections results to be provided before the meeting)

The City Clerk reported on the update of the Unofficial Results of the General Election on Tuesday, November 8, 2022. The results were still unofficial.

TWO CHARTER AMENDMENTS PASSED BY THE VOTERS (Effective Immediately when the Pinellas County Canvassing Board certifies the Final Election Results)

CHARTER AMENDMENT #1 - Qualification and Term of Office
The City of Madeira Beach voters approved an amendment to Section 2.2 B of the Charter to provide that the term of each newly elected member of Board of Commissioners will begin upon induction into office at the first Board of Commissioners meeting following the election.

Unofficial Results:
Yes – 1,705 votes
No – 233 votes

CHARTER AMENDMENT #2 - Induction of Newly Elected Member of Board of Commissioners
The City of Madeira Beach voters approved an amendment to Section 4.8 of the Charter to provide that the first meeting of each newly elected member of the Board of Commissioners for induction into office shall be held at a meeting on or before the last day of the month in which the election was held.

Unofficial Results:
Yes – 1,668 votes
No – 256 votes

Mayor Hendricks said it was amazing that over 1,900 people voted.

Mayor Hendricks opened to public comment. There were no public comments.

B. Deployment of Engine 25 and MBFD crew members as part of the Engine Strike Team assisting communities in SW Florida impacted by Hurricane Ian.

Fire Chief Clint Belk reported on the item and recognized the following Firefighters for their deployment during Hurricane Ian and presented them with the Meritorious Service Award:

- Driver – Engineer Dominic Bueller, seven days deployment
- Lieutenant Andy Childers, seven days deployment
- Firefighter John Sleppy, twenty days deployment
- Firefighter Erick Ubiles, seven days deployment

Mayor Hendricks said he and Mayor Kennedy from Indian Rocks Beach would be taking another load to SW Florida on Monday. If anyone wanted to donate items, bring them to City Hall before Friday.

C. Planned Development Training/Updates to BOC

Mayor Hendricks suggested the item be rescheduled to a meeting specifically for the training. It was not something they could properly do at a regular workshop.

The consensus of the Board was to postpone the item and schedule a separate workshop meeting with Community Development Director Linda Portal in the future.

D. Madeira Beach Complaint and Whistleblower Ordinance

Attorney Eschenfelder said there was a specific request for an amendment to the City's Code Code to address when an employment complaint is brought directly against the City Manager. Under the current policy, complaints are brought to the City Manager. There was an instance in the past where a complaint was brought against a former City Manager, and it did not fit the process that was in place at the time. He recommended the following:

- Whistleblower process by ordinance.
- Improvements that could be made in terms of specifying the role and responsibilities of the Civil Service Commission.

He responded to questions and comments from the Board.

Mayor Hendricks said he was Chair of the Civil Service Commission when they had hearings and is familiar with what happened. He reviewed the Ordinance and was very happy with it. They have not had anything in place addressing it.

Commissioner Kerr asked if the Civil Service Commission reviewed it. The City Manager said it would go before them at their next meeting on Wednesday, November 30, 2022, at 4:00 p.m.

Commissioner Hutson asked if the staff reviewed it and were comfortable with it. The City Manager said it would be provided to all department heads for them to look at, and he supported it.

Commissioner Hutson said if the Civil Service Commission was happy with it, then he was happy with it.

Vice Mayor Andrews agreed with the Mayor. It needed to be in place to protect them all.

Mayor Hendricks opened to public comments. There were no public comments.

The consensus of the Board was to move it forward to the Civil Service Commission. It would come back to the Board in January.

E. Proposed Sanitation Fee Increase

Finance Director Andrew Laflin reviewed the item and said costs continue to increase. Staff recommended an increase in sanitation fees that would be commensurate with the increase in waste disposal fees and recycling costs. Further decisions could be made after they see the results from 2023.

Mayor Hendricks said he calculated a 17.5% increase and they had increases last year. He said there was a $294,000 surplus in the account and did not like the idea of putting residents' money in an account when they did not need it. The City Manager said approximately $100,000 of that money would be used to purchase the toters if they chose to proceed. If they did not approve the

rate increase, the fund balance would absorb the costs making the balance closer to zero. The Mayor said they could let the fund drawdown with the purchase and raise it next year if they needed to. The City Manager said they could because there would be at least a 6.8% increase for the next three years.

Mr. Laflin said they needed to take action or defer until next year.

Commissioner Tagliarini said the residents he surveyed were concerned about costs, and he would like to postpone the increase for a little while. The City Manager said there was not an increase for seven years and that it would be better to slowly increase the fees over the years than to have one big increase in a year. They are in a much better position this year and could wait until next year.

Vice Mayor Andrews asked what the negative burn rate would be monthly if they did not increase the fees and could they change the fee schedule if they found they were burning it faster than they thought. Mr. Laflin said they could change the fee schedule, and he would do an in-depth analysis to determine the monthly rate. Vice Mayor Andrews said he agreed with Commissioner Tagliarini and the Mayor. The City Manager said they would not hit a deficit in this fiscal year, and the revenues would be slightly above the expenditures. Vice Mayor Andrews said he would like to figure out the bottom line after they figured out what was going on with the new equipment.

Mr. Laflin said they would be in a deficit position by the end of FY 2023, but it would not be significant. When they go through the Fiscal Year 2024 budgeting process, he could give a monthly analysis and re-address it in the budget process if they needed to.

Commissioner Kerr said he thought they needed to recover the five dollar recycling increase and look at the rest of it as they proceeded. Commissioner Hutson and the Mayor agreed.

Mayor Hendricks opened to public comment.

Chuck Dillon, 529 Lillian Drive, said the money was already allocated for recycling. The residents would have time to decide if they wanted to recycle or not since it would not come back until January for a vote.

The consensus of the Board was to increase the recycling fee by five dollars, hold off on the waste disposal fee increase, and bring it back to the January 11, 2023, regular meeting for first reading of the Ordinance.

F. Refuse Truck Modifications and Container Purchase

The City Manager reviewed the item and said the quote for a 48-gallon container was included in the packet.

Public Works Director Megan Wepfer said the purpose of the item was as follows:

- The containers would make the City look unified and prettier.
- It would help control the number of containers at the street.

- It would help control the condition of the containers at the street.
- The lids would help eliminate the amount of rainwater in the garbage and help reduce tipping fees.
- It would help reduce some of the overtime.
- It would help prevent liabilities.

Commissioner Tagliarini asked if they would still pick up yard waste, bulk items, and loose bags sitting beside the container. Director Wepfer said yes, and their service would not change.

Commissioner Tagliarini said most people he surveyed wanted the 64-gallon container. The Mayor said if anyone needed additional containers, they could purchase one. Commissioner Kerr asked if a two-man crew could pick up two of the smaller residential containers in addition to the 64-gallon container. Director Wepfer said they would, but if it were recurring, there would be an extra can fee. Each additional container pick-up would be fourteen dollars. The toter would be used for household garbage only, and the other cans would be for brush.

Commissioner Hutson said the 96-gallon container makes more sense if they were going to charge residents for multiple cans. The Mayor said they would be difficult for people to handle and store. The City Manager said the 96-gallon containers were ideal, but they would make the 64-gallon work. Commissioner Tagliarini said the majority of the residents prefer the 64-gallon container.

Mayor Hendricks opened to public comment. There were no public comments.

Chuck Dillon, 529 Lillian Drive, said to go with the 64-gallon containers and charge more for the 96-gallon containers as an upgrade.

The consensus of the Board was to move forward with the tippers and bring the 64-gallon containers back to the December 14, 2022, regular meeting for a vote.

5. ADJOURNMENT

Mayor Hendricks adjourned the meeting at 7:11 p.m.

John B. Hendricks, Mayor

ATTEST:

Clara VanBlargan, MMC, MSM, City Clerk

CONSULTANT AGREEMENT

This Consultant Agreement ("Agreement") is made effective as of October 1, 2021, by and between the City of Madeira Beach, Florida (City), 300 Municipal Drive, Madeira Beach, Florida, 33708, and Aclarian LLC (Contractor) 4240 W. Morrison Ave, Tampa, FL 33629.

DESCRIPTION OF SERVICES – FINANCE & ACCOUNTING

Beginning on October 1, 2021, the Contractor will appoint Andrew Laflin to be responsible for assuming the duties of the Director of Finance and City Treasurer as described in Article V, Section 5.5, of the Charter of the City of Madeira Beach, Florida. Contractor, through Andrew Laflin, will provide the following services:

- Plan, manage, and direct the operations of the Finance department, including personnel and equipment of finance, accounting, cashiering, licensing, billing and collecting sums due the City and related financial accounting and systems operations.
- Maintain current and accurate accounting records of City activities, in accordance with accepted municipal accounting practices and governing city laws.
- Coordinate the annual budgeting process, assist in preparing the annual operating and capital budget, and provide other financial reporting throughout the fiscal year, both internally among City employees and externally to the Board of Commissioners and public at large, such as showing comparison of revenue and expenditures to anticipated revenues and appropriation expenditures.
- Advise the City Manager and Board of Commissioners on significant financial matters.
- Maintain responsibility for adequate safeguards for City assets, including cash, inventories, equipment and pertinent records concerning the same, as well as records of all receivables and liabilities of the City.
- Oversee the annual financial statement audit of the City and the issuance of the Comprehensive Annual Financial Report.
- Ensure prompt deposits of all receipts in designated bank accounts as well as prompt payment of current bills and obligations against the City, when approved.
- Meet all compliance requirements under applicable laws and regulations, including but not limited to reporting deadlines under state law, agenda document submission deadlines for BOC meetings, and other external and internal regulatory requirements
- Perform other related services as mutually agreed upon.

RESOURCES PROVIDED BY THE CITY.

The following resources shall be provided by the City:

<u>ON SITE</u>

- Access to a workspace with desktop and secure internet connection
- Access to applicable software needed to conduct City business (Tyler Munis, Microsoft Office tools)

OFF SITE

- Access to City-owned laptop and applicable software (Tyler Munis, Microsoft Office, network folders)

PAYMENT FOR SERVICES.

The City will pay compensation to Contractor for the Services based on a fixed monthly amount of $7,200.00 for finance and accounting services.

No travel or per diem reimbursement expenses will apply to this agreement; unless expressly approved by the City in advance. All bills for any travel expenses that are authorized shall be submitted and paid in accordance with the rates specified in Section 112.061, Florida Statutes, and in compliance with the City's policy for travel expenses.

The Contractor shall submit invoices for work performed. All payments shall be made in accordance with the Local Government Prompt Payment Act, Florida Statute § 218.70 et.seq., which states the Contracting Party's rights and the City's responsibilities concerning interest, penalties and time limits for payment of invoices.

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RELATIONSHIP OF PARTIES.

It is understood by the parties that Contractor will be an independent contractor, and not the agent or servant of the City and will not be entitled to any benefits granted to employees of the City. The City will not provide fringe benefits, including health insurance benefits, paid vacations, or any other employee benefit to the Contractor. Each party agrees to assume complete responsibility for its own employees with regard to federal or state employers' liability and withholding tax, worker's compensation, social security, unemployment insurance, and Occupational Safety and Health Administration requirements and other federal, state and local laws.

CONFIDENTIALITY.

Contractor will not at any time or in any manner, either directly or indirectly, use for the personal benefit of Contractor, or divulge, disclose or communicate in any manner any information that is proprietary to the City, except as provided for by law. Contractor will protect such information and treat it as strictly confidential, except as provided by law. This provision shall continue to be effective after the termination of this Agreement. Upon termination of this Agreement, Contractor will return to the City all records, notes, documentation and other items that were used, created or controlled by Contractor during the term of this Agreement.

SUBCONTRACTORS:

The Contractor shall perform this Agreement. Additional assignment or subcontracting shall be allowed with the prior approval of the City Manager.

SECURITY.

All employees, agents, and authorized subcontractors to the Contractor ("Contractor's Agents") with access to City computer networks and systems in the performance of this Agreement must be approved by the City and must abide by all applicable terms and conditions of this Agreement.

INDEMNITY PROVISION.

Contractor shall indemnify, pay the City's costs of defense with counsel of the City's choosing, including attorney's fees, and hold harmless the City from all suits, actions or claims of any character brought on account of any damages sustained by any person or entity as a result of the negligence or misconduct of the Contractor, except only to the extent such damages were occasioned by the wrongful acts of the City. The first ten dollars ($10.00) of compensation received by the Contractor represents specific consideration for this indemnification obligation.

INSURANCE PROVISIONS

Contractor shall be required to maintain insurance coverage meeting the City's requirements for the term of this Agreement. Such requirements will include commercial general liability insurance with limits of $500,000 for each occurrence and $1,000,000 in the aggregate, as well as professional liability insurance with limits of $1,000,000 per each claim or occurrence.

PUBLIC RECORDS.

Contractor acknowledges that information and data it manages as part of the services may be public records in accordance with Chapter 119, Florida Statutes and the City's public records policies. Contractor agrees that prior to providing services it will implement policies and procedures to maintain, produce, secure, and retain public records in accordance with applicable laws, regulations, and City policies, including but not limited to the Section 119.0701, Florida Statutes. Notwithstanding any other provision of this Agreement relating to compensation, the Contractor agrees to charge the City, and/or any third parties requesting public records only such fees allowed by Section 119.07, Florida Statutes, and City policy for locating and producing public records during the term of this Agreement. A Contractor who fails to provide the public records to the public agency within a reasonable time may be subject to penalties under s. 119.10.

IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS, CITY CLERK, AT 300 MUNICIPAL DRIVE, MADEIRA BEACH, FLORIDA, 33708. Phone: (727) 391-9951, ext. 231 / Email: cvanblargan@madeirabeachfl.gov

TERMINATION.

The City and the Contractor both reserve the right to terminate this Agreement, without cause by giving thirty (30) days prior written notice to the other party of the intention to terminate, or with cause if at any time the either party fails to fulfill/abide by any of the terms or conditions specified.

PARTIES TO THE CONTRACT:

This Agreement creates no rights or privileges that are enforceable by anyone not a party to this Agreement. Nothing set forth in this Agreement is intended to create, or will create, any benefits, rights, or responsibilities to any third parties.

SEVERABILITY.

If any provision of this Agreement shall be held to be invalid or unenforceable for any reason, the remaining provisions shall continue to be valid and enforceable. If a court finds that any provision of this Agreement is invalid or unenforceable, but that by limiting such provision it would become valid and enforceable, then such provision shall be deemed to be written, construed and enforced as so limited.

GOVERNING LAW.

All matters, whether sounding in tort or contract, relating to the validity, construction, interpretation, performance and enforcement of this Agreement shall be determined by the laws of the State of Florida. The exclusive venue of any legal or equitable action that arises out of or relates to this Agreement shall be the Circuit Court in and for Pinellas County, Florida. In any such action, Florida law shall apply.

ENTIRE AGREEMENT.

This Agreement contains the entire agreement of the parties, and there are no other promises or conditions in any other agreement, whether oral or written.

WARRANTY OF AUTHORITY.

Each person signing this Agreement warrants that he or she is duly authorized to do so and to bind the respective party to this Agreement.

IN WITNESS THEREOF, the Parties hereto have caused this Agreement, which includes any referenced attachments, to be executed by their undersigned officials as duly authorized. This Agreement is not valid until signed and dated by both Parties.

ACLARIAN LLC

Andrew Laflin, President

10/13/2021

DATE

City of Madeira Beach, Florida

City Manager

12-28-2021

DATE

CONSULTANT AGREEMENT

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ACLARIAN LLC

Andrew Laflin, President

10/19/22

DATE

City of Madeira Beach, Florida

Robin Gomez, City Manager

10-26-22

DATE

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WARRANTY OF AUTHORITY.

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IN WITNESS THEREOF, the Parties hereto have caused this Agreement, which includes any referenced attachments, to be executed by their undersigned officials as duly authorized. This Agreement is not valid until signed and dated by both Parties.

ACLARIAN LLC

Andrew Laflin, President

1/13/21

DATE

City of Madeira Beach, Florida

Robert Daniels, City Manager

1/11/2021

DATE

ACLARIAN LLC

Aclarian Software License Agreement

This Software License Agreement ("Agreement") is made and entered into on this 1st day of March, 2022 ("Effective Date"), between Aclarian LLC, a Florida limited liability company ("Licensor"), and City of Madeira Beach, Florida ("Licensee"). Either party may be referred to individually as the "Party" or collectively as "the Parties."

WHEREAS:

Licensor owns all right, title, and interest in the Software (as defined below); and

Licensee desires a license to use the Software.

NOW, THEREFORE:

The Parties have agreed to the following terms and conditions:

I. Definitions. Terms used in this Agreement have the following meaning:

a. "Proprietary Information" shall be defined as all proprietary or non-public information owned or created by Licensor, including the Software, and any know-how, trade secrets, data, materials, inventions, copyrights, trademarks, or discoveries that are necessary or substantially related to the Software.

b. "Software" shall be defined as the accounting program known as "Aclarian," and any software products related thereto provided by its affiliated subcontractors or third-party vendors, including but not limited to human resources and payroll related software, as well as any technical information or documentation relating thereto.

II. Grant of License.

a. Scope of License. Licensor grants to Licensee a non-exclusive, limited license to use the Software solely for the internal business purposes of employees of Licensee that are involved in the accounting, financials, and operations of Licensee. Licensee's rights in the Software shall be limited to those expressly granted in this Agreement. Licensee shall not distribute, rent, resell, lease, sublicense, or otherwise disclose or transfer the Software to any third party (including but not limited to competitive businesses) without Licensor's express written consent, and subject to additional license fees. Licensee shall not modify, reverse engineer, decompile, or create derivative works of the Software. Any use which exceeds the scope of the license grant shall constitute a breach of this Agreement and shall be subject to emergency injunctive relief and the payment of any related attorneys' fees and court costs incurred by Licensor. Licensor acknowledges that Licensee shall be the sole and exclusive owner of the financial, accounting and customer information input into the Software for Licensee's use.

b. Maintenance and Support. For the duration of this Agreement, Licensor will provide, at no charge to Licensee, maintenance and support. Maintenance refers to modifications, such as patches, corrections, and updates, as needed to ensure the software is functioning as intended. With regard to Support, Licensor shall use commercially reasonable efforts, commensurate with the severity level, to achieve its support response and resolution targets with respect to resolving errors. An error is defined as a verifiable and reproducible failure of the Licensor's software product to operate as intended under normal use, and where the error is directly attributable to the Licensor's software product as updated with current modifications. Support is available through the interactive "Help" feature within the Licensor's software.

Support does not include implementation of the Licensor's standard software product, onsite or remote training, or development and installation of custom enhancements specifically requested by the Licensee in addition to the standard software product. Pricing for implementation services, onsite and remote training, and custom enhancements is disclosed in Exhibit A.

III. Term and Termination.

a. Term. This Agreement shall commence as of the Effective Date and shall automatically renew on the one (1) year anniversary of the Effective Date, and on the anniversary of the Effective Date each year thereafter, for subsequent one (1) year terms; provided, however that Licensor or Licensee provide at least sixty (60) days' written notice of termination at any time. Licensor shall refund or prorate the Fees for any partial month, as applicable, if Licensee or Licensor earlier terminates this Agreement.

b. Licensor may increase the Fees pursuant to this Agreement by providing at least sixty (60) days' written notice to Licensee. In that event, Licensee may provide written notice of termination of this Agreement within sixty (60) days thereafter, prorated for any partial month, as applicable. If no such termination right is exercised within sixty (60) days, the Fees increase is deemed accepted by Licensee.

c. Upon termination, Licensor shall disable Licensee's account on the Licensor's web-based software application.

IV. Payment.

a. In exchange for the grant of license to use the Software as outlined herein, Licensee agrees to pay the license fees and implementation costs ("Fees") outlined on attached Exhibit A. Additional costs pertaining to implementation, training, and customization services are also included in Exhibit A.

V. Data Security and Privacy.

a. In the course of providing the Software and related services under this Agreement, Licensor will employ information security and physical security safeguards, procedures and practices to protect the privacy and security of Licensee's data that Licensor receives, accesses, uses, creates, or discloses. Such safeguards shall be at least equal to industry standards and be reasonably appropriate to protect against accidental or unlawful destruction, loss, alteration or unauthorized third party disclosure or access of Licensee's data. Licensor shall make a good faith effort to detect, respond to, and mitigate data security incidents, and to notify Licensee of any such incidents involving Licensee's data as soon as reasonably practicable and in accordance with applicable laws.

VI. General.

a. Governing Law. This Agreement shall be governed by and construed in accordance with the laws of the State of Florida, without regard to conflicts of law principles. The parties agree to waive the right to a jury trial to decide disputes arising out of this Agreement. This provision shall survive termination of this Agreement.

b. Modifications and Additions. No modifications or additions to the terms and conditions of this Agreement shall be binding unless in writing and acknowledged by both Parties.

c. Disclaimers, Obligations, and Limitation of Liability. Licensee agrees and acknowledges that the services to be provided by Licensor under this agreement are and will remain the provision of information only and will not be deemed to constitute advice (legal, accounting, professional, or otherwise), management, decision-making, or consulting of any nature. Licensee also agrees and acknowledges that any eligibility or other calculations produced by Licensor are limited by the

accuracy and completeness of the data provided by Licensee. To the extent Licensee provides incomplete or inaccurate information, Licensor cannot be held responsible for an inaccurate calculation. Consequently, Licensee and not Licensor will be responsible and liable for all matters relating to any of its employees, businesses, or policies, including, without limitation, all matters relating to the dominion, control, management, hiring, firing, promotion, disciplining, or retirement of any employees and all payroll, tax, withholding, benefits, pension, insurance (including, without limitation, workers' compensation, health, medical, life, disability, and unemployment insurance), discrimination, sexual harassment, union, collective bargaining, employee plan, employee manual, health, and safety matters. Licensee and not licensor will be responsible for the foregoing and for the compliance of the foregoing with all applicable laws.

The software is provided on an "as-is" basis. Licensor and its subcontractors, agents, or suppliers shall not be liable for service interruptions caused by failure of equipment, software or services, failure of communications, power outages, or any other interruptions not within the complete control of Licensor or its subcontractors, agents, or suppliers.

In no events shall licensor, its third-party providers, subcontractors, agents, owners, employees, officers, or suppliers be held liable for any incidental, special, consequential, or punitive damages including but not limited to loss of business opportunity. This limitation includes any liability arising out of third-party claims for any cause whatsoever made against licensee. The liability of Licensor, its third-party providers, subcontractors, agents, or suppliers for actual proven damages for any cause, including but not limited to failure of or disruption of service regardless whether in contract, tort or negligence shall be limited to the lower of the cost of replacing the defective system or the amount payable by Licensee under this Agreement.

During the period such damages occur, Licensor and its third-party providers, subcontractors, agents, or suppliers shall not be liable for performance deficiencies caused or created by Licensee's equipment or the Licensee's site or Licensee's users' equipment and services. Licensor does not warrant that the service or equipment will perform at a particular speed, bandwidth, or data throughput rate; therefore, Licensor and its third-party providers, subcontractors, agents, or suppliers shall not be liable for failure to perform in accordance with any documentation, particular bandwidth, or data throughput rate. Licensor does not warrant that service will be uninterrupted, error-free or completely secure. Licensee makes no other warranties, representations, expressed or implied concerning service, equipment, and software and disclaims warranties of fitness for a particular purpose, merchantability, non-infringement, and any other warranty implied by law.

d. Defense and Indemnity. Licensor shall indemnify Licensee and hold Licensee harmless, and Licensee shall indemnify and hold Licensor harmless (each party being indemnified an "Indemnified Party" and each party providing the indemnity, an "Indemnifying Party"), from and against any and all loss, costs, liabilities, damages, judgments, and expenses, including reasonable attorney's fees, in connection with claims resulting from (i) a breach of any confidentiality provision contained herein or (ii) bodily injury or death of any person; provided, however, that an Indemnifying Party shall not be responsible for the portion of any losses, claims, damages or liabilities (or expenses relating thereto) that are finally judicially determined to have resulted from the bad faith or gross negligence of the Indemnified Party. Except for claims of indemnity, defense or hold harmless as described in this section V(d), Licensee agrees that regardless of any statute or law to the contrary, any claim or cause of action arising out of or related to this Agreement must be brought no later than twelve (12) months after such claim or cause of action arose or be forever barred.

e. Assignment. The Licensor is prohibited from transferring and assigning this Agreement to a successor entity or assignee in the event of a sale or merger, unless express prior written approval is provided by the Licensee.

f. Notices. All notices provided in connection with this Agreement will be in writing and will be delivered by (i) certified or registered mail, postage prepaid and return receipt requested or (ii) courier and will be deemed effective upon receipt at the address set forth above, or (iii) by e-mail with return receipt requested.

To Licensee:

City of Madeira Beach, Attn: Robin Gomez
300 Municipal Drive, Madeira Beach, FL 33708
RGomez@madeirabeachfl.gov

To Licensor:

Aclarian LLC, Attn: Andrew Laflin
4240 W Morrison Ave, Tampa, FL 33629
alaflin@aclarian.com

IN WITNESS WHEREOF, each of the Parties have caused its duly authorized representatives to execute this Agreement as of the date below.

Licensor

Name: Andrew Laflin

Title: President

Date: May 11, 2022

Licensee

Name: Robin Gomez

Title: City Manager

Date: 5-12-22

EXHIBIT A

ACLARIAN

ACLARIAN PRICING MODEL - MONTHLY SUBSCRIPTION

SUBSCRIPTION FEES

Monthly Package	Monthly Rate
Standard User Access	$55 Per User Per Month
Standard User Access Includes:	Billing & A/R, Budgeting, Capital Assets, Central Cashiering, Financial Reporting, General Ledger, Interface w/Applications, Payments, Business Licenses & Inspections, Projects & Grants, Purchasing, Task Management, and Treasury Management
Web Applications	$30 Per Web Application Per Month
Web Applications Include:	Vendor Portal, Business License Online Application & Payment Portal, Invoicing & Collection Portal, Financial Transparency Site, other web applications requested by client

BILLABLE SERVICES

Implementation Services	Hourly Rate	Education & Training	Hourly Rate
Implementation Consultant	** See NOTE below	Training Consultant	** See NOTE below
Ongoing Support	**Hourly Rate**	**Future Enhancements**	**Hourly Rate**
Software Support Team	Included in Subscription - No Additional Charge	Developer/Consultant	$120 per hour

**NOTE: Costs for software implementation and training services are covered under a separate Consultant Agreement, as these services are performed by the Aclarian consultant responsible for serving in the role of Finance Director. If the Consultant Agreement between the City of Madeira Beach and Aclarian LLC for outsourced Finance Director services is terminated, then the cost for implementation and training services as needed will be $120 per hour.



ACLARIAN MODULE DESCRIPTIONS - STANDARD ACCESS

Module Name	Included Features
Billing & A/R	Create invoices on customized template with client logo. 'Email Invoice' option automatically sends invoices and reminders to customers via email. Create an online billing and payment web portal for customers to make payments online. Includes automatic GL entries for invoice creation and payment if made online.
Budgeting	Establish relevant budget configurations, such as entity-wide pay increases (COLA), retirement percentages, health insurance amounts per employee, etc. Personnel costs are automatically calculated based on employee data inputs. Customized reporting can be export to PDF, Word, or Excel and used for creating the annual budget document for adoption.
Business Licenses & Inspections	Businesses have the option of paying for new and recurring business tax receipts electronically through an online payment portal. Auto-generate renewal invoices, send automated payment and inspection (fire, rental, etc.) reminders via email, voice call or text, and provide your own design specifications for a business tax receipt certificate once paid.
Capital Assets	Perform inventories and scan equipment, vehicles, etc. containing bar codes using a cell phone or tablet. Maintain a picture of the scanned item with record of scan history. Within capital outlay reporting, associate capital asset additions with capital outlay entries and easily identify potentially unrecorded assets. Attach and store equipment and vehicle registration information and repair and maintenance documentation within individual asset records in Aclarian's Asset Management for well-organized status tracking.
Central Cashiering	All customer collections from various billing sources logged in the Central Cashiering module and segregated by user (cashier), which as a strong internal control measure, allows for reliable reconciliation and close out procedures by each cashier.
Financial Reporting	Generate schedules, tables, and statements based on general ledger balances and data from Budgeting, Capital Assets, and other modules as needed that can be used to effortlessly create sections of the Annual Comprehensive Financial Report (ACFR), budget book, or other financial reporting deliverables as requested by the client.
General Ledger	Aclarian's journal entry form includes Excel import option for journal entry line items, allows users to create templates for recurring entries to be saved and later retrieved, and recurring entries can be scheduled with automatic reminders to the assigned user. Aclarian's reporting tool, AG Grid, is a fully-featured and highly customizable JavaScript data grid. It allows for custom filtering, customizable appearance, data export to CSV or Excel, grouping/aggregation, and has a look and feel that is almost identical to data filtering and producing pivot tables in Excel.

ACLARIAN

ACLARIAN MODULE DESCRIPTIONS - STANDARD ACCESS CONTINUED

Module Name	Included Features
Interface w/Applications	The Aclarian Interface module will display the status of file transfers from external software applications that interface automatically with the Aclarian ERP system typically through API call or SFTP upload. This module can also store additional data from other applications and provide reporting using AG Grid in accordance with user specifications.
Payments	Scan receipts and record itemized transactions in the purchasing/credit card form. Instruct vendors to submit invoices online via a custom-built online Vendor Portal, and the invoice information entered automatically creates an Invoice Approval Form (including attachments). Aclarian's Auto-Pay payment processing service automatically sends vendor payments via mailed check or via electronic ACH, as well as automatically transmit a Positive Pay file to the client's banking institution.
Projects & Grants	Track project and grant activity using assigned project and grant numbers that will be included in the GL string. Easily track revenues and expenses by project and grant through integration with the general ledger. Dictate notes and respond to comments regarding project status within Project/Grant Management; add sub-tasks and close projects and grants through simple form creation. Also included is project burdening via integration with Aclarian Payroll timesheet as projects and grants are created, allowing employees to charge time to applicable projects and grants as applicable.
Purchasing	Purchase Requisition Forms can be customized according to a specific procurement policy (form can require documentation of written bids, quotes, or other documentation for sole source or emergency purchases, etc.). Enable vendors to register to do business with the entity online via a link to the entity's website, which will automatically populate a New Vendor Form. Allow for workflow approval of bids and contracts and manage contract status (such as upcoming expiring contracts and insurance requirements) through Contract Management.
Task Management	Employees can manage tasks ranging from the Finance team preparing for the year end audit to the Public Works and Utilities departments establishing and assigning work orders using custom developed forms to assign to individuals and approvers via workflow. Work Order Forms include Google Maps and Google Earth views when entering property addresses.
Treasury Management	Perform bank reconciliations efficiently within Aclarian's Treasury Management module. Either manually Import transaction files from the bank, or Aclarian can automatically receive daily BAI2 or CSV files directly from the bank containing deposit and withdrawal transactions. Amounts per bank and per GL with matching check numbers, amounts, or other possible unique identifiers will automatically be matched. Complete monthly bank reconciliation forms based on transaction matching results within the Bank & GL Transaction listing.

2023 FLORIDA LIMITED LIABILITY COMPANY ANNUAL REPORT

FILED
Jan 25, 2023
Secretary of State
6492273491CC

Item 6A.

DOCUMENT# L20000319769

Entity Name: ACLARIAN LLC

Current Principal Place of Business:

4240 W MORRISON AVE
TAMPA, FL 33629

Current Mailing Address:

4240 W MORRISON AVE
TAMPA, FL 33629 US

FEI Number: 85-3378848

Certificate of Status Desired: No

Name and Address of Current Registered Agent:

LAFLIN, ANDREW P
4240 W MORRISON AVE
TAMPA, FL 33629 US

The above named entity submits this statement for the purpose of changing its registered office or registered agent, or both, in the State of Florida.

SIGNATURE: ANDREW LAFLIN 01/25/2023

Electronic Signature of Registered Agent — Date

Authorized Person(s) Detail :

Title	PRESIDENT
Name	LAFLIN, ANDREW P
Address	4240 W MORRISON AVE
City-State-Zip:	TAMPA FL 33629

I hereby certify that the information indicated on this report or supplemental report is true and accurate and that my electronic signature shall have the same legal effect as if made under oath; that I am a managing member or manager of the limited liability company or the receiver or trustee empowered to execute this report as required by Chapter 605, Florida Statutes; and that my name appears above, or on an attachment with all other like empowered.

SIGNATURE: ANDREW LAFLIN PRESIDENT 01/25/2023

Electronic Signature of Signing Authorized Person(s) Detail — Date

City of Madeira Beach

Personnel Policies and Procedures

Revised through Ordinance 2019-13

Office of the City Clerk

DRAFT 2/15/29

City of Madeira Beach Personnel Policies and Procedures

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ARTICLE I. GENERAL PROVISIONS

Section 101. PURPOSE. *(Resolution 07.06: 02/27/2007; Ordinance 837: 07/05/1995)*

The Personnel Policies and Procedures were adopted by Ordinance in fulfillment of, and pursuant to, Section ~~6.6~~ 5.7 (C) of the City Charter of the City of Madeira Beach. These Personnel Rules apply to all employees of the City, except elected officials. While this manual is meant to provide general information, it does not include all policies and procedures. Employees who are covered under a CollectiveBargaining Agreement shall also be subject to the City of Madeira Beach's Personnel Policies and Procedures. If any conflict occurs between the City and the collective bargaining agreement, the CollectiveBargaining Agreement shall take precedent.

Section 102. ADMINISTRATION. *(Resolution 07.06: 02/27/2007; Resolution 99.01: 0 1/05/1999; Ordinance 837- 07/05/1995; Ordinance 2019-13:08/13/19)*

As Chief Administrative Officer, the City Manager shall be responsible for the administration and maintenance of the City Personnel Policies and Procedures but may delegate responsibilities as they see fit. These Personnel Policies and Procedures may be amended or revised by Ordinance in the following manner:

A. The City Manager may recommend changes or revisions to these Personnel Policies and Procedures. Any changes or revisions of these policies and procedures recommended by the City Manager shall be reviewed by the Civil Service Commission.

B. The Civil Service Commission may propose amendments, changes or revisions to these Personnel Policies and Procedures. Any amendment, change, or revision prepared by the Civil Service Commission will be submitted to the City Manager. If the City Manager concurs in the amendment, change or revisions submitted by the Civil Service, it will then be submitted to the Board of Commissioners to approve with or without changes.

~~All references to employees in these policies and procedures designate both sexes, and wherever either gender is used, itshall be construed to include both genders.~~

Section 103. JURISDICTION. *(Resolution 07.06: 02/27/2007; Resolution 04.14: 09/28/2004; Ordinance 837: 07/05/1995; Ordinance 2019-13:08/13/19)*

The Civil Service Commission will have advisory only jurisdiction over classified City employees as definedin these Personnel Policies and Procedures.

Section 104. CIVIL SERVICE COMMISSION

The duties, powers, and reservations on power shall be set forth in these Personnel Policies and Procedures or as otherwise provided by the Ordinance adopted by the Board of Commissioners.

Section 105. CITY MANAGER

As provided in Section 5.4 C (1) of the City Charter of the City of Madeira Beach, the City Manager will appoint and, when they deem it necessary for the good of the City, suspend or remove ~~any~~ all City employees and appointive administrative officers provided for or under the Charter that the City Manager is empowered to appoint, ~~of the City of Madeira Beach~~, except as otherwise provided by law, the Charter, contract or personnel rules adopted pursuant to the Charter. The City Manager may authorize any administrative officer who is

subject to ~~his/her~~ the City Manager's direction and supervision to exercise those powers with respect to subordinates in that officer's department, office, or agency.

Wherever this Ordinance conflicts with specific terms of any Collective Bargaining Agreement in effect, the Collective Bargaining Agreement shall apply.

ARTICLE II. DEFINITIONS *(Resolution 07.06: 02/27/207; Resolution 00.10: 10/17/2000, Resolution 99.23: 10/19/1999, and Resolution 9.01: 01/05/1999; Ordinance 837: 07/05/1995; Ordinance 2019-13:08/13/19)*

~~Anniversary Date. The date that signifies one or more years of employment from the date of hire. It is usedto calculate increases in annual leave accruals.~~

City Manager.- Chief Administrative Officer of the organization authorized to appoint, assign, discipline, or remove employees, subject to the provisions of the City Charter, Civil Service Commission and Personnel Policies.

Civil Service Commission (CSC).- An advisory board consisting of five Madeira Beach residents who are appointed by a majority vote of the Board of Commissioners and serve ~~overlapping~~ three-year terms. The CSC works with the City Administration on relevant personnel matters and represents an impartial hearing board for all classified employees.

Classified Employee.- All employees of the City not employed as a charter officer, department head, or confidential employee. Classified employees are typically FLSA non-exempt, paid hourly, and are eligible for overtime.

Non-Classified Employee.— Any employee who is not a classified employee. Non-classified employees are typically FLSA exempt, paid a salary and not eligible for overtime.

Demotion.- The change of an employee from one job title to another, when the move results in a lower pay scale. This will only occur by Department Director recommendation and City Manager approval. Demoted employees are subject to Intermediate Review and Evaluation.

Department Director - Non-classified employees who manage a recognized organizational subdivision of the City of Madeira Beach and who report directly to the City Manager.

Employee- Employees are defined as follows:

A. Full-time – A position with a working schedule of thirty (30) hours or more per week. They are entitled to receive benefits and overtime compensation ~~as described herein.~~ according to the Fair Labor Standards Act. A part-time employee going to full-time status must complete the benefit waiting period from the first date of full-time status.

B. Part-time – A position with a working schedule of less than thirty (30) hours per week. Part-time employees are not eligible to receive benefits. On occasion, part-time employeesare required to work more than thirty (30) hours per week due to unforeseen circumstances. This willnot change the employees' classification as part-time; however, depending on an annual calculation of hours worked may be eligible for benefits as full-time employees receive as described by the Fair Labor Standards Act, as amended.

C. Probationary – A newly hired employee performing assigned duties during an assessment period lasting

Commented [CJ1]: Where is Intermediate Review and Evaluation defined?

Commented [CJ2]: What is the benefit waiting period? Is it defined in this document? If the employee is employed in the same position for six months prior to full time employment, there should not be a probationary period.

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Commented [CJ3]: Is this when an employee exceeds an average of 30 hours per week for 13 consecutive weeks? Where is the designation of review documented?

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six (6) months. Based on the ~~recommendation~~ of the Department Director and approval of the City Manager, this assessment period may be extended an additional three (3) months. Successful completion of the assessment period will be documented by an evaluation. During this time, a new employee may be discharged, demoted, or suspended without the right of appeal.

D. Seasonal and Temporary - An employee who has been appointed to a position not to exceed four (4) months consecutively without City Manager approval. All such employees, as defined herein, are not entitled to benefits**.** Work hours are to be determined by the Department Director and not to exceedthe City Manager's purchasing threshold. All applicants are subject to the same required screening process as regular employees.

NOTE: Temporary employees ~~should not~~ should not be confused with "Temps" or "Contract" employees hired through an agency for specific assignments. These agencies are responsible for paying the individual's salary and worker's compensation benefits. These people are not considered City employees.

~~Family. For the Family Medical Leave Act (FMLA), "family" shall consist of the employee's natural or foster child(ren), spouse, or parent(s), as defined by the Federal guidelines.~~

Interim Appointment - An interim appointment may be needed and authorized by the City Manager to fill a vacant position. The appointment will not be for more than six (6) months, pending selecting an individual for a regular appointment as prescribed in these rules. Employees may receive an additional 10%compensation, or the minimum ~~bottom~~ of the interim appointments pay grade whichever is higher.

Anniversay date – The one-year "anniversary" of the employee's hire date used to calculate increases in annual leave accruals. Any changes to specific employees' positions (promotion, demotion, or reclassification) will not change the anniversary merit date due to benefit and accrual purposes, unless otherwise agreed upon by collective bargaining unit.

~~Merit Date.~~ Anniversary date - The one-year "anniversary" of the employee's hire date used to calculate increases in annual leave accurals. Any changes to specific employees' positions (promotion, demotion, or reclassification) will not change the anniversary ~~merit~~ date due to benefit and accrual purposes~~.~~ , unless otherwise agreed upon by collective bargaining unit.

Pay Status – Status of an employee who is working on a regular scheduled basis to include hours off for annual leave, sick leave, administrative leave, military leave, jury duty, bereavement leave, FMLA, leave with pay, training time or Worker's Compensation. Extended leave without pay is not considered a pay status.

~~Pay Status. - An employee's right to receive compensation for the time worked or leave taken, except when absent on leave with out pay to suspension without pay. Pay status means all hours for which an employee receives pay.~~

Probationary Period, Initial~~.~~ - This assessment period is from the employees' initial date of employment to the point where the supervisor has had an opportunity to decide whether the employee should be retained or terminated. Probationary periods will normally be six months. Successful completion of the Probationary Period will be documented by an evaluation at the end of the probationary period. During the probationary period, a new employee may be discharged, demoted, or suspended without ~~the~~ right of appeal.

Promotion~~.~~ - The change of an employee from one job description to another, generally with more responsibility, when the move results in movement to a higher pay scale. This will occur upon Department Director recommendation and City Manager approval. Promoted employees are subject to an assessment

Commented [CJ4]: This should read documented evidence and recomendation

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Commented [CJ5]: … pay grade, whichever is higher. (It needs a comma.)

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Commented [CJ6]: This needs to be "merit". I'm assuming the first is an increase in annual leave accruals. Additionally, merit dates should change based upon promotions.

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Commented [CJ7]: Discharge and suspension must include adequate documentation to support removal of a person from the position.

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period that will normally be three months, followed by a performance evaluation.

Reclassification. The assigning of an employee to a different job description, regardless of whether it is considered a promotion or demotion. Reclassified employees are subject to an assessment period thatwill normally be six ~~three~~ months, followed by a performance evaluation.

Rehire. A previous employee in good standing is rehired and must complete the benefit~~s~~ waiting period the same as a new hire.

Seniority. City seniority is a member's most recent date of employment or re-employment. Seniority will continue to accrue during all types of leave except for a leave of absence without pay for thirty (30) calendar days or more, which shall cause this date to be adjusted for an equivalent amount of time over 30 days. Leaves of absence without pay for periods less than thirty (30) calendar days shall not cause the City seniority date to be adjusted. City seniority/anniversary date shall be used for computing vacations, pensions, service awards, and other benefits based on length of service.

Transfer. The lateral change of an employee from one job description to another, with similar responsibilities, and when the move results in an equivalent pay scale. This will occur upon Department Director recommendation and City Manager approval. Transferred employees are subject to an assessment period that wil be normally be six ~~three~~ months followed by a performance review.

ARTICLE III. EMPLOYMENT PROCEDURES

Section 301. **ANTI DESCRIMINATION POLICY**. *(Resolution 07.06: 02/27/2007; Resolution 99.01: 01/05/1999; Ordinance 837: 07/05/1995; Ordinance 2019-13:08/13/19)*

There shall be no discrimination against any person in recruitment, appointment, training, promotion, retention, or any other personnel action because of political or religious opinions or affiliations, or becauseof race, color, religion, sex (including gender identity, sexual orientation, and pregnancy), national origin, age ~~(40 or older),~~ handicap or marital status. The City will provide a reasonable accommodation as required by law to any qualified individual with a disability.

If any applicant feels he or she has been discriminated against in the opportunity for employment or promotion, a written appeal may be made to the Human Resources Personnel in writing as soon as possible. If the matter is not resolved to the satisfaction of the applicant, a further appeal may be made to the City Manager in writing.

Section 302. **VACANCIES**. *(Resolution 07.06: 02/27/2007; Resolution 99.01: 01/05/1999; Ordinance 837: 07/05/1995; Ordinance 2019-13:08/13/19)*

As determined by the Charter, Section ~~6.6~~ 5.7 (A), a ~~A~~ll appointments and promotions of city employees shall bemade solely based on merit and fitness demonstrated by examination or other evidence ofcompetence. ~~Vacancies may be filled via promotion, transfer, advertisement, or any other means deemedappropriate by the City Manager. After consulting with the City Manager and Department Director wherethe vacancy exists, the Human Resource Personnel may advertise the position in-house, publicly, or both.~~

All vacancies shall be published internally and externally. To prevent undue favoritism or nepotism and ensure a diverse, well qualified work force interested internal and external applicants will apply. Internal applicants that meet or exceed the job requirements will receive an interview, however the position will be awarded to

Commented [CJ8]: What is an assessment period? Where is it defined. It should not be a probationary period.

Commented [CJ9]: They've already completed their probationary period. What is the assessment? It must be less than 6 months. This appears punitive in its writing. It must not be a probationary period.

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Commented [CJ10]: There should be a 13 week exception for FMLA. Under FMLA this would likely be considered an adverse action, which cannot occur.

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Commented [CJ11]: Again, this is excessive. If a person is transferring , they should be in good standing and not require an assessment. This appears to be punitive for a positive decision. This must not be probation.

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Commented [CJ12]: Should this word read, "disability"?

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Commented [CJ13]: The Board of Commissioners has required the City to hire a Director of HR. If the HR Director doesn't resolve the issue, it should be directed to the Civil Service Commission.

the most qualified candidate that best suits the City's needs.

Section 303. APPLICATION FOR EMPLOYMENT. *(Resolution 07.06: 02/27/2007; Resolution 99.01: 01/05/1999; Ordinance 837: 07/05/199; Ordinance 2019-13:08/13/195)*

Applications for Employment are accepted via the City's electronic application portal on our website. Should an applicant need an accommodation or not have access to a computer, they should contact Human Resources for assistance.

All submitted applications must be fully completed using the online application and signed electronically by the applicant. The electronic signature represents certification that the statements contained therein are true. Resumes will be accepted as part of the application process but shall not serve in lieu of the completed application form.

Applications will be considered active for a period of six (6) months from the date of the application and retained for a period of two years. After which time ~~I~~ inactive applications will be destroyed pursuant to State Law. Unsolicited applications have no retention requirements.

The City Manager may reject any applicant, who does not possess one or more of the minimum requirements as specified in the public announcement. Applicants may also be denied employment if the applicant is unable, with or without reasonable accommodation, to perform the essential duties of the position for which they applied~~.~~

Commented [CJ14]: Human Resources

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Grounds for rejection after provisional hire also include:

Criminal History: includes review of criminal convictions and probation. The following factors will be considered for applicants with a criminal history:

- The nature of the crime and its relationship to the position.
- The time since the conviction.
- The number (if more than one) of convictions.
- Whether hiring, transferring, or promoting the applicant would pose an unreasonable risk to the City ~~business~~, its employees or its customers and vendors.

Motor Vehicle Records: provides a report on an individual's driving history in the state requested. The results of this search will be considered when driving is an essential requirement of the position or if the position uses a City vehicle.

~~**Drug Test:** Per the City's Drug Free Workplace Program certain "safety sensitive or special risk positions" failure to pass a drug test or refusal to submit to testing may result in disqualification of further employment consideration.~~

Pre Employment Screenings – after a conditional offer is made applicants that applied to safety sensative positions will need to pass a drug screening, pre employment physical and background check. Non safety sensitive position will be subject to passing a preemployment physical and background check.

Grounds for rejection or termination before or at any time during employment: ~~a prior conviction for a felony or any misdemeanor, which directly relates to the position sought.~~

Fraudulent or false statements made by an applicant (orally or on the application itself), ~~or~~ by others at the applicant's ~~his or her~~ request, or with their knowledge represents cause for rejection from the employment process. Shouldany falsehood on the application become known after the employee is hired, regardless of the length of service, they will be terminated. Employees disqualified from this process will not be considered for future employment with the City of Madeira Beach.

Section 304. EXAMINATIONS. *(Resolution 07.06: 02/27/2007; Resolution 99.01: 01/05/1999, Ordinance 837: 07/05/1995)*

Examinations, oral and/or written, may be used to determine the fitness of applicants for particular positions. The ~~City Manager~~ and appropriate Department Director will determine which positions require testing. Whenever testing is required, assistance may be sought from any source deemed appropriate in creating and administering the exam. All other aspects of the examination process will be determined and approved ~~by the City Manager or~~ Human Resources Director.

Section 305. SELECTION. *(Resolution 07.06: 02/27/2007; Resolution 99.01: 01/05/1999; Ordinance 837: 07/05/1995; Ordinance 2019-13:08/13/19)*

The Human Resources Personnel will provide the appropriate Department Director with the applications for employment and/or written examination results of each applicant who has applied for the vacant position via our online applicant tracking system. ~~or is on file for thevacant position. An initial interview may be conducted by the Human Resources Personnel with recommendations to the Department Director.~~ Qualified candidate(s) selected by the Department Director shall be interviewed in compliance with the City's hiring practices. The interview will include the Department Director and at least one other employee of the City ~~by the Department Director, the supervisor (if appropriate), and the Human Resources Personnel~~ prior to a final interview with the City Manager (if appropriate). There shall be no one-on-one interviews with any applicant at any stage of the interview process.

The Human Resources Personnel shall perform a 'due diligence' background check on the top candidate(s).Final selection of an individual for employment or promotion shall be ~~made by the City Manager~~, using the recommendation of the Department Director, ~~and the Human Resources Personnel~~, and the results of the City's hiring practices.

Whenever an offer for employment is made, it is contingent upon the successful completion of a thorough background investigation, and a pre-employment physical examination (by the City's designated physician), and ~~when deemed necessary for safety sensitive positions~~ a pre-employment drug screening for safety sensitive positions.

Section 306. VETERAN'S PREFERENCE. *(Ordinance 837: 07/05/1995)*

U.S. Armed Forces Veterans will be given special consideration during the selection process as required bystate and federal law.

Section 307. EMPLOYMENT OF RELATIVES (NEPOTISM). *(Resolution 07.06 – 2/27/07; 99.01- 01/05/99, Ordinance 837-7/5/95; Ordinance 2019-13:08/13/19)*

Per Florida Statute 112.3135 (d) "Relative" for purposes of this section only, with respect to a public official,

Commented [CJ15]: This should be the Director of HR.

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Commented [CJ16]: Where are these essential examinations identified? Are they part of the job description? If not, it needs to be stated in this writing.

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means an individual who is related to the public official as father, mother, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, ~~husband, wife,~~ spouse, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half-brother, or half-sister.

The City does not encourage the employment of relatives. This Section is not intended to serve as an absolute prohibition of the employment of relatives, or to impact on those City employees who are now related or who become related by this definition. However, in no instance will approval be granted for the employment, promotion, or transfer of a relative as defined herein to a position where a City employee would be supervising or directly influencing the activity of a relative. Also included are person's cohabitating in the same household, but not necessarily legally married to the employee.

Where an employee is supervising or directly influencing the activity of another employee becomes relatedto that employee by marriage, one of the two employees may be transferred to the same job title, if such transfer is available, or may apply for another position if a vacancy exists. If a transfer or another position is not available, one of the two employees must resign.

ARTICLE IV. THE PAY AND CLASSIFICATION PLAN

Section 401. GENERAL PROVISIONS. *(Resolution 07.06: 02/27/2007; Resolution 00.10: 10/17/00, Resolution 99.01: 01/05/1999; Ordinance 837: 07/05/1995; Ordinance 2019-13:08/13/19)*

Purpose. The Pay and Classification Plan provides a systematic method for identifying positions within the City and providing a basis of compensation.

Use of the Plan. The Plan will be used to draft job qualifications, prepare examinations, determine salaries to be paid for each position, identify lines of promotion, develop employee training programs, and to provide understandable and uniform terminology of jobs.

Content of the Plan. The ~~plan~~ consists of various elements which when grouped together provide an overall management tool.

- ~~A.~~ Classification Plan. The ~~c~~Classification ~~p~~Plan consists of a grouping of related or similar work tasks within each department, an analysis of the actual tasks performed, and the conditions under whichthe work is accomplished.

- ~~B.~~ Job Title. The identification of a job title, which clearly describes the work performed under a specific grouping of tasks in the classification plan.

- ~~C.~~ Job Description. A detailed written analysis of the nature of work and responsibilities of the position, together with an outline of the knowledge, skill, abilities, experience, training, physical demands, work environment, selection criteria, and any tasks deemed necessary by the Department Director.

- ~~D.~~ Pay Plan. A table of basic pay rates for each position categorized by job classification.

Administration of the Plan. The addition of new job titles, classifications, deletion of existing positions or classifications, or the change of either positions or classifications shall be executed by the Human Resources

Commented [CJ19]: Is this the "Pay and Compensation Plan"?

Commented [CJ20]: This has me concerned. Is it a standardized examination that would be administered for all applicants?

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Commented [CJ21]: I'm assuming this is the "Pay and Compensation Plan". It should be capitalized.

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Commented [CJ22]: capitalize

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Personnel ~~at the City Manager's direction~~. Upon completion, the City ~~may~~ present changes to the Civil Service Commission for review prior to the Board of Commissioners for final approval and adoption.

All related issues affecting employees as the result of any personnel change will be determined by the ~~City Manager~~.

Section 402. NEW APPOINTMENTS. *(Ordinance 837: 07/05/1995)*

All new appointments in the City will be made at the lowest pay rate established for the job title to which the appointment is made or a higher rate depending on experience and/or qualifications. The City Managermay establish a higher starting salary provided the appointee has special qualifications.

Section 403. MERIT INCREASES. *(Resolution 07.06: 02/27/2007; Resolution 99.01: 01/05/1999, Ordinance 837: 07/05/1995; Ordinance 2019-13:08/13/19)*

The ~~City Manager~~ may approve merit pay increases within the established pay range. Increases will not be automatic and are dependent upon a ~~written recommendation~~ formal evaluation from each Department Director, based onstandards of performance as indicated by the employee's performance evaluation. Under normal conditions, merit pay increase will not be considered more than once per fiscal year (12 months). No meritpay increase shall be granted above the maximum pay rate for the position. Any deviations from the normalmerit pay increase dates will be only authorized by the City Manager.

No merit increase shall be granted to any employee who has received a formal disciplinary action (suspension, or involuntary demotion) in the previous six months of anniversary date.

A lump sum merit pay-out shall be granted to all employees ~~for excess hours~~ over the maximum of their pay grade ~~as a result of~~ because of work requirements.

~~The amount of each merit increase will be decided upon by the Board of Commissioners based on an adopted budget and in coordination between the Civil Service Commission, Finance Director, Human Resource Personnel, and the City Manager.~~

Effect of Personnel Changes on Pay Rate, Probationary Period, and Merit Eligibility. All (promotion,demotion, reclassification, transfers) personnel changes may result in:

1) A pay change, where applicable, to be determined by a performance matrix.
2) The initiation of probationary period; or appointment into acting or interim role.

The effective date of any pay change will be the first day of the closest complete pay period, toemployee's anniversary date, or as determined by a Collective Bargaining Agreement.

Section 404. WORK PERIOD AND CALCULATION OF OVERTIME. *(Resolution 07.06: 02/27/2007; Resolution 00.10: 10/17/2000; Resolution 99.01: 01/05/1999; Ordinance 837-07/05/1995; Ordinance 2019-13:08/13/19).*

Policy~~:~~ - The City's general policy is to avoid generating overtime. Department Directors may authorize or direct an employee to work overtime, when necessary to meet operating needs of the City. All overtime hours must be authorized (in advance when not an emergency) by a Department Director otherwise an employee may face disciplinary action. ~~beforepayment will be approved.~~

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Commented [CJ24]: Director of HR
Commented [CJ25]: …, whichever is greater.
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Commented [CJ26]: This appears to override the prior sentences. It appears unusual. If there are special qualifications identified that would provide additional wages, they should be defined and granted. I don't like this statement. Additonally, these decisions should be made by the Director of HR in agreement with the City Manager. It should not be one person's sole discretion.
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Commented [CJ27]: Human Resources Director
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Commented [CJ28]: There should not be exceptions. This should be covered comprehensively during annual merit reviews, which should be based on date placed in position.
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Commented [CJ29]: This should be preceding merit cycle.
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Commented [CJ30]: How is this determined? It needs to be defined.
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Commented [CJ31]: This should be in place. Remove the strikethrough.
Commented [CJ32]: No employee should be place on probation for a promotion. This is punitive.
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Commented [CJ33]: This appears to preclude promotions. Wording needs changed.

7-Minute Rule. - The City adheres to the FLSA minimum wage and overtime pay requirements if the employer always rounds down. Employee time from 1 to 7 minutes may be rounded down, and thus not counted as hours worked, but employee time from 8 to 14 minutes must be rounded up and counted as aquarter hour of work time.

Work Period. - Unless otherwise specified by collective bargaining agreement, the City policy for a work period will be 7 days (40 hours) in length with a 30 minute duty free lunch beginning 12am Monday until midnight the following Sunday. Overtime for non-exempt employees will be paid in accordance with City policy and the FLSA, at the rate of one and one-half times over the employee's regular hourly wage during each 7-day work period. Overtime is payable in increments of quarter-hours. Sick leave, jury duty, bereavement leave, and any leaveof absence without pay will not be considered as time worked for the calculation of overtime. Paid annual and holiday leave will be considered as time worked for the calculation of overtime.

Call Back. - Any employee that is called back to work will receive a minimum of two hours pay, or as outlinedin their respective collective bargaining agreements. Calculation of overtime will only be considered after first 40 hours worked in a 7-day workweek.

Work-at-Home - The Madeira Beach Board of Commissioners does not recognize a "work-at-home" program. There may be times when certain ~~projects~~ work could be performed by employees who are at home due to extenuating circumstances. Any work at home assignements must be authorized by the department director and approved by the City Manager prior to work being done. City equipment is not to be used outside the regular workplace, unless authorized by the department director and approved by the City Manager. All hours worked at home must be reported.

Section 405. COMPENSATORY TIME. *(Resolution 07.06: 02/27/2007; Resolution 99.15: 6/15/99, Resolution 99.01- 01/05/99; Ordinance 2019-13:08/13/19)*

In an effort to allow Department Directors the flexibility to meet their operational needs, the City does allow the use of compensatory time as a means by which they can better meet budgetary constraints without suffering a corresponding inability to maintain pace with the workload they have. In such cases, where the use of overtime is not feasible, the Department Directors may ask an employee to perform additional duties beyond the scope of their normal workweek, and that said time will be earned as compensatory time as opposed to overtime. Compensatory time is granted at one and one-half times the number of each hour of overtime worked and may be used within same pay period as accrued or at a later date. The FLSA requires that if a non-law enforcement non-exempt employee has accumulated 240 hours of compensatory time, the employer must pay the employee for any additional hours of compensatory time worked. Unused compensatory time cannot be carried over from year to year. Any unused compensatory time on September 30th of each year shall be paid to the employee.

Employees may be required, at the discretion of the City, to use compensatory time in lieu of vacation pay when requesting vacation time off. Unused compensatory time as of separation of employment, or as of September 30 of each year for individuals still employed by the City of Madeira Beach shall be paid out to the employee during the first fullpay period in October of the respective year.

On-Call Status - The City of Madeira Beach, Florida recognizes the needs of its citizens with regards to public work emergencies (i.e., sanitary and storm water) and authorizes the implementation of On-Call Status for affected City personnel. The affected job descriptions will include rotating on-call status as a form of “tasking” and a condition of employment. During the “On Call” period, an employee will carry a pager, cellular phone, or other device, to be notified of, and respond to, emergency situations. Employee's on-call shall receive six

Commented [CJ34]: This should be four hours. Two hours will not cover some employees travel time. This indicates that if an employee is on "call back" they will then work a minimum of four hours.

Commented [CJ35R34]: Call back time for Treasure island is 3 hours.

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Commented [CJ36]: This neglects aspects of employment that are evolving. Working from home provides a benefit that attracts employees. It is considered as a benefit. This section should be removed. However, working from home should not interfere with day-to-day operations. It should be allowed on many occasions.

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Commented [CJ37]: When employees are on call, they must be ready to report. This should include a minimum hourly rate of no less than $7 per hour of call time. It should include 4 hours of pay when they have to come in to work. The 4 hours may not overlap any other 4 hour period.

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hours of compensatory time. If an emergency arises and the employee is called back to work, the employee will receive two (2) hours minimum pay at time and one-half after first 40 hoursin the workweek, in accordance with the established Personnel Policy for Call Back Pay under Section 404.

Section 406. **PAY PERIOD AND PAYROLL TIME REPORTS**. *(Resolution 07.06: 02/27/2007; Resolution 99.01: 01/05/1999; Ordinance 837: 07/05/1995; Ordinance 2019-13:08/13/19)*

Unless otherwise specified by the City Manager, salaried employees , for attendance purposes, are required to use the timeclock to punch in and out for the day. ~~submit payroll sheets,indicating whether they physically worked on any given day on a timesheet for each pay period.~~

All hourly employees shall electronically punch in for the day, out for lunch, return from lunch, then out for the day. This ~~numerically~~ will indicate the number of actual hours. ~~worked or leave hours recorded on a timesheet for each pay period. Timecards or timesheets must include clock in, clock out and time in/out for lunch.~~ Any timecard exceptions (i.e., missed punch, extended lunch, etc.) should be discussed with and approved ~~include comments by the employee initialed for approval~~ by the Department Director. ~~Timesheets should be signed by the employee, approved by the respective~~ Department Directors~~,~~ shall electronically approve and submit their employees time sheets to ~~and submitted to~~ the payroll administers in accordance with administrative procedures as established by ~~the CityManager~~. The City reserves the right to make changes in the method of recording time worked when errors are identified.

Commented [CJ38]: Human Resources Director and the City Manager.

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Section 407. **Section 407.** **PAY CHECKS**. *(Resolution 07.06: 02/27/2007; Resolution 99.01: 01/05/1999; Ordinance 837: 07/05/1995; Ordinance 2019-13:08/13/19)*

Employee pay checks will be electronically submitted through direct deposit to their perspective bank, credit union, etc. on the scheduled calendar pay date. Employees will access their ~~pay check~~ paycheck information through the payroll website or app used by the organization. Should a paper check stub be needed, the employee can get ~~payroll administrator can provide~~ a printed copy through the app. ~~when requested.~~ If a payday falls on a holiday, paychecks will be distributed on the last working day before the holiday.

Paychecks may be granted for advance use of annual leave subject to the approval of the City Manager. Inno case shall an employee be paid for hours not yet worked, or for annual leave hours, which the employeehas not accrued.

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Commented [CJ39]: Annual leave should not be released early for payment. It should be approved by the Director of HR, not the City Manager.

Compensation for Hours Worked During a Declared State Of Emergency

During the Emergency Period, non-exempt (hourly, overtime eligible) non-bargaining unit employees shall be paid at a rate of one and one-half times (1.5x) base straight pay for each hour of their normally scheduled hours that they work and one and one-half times (1.5x) for all hours worked outside their regular scheduled work hours during the declared emergency conditions, when other employees are allowed administrative leave, until the City Manager declares that it is safe for all employees to return to work. After such time, the employee will be paid according to the normal pay policy.

During the Emergency Period and Post Impact/Recovery period, exempt employees shall be compensated by receiving pay for all time worked in excess of their regularly scheduled hours in each work week during the declared emergency/disaster and Impact/Recovery period. However, in the case of exempt employees, the duration of the recovery period shall be determined on a department by department basis. The duration of the recovery period may be longer for some departments than for others. The rate of pay for such additional hours worked shall be equivalent to the exempt employee's hourly rate of pay computed as if the employee was not paid on a salary basis. The additional compensation shall be in addition to the employee's regular salary. Each department will provide the appropriate forms for exempt employees to document their hours

worked. Nothing herein shall be construed to affect the exempt status of such employees.

To be eligible for this benefit employees must physically report to their duty station.

If deemed an essential employee you must report to work or face possible disciplinary action up to and including termination. Only confirmed and documented medical conditions or extraordinary incidents of inability to report wholly beyond the employee's ability to control will be excused.

Employees who are out on prior-approved leave or who called in sick or otherwise took personal leave during any of the three periods will continue to be charged for such leave.

ARTICLE V. EMPLOYEE PERFORMANCE EVALUATIONS

Section 501. GENERAL PROVISIONS. *(Resolution 07.06: 02/27/2007; Resolution 00.10: 10/17/00, 99.01-01/05/99,Ordinance 837- 07/05/1995; Ordinance 2019-13:08/13/19)*

The ~~City Manager~~ or ~~his~~ designee will establish and administer a program for rating the work performanceof all classified employees. The City Manager ~~will establish and~~ administer the program for rating the work performance of ~~all non-classified employees,~~ (normally Ddirectors, Ccharter Oofficers and confidential employees).

The evaluation is used to measure the employee's performance by reviewing the employee's achievementof assigned duties responsibilities and participation in continued training or learning opportunities. It can also be used in estimating an employee's potential for advancement or for documenting job performanceoin support of disciplinary actions. It ~~may~~ will also be used as a factor in granting merit pay increases, or as evidence in a hearing before the Civil Service Commission concerning ~~grievances~~ employee appeals ~~disciplinary actions.~~ Merit increases are awarded on the basis of ~~based on~~ meeting or surpassing performance standards established. A satisfactory performance evaluation does not, in and by itself, guarantee a merit increase. ~~Merit pay increases will not be retroactive unless authorized by the City Manager. A Supervisor may initiate an evaluation at any time during the year.~~

All employees of Madeira Beach may, at their election, draft and submit a written response to any performance evaluation given by management. Such written responses~~, which shall be free of profane, discriminatory, abusive or inflammatory language, and which should~~ should be written in a professional manner and address and respond to the evaluation. It will be appended to the evaluation being responded to, and placed in the official personnel file.

Section 502. FREQUENCY. *(Resolution 07.06: 02/27/2007; Resolution 99.01: 01/05/1999; Ordinance 837: 07/05/1995; Ordinance 2019-13:08/13/19)*

All City employees shall receive an evaluation at least once every twelve months. The date of evaluation will depend on the employment date for classified employees. Non-classified employees will be evaluatedin the same manner as these described above, regardless of whether merit was awarded. Evaluation reminders shall be given to directors in accordance with the schedule maintained by the Human Resource Personnel.

ARTICLE VI. BENEFITS AND LEAVES OF ABSENCE

Section 601. HOLIDAYS. *(Resolution 00.10: 10/17/2000, Resolution 99.01: 01/05/1999; Resolution 2014-52: 12/10/2014;*

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Commented [CJ40]: This needs to accommodate employees that should be eligible to work remotely.

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Commented [CJ41]: This is unclear. What are the 3 periods?

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Commented [CJ43]: This is confusing. Is it for the "Directors, Charter Officers, and confidential employees"?

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Commented [CJ44]: Is this an attempt to address corrective actions? If it is, it needs to be written in another location. This is a performance evaluation, which should be consistently applied on an annual basis.

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Commented [CJ45]: This evaluation must be notified to the employee with specificity of time, place, and content. This is too easily used in a manner inconsistent with the intention of this policy.

Commented [CJ46]: What are these two sentences getting at? Is an evaluation a disciplinary action? If so, it likely is different than an evaluation. Under abnormal circumstances, only the HR Director should approve retroactive merit increases.

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Ordinance 837: 07/05/1995; Ordinance 2019-13:08/13/19)
The following days will be recognized as holidays for employees of the City of Madeira Beach:

New Year's Eve	Veteran's Day
New Year's Day	Thanksgiving Day
Martin Luther King Day	Day after Thanksgiving
Presidents Day	
Memorial Day	Christmas Eve
Juneteenth (June 19)	
Independence Day (July 4)	Christmas Day
Labor Day	Floating Holidays (2)

Floating Holidays. May be requested by the employee with advance approval of the Department Director. Floating Holidays must be used during the calendar year in which they were earned, or they will be forfeited. Part-time employees will remain not eligible for floating holidays. Should and employee separate employment and return within the same year, they will not receive floating holidays until January 1 of the next year. *(Res. 08.14, adopted 10/28/08, 2019-13: 08/13/19)*

Eligibility for Holiday Compensation. Only full-time and part-time employees as defined herein, are eligible to receive holiday compensation. *(Res. 08.14, adopted 10/28/08)*

Full-time employees required to work on the holiday shall receive (8) eight hours, if full time, ~~or (4) four hours of holiday pay, if part-time,~~ at the regular hourly rate in addition to the pay due for their normal hours worked. Unless otherwise documented by a collective bargaining agreement, ~~those~~ employees required to work shall be given the option of taking another day off with pay within 30 days after the holiday or receiving straight pay for the holiday in addition to the pay due for their normal hours worked. This option must be discussed and agreed upon with the employee's ~~S~~supervisor prior to the actual holiday.

Part-time employees required to work on the holiday shall receive (4) four hours of holiday pay for the number of hours they would otherwise have worked; in addition to their actual hours worked. *(Res. 08.14,adopted 10/28/08)*

In order to receive holiday compensation, both hourly and salaried employees are required to work their normal working day beforeand their normal working day after the holiday as a regular part of their scheduled work period, or as determined in a collective bargaining agreement. Should an employee call in sick the working day before orthe working day after a holiday they will receive holiday pay only if a ~~physician's~~ healthcare provider's note is provided otherwise will be required to use sick time for the holiday.

Holidays falling on a Saturday will be observed on the preceding Friday and holidays falling on a Sunday will be observed on the following Monday.

A new employee whose first day of work begins the day after a holiday will not be eligible for holiday pay. Temporary and seasonal employees are not eligible for any holiday compensation. *(Res. 08.14, adopted 10/28/08)*

Employees who do not work holidays as a regular part of the scheduled work period are eligible for holidaypay provided they work their scheduled working day before and scheduled working day after the holiday.

In order to meet the eligibility criteria for either of the above situations, the employee must work all scheduled

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Commented [CJ47]: This should be prorated. If they are there for less than 6 months in a calendar year, 1 day is awarded. If they are available for more than 6 months in a calendar year, 2 days are awarded.

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Commented [CJ48]: Part time employees could potentially work up to 6 hours per day for a 5 day work week. In addition, they could work more than 30 hours for 13 weeks and still be part time. This needs to be prorated based on the weekly average with a minimum of 4 hours.

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Commented [CJ49]: This needs stricken. It would be acceptable to approach this as a person may not call in sick the day before a holiday unless they have a healthcare provider's note.

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Commented [CJ50]: Remove this statement. If they are hired as an employee they should be entitled to all the benefits.

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Commented [CJ51]: Strike this statement.

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hours of the workday to be considered in attendance, unless approved by the Department Director.

Eligible employees on Leave of Absence with pay will receive holiday pay as part of their regular leave pay, when substantiated by a healthcare provider's note. Otherwise, the employee will be charged sick leave for the holiday.

Eligible employees on Leave of Absence without pay on a holiday will not receive the holiday pay.

Employees whose normal work schedule requires them to work on the holiday are expected to report to work. If an employee fails to report to work as scheduled they must either work or take Annual Leave and may be subject to discipline. Aany hours over 40 in a work week will count towards overtime.

Section 602. ANNUAL LEAVE. *(Resolution 07.06: 02/27/2007; Resolution 00.10: 10/17/2000, Resolution 99.01: 01/05/1999; Ordinance 837: 07/05/1995; Ordinance 2019-13:08/13/19)*

Purpose: - The purpose of annual leave is to provide full-time employees with an opportunity to be absent from work for approved reasons without loss of pay or benefits and to enjoy periodic rest and relaxation.Only full-time employees of the City of Madeira Beach are eligible to receive annual leave benefits. P ~~part~~- time and temporary/employees are not eligible for annual leave.

In order to be eligible to use annual leave, an employee must have successfully completed the probationary or rehire probationary period. A new hire or rehire will accrue leave at the listed rates but cannot use it until probation is complete. The City Manager may approve an exception to this policy for specific reasons.

An employee who leaves the employment of the City before completing the probationary period will forfeitall annual leave.

Annual leave will not be accrued while an employee is on any type of ~~a~~ leave of absence without pay, or in any other non-pay status.

Accumulated annual leave will be tracked by payroll ~~the Human Resources Personnel~~. Maximum accrual for anemployee is twice the annual accrual amount. ~~On or about November 1st of each calendar year, notices will be sent to employees who are projected to have excess annual leave as of December 31 of each year.~~ Employees may cash out any excess accrued hours, with the Ceity Mmanagers approval, over the allowable amounts or it will be forfeited as ofJanuary 1st of the following year. The decision to make to cash-out excess annual leave must be made prior to the first full pay period in December and paid out on the second pay period of December.

Accruals will be tracked by the Payroll Department ~~Human Resources Personnel~~ on the last day of each calendar month, crediting each eligible employee with leave earned for the month past. (December accrual to be booked onDecember 31st). Advance annual leave payments will only be made when approved by the City Manager and will be distributed on a regular payday. Advance annual leave payments will be considered along with early paycheck request provisions, as defined in Section 406. Annual leave will NOT count as time worked for the calculation of overtime.

Upon separation from City employment, employees, except for those on initial probation, will be paid for all accumulated annual leave pro-rated to the date of separation, at the employee's current hourly wage. The City does ~~not~~ pay-out annual leave for eligible Deferred Retirement Option Program (DROP) participants. Annual Leave may not be used for last daysof employment in lieu of working unless approved by the City

Commented [CJ52]: What are the above situations that are mentioned in this statement?

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Commented [CJ53]: Strike this comment. If they are on Leave with pay, they are entitled to compensation.

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Commented [CJ54]: What is the "rehire probationary period"?

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Commented [CJ55]: What are the reasons? This is not specific. It is too vague to be equitably applied to all employees.

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Commented [CJ56]: Remove this section. Pay of annual leave should be prorated based on time working for City.

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Commented [CJ57]: If your requiring a cash out of unpaid leave, then the employee should be provided an opportunity to take the leave well in advance of cashing it out. There should be no approval required by the City Manager. This should be automatically executed, with the employee receiving documented notice well in advance of such an action.

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Commented [CJ58]: Is Human Resources the Payroll Department? This doesn't make sense.

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Manager.

Request for annual leave use will be made in advance wherever possible. Department Directors will approve requests consistent with operational requirements. Restrictions regarding scheduling remain a management right and may be necessary during certain periods of the year. Annual leave may be taken infifteen (15) minute increments and does not

Years of Service	Annual Leave Accrual Earned Days (hours per month)	Minimum Accrual	Maximum Accrual Allowed 400 hours
0 through 4 years, 11 months	10 days (6.66 hours per month)	80 hours	160 hours
5 years through 9 years, 11 months	15 days (10 hours per month)	120 hours	240 hours
10 years through 19 years, 11 months	20 days (13.33 hours per month)	160 hours	320 hours
20 years or more	20 days plus one day per year of service over 20 years with a maximum of 25 days annual leaveper year	160 hours	320 hours
21 years	21 days (14 hours per month)	168 hours	336 hours
22 years	22 days (14.66 hours per month)	176 hours	352 hours
23 years	23 days (15.33 hours per month)	184 hours	368 hours
24 years	24 days (16 hours per month)	192 hours	384 hours
25 years	25 days (16.66 hours per month)	200 hours	400 hours
Employees may accrue up to two times their max, but any over max must be used by Dec. 31 each year			

Annual leave for Ddepartment Ddirectors shall be 15 days (10 hours/month) for 0-9 years of service and shall thereafter follow the accrual rate of general employees.

Employees who become hospitalized while on annual leave may use sick time for such period of illness, provided they submit a doctor's certificate documenting same.

In the event of an employee's death, all accumulated annual leave time and any other compensation due will be paid to the employee's estate, beneficiary, or spouse, as determined by law or by executed forms in the employee's official personnel file. ~~or as otherwise defined by law.~~

Section 603. SICK LEAVE. *(Resolution 07.06: 02/27/2007; Resolution 00.10: 10/17/00, Resolution 99.01: 01/05/1999; Ordinance 837: 07/05/1995; Ordinance 2019-13:08/13/19)*

Sick leave is granted to all full-time employees at the rate of 96 hours per year (8 hours/month). Part-timeand temporary employees are not eligible to receive this benefit. The use of sick leave for other than its intended use should not be considered as a right of the employee. Sick leave will be granted for the employee's personal illness, disability, or other medical needs. Sick leave may be used for illness of a family member, which requires the employee to take time from work. Employees are encouraged to save their sick leave to meet serious illness situations.

Sick leave will NOT count as time worked for the calculation of overtime.

Cash Out - Sick leave may be accrued with no maximum. ~~Non-exempt employees shall be allowed to cash out up to 24 hours of their earned sick leave at the end of each fiscal once a year in September for having perfect attendancewithout sick leave used during previous that fiscal year~~. The final payout upon separation will be made on 25%of the accrued hours, subject to Article XI, Section 1101: Resignations. Employees shall not be permitted touse sick time during the last two weeks of employment unless a healthcare provider's note is submitted to the Human Resources Personnel.

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Commented [CJ63]: What is this statement?

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When sick, annual leave, and accrued holiday or compensatory time has been exhausted, any additional leave will be without pay.

Notification Procedures. An employee who is unable to work must notify ~~with~~ their immediate supervisor, Department Director, or Human Resources **within 4 hours of ~~his/her~~ the employee's scheduled reporting time** giving the expected length and reason for the absence. Sick notices may be left on a voicemail system or emailed if unable to communicate directly. This procedure shall be followed for each day an employee is unable to work unless specific prior approval waiving this requirement is granted by the Department Director.

The Department Director may require a Healthcare Providers statement for the employee's absence prior to payment authorization regardless of the length of time away from the job.

Excessive Use of Sick Leave~~.~~ - An employee who utilizes excessive leave for reported illnesses or injuries or is otherwise frequently absent from duty for medical reasons may ~~will~~ be required to provide Human Resources a physician's statement prior to being authorized sick leave. An employee failing to comply with this requirement shall not be granted sick leave**.** Excessive is defined as three (3) unexcused absences in a three-month period. However, one continuous week-long bout with the flu would be considered one (1) absence.

The City reserves the right in all cases of reported illness to require an employee to furnish a physician's report. Chronic use or abuse of sick leave or tardiness shall constitute grounds for discipline and/or reviewof an employee's fitness for duty (Section 610).

Unauthorized absences from work for a period of three consecutive workdays may be considered as the employee's voluntary resignation by the City Manager. Following this period, the City will notify the employee by certified mail ~~or other means necessary,~~ that the employee's actions are considered voluntary resignation.

If the employee is unable to inform the City of their absence due to a valid substantiated reason suchas temporary disability, then the absence will not be considered unauthorized.

Employees shall forfeit all sick leave payouts under this section if employment terminates because the employee:

(1) Has been found guilty in a court of competent jurisdiction of committing, aiding, or abetting any embezzlement or theft from the employee's employer or bribery in connection with the employment; or

(2) Has been terminated by reason of the employee having admitted to committing, aiding, or abetting an embezzlement or theft from his or her employer or by reason of bribery; or

(3) Is adjudged by a court of competent jurisdiction to have violated any state law against strikes by public employees; or

(4) Has been found guilty by a court of competent jurisdiction of violating any state law prohibiting strikes by public employees; or

(5) Was terminated for having committed any felony with the intent to defraud the public or a public agency of the right to receive the faithful performance of his or her duty as a public officer or employee, realizes or obtains, or attempts to realize or obtain, a profit, gain, or advantage for himself or herself or for some other person through the use or attempted use of the power, rights, privileges, duties, or position of his or her public office or employment position.

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(6) The forfeiture of leave payout pursuant to this policy is supplemental to any other forfeiture requirements related to public officers or employees provided by law.

(7) Forfeiture shall also occur where the employee resigns from employment after having been charged by the City or other law enforcement authority with any of the above acts but prior to having been terminated.

Section 604. DONATION OF SICK OR ANNUAL LEAVE. (Resolution 07.06: 02/27/2007; Resolution 99.23: 10/19/99; Ordinance 2019-13:08/13/19)

Policy. The City of Madeira Beach recognizes an employee subjected to a long-term, non-work-related catastrophic illness or injury may deplete all their accrued sick and annual leave allowance, leaving the employee without any form of continued compensation.

The City of Madeira Beach also recognizes that some City employees may wish to contribute a portion of their accrued, unused sick, or annual leave to the affected employee suffering from a catastrophic illness.

* "Catastrophic illness or injury" is defined as being one that is unanticipated, non-job-related, ~~not self-inflicted~~, and life-threatening. Catastrophic illness or injury does not include short-term ailments such as flu, colds, virus, or doctor or dentist appointments. ~~Elective surgery and maternal leave are also not included.~~

Eligibility. All full-time employees who have completed ~~at least one year of service~~ their initial probationary period with the City of Madeira Beach.

Procedure. The affected employee must have exhausted their own sick/annual leave, and floating holidays before filing the necessary forms for benefits with the City Manager.

The Human Resource Personnel may request additional medical information during the benefit period. All donation requests must be approved by the City Manager, who shall have final authority in considering, approving, or disapproving a request for donations.

The maximum donation period will be 90 calendar days, at which time long-term disability will take effect. ~~While receiving donated leave, the receiving employee shall not accrue sick or vacation leave.~~ A paid holiday occurring during an approved benefit period will be paid as a sick day. If an employee does not utilize all donated leave, the remaining hours shall be pro-rated and returned to donating employees.

Donated leave shall be deemed used (spent) leave, removed from the donating employee's accrued leave account, and is not refundable unless provided in this section. The minimum donation is eight (8) hours. Maximum donation is twenty-four (24) hours. Donations are not converted based upon hourly wages, rather transferred "hour for hour".

Section 605. INSURANCE. *(Resolution 07.06: 02/27/2007; Resolution 00.10: 10/17/00, Resolution 99.01: 01/05/99; Ordinance 837: 07/05/1995)*

Unless otherwise stated in a collective bargaining agreement, t~~T~~he City provides health, dental, group term life and long-term disability insurance for all full-time employees, ~~including firefighters,~~ ~~at no cost~~ to the employee. The selection of providers for said coveragewill remain at the discretion of the City Manager. Dependent coverage may be available; however, dependent premiums are the responsibility of the employee. Coverage ends on the last day of the month in which termination or resignation occurred. COBRA coverage

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will be offered at the time of termination, (unless termination was for misconduct) or upon resignation if employee completed probation period.

An employee moving from part-time to full-time must wait a full 30 days from date of change before becoming eligible for benefits which would start on the first day of the next full month after the 30 days and will immediately begin intermediate probationary period.

Section 606. RETIREMENT. *(Resolution 00.10: 10/17/00, Resolution 99.01: 01/05/1999, Resolution 2013-49: 09/10/2013; Ordinance 837: 07/05/1995; Ordinance 2019-13:08/13/19)*

The City is currently a member of the Florida Retirement System (FRS) for all employees hired prior to 01/01/1996. All retirement benefits will be governed by the Florida Statutes. There is no cost to the employee for membership. All full-time employees hired after 01/01/1996, other than firefighters, will notparticipate in the Florida Retirement System (FRS).

The City provides a 401(a) Retirement Plan through the ICMA (International City Management Association) Retirement Corporation Governmental Money Purchase Plan & Trust for those employees hired or rehiredafter 01/01/1996. The ICMA Retirement Plan will be available to full-time employees, and after the completion of the six (6) month (or nine (9) months extended) probationary period, the benefits accrued will be retroacted to the employee's date of hire.
Vesting will occur as follows:

a) Employees who have completed two (2) years of employment shall be vested at 25%
b) Employees who have completed three (3) years of employment shall be vested at 50%
c) Employees who have completed four (4) years of employment shall be vested at 75%
d) At ~~(5)~~ five (5) years of employment with the City the employee shall be vested at 100%

Details on the plan will be determined by the City Manager and are available from the Human Resources Personnel. Should an employee leave employment with the City the vesting schedule above will determine their retirement benefit. Upon retirement, employees may choose COBRA to continue using the City's Insurance Plans ~~or COBRA~~ at their own expense.

Additional ancillary plan options, such as 457 Plan or a Roth IRA Plan, are available for all full-time employees to purchase in addition to the 401(a) Plan provided by the City.

Section 607. PROFESSIONAL DEVELOPMENT

Purpose. To encourage employees to obtain education and training to enhance job performance, and to prepare for broader job responsibilities. Reimbursement may be granted for courses offered by educational institutions with prior approval by the City Manager.

4. The following policies apply to costs related to degree programs and non-degree courses:

A. Non-degree courses or seminars: Costs of training courses or seminars not taken as part of a college or university program terminating in the award of a degree may be paid for or reimbursed only if the course or seminar is designed to improve the effectiveness or efficiency of an already qualified employee in the position which the employee already holds and works in, and is not designed to qualify an employee for his/her current duties. However, such costs may be paid for or reimbursed for courses or seminars which will allow an employee to advance within established career ladders, or to obtain or maintain certifications required by state or federal laws or

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regulatory authorities.

B. ~~TUITION REIMBURSEMENT.~~ Degree Programs

Courses taken toward an accredited college degree related to the employee's present job or a reasonable promotional objective are acceptable. 'Reasonable promotional objective' will be determined by the employee's Department Head and the City Manager. Other vocational and/or technical courses may be considered on a case-by-case bases and approved by the City Manager.

Tuition reimbursement is available to any full-time employee under the following guidelines:

Employee must have successfully completed their employment initial probationary period andbe in good standing with the City.

No tuition reimbursement shall be authorized to any employee who has had a formal disciplinary action (suspension, involuntary demotion~~, or probation~~) within the previous six months. Any employee receiving such action after pre-approval was granted shall not be reimbursed.

The maximum tuition rate authorized cannot, under any circumstances, exceed that of the University of South Florida (USF), Tampa for the appropriate level of course-work (graduate/undergraduate). ~~In cases where rates vary from USF campus to campus, the USF Tampa rate will be used.~~

~~Whenever possible, the employee is to take courses at a Community College rather than at a higher institution.~~

In order to be eligible for reimbursement, the employee must submit an Educational Reimbursement Pre-Approval Form prior to the enrollment in the class or course of study.

1. If the employee is pursuing a degree, the employee is to provide proposed curriculum, accreditation, and estimated time for completion of degree to the ~~City Manager~~ Human Resources for review.

2. ~~At no time may an employee take more than two courses per semester.~~

3. Course attendance will be on the employee's own time and will not interfere with job duties.

4. Lab fees, books, student activity fees, flat fees, student athletic fees, room and board or application fees or any other fees are not eligible for reimbursement.

5. After the completion of any class(es), the request for reimbursement must be made by submitting an original receipt showing specific amount of eligible payment, along with a schooldocument indicating grade received to the Human Resources Personnel ~~Assistant City Manager/Finance Director~~ for processing.

6. The resignation or discharge of an employee automatically terminates their eligibility for benefits under this program. ~~Voluntary separation from City employment prior to one year after completion of reimbursed courses shall cause the employee to repay, or have deducted from his/her~~ the employee's ~~salary, all costs incurred by the City under this reimbursement~~ program.

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Reimbursement. - Employees shall be eligible for reimbursement with a passing grade of A, B or C at 100%. Courses offered on a pass/fail basis only must be passed to be eligible for 100% reimbursement.

Section 608. LEAVE OF ABSENCE WITH PAY. *(Resolution 07.06: 02/27/2007; Resolution 00.10: 10/17/2000;Ordinance 837- 07/05/1995; Ordinance 2019-13:08/13/19)*

The following leaves of absence with pay shall be allowed upon presentation to the City Manager and reviewed by the Human Resources Personnel for ~~of~~ appropriate certification showing such leave is required. Such absences will not be charged against an employee's accrued annual leave.

Jury/Court Duty. - A leave of absence with pay is granted to an employee when he is called for jury duty or subpoenaed as a witness on behalf of the City or any public agency. The City will pay the employee's regular salary. The employee will furnish proof of such service and will work any part of their regular schedule when not required to serve. Employees who appear as a voluntary witness or litigant against the City, its officers, or departments, are not eligible for leave with pay.

Employees, who become involved in litigation not relating to their employment, may use accumulated annual leave.

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If a holiday occurs during a court/jury assignment, the employee will be eligible to receive the holiday pay, subject to Section 601.

Proof of duty will be required before compensation is approved. Proof will be considered a Court Summonsor Pay Voucher from the Court. The City reserves the right to require a signed statement from the Court Clerk noting each day spent on duty.

Reserve Training. - Upon presentation of orders, an employee who, by reason of membership in one of the United States military reservecomponents, is ordered by an appropriate authority to attend a training period or encampment shall be granted leave of absence with supplemental pay corresponding to the time spent in active military reservetraining. The City will supplement the employee's reserve training pay to bring the employee's salary to the level earned at the time ~~he/she~~ the employee was called to military reserve training status. Such leave shall not exceed seventeen calendar days in any twelve-month period.

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Active Military Service. - In the event an employee who is a reservist is called to active military service, the employee may be granted a leave of absence to perform active military service.

Upon presentation of orders, the employee will be granted up to ninety (90) days supplemental pay corresponding with the time spentin active military service thereby supplementing the employee's military pay to the level earned at the time ~~he/she~~ the employee was called to active military duty. The employee will have health insurance and other existing benefits, where allowable, carried forward for this period. Should the active military status continue past ninety days, certain medical benefits may be continued through COBRA (Consolidated Omnibus Budget Reconciliation Act), depending on existing coverage. Upon return from active military service, the employee will be reinstated with the pay and benefits, which were allowed prior to being called to active duty as required by the USERRA Restoration Act. Each month of military service performed counts as a month actively employed by the employer.

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Bereavement Leave. - Full-time employees shall be granted time off with pay to observe the passing of an immediate family member. Three days shall be granted for in-state deaths or out-of-state deaths where the

employee does not attend the funeral. Five days shall be granted for the employee to attend an out- of-state funeral. Immediate family shall consist of the employee's spouse, parent(s), child(ren), brother, sister, step-parent(s), step-child(ren), father-in-law, mother-in-law, sister-in-law, brother-in-law, grandparents, grandchildren. Bereavement Leave shall not be charged to annual or sick leave. Computation of leave shall be based on consecutive workdays, unless approved by the respective Department Director. If requested, the employee shall provide the Department Director with evidence that the death occurred.

Veteran's Leave - A City employee filling a regular established position and who has been rated by the United States Department of Veterans Affairs or its predecessors to have incurred a service-connected disability and has been scheduled by the United States Department of Veterans Affairs to be examined or treated for the disability, shall be granted veteran's leave for such reexamination or treatment without loss of pay or benefits. The maximum veteran's leave authorized for this purpose shall not exceed six (6) calendar days in any one annual period beginning January 1 and ending December 31. Hours used are not counted as hours worked toward overtime.

Approved b~~B~~ereavement leave required in excess of the above referenced leave will be charged to annual leave or leave without pay at the employee's option.

Administrative Leave~~.~~ - Leaves with pay may be authorized by the City Manager for any reason, which is deemed to be in the best interest of the City and the employee. These may include leaves of absence pending investigations, or attendance at official and educational functions, threatening weather, fitness for duty physical, voting, etc. Each Administrative Leave shall be evaluated independently.

Domestic Violence Leave – Pursuant to Florida Statutes 741.313, an employee who has been employed for 3 or more months is permitted to request up to 3 working days of paid or unpaid leave during any rolling 12 month period if the employee, or a family or household member of the employee is the victim of domestic violence, where such leave is taken to:

a. Seek an injuction for protection against domestic violence or an injunction for protection in cases of repeat violence, dating violence, or sexual violence.
b. Obtain medical or mental health care for the employee or family or household member to address injuries resulting from an act of domestic violence.
c. Make the employee's home secure from the perpetrator of domestic violence or to seek new housing to escape the perpetrator; or
d. Seek legal assistance or attend coiurt proceedings arising from an act of domestic violence.

Domestic violence leave shall be coded as paid vacation or sick leave (depending on whether the reason for taking the leave is to seek medical treatment or not) to the extent the employee has sufficient balances in ~~his or her~~ their relevant leave account. Otherwise, the leave shall be coded as no pay.

Except in cases of imminent danger to the health or safety of the employee or family or household member, an employee seeking domestic violence leave must provide appropriate advanced notice of the leave request, and may be required to produce sufficient documentation to support the requested leave. To the extent an employee provides personal identifying information related to a request for domestic violence leave, such information shall be maintained by the department as confidential and exempt from public records disclosure, pursuant to Florida Statutees 741.313(4)(c)(2).

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Flex time is the generic term for flexible scheduling programs - work schedules that permit flexible starting and quitting times within limits set by management. Each City department has the option to use flextime, if it can be adapted to better meet that organization's unique needs.

~~Flex Time.~~ - Salaried employees are to understand their positions are paid at a rate which anticipates more than a typical 8-hour day or 40-hour week. However, when extraordinary hours are demanded or required,the City Manager has the authority to grant up to three (3) consecutive vacation days without the use of benefit time, referred to as "flexed salaried time." It is expected that salaried individuals shall be required toput in additional hours to complete their normal workload and such hours are not considered "extraordinary" for the purpose of this section.

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Family and Medical Leave Act (FMLA) Eligibility:~~-~~

This section of Policy is intended to set guidelines only and does not represent the Family and Medical Leave Act (FMLA) of 1993 in its entirety. The City complies with U.S. Department of Labor and the Family and Medical Leave Act. The FMLA procedures may differ from other types of City leave but FMLA does not provide any additional paid leave accruals over the City's other leave awards. If further information is needed, contact the Human Resources Department or search the Department of Labor website. FMLA use will be tracked concurrently with other types of leave where the reason for the leave is an FMLA qualifying event. There are two general FMLA types, Basic Leave and Military Family Leave.

Eligibility. An eligible employee is one who has been employed for at least 12 months and has been employed for at least 1,250 hours of service during the 12-month period immediately preceding the commencement of the leave.

Eligible employees are entitled to take up to 12 workweeks of FMLA leave in a 12-month period for any of the reasons listed below:

- The birth of a child and to bond with the newborn child within one year of birth.

  An employee's entitlement to the FMLA leave for the birth and bonding expires 12 months after the date of birth. Both mothers and fathers have the same right to take FMLA leave for the birth of a child. Birth and bonding leave must be taken as a continuous block of leave unless the employer agrees to allow intermittent leave (eg., allowing a parent to return to work oon a part-time schedule for 10 weeks).

- The placement with the employee of a child for adoption or foster care and to bond with the newly placed child within one year of placement.

  FMLA leave may be taken before the actual placement or adoption of a child if an absence from work is required for the placement for adoption or foster care to proceed. For example, the employee may be entitled to FMLA leave to attend counseling sessions, appear in court, consult with ~~his or her~~ an attorney or the birth parent's representative, submit to a physical examination, or travel to another country to complete an adoption before the actual date of placement. FMLA leave to bond with a child after placement must be taken as a continuous block of leave unless the employer agrees to allow intermittent leave. An employee's entitlement to FMLA leave for the placement of a child for adoption

or foster care expires 12 months after the placement.

- A serious health condition that makes the employee unable to perform the functions of ~~his or her~~ the employee's job.

An employee is "unable to perform the functions of the position" where the health care provider finds that the employee

- Is unable to work at all, or
- Is unable to perform any one of the essential functions of the employee's position.

An employee who must be absent from work to receive medical treatment for a serious health condition is considered to be unable to perform the essential functions of the position during the absence for treatment.

- To care fro the employee's spouse, son, daughter, or parent who has a serouse health consition.

An employee must be needed to provide care for ~~his or her~~ a spouse, son, daughter, or parent because of the family member's serious health condition in order for the employee to take FMLA leave. An employee may be needed to provide care to the family member, for example:

- When the family member is unable to care for ~~his or her~~ their own medical, safety or other needs, because of the serious health condition or needs help in being transported to the doctor; or

-
- To provide psychological comfort and reassurance to the family member with a serious health condition.

~~Qualifying Events. Eligible employees have the right to take paid or unpaid leave for a period of up to 12 workweeks in any twelve-month period for the following reasons.~~

- Any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is a military member on covered active duty.

  Qualifying exigencies are situations arising from the military deployment of an employee's spouse, son, daughter, or parent to a foreign country. Qualifying exigencies for which an employee may take FMLA leave include making alternative child care arrangements for a child of the military member when the deployment of the miltary member necessitates a change in the existing child care arrangement; attending certain military ceremonies and briefings; taking leave to spenmd time with a military member on Rest and Recuperation leave during deployment; or making financial or legal arrangements to address a covered military member's absence; or certain activities related to care of the parent of the military member while the military member is on covered active duty. See Fact Sheet 28M(c): Qualifying Exigency leave under the FMLA. An employee may take qualifying exigency leave for the deployment of a son or daughter of any age.

  ~~1. The birth of a child.~~
  ~~2. The placement of a child for adoption or foster care.~~
  ~~3. Care of a family member (child, spouse, or parent) with a serious health condition.~~
  ~~4. Serious health condition, which renders the employee unable to do his/her job.~~

The Leave Year~~.~~ - The leave is a rolling year is determined by calculating a 12-month period measured backward from thedate the employee's FMLA begins. An employee taking FMLA leave must first use any vacation or paid absence days as part of the leave. The remainder of the leave will be unpaid.

An eligible employee may also take up to 26 workweeks of FMLA leave in a single 12-month period:

- To care for a covered servicemember with a serious injury or illness if the employee is the spouse, son, daughter, parent, or next of kin of the servicemember (military caregiver leave). Eligible family members of both current servicemembers and certain veterans are entitled to military caregiver leave.

Application for Leave~~.~~ - An employee who requests FMLA must complete the appropriate Application for Family and Medical Leave Form. ~~If an employee is requesting medical leave, his or her physician must complete the Certification of Physician or Practitioner Form prior to beginning leave.~~ forms are available from the Human Resources Department or the Department of Labor website and are required to be submitted to Human Resources ~~be returned in~~ within 15 days of first date of absence to certify the leave under FMLA. Holidays are considered paid (for those eligible) absence days and therefore are paid during FMLA. Larger chunks of time when the city is closed, however, do not count as leave under FMLA.

Employees on approved FMLA are required to report on their status and intent to return to work by telephone to theHuman Resources Personnel and/or Department Head bi-weekly.

Benefits/Contributions~~.~~ - An employee on FMLA is entitled to have health benefits maintained while on leave.

The employee is responsible for making any required contributions monthly during the FMLA time.

NOTE: If an employee is more than 30 days late in paying required contributions, coverage will terminate. The City reserves the right to seek recovery of any premiums paid for health insurance if the employee failsto return to work at the conclusion of the leave.

Pay increases and further accumulation of benefits will be deferred during periods of unpaid FMLA.

Returning to Work After Medical Leave~~.~~ - If an employee takes FMLA due to a serious medical condition, ~~he or she~~ the employee ~~may~~ must be certified as able to return to work by a physician.

Section 609. LEAVE OF ABSENCE WITHOUT PAY. *(Resolution 07.06: 02/27/2007; Resolution 00.10: 10/17/00, Resolution 99.01: 01/05/1999; Ordinance 837-07/05/1995)*

~~Involuntary. An employee may be placed on leave of absence without pay by the City Manager, pending investigation into the employee's conduct and potential disciplinary action or where the City Manager deems it to be in the best interest of the City.~~

Other Leaves~~.~~ - Other leaves without pay may be authorized by the City Manager for any reason that whichis deemed to be in the best interest of the City and the employee.

While on any leave without pay employees will not accrue annual, sick leave or holiday benefits. If insurance benefits are extended to an employee on an unpaid leave, all premiums paid by the employee must be made in advance for the period of the leave.

~~An employee granted a leave of absence without pay in excess of twelve (12) weeks shall be permitted to return to work providing a vacancy exists in their prior position. If such vacancy does not exist, the employee shall be terminated and may reapply for a vacant position for which qualified.~~

Employees reinstated to their prior position from a leave without pay will be entitled to receive their priorrate of pay in addition to any cost of living increases applicable to all other employees.

A leave of absence without pay for thirty consecutive days or longer will result in a corresponding adjustment of the employee's anniversary date of employment and time in position.

Section 610. EMPLOYEE ASSISTANCE PROGRAM. *(Resolution 07.06: 02/27/2007; Resolution 99.01: 01/05/1999)*

The City of Madeira Beach recognizes that personal situations which may affect an employee's well-being and job performance and is committed to providing programs and services to assist those employees. Therefore, the City sponsors ~~is sponsoring~~ a confidential Employee Assistance Program (EAP) which offers employeesand their families' short-term professional counseling and assistance for any type of personal problems including relationship issues, emotional distress, and chemical dependency.

Self-Referrals ~~:~~ - An eligible employee may contact the EAP to schedule a confidential consultation at any time for professional assistance by calling the telephone number noted in the EAP brochure ~~to schedule a confidential consultation~~.

Management Referrals ~~:~~ - If an EAP referral is indicated, based on performance issues, or the employee seeking advice regarding a personal problem, the City Manager or ~~his~~ designee shall contact an EAP counselor to review the issues and assist in scheduling a meeting with the employee. The employee will beinstructed to

arrange an appointment with the EAP counselor, and although the final decision to use the program is left up to the employee, the employee is still responsible for job performance related issues and may be subject to disciplinary actions for these issues. Failure to report for mandatory referral may result in administrative leave pending disciplinary proceedings, up to and possibly including discharge,

In safety sensitive occupations, the EAP referral may be mandatory as "Ffitness for Dduty". The employee will be responsible for providing proof of attendance, and if required, certification of Fitness for Duty.

Any time off from work to attend an EAP ~~counseling~~ session is subject to established policy for absenteeism. If the EAP ~~counseling~~ session is being mandated by the City, the employee must make every effort possible to make sessions during their time off from work. If not possible and the mandated session causes time off from work, the employee will not be penalized in accordance with the absenteeism policy.

Section 611. RETURNINGTO WORK AFTER MEDICAL LEAVE FITNESS FOR DUTY

The physical fitness of employees is vital to the level of service provided to the public. In the event an employee's mental or physical fitness for duty is questioned the following procedures will be implemented:

~~A)~~ A. If the employee has been seen by their licensed medical provider (MD):

1. The employee is responsible for providing a medical release to their specific position when reporting back to work. If the employee does not have a medical release, the supervisor may request the employee to leave their shift until such time as the employee returns with the appropriate release. Time spent obtaining the form is charged to the employee's sick leave bank.
2. Medical release must be returned to the City within three (3) calendar days of the request.
3. In the event an employee is not able to perform the essential functions of their position, the time from work will be charged to their accumulated sick leave. If there is not sufficient sick leave available, the employee may use ~~accumulated~~ annual leave, holiday, and compensatory time, if any.
4. The City reserves the right to request a second opinion when there is reason to question the employee's fitness for duty. ~~The City shall determine the extent of the examination based upon the employee's job description, the physician, and bear the cost for the second opinion.~~

~~B)~~ B. If the employee has not been seen by any medical provider:

1. The supervisor may send the employee to the City's physician, or local emergency room, if appropriate. The time spent in receiving initial medical evaluation is charged to Administrative Leave.
2. Whenever the City has cause to believe that an employee is unable to perform the essential functions of ~~his~~ their position with or without reasonable accommodation, it may require a fitness for duty examination, which would be limited to the examination of the employee's fitness to perform the essential functions of the job.
3. If the medical provider states the employee is not able to perform the essential functions of their position, the time from work following the appointment, will be charged to their accumulated sick leave. If there is not sufficient sick leave available, the employee may use accumulated annual leave, holiday, and compensatory time, if any.

ARTICLE VII. EMPLOYEE TRAINING *(Resolution 07.06: 02/27/2007; Resolution 00.10-10/17/00, Ordinance 837: 07/05/1995)*

In order to remain knowledgeable about important policies and procedures, and to stay in compliance to state and federal regulations, City employees may be required to complete mandatory trainings. Human Resources will inform employees of needed trainings.

The City Manager, through the Department Directors, may establish and develop an educational programfor employees of the City, when deemed appropriate. The purpose of such a program is to increase the operational efficiency of employees in their present positions and to assist employees in preparing themselves for positions of increasing difficulty and responsibility. Employee participation in some training programs may be declared mandatory by the City Manager, while other non-mandatory trainings will be made available to all employees for completion towards merit evaluation/consideration.

Department Directors shall be responsible for determining which additional training programs will benefitthe department and the employee(s).

Approval must be received prior to registering for training. The City reimburses the employee for mileage, meals, and lodging, if applicable. No overnight stay will be approved for training within a 50-mile radius of the City. Any exceptions to this rule must be approved by the City Manager.

Internship – The City internship program provides students with paid and non-paid opportunities to experience and learn the inner workings of a local government. The City will provide legitimate opportunities for professional and educational experiences approximately equal in quality to those provided in a college classroom. Hours and day of employment will be specified at the start of the internship and maintained throughout the program. Under no circumstances will the City demand additional hours of work from the intern without appropriate permissions.

ARTICLE VIII. ACCIDENT PREVENTION, WORK SAFETY AND WORKERS' COMPENSATION

Section 801. GENERAL PROVISIONS. *(Resolution 99.01: 01/05/1999; Ordinance 837: 07/05/1995)*

The City of Madeira Beach, in the interest of both employee and public safety and its commitment to provide a safe working environment, will establish and maintain a Workplace Safety Program pursuant to the requirements of the Florida Occupation Safety and Health Act, Chapter 93-415, §52-74, Laws of Florida,and Rule 381-17 of the Florida Administrative Code.

Section 802. INJURY TREATMENT AND REPORTING. *(Resolution 07.06: 02/27/2007; Resolution 00.10: 10/17/2000, Resolution 99.01: 01/05/1999)*

Medical treatment for all workers compensation injuries will be provided pursuant to Florida Statute 440.134 and in accordance with the Workers Compensation Procedures. A routine post-accident drug test will be performed on all employees who have contributed to an accident ~~requiring medical treatment~~ as well as employees who receive medical treatment for an injury obtained on the job.

Section 803. VEHICLE ACCIDENT REPORTING PROCEDURE. *(Resolution 07.06: 02/27/2007; Resolution 00.10:*

10/17/00, Resolution 99.01-01/05/99; Ordinance 837: 07/05/1995; Ordinance 2019-13:08/13/19)

In all cases when a City-owned vehicle is involved in any kind of motor vehicle accident/incident, employeeswill immediately notify in addition to their supervisor, the designated Law Enforcement Agency, if within the City of Madeira Beach, or the appropriate law enforcement agency if outside the City. In the event the employee's Ssupervisor is not available, another Ssupervisor from within that department will be dispatchedto the accident scene.

Employees (operator) who are found to be at fault may be responsible for repair costs up to the current insurance deductible and will be subject to disciplinary action, up to and possibly including discharge.

The designated Ssupervisor will ensure that a Vehicle/Property damage form is completed on all accidents ~~with~~ involving a Ceity vehicle and copies of this report are forwarded to the Human Resource Personnel and/or City Manager's office within three working days of the accident.

A routine post-accident drug test will be performed on all employees who have contributed to a motor vehicle accident where any liability to the City has occurred.

Section 804. INCIDENT/LIABILITY REPORTING PROCEDURE. *(Resolution 07.06: 02/27/2007; Resolution 99.01: 01/05/1999; Ordinance 837: 07/05/1995; Ordinance 2019- 13:08/13/19)*

Any incident which happened or is alleged to have happened, where the City could conceivably share liability, will require an Accident/Incident form or a Notice of Injury to be completed, will be reported to the employee's immediate supervisor and the Human Resources Personnel within twenty- fourhours of occurrence.

Section 805. WORKERS COMPENSATION. *(Resolution 07.06: 02/27/2007; Resolution 00.10: 10/17/2000, Resolution 99.01: 01/05/1999; Ordinance 837: 07/05/1995)*

Payment of Workers' Compensation to an employee, who is incapacitated, because of an injury arising outof and in the course of performing ~~his/her~~ the employee's duties, will be governed by the State of Florida Workers' Compensation Law. All City Employees, Interns, Temporary and Volunteers shall be covered under the City's Worker's Compensation Program.

Workers' compensation injuries will, in many cases, constitute a "serious health condition" as the term is defined in the Family Medical Leave Act (FMLA). When an employee begins workers' comp leave, there willbe a determination of whether that ~~particular~~ injury constitutes a serious health condition and whether the workers' comp leave will be designated as FMLA leave and run concurrently. While on workers' comp/FMLA leave, the employee's group insurances will be continued to the same extent as when they were working, and the right to be reinstated to their former position will be fully protected for up to twelve weeks, depending on whether they have previously used any of their annual twelve-week allotment of FMLA leave.

Section 806. TRANSITIONAL DUTY ASSIGNMENTS. *(Resolution 07.06: 0 2/27/2007; Resolution 00.10: 10/17/2000, Resolution 99.01: 01/05/1999; Ordinance 837: 07/05/1995)*

The City may offer Transitional (not permanent) Duty Assignments (TDA) for eligible employees who have been restricted by their physician due to an on-the- job injury or job-related illness. If the employee is still unable to perform all the duties of ~~his/her~~ their regular position at the end of the TDA, ~~he/she~~ the employee may be placed onworkers' compensation leave. A physician may be asked to re-evaluate the physical status of an employeeon workers' compensation leave, or in a TDA every 30 days.

Employees in a TDA may be assigned to any department and on any shift. Employee in a TDA is bound by the same work conditions and requirements as any other employee, except as noted below. Only employees capable of performing all the essential job functions of the position need be considered for that option. An employee who reaches maximum medical improvement (MMI) will no longer be consideredfor TDA.

If the employee is eligible for FMLA leave, and is offered a TDA with duties ~~he/she~~ the employee is able to perform, ~~he/she~~ the employee will have to choose between working or taking leave as explained below:

Option 1 (Taking Leave): Employees may choose to exercise their right to take FMLA leave instead of returning to work in the TDA. However, such employees will lose their temporary (wage loss) workers' compensation benefits because they declined available work. If they recover while on FMLA leave, they must be reinstated to their previous or like position in accordance with FMLA requirements. If they continue on workers' comp leave after their FMLA leave has expired, the City may terminate their group medical insurance and issue a COBRA notice. They may also be eligible for reinstatement if they are subsequently able to return to their former position if there is a suitable vacancy. However, reinstatementneed not be guaranteed after FMLA leave has been exhausted.

Option 2 (Working): Employees may accept the TDA. While working in the TDA they have the right to be reinstated to their regular position for up to 12 weeks. If they cannot return to their regular job, and they still qualify for FMLA leave, they have the right to take any balance of their 12-week entitlement not yet used. The employer may eliminate the TDA at any time, but the time spent working in the TDA does not count as part of the FMLA leave as provided by FMLA Regulation 825.2209(d).

Failure to accept a TDA within their physical restrictions by employees who are not eligible for FMLA will be considered grounds for termination.

ARTICLE IX. ~~GRIEVANCES AND~~ CLASSIFIED EMPLOYEE APPEALS.

(Resolution 07.06: 0 2/27/2007; Resolution 00.10: 10/17/2000, Resolution 99.01: 01/05/1999; Ordinance 837: 07/05/1995; Ordinance 2019-13:08/13/19)

The Civil Service Commission may render advisory opinions based on its findings to the City Manager. The commission will provide the City Manager with a copy of its statement of opinions, which shall also be provided to the ~~grieved~~ affected employees.

Per the Charter Section 4.6 (c) Prohibitions - Interference with administration. Except for the purpose of inquiries and investigation, the Board of Commissioners or its members shall deal with the City officers and its employees who are subject to the direction and supervision of the City Manager solely through the City Manager, and neither the Board of Commissioners or its members shall give orders toany such officers or employee, neither publicly nor privately, except as provided under the emergencypowers section of this Charter. The Board of Commissioners or any of its committees or members, individually or collectively, shall not direct or request the appointment of any person or ~~his/her~~ their removal from, office by the City Manager or any of ~~his/her~~ the City Manager's subordinates or in any manner, directly or indirectly, take part in the appointment or removal of any officers or employees or members of Boardsin the Administrative Service of the City of Madeira Beach, Florida. The Board of Commissioners nor any member thereof shall not give orders to any subordinate or Officer of said City, either publicly or privately, directly or indirectly.

In order to provide and maintain the best possible conditions of work for classified employees, and preserve and improve cooperation between and among staff members, the City of Madeira Beach encourages the

prompt, fair settlement of ~~grievances~~ appeals through an orderly ~~grievance appeal~~ procedure, without interference or reprisal. An appeal ~~grievance~~ is defined as a classified employee's expression of dissatisfaction concerning a job-related action such as disciplinary action, including termination. The employee may not appeal verbal or written warnings or performance evaluations.

Temporary/Seasonal or probationary employees are not permitted to appeal disciplinary actions.

The ~~grievance~~ appeal procedure consists of three successive steps, which must be followed, in order and within the time frame provided for in this policy.

~~Grievance~~ Appeals must be filed within ten (10) calendar days after the action or incident and contain the reasonswhy the employee considers the action inappropriate or inequitable. Appeals to the successive steps mustbe filed within ~~five (5~~) ten (10) calendar days following receipt of the decision made in the preceding step, or the ~~grievance~~ appeal will be presumed settled and not subject to further consideration. All notifications and filings must be in writing and signed by the author(s).

STEP ONE – Immediate Supervisor
The ~~grievance~~ appeal must be submitted by the employee to the employee's immediate Supervisor. The Supervisor must address and respond to the ~~grievance~~ appeal within five (5) calendar days. If the employee is notsatisfied with the decision at Step One, or if the ~~grievance~~ appeal directly involves the Supervisor, the employee has the right to present the ~~grievance~~ appeal at Step Two. All notifications and filings must be in writing and signed by the author(s).

STEP TWO – Department Head
The ~~grievance~~ appeal must be submitted by the employee to the Department Director with a copy to the Human Resource Personnel and City Manager. A meeting will be held with the Department Director, the aggrievedemployee and the Human Resource Personnel and City Manager. This meeting will be held within ten (10) calendar days of the filing of the ~~grievance~~ appeal. All notifications and filings must be in writing and signed by the author(s).

Within ten (10) calendar days of this meeting, Department Director must notify the employee of the decision. If the employee is not satisfied with the decision at Step Two, the employee has the right to present the ~~grievance~~ appeal at Step Three. All notifications and filings must be in writing and signed by the author(s).

STEP THREE – Appeal to the Civil Service Commission
A request for further consideration must be presented to the Civil Service Commission via the Human Resource Personnel in thirty (30) calendar days of receipt of the Step Two decision. The Civil Service Commission shall have the power to issue subpoenas to compel attendance. ~~so that it is limited solely to the grievances appeal.~~

Per Charter Section 5.7. ~~Grievance~~ Appeal procedures - including procedures for the hearing of ~~grievances~~ appeals by the Civil Service Commission, which may render advisory opinions based on its findings to the City Manager with a copy to the aggrieved employee.

The Civil Service Commission will conduct a comprehensive review of all available information concerning the ~~grievance~~ appeal and, if deemed appropriate, will meet with the aggrieved employee. Following the investigation, the Commission's findings will be forwarded to the City Manager as a recommendation. TheCity Manager may request a meeting with all parties. The aggrieved employee will be notified within ten (10) calendar days of the City Manager's decision, which is binding.

Madeira Beach prohibits retaliation against any employee for using the Employee Appeal Procedure or for participating or cooperating in any way in connection with this Procedure.

1. An employee who believes that he/she has been harassed or retaliated against for having used this complaint procedure may, within ten (10) calendar days of the occurrence, file such allegation with the Human Resources Department for further investigation. After completion of its investigation, the Human Resources Department will submit a report of its investigation to the City Manager, who will take appropriate action.

2. Violation of this subsection is subject to disciplinary action up to and/or including discharge.

ARTICLE X. DISCIPLINARY ACTION

Section 1001. GENERAL PROVISIONS. *(Resolution 00.10: 10/17/2000, Resolution 99.01: 01/05/1999: Ordinance 837: 07/05/1995; Ordinance 2019-13:08/13/19)*

The City Manager shall when they deem it necessary for the good of the City, suspend or remove all City employees and appointive administrative officers provided for or under this Charter that the City Manager is empowered to appoint, except as otherwise provided by law, this Charter, contract, or personnel rules adopted pursuant to the Charter (City Charter, Section 5.4 C(1)).

It is the policy of the City of Madeira Beach that discipline should be corrective rather than punitive gGuidance of employees for the following constitute the reasons for which an employee may be removed from employment. However, the City Manager is not limited to these offenses and may remove any employee and appointive administrative officer from employment that the City Manager is empowered to appoint whenever it is deemed in the best interest of the City.

Probationary and temporary employees who are disciplined, suspended, demoted, or discharged by the City shall not be subject to any ~~grievance or~~ appeals procedure. Rules and regulations are necessary to ensure efficiency and effectiveness and promote proper employee conduct. When circumstances permit, Ssupervisors are encouraged to utilize "progressive discipline" by administering gradually increasing disciplinary actions for each successive instance of employee misconduct. Each level of discipline shall be documented and placed in the employee's personnel file.

The following guidelines are divided into four (4) levels, which reflect the seriousness of the offenses. These levels are written counseling, written reprimand, suspension, and discharge. In each level and for each infraction, consideration will be given to the severity of the offense, the actual or potential cost or damage involved, the time interval between infractions, the length and quality of service records, and any other pertinent information. In considering disciplinary action on a current infraction or offense, theCity will consider any prior infractions and consider length and quality of service.

Probationary and temporary employees who are disciplined, suspended, demoted or discharged by the City shall not be subject to any ~~grievance~~ appeal or appeals procedure.

The City retains the right to treat each occurrence of misconduct individually without creatinga precedent for other future cases. The rules and regulations provide recommended progressive discipline to apply for

specific offenses; however, the recommended penalties may be modified by management and may include a lesser or more severe penalty when extenuating circumstances exist.

The following rules and standards of conduct are not to be construed as a limitation upon the retainedrights of the City but are to be used only as a guide.

Supervisors may use their discretion in determining or recommending appropriate disciplinary action. When an employee's conduct can be considered to fall into two categories provided in these guidelines, the Supervisor may select the category they believe to be the most appropriate. If an employee's conduct does not fall within any of the categories described, the supervisor may determine or recommend disciplinary action in accordance with the group offense they believed to be is most appropriate. The following guidelines do not override any specific rule contained herein or any policy issued by the City.

Immediate supervisors have the authority to issue verbal warnings to all employees under their control and may recommend action of a higher degree as appropriate. Department Directors have the authorityto issue disciplinary action up to and including a written reprimand based on the circumstances of the violation. Department Directors may recommend to the City Manager that the employee be suspended without pay or discharged.

No employee shall be terminated without a Pre-Termination Hearing by the City Manager at a time anddate specified by ~~him/her~~ the CityManager and with or without the employee's presence. Pre-Termination Hearings shallmean those hearings when it has been alleged that an employee has violated a Departmental or City rule that could lead to termination. The employee shall be given 72 hours' notice, in advance, of a Pre-Termination Hearing and shall be afforded due process during the hearing.

The City Manager or designee has the sole authority to suspend an employee with/without pay or to discharge an employee for cause.

Section 1002. GROUP I OFFENSES. *(Resolution 07.06: 02/27/2007; Resolution 99.01: 01/05/1999; Ordinance 837:07/05/1995)*

First Offense	Written Counseling
Second Offense	Written Reprimand
Third Offense	Suspension without~~/o~~ pay and/or demotion
Fourth Offense	Discharge

1. Neglect, carelessness, or failure to observe departmental safety rules or disregard ofcommon safety practices.
2. Neglect or carelessness, which results in repetitive or preventable accidents, which do not involve personal injury.
3. Tardiness is defined as reporting late for work, over-extending breaks, or meal periods.One offense is equal to three occurrences in any thirty-day (30) calendar, or a continuous pattern, once documented.
4. Employee has hindered the regular operation of the department because of chronic or excessive absenteeism. Excessiveness is more than three occurrences in any thirty-day (30) calendar period which have not been approved.
5. Wasting time, loitering, or leaving assigned work areas during working hours without permission.

6. Competence, productivity, and workmanship do not meet standards of performance, as established by the Department Director.
7. Engaging in horseplay and scuffling as determined by the Department Director.
8. Creating or contributing to unsafe and unsanitary conditions or the failure to keep workarea clean.
9. Distributing written or printed matter of any description on City premises unlessauthorized by Department Director.
10. Operating, using, or possessing tools, equipment, or machines to which the employee hasnot been assigned or performing other than assigned work.
11. Failure to carry out assigned work or instructions by a supervisor.
12. Discourtesy while in the performance of duties.
13. Pervasive negative attitude which affects the delivery of services by other employees.
14. Wearing a City uniform in a manner, which discredits the City, as determined by the Department Director, whether during normal working hours or after hours.
15. Operating a City vehicle without having the required driver's license in your possession.
16. Violation of any departmental rule or administrative policy. Which is considered withinthe Group level of severity, as determined by the Department Director with City Manager concurrence.
17. Unauthorized use of City telephones for charging personal long distance or toll calls tothe city.

Section 1003. GROUP II OFFENSES. *(Resolution 07.06: 02/27/2007; Resolution 99.01: 01/05/1999; Ordinance 837: 07/05/1995)*

First Offense	Written Reprimand
Second Offense	Suspension without~~/o~~ pay and/or demotion
Third Offense	Discharge

1. Unauthorized use of City property.
2. Sleeping during working hours.
3. Operating a City owned, or other vehicle (or piece of equipment) used in the service of theCity in a negligent manner not involving personal injury.
4. Transportation of unauthorized passengers in City vehicles.
5. Failure to report an incident or accident occurring while on duty immediately to asupervisor, regardless of whether property damage or personal injury resulted.
6. Failure to comply with oral or written orders and instruction.
7. Mistakes due to carelessness causing material, parts, or equipment to be damaged,scrapped or wasted.
8. Failure to report a request for information or receipt of a subpoena or summons from an attorney, law firm, or court of law in connection with City related business.
9. Engaging at any time in employment or activity, which creates a conflict of interest withthe duties, functions, and responsibilities of a City employee.
10. Making or publishing false, vicious, or malicious statements concerning any employee, supervisor, the City, or its operation which would bring the company's reputation into disrepute, whether it was realized or not.
11. Conduct unbecoming a City Employee, as determined by the City Manager and supervisorin consultation with Human Resources Personnel.
12. Violation of any departmental or administrative policy or rule, as determined by the Department Director with City Manager concurrence, which is ~~considered to be~~ within

the Group II level of severity.

13. Permitting another person to use your City identification information, or using another person's identification card, or altering a City identification card.
14. Political activity while on City time.

Section 1004. GROUP III OFFENSES. (Resolution 99.01:01/05/1999; Ordinance 837: 07/05/1995)

First Offense Suspension without pay and/or demotion.

Second Offense Discharge

1. Provoking or instigating a fight.
2. Malicious mischief, demonstrations on the job, or other acts of disorderly conduct, as interpreted by the Department Director.
3. Driving a motor vehicle while on duty without a valid State of Florida driver's license (operator or CDL), or failure to report the loss or suspension of a driver's license, withinone day of the loss or suspension, when an employee is required to drive while on duty.
4. Insubordination by the refusal to perform work assigned, or to comply with written orverbal instructions of supervisory personnel, including the use of abusive language or behavior directed toward a Ssupervisor or a member of management.
5. Revealing confidential information without prior approval from the City Manager.
6. Disclosing or using information not available to the public for personal gain or benefit.
7. Failure to disclose partnership, controlling interest, or employment with a business entity subject to City regulations or that has substantial business commitments with the City. A sworn disclosure statement must be filed within forty-five (45) days after employment with the City or after the acquisition of such position or material interest.
8. The unauthorized use of City equipment or vehicles for personal financial gain.
9. Violation of any Departmental or Administrative policy or rule, as determined by the Department Director with City Manager concurrence, which is ~~considered to be~~ withinthe Group III level of severity.

Section 1005. GROUP IV OFFENSES. *(Resolution 07.06: 02/27/2007; Resolution 99.01: 01/05/99; Ordinance837: 07/05/1995)*

First Offense Disciplinary action up to and including discharge

1. Serious neglect in the performance of assigned duties, as determined by the CityManager or Department Director.
2. Drinking alcoholic beverages or using illegal drugs while on City property, including City vehicles.
3. Drinking alcoholic beverages or using illegal drugs while on City time.
4. Deliberately misusing, destroying, damaging, or causing any City property to be damaged,or the property of any employee.
5. Actively participating in a fight at any time while on City property or while acting as a representative for the City.
6. Dishonest, disrespectful, threatening, intimidating behavior, lying to cover up the truth or ~~coercing~~ coerce fellow employees, Ssupervisors, agents of the City or the public.
7. Making false claims or misrepresentations in an attempt to obtain accident benefits, workers' compensation, unemployment compensation, health insurance payments, or other benefits, or failure to repay overpayment for which not entitled, in a timely manner.
8. The possession or use of illegal controlled substances while on duty, including breaks

and/or while on lunch periods. The consumption of alcoholic beverages while on duty, including breaks and/or while on lunch periods.

9. Violation of the City's Drug-Free Workplace Policy.
10. Receipt from any person of a fee, gift, or other item of value in the course of work when such fee, gift, or other item is given or accepted in the hope or expectation of receiving afavor or better treatment than is accorded other persons.
11. Deliberately hitting, shoving, striking, or physically abusing another individual at any time.
12. Violation of the City's EEO or Harassment Policy.
13. Instigating, leading, or participating in a strike or any concerted activity against the City as defined in Florida Statutes.
14. Failure to obtain and maintain licenses, certifications or other qualifications required foran employee's job, whenever a demotion is not possible or appropriate.
15. Knowingly falsifying the payroll record of an employee, or any unauthorized altering of all payroll related records.
16. Being absent from duty for a period of three consecutive working days without proper authorization.
17. Failure to return from an authorized leave of absence within three working days from scheduled date of return.
18. Failure to return from a Worker's Compensation Lost Time injury, whereupon the Managed Care Physician has rendered the opinion that the employee has reached ~~MMI (~~Maximum Medical Improvement (MMI) and can perform some kind of work.
19. Possession or use of firearms, explosives, or other weapons on City property.
20. Use or attempted use of political influence or bribery to secure an advantage of any kind.
21. Theft of City property.
22. Failure to report an arrest for a crime.
23. Violation of any Departmental P~~p~~olicy or Administrative R~~r~~ule, as defined by the Department Director with City Manager concurrence, which is considered to be within the Group levelof severity.
24. No employee is to report to or be at work under the influence of drugs or alcohol.

ARTICLE XI. SEPARATIONS

Section 1101. RESIGNATION. *(Resolution 07.06: 02/27/2007; Resolution 00.10: 10/17/00, Resolution 99.01: 01/05/99; Ordinance 837: 07/05/1995)*

Voluntary Resignation~~.~~ - Any employee wishing to leave the City Service in good standing shall file with the Human Resource Office, through the Department Director, a written resignation stating the date on whichthe employee is leaving and the reasons for leaving. Such resignation must, unless reasonable extenuating circumstances exist, be submitted at least two weeks before the effective date of the resignation. Failure to comply with this procedure shall be cause for denying such employee future employment with the City,as well as forfeiture of all leaves and negating normal compensation for unused sick leave. Only dated andsigned resignations will be accepted as such.

Any employee who resigns and is considered for re-employment within six (6) months may begin their employment, with "time in" grade, benefits (excluding insurances and retirement), and seniority, as approved by the City Manager.

~~Involuntary Resignation. If it becomes necessary for the City to terminate an employment relationship dueto~~

~~repetitive disciplinary actions, failure to abide by safety rules, or other incidents listed in Group Offenses, the employee will forfeit all accumulated sick leave and the employee's personnel records will reflect ineligibility for re-hire.~~

Section 1102. DISABILITY. *(Resolution 07.06: 02/27/2007; Ordinance 837: 07/05/1995)*

An employee may be separated when a physical or mental impairment prohibits them from performing the essential functions of their position with or without reasonable accommodation. In certain cases, such separations ~~shall~~ may be supported by medical evidence acceptable to the City Manager. The City may require examinations at its expense to be performed by physicians of its choice. Such examinations may include physical and/or mental evaluations, as well as the completion of current medical history reports to be reviewed by the City's physician.

Section 1103. DEATH. *(Ordinance 837: 07/05/1995)*

Separation shall be effective as of the date of death unless already addressed by another applicable sectionof the Personnel Policies and Procedures. All compensation due to the deceased employee as of the effective date of separation shall be paid to the beneficiary of record, surviving spouse, or the estate of the employee, as determined by law.

Section 1104. RETIREMENT. *(Resolution 07.06: 02/27/2007; Resolution 00.10: 10/17/2000, Resolution 99.01: 01/05/1999; Ordinance 837: 07/05/1995)*

Separation shall be effective as of the date of retirement. Terms of retirement will be governed by applicable State and Federal laws and the current retirement system.

Section 1105. EXIT INTERVIEWS. *(Resolution 07.06: 0 2/27/2007; Resolution 00.10: 10/17/00, Resolution 99.01- 01/05/99; Ordinance 837: 07/05/1995)*

An Exit Interview may be conducted for all full-time employees leaving the City's employment for any reason. The City's management shall use the Exit Interview as a tool in gaining an awareness of potential personnel problems. The Human Resource Personnel and/or Department Director will conduct these Exit Interviews utilizing a form/format approved by the City Manager.

Section 1106. RETURN OF CITY PROPERTY. *(Resolution 07.06: 02/27/2007; Resolution 99.01-01/05/99;Ordinance 837: 07/05/1995)*

Unless previously returned, upon separation and prior to receiving final compensation, all records, books, assets, uniforms, keys, tools, I.D. card, and City property in the employee's custody shall be returned to the Department. The employee's supervisor shall document receipt of City property. Money or City property due to the City shall be collected through deduction from final compensation or other appropriate action. If a terminating employee has a direct payroll deposit, the Finance Departmentmay choose to issue a manual check to recover City funds or property.

Section 1107. LAYOFFS. *(Ordinance 837: 07/05/1995)*

The City Manager may lay off any employee whenever such action becomes necessary because of a shortage of work or funds, an ~~the abolishing of a~~ abolished position, organizational changes, or as described in the Disability section of the Personnel Policies and Procedures.

ARTICLE XII. MISCELLANEOUS POLICIES AND PROVISIONS

Section 1201. HARASSMENT POLICY. *(Resolution 07.06: 02/27/2007; Resolution 00.10-10/17/2000, Resolution 99.01: 01/05/1999; Ordinance 837: 07/05/1995)*

This section applies to all employees of the City.

All the City employees are responsible for maintaining high standards of honesty, integrity, impartiality, and conduct to ensure the proper performance of the City's business and maintain the citizens' confidence. This City's policy is that any form of harassment in the workplace is unacceptable conduct, and it may result in disciplinary action up to and including discharge.

Harassment based on race, color, religion, gender, pregnancy, or national origin is a violation of Title VII of the Civil Rights Act of 1964, as amended, and of the Equal Employment Opportunity Commission (EEOC) guidelines on discrimination.

Harassment shall include such behavior as sexual harassment, unreasonable conduct, discrimination, and/or unwelcome behaviors that create a hostile, intimidating, or offensive work environment. Employeeconduct, which violates these standards, will not be tolerated. This policy is equally applicable to harassment between supervisors and workers, between co-workers and/or between employees and non-employees on City property.

Hostile Environment. The safety and security of employees are of paramount importance to the City of Madeira Beach. Threats, threatening behavior, or acts of violence against employees by citizens, visitors, or other individuals or acts of violence initiated by employee(s) of the City of Madeira Beach will not be tolerated. Violations of this policy will lead to disciplinary action and may include dismissal, arrest, and prosecution.

Hostile environment occurs when discrimination, unreasonable conduct and/or unwelcome behavior create an intimidating or offensive work environment. To constitute a "hostile environment," the action mustbe pervasive and repeated. The following examples are not intended to be inclusive:

Discrimination. - Discrimination occurs whenever employment decisions are based upon race, religion,color, national origin, age, sex, disability, marital status citizenship, national orgin, handicap or any other characteristic protected by law.

Unreasonable Conduct. - Unreasonable conduct is treating individuals as if they were inferior. This behavior includes refusing to take someone's comments and concerns seriously and/or verbal abuse and negatively impacting the targeted employee's work performance.

Unwelcome Behavior. - Included in "unwelcome behavior" are: (1) unwanted, or unwelcome verbal and/or behavior that have overtones related to an individual's race, color, religion, sex, age, disability, marital status, citizenship, national origin, handicap, or any other characteristic protected by law, and (2) verbal/behavior that an employee did not solicit or invite, and the employees regards as offensive.

Sexual Harassment. - Unwelcome sexual advances, request for sexual favors and/or verbal or physical conduct of a sexual nature constitute sexual harassment when:

Submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment. Submission to, or rejection of, such conduct by an individual is used as a basis for employment

decisions affecting such individual;

Such conduct has the purpose, or effect, of unreasonably interfering with an individual's work performanceor creating an intimidating, hostile, or offensive working environment.

For the purpose of this policy statement, an employee shall be defined as any individual, regardless of classification, employed by the City of Madeira Beach or volunteer working under the supervision of the City.

Prohibited Behavior.- Sexual harassment is a prohibited personnel practice when it results in the following (but not limited to incidents): discrimination for, or against, an employee based on conduct not related to performance, such as the taking, or refusal to take, a personnel action, including promotion based on whether employees submit to sexual advances or protest sexual overtures.

A Ssupervisor who uses implicit or explicit coercive sexual behavior to control, influence, or affect an employee's career, salary, or job is engaging in sexual harassment. Similarly, a City employee who behaves inthis manner toward their co-workers in the process of conducting City business is engaging in sexual harassment.

Any employee who participates in deliberate or unsolicited verbal comments, gestures, or physical contactof a sexual nature that is unwelcome and interferes in work productivity is also engaging in sexual harassment.

Comments, gestures, or physical contact of a sexual nature are entirely inappropriate, unwelcome, or not. Individuals who participate in such behavior shall be subject to discipline up to discharge.

Any employee found to be guilty of harassment shall be subject to discipline, up to and including dismissal, under the provisions defined in these personnel rules and regulations.

In addition, any Department Director or Supervisor who observes, or has reported to them, instances of harassment shall take the following steps:

1) Report such action to the Human Resource Personnel or the City Manager as soon as possible sothat corrective measures may be taken.
2) Take immediate action to prevent similar occurrences and properly document such action taken and immediately report the situation to the City Manager or Human Resources.

Department Directors and Supervisors failing to obey the above directive shall be subject to discipline up to and including discharge.

Remedies.- Under applicable laws and regulations, the City of Madeira Beach is responsible for the acts ofits agents and employees with respect to harassment, regardless of whether the specific acts complained of were authorized or even forbidden by the City, and regardless of whether the City knew, or should haveknown, of their occurrence. Any employees who feel they are victims of acts of harassment are responsiblefor reporting such acts, as follow:

1) In the case of acts of alleged harassment by non-employees, the affected individual should immediately contact their Supervisor or Department Director;

2) In the case of acts of alleged harassment by and between co-workers, the affected individual should immediately notify their Supervisor or, if appropriate under this regulation, the Human Resource Personnel, or the City Manager;

3) In the case of alleged harassment by supervisory personnel, the affected employee should immediately notify the Department Director or, if appropriate under this regulation, HumanResource Personnel or the City Manager.

Any Supervisor, Department Director who becomes aware of alleged harassment anywhere within the agency shall promptly report the facts to the Human Resources Personnel, who shall initiate an investigation into the allegations. The investigation results will be forwarded to the City Manager forappropriate disciplinary action.

This policy authorizes employees to go beyond their immediate Supervisor in cases where the Supervisor is involved in the alleged harassment or fails to take appropriate action.

All the City employees are obligated to take appropriate actions to prevent harassment from becoming an issue in the work environment. On an annual basis, management and supervisory employees will be given appropriate training. In addition, this policy shall be circulated and posted along with EEOC guidelinesrelative to the subject.

Section 1202. FLORIDA CLEAN INDOOR AIR ACT (*FS 386.201 through 386.211*). *(Resolution 07.06: 02/27/2007; Resolution 99.01: 01/05/1999; Ordinance 837: 07/05/1995; Ordinance 2010-12:08/13/19)*

The purpose of the Florida Clean Indoor Air Act is to protect the public and the environment by creating areas in public places and at public meetings that are reasonably free from tobacco and e-cigarette smoke. No person may smoke tobacco, vapeing, or use e-cigarettes in any City of Madeira Beach building, facility, or vehicle. All offices, workplaces, and common areas are accessible to other employees and the general public and therefore are not eligible to be designated as a smoking area.

Any employee who smokes tobacco or e-cigarettes in a City building, facility, or vehicle will be considered in violation of a Group Offense and subject to disciplinary action.

Section 1203. CODE OF ETHICS. *(Resolution 07.06: 02/27/2007; Resolution 00.10: 10/17/2000, Resolution 99.01: 01/05/1999; Ordinance 837: 07/05/1995)*

Public Officials (Elected officials, City Board members) or employees, their spouses, and minor children are prohibited from soliciting or accepting any compensation, payment, or thing of value such as a gift, loan, reward for promise of future employment favor or service from any person or corporation when they knowor with an exercise of reasonable care should know, it is given to influence their official action or judgment.

Public Officials or employees are prohibited from using or attempting to use their official position to obtaina special privilege for themselves or others.

Public officials or employees shall not directly or indirectly accept any gift, favor, or service in their official capacity from any person or corporation, including Christmas gifts, exceeding a value of $25~~100~~.00

Employees acting as a purchasing agent are prohibited from purchasing, renting, leasing any realty, goods,or services from any agency in which the employee, spouse, or child has any ownership or financial interestor who would financially benefit from the transaction, without the expressed, written consent of the City Manager.

Any public official or employee who violates this rule shall be considered in violation of misconduct and could be subject to review and appropriate disciplinary action.

Section 1204. ARRESTS. *(Resolution 99.01: 01/05/1999; Ordinance 837: 07/05/1995)*

Employees, who are arrested for any felony or misdemeanor, shall report such incidents to the Department Director on the next scheduled workday. Failure to do so may result in disciplinary action, as described herein.

Section 1205. ATTENDANCE~~:~~ - *(Ordinance 837: 07/05/1995)*

Employees shall be in attendance at work by their established starting time in accordance with these rulesand general departmental regulations. Employees shall notify their Department Director and requestauthorization for leave whenever they cannot report to work on time or fulfill their work assignment. Employees who fail to verbally notify a Ssupervisor or Ddepartment Ddirector of Hhuman Rresources of an absenceat least four hours of their starting period or as soon as practicable report their absence in accordance with authorized leave are subject to disciplinary action. Voicemail and/or email notifications are ~~not~~ accepted forms of notification, or as otherwise provided by a Collective Bargaining Agreement.

Unauthorized absences from work for a period of three (3) consecutive workdays may be considered asthe employee's voluntary resignation by the City Manager, as described in Section 1101.

Section 1206. BORROWING CITY EQUIPMENT. *(Resolution 07.06: 02/27/2007, Resolution 00.10: 10/17/2000; Ordinance837: 07/05/1995)*

Any City equipment or City property for personal use is prohibited.

Section 1207. APPEARANCE AND PERSONAL HYGIENE. *(Resolution 07.06: 02/27/2007; Ordinance 837: 07/05/1995Ordinance 2019-13:08/13/19)*

Public employees must be aware of the importance of appearance and good personal hygiene where the public and co-workers are concerned. While no attempt is made to set specific standards, the important factor is the overall impression created.

What is appropriate for employees in one function may not be appropriate for another. Work clothes and uniforms provided for many functions generally set the standard for the position. Determination of employees' specific dress, appearance, and personal hygiene is a proper supervisory function and will be treated as such.

Dress Code ~~RESS CODE~~ All City of Madeira Beach staff are expected to present a professional and business-like imageto clients, visitors, customers, and the public. Supervisors should communicate any department-specific workplace attire and grooming guidelines to staff members during new-hire orientation and evaluation periods

The following attire may not be appropriate for some departments, and dressing appropriately will be required. For recreational employees' the items such as sweatpants, leggings, exercise gear, and shorts should only be worn when working in the department and as approved by the Ddepartment Ddirector. All employees must not wear low rise or crop tops, short shorts, or extremely short skirts/dresses at any time. All clothing must be free of rips, tears, and fraying, beachwear including flip-flops, showing midriffs, spaghetti straps, or any excessively revealing clothing are prohibited.

Any staff member who does not meet the attire or grooming standards set by the City will be subject to corrective action and may be asked to leave the premises to change clothing. Hourly paid staff members will not be compensated for any work-time missed because of failure to comply with the designated workplace dress code. Acceptable personal appearance and proper hygiene are a requirement of employment with the City of Madeira Beach.

Section 1208. OUTSIDE EMPLOYMENT. *(Resolution 00.10: 10/17/2000; Ordinance 837: 07/05/1995; Ordinance 2019-13:08/13/19)*

Employees who wish to seek employment outside the City service may do so under the following conditions:

a) An employee who wishes to engage in outside employment shall make arrangements to be relieved from their outside employment duties if and when called for duty by the City.

b) All injuries sustained while engaged in outside employment must be reported to the employee's Department Director prior to their next scheduled working day. An employee may not use City Worker's Compensation benefits or accrued sick leave for sickness or injury sustained while engaged in outside employment.

c) Outside employment may not, in any way, interfere or in any way cause a conflict of interest withCity employment and must be approved by the City.

d) Employees who expect to engage in any outside employment shall receive written authorization from the City Manager prior to accepting such employment. Employees who fail to notify their Department Director may be subject to disciplinary action.

e) Employees who fail to notify their Department Director may be subject to disciplinary action as determined by the Department Director and City Manager.

f) Outside employment requests shall include the location, nature, and extent of such employment. Any change in this information shall be reported to the Department Director, where a newdetermination will be made as to whether the position is acceptable.

g) Employees holding a full-time position shall not hold any other position in governmental or private employment or as an independent contractor when such other position may have the effect of reducing the efficiency of such employee in the City's service. In determining whether outside employment is inconsistent, incompatible, or in conflict with an employee's duties or responsibilities with the City, the City Manager shall take into account the following factors:

h) Impairment of efficiency as a City employee

i) Fatigue with respect to accident proneness

j) Failure to abide by any of the conditions may result in the City Manager requestingthe employee's resignation from City employment, a modification in the conditions of the outsideemployment, or resignation from the outside employment. If the original request is disapproved, the employee will be disciplined in accordance with this paragraph if they are found to have accepted outside employment.

Section 1209. REIMBURSEMENT FOR TRAVEL EXPENSES. *(Resolution 07.06: 02/27/2007; 9.01: 0 1/05/1999, Ordinance 837: 07/05/1995)*

When an employee travels on City business, they are entitled to receive reimbursement for:

a) Expenses pursuant to Florida Statutes 112.061: Per Diem and travel expenses of public officers, employees, and authorized persons.

b) Travel authorization forms must be completed and approved before travel arrangements are performed. No deposits or expenses may be made before travel has been approved by the Finance Director and the City Manager.

c) Actual expenses, identified with receipts, incurred for meals (excluding alcohol), lodging, registration, tolls, other forms of transportation, and any other expense approved by the Department Director and the City Manager.

To receive reimbursement, the employee must fill out an After Travel Expense Report and submit to the Finance Department for processing. Failure to submit receipts as proof of expenditure will eliminate those expenses submitted as being reimbursable. Forms are available in the Finance Department.

Section 1210. DRUG-FREE WORKPLACE AND SUBSTANCE ABUSE PREVENTION PROGRAM. *(Resolution99.01: 01/05/1999, Ordinance 837: 07/05/1995; Ordinance 2019:08/13/19)*

The City of Madeira Beach believes the safety and health of its employees and the public are of utmost importance and does participate in random drug screening. In a commitment to provide a safe working environment for all employees and safeguard the health of our employees and the public, the City will establish and maintain a Drug-Free Workplace Policy pursuant to the Drug-Free Workplace Program requirements under Florida Statutes (FS) 440.102, and Florida Administrative Code Rules
38 F-9.007 "cut-off" levels. The following employees are subject to random testing for substance abuse and at any time during working hours:

1. Employees whose job requires them to operate any city vehicle or use their own vehicle forcity business.
2. Employees whose job requires them to operate machinery or heavy equipment.
3. Employees in public safety occupations such as police officer, firefighter, or emergencymedical personnel.

Employees are prohibited from smoking, using e-cigarettes, or vaping in places where smoking is banned, including City vehicles, childcare facilities, state/government buildings and enclosed workspaces. The useof such products can lead to safety issues and is not consistent with the Florida Clean-Air Policy. Florida Law does provide employers the right of refusal to hire someone who is a smoker.

For employers of drug-free policies and programs provides that “this section does not limit the ability of an employer to establish, continue, or enforce a drug-free workplace program or policy.” Additionally, the statute expressly prohibits medical marijuana users from using medical marijuana at their place of employment without their employer’s permission. Ref. Florida Statue $381.896.

Section 1211. EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION PROGRAM. *(Resolution 07.07: 02/27/2007; Resolution 99.01: 01/05/1999; Ordinance 837: 07/05/1995)*

- Policy. The City of Madeira Beach government exists to serve equally all people without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. The purpose of this Section is to express the City's policy formally. The City has established and will maintain an Equal Employment Opportunity/ Affirmative Action Plan to provide

Equal Employment Opportunities to all employees and applicants for employment in accordance with all applicable Equal EmploymentOpportunity/Affirmative Action laws, directives, and regulations of Federal, State, and Local governing bodies or agencies thereof.

The City will take Affirmative Action to ensure all employment practices are free of such discrimination. Such employment practices include, but are not limited to, the following: hiring, promoting, ~~upgrading,~~ demotion, transfer, recruitment or recruitment advertising, selection layoff, disciplinary action, termination, rates ofpay or other forms of compensation, and selection for training.

The City prohibits the harassment of any employee or job applicant based on their protected class status.

The City will commit the necessary time and resources, both financial and human, to achieve the goals of Equal Employment Opportunity and Affirmative Action.

~~The City will evaluate the performance of its management and supervisory personnel based on their involvement in achieving these Affirmative Action objectives and other established criteria. Any employee of the City or subcontractors to the City who do not comply with the Equal Employment Opportunity Policies and Procedures set forth in this Statement and plan will be subject to disciplinary action. Any subcontractor not complying with all applicable Equal Employment Opportunity/Affirmative Action laws, directives, and regulations of the Federal, State, and local governing bodies or agencies will be subject to appropriate legal sanctions.~~

The City Manager or ~~his~~ designee will serve as the EEO Personnel to manage the Equal Employment Opportunity Program. The responsibilities will include monitoring all Equal Employment Opportunity activities and reporting the effectiveness of this Affirmative Action Program, as required by Federal, State and Local agencies. If any employee or applicant for employment believes they have been discriminated against, an appeal may be made to the designated EEO Personnel pursuant to the Internal EEO complaint Procedures. Notice of this policy and the designation of the EEO Personnel will be posted on the City Hall break-room bulletin board and in a prominent place within each department.

Discrimination Complaints~~.~~ - Internal Complaint procedures have been established and will be maintained under the City's Equal Employment Opportunity/Affirmative Action Plan. An applicant or employee who feels they have been discriminated against may file a written complaint with the City Manager or Human Resources Personnel. Alleged discrimination complaints must be filed within the appropriate guidelines for Equal Employment (EEO) or the Florida Commission on Human Relations (FCHR). The written complaint shall address:

a) The complainant's name, address, and phone number.
b) The name of the employee(s) alleged to have committed the violation.
c) The basis for the complaint (i.e., race, color, sex, sexual orientation, age, religion, national origin, handicap, or any other reason prohibited by law).
d) Date(s), location, and circumstances surrounding the alleged act of discrimination, including namesand addresses of any witness.
e) Signature of the complainant.

~~Section 1212. DONATION OF SICK OR ANNUAL LEAVE.~~ ~~*(Resolution 07.06: 02/27/2007; Resolution 99.23: 10/19/99; Ordinance 2019-13:08/13/19)*~~

~~Policy. The City of Madeira Beach recognizes an employee subjected to a long-term, non-work-related~~

catastrophic illness or injury may deplete all their accrued sick and annual leave allowance, leaving the employee without any form of continued compensation.

The City of Madeira Beach also recognizes that some City employees may wish to contribute a portion of their accrued, unused sick, or annual leave to the affected employee suffering from a catastrophic illness.

* *"Catastrophic illness or injury"* is defined as being one that is unanticipated, non-job-related, not self-inflicted, and life-threatening. Catastrophic illness or injury does not include short-termailments such as flu, colds, virus, or doctor or dentist appointments. Elective surgery and maternalleave are also not included.

Eligibility. All full-time employees who have completed at least one year of service with the City of Madeira Beach.

Procedure. The affected employee must have exhausted their own sick and annual leave before filing the necessary forms for benefits with the City Manager.

The Human Resource Personnel may request additional medical information during the benefit period. All donation requests must be approved by the City Manager, who shall have final authority in considering, approving, or disapproving a request for donations.

~~The maximum donation period will be 90 calendar days, at which time long-term disability will take effect. While receiving donated leave, the receiving employee shall not accrue sick or vacation leave. A paid holiday occurring during an approved benefit period will be paid as a sick day. If an employee does not utilize all donated leave, the remaining hours shall be pro-rated and returned to donating employees.~~

~~Donated leave shall be deemed used (spent) leave, removed from the donating employee's accrued leave account, and is not refundable unless provided in this section. The minimum donation is eight (8) hours. Maximum donation is twenty-four (24) hours. Donations are not converted based upon hourly wages, rather transferred "hour for hour".~~

Section 1212 Employees Giving Back

Madeira Beach encourages employees to become involved in their communities, lending their voluntary support to programs that positively impact the quality of life within these communities.

The following guidelines are for Madeira Beach's employees who serve as volunteers in City approved partnership programs such as City sponsored clean ups or other city sponsored events requiring volunteers..

Volunteer Time

Typically an employee is permitted to use 8 hours of paid time off each year. Employees must use the time in no less than 4 hour increments. The City Manager has the authority to approve more time if warranted, and the decision to allow more time for the employee to volunteer is at the sole discretion of the City Manager.

Volunteer time must be requested in advance and when possible, should be regular and on a set schedule to help with the coordination of other work-related responsibilities.

Volunteer time should not conflict with the peak work schedule and other work-related responsibilities, create need for overtime or cause conflicts with other employees' schedules.

Eligibility

All full-time employees are eligible.

Interested employees should have expected performance or above.

Interested employees should put in a written request to their supervisor to meet and discuss their volunteer choice, volunteer/work schedule for approval. Once approved by the supervisor the request must be submitted to the City Manager for final approval.

Section 1213. THE PINELLAS COUNTY SCHOOL PARTNERSHIP. *(Resolution 07.06: 02/27/2007; Resolution 99.23: 10/19/1999)*

Policy - The City of Madeira Beach, Florida, desires to support our local elementary and middle school by means of encouraging staff to volunteer time as Mentor or Tutor to children in need asdetermined by the participating school. Each volunteering staff member must be willing to commit one-half hour per week or one hour every two weeks to the program's approved time with pay up to a maximum of two (2) hours per month. At no time will the Partnership Program take priority over the City's needs

and responsibilities.

Procedure - Each employee interested in participating in this program must receive approvalfrom their respective supervisor/department head. All requests are subject to final approval from the City Manager.

The employee selects whether to participate as a MENTOR or TUTOR at Madeira Beach Fundamental K-8 School

Mentors work with discouraged students. The major task is to motivate the student to stay in school. Through tutoring, setting short-term goals, and serving as a role model, volunteers can provide encouragement and friendship to a student who needs to build self-esteem. New school mentors are required to attend a Pinellas County Schools mentor workshop.

A tutor may work one-on-one with a student or with a small group of students who need remedial help in academic subjects to reinforce basic skills. Placements are made with students from kindergarten through middle school.

Section 1214. E-MAIL. *(Resolution 07.06: 02/27/2007; Resolution 00.10: 10/17/2000*; Ordinance 2091-13:08/13/19*)*

The E-mail system is to be used for business purposes to facilitate intra and inter-City transmittal of business-related information.

All employees waive any right to privacy in e-mail messages and consent to the access and disclosure of e-mail messages by authorized City employees. The City reserves the right to access and disclose the contents of all referenced messages.

Individuals shall not use discriminatory or otherwise offensive comments, vulgarities, obscenities, jokes, sarcasm, or exaggeration in their e-mail messages. The use of such language is a ground for disciplinary

action up to and including termination. Nor shall the e-mail system be used to solicit commercial ventures, religious or political causes, outside organizations, or other personal matters unrelated to the job.

Email messages should be transmitted only to those individuals who have a business need to receive them. Distribution lists should be constructed and used carefully. Employees may make a public records request to gain access to another employee's personnel file of e-mail messages. Management, however, reserves the right to enter an employee's e-mail files at any time.

SOCIAL MEDIA POLICY – The information that employees post or publish may be public information for a long time. Employees should be aware that the City may observe content and information made available by employees through social media. Employees should use their best judgment in posting material that is inappropriate including commentary, content or images that are defamatory, pornographic, proprietary, harassing, libelous, or that can create a hostile work environment. Employees are not to publish, post or release any information that is considered confidential or not public. ~~The~~ Ssocial media should be understood to refer to blogs, wikis, micro-blogs, message boards, chat rooms, electronic newsletter, online forums, social networking sites, and other site and services that permit users to share information with others in a contemporaneous manner. When using City computer systems, the use of social media for business purposes is allowed but personal use of social media networks or personal use is discouraged and could result in disciplinary action. Subject to applicable law, after-hours online activity that violates the Cities Code of Conduct or any other company policy may subject an employee to disciplinary action or termination.

CITY CELL PHONE POLICY

When the job or business needs demand immediate access to an employee, the company may issue a business cellphone (subject to approval by the Department Head) to an employee for work-related communications. Employees in possession of company equipment such as cell phones or other electronic devices are expected to protect the equipment from loss, damage, or theft. Upon resignation or termination of employment, or at any time on request, the employee may be asked to produce the phone for return or inspection.

When job or business needs demand immediate access to an employee, the employee may use their own personal cell phone (subject to approval by the Department Head) and be reimbursed a small monthly stipend. The City provides Apps for employee personal convenience to view their pay, W2's and to punch in and out if at a remote location. The use of these Apps does not in itself qualify for the monthly stipend.

This policy outlines the use of issued and private cell phones at work; email and texting for official business are subject to public information laws. Florida has moved to include records of these electronic communications, even on personal devices, as items subject to a request under local Sunshine Laws. This policy applies to the personal use of business and/or personal cell phones and the safe use of cell phones by employees.

Employees whose job responsibilities include regular or occasional driving and require a cell phone or other electronic device for business use are expected to refrain from using their phone or other electronic device while driving; use of a cell phone or other electronic device is not required by the company. Safety must come before all other concerns. An employee who uses a City supplied vehicle is prohibited from using a cell phone, hands-on or hands-off, or similar device while driving, whether the business conducted is personal or company-related. Therefore, you are required to stop your vehicle in a safe location so that you can safely use your cell phone or similar device if you need to make or respond to a phone call. Employees who violate this policy will be subject to disciplinary action, up to and including termination.

Section 1216. VIOLENCE IN THE WORKPLACE. *(Resolution 08.14: 10/28/2008)*

The City of Madeira Beach clearly denounces and will not tolerate violence or any form of physical harassment and endangerment. No employee or visitor (with the exception of sworn law enforcement officers) shall bring any weapon into any City facility, including but not limited to City Hall, Recreation, Marina, Public Works, out of doors work areas, etc.

The City of Madeira Beach exercises an Early Intervention and Low Tolerance philosophy towards threats and weapons of any kind. Employees shall report any threats of violence they anticipate, observe, or experience.

DEFINITIONS OF WORKPLACE VIOLENCE:

Aggression - A forceful act or pattern of actions usually intended to intimidate, dominate, or master another individual or situation. The intent to hurt or gain an advantage over another without resorting to physical injury. Also included are hostile actions and behaviors.

Assault - A violent attack, either physical or verbal.

Harassment - The act of creating a hostile work environment through unwelcome words, actions, or physical contacts, but not resulting in physical harm. Persistent and inappropriate attention and annoyance which may inflict worry or other mental tribulation.

Physical Attack - Aggression results in a physical battery with or without the use of a weapon of any type. Setting upon someone or something with violent force.

Threat - Any words or actions involving or implying the intent to inflict harm or injury on oneself or any other person or damage to any property. An indication of impending danger, harm, or menace.

Weapon - For purposes of this policy, any device intended for use in an offensive manner is considered a weapon. For example, a pistol, knife, rifle, blackjack, brass knuckles, etc. Pepper spray or any type of defensive gas, MACE, or noisemaker is not considered a weapon.

Workplace Violence - Any physical assault, threatening behavior or verbal abuse occurring in any work setting. It includes, but is not limited to beatings, stabbing, suicides, shootings, and rapes, near suicides, psychological traumas such as threats, obscene phone calls, an intimidating presence and harassment of any nature such as being followed, sworn, or shouted at.

Violent Acts in the Workplace - There are many acts that can be considered violent or predictive of violence. These include, but are not limited to:

- Prejudice or harassment
- Threats of violence (bomb, hostage, etc.)
- Acts of sabotage
- Destruction of property
- Violent confrontations
- Armed robberies
- Stalking
- Unauthorized carrying of a concealed weapon
- Work-related assaults or battery

- Random violence and un-precipitated attacks, i.e., shooting sprees, etc.

The City of Madeira Beach works diligently to provide safe, pleasant, and professionalworking environments. However, perceptions of certain activities and situations may lead to violence on the part of a limited. Some of these situations may involve:

- Motivation by intimidation or coercion
- Polarization between employees and management
- Chronic communication problems
- Inconsistency in policy and decision-making
- Discouragement of creativity and new ideas
- Continuous time pressures
- Reactive vs. proactive planning and decision-making

Even the perception of these types of activities and situations may lead to violence. This may be acted outin two ways: verbal (i.e., profanity, psychological threat) and/or physical (i.e., assault or physicalattack).

As a public service organization, the City is subjected to continual exposure to the public and frequently must communicate with and serve hostile individuals. Therefore, it is paramount that we ensure internal and external consistency in proactive safety and anti-violence measures. Due to the enforcement nature of many of the City's activities, certain departments and employees may be more likelythan others to be exposed to or observe violent, threatening behaviors and actions.

WHAT, WHEN & HOW TO REPORT: If any employee or person associated with the City of Madeira Beach feels a genuine threat has been made against them (or their family); it should immediately be made knownto their supervisor or the City Manager. Serious accusations and threats shall be treated with appropriate attention, contacting law enforcement if needed, and confidentiality to the degree possible.

That all Ordinances or parts of Ordinances in conflict with the provisions of this Ordinance be hereby repealed insofar as the same affect this Ordinance.

That this Ordinance shall take effect in the manner as provided by law.

PASSED ON FIRST READING at a meeting of the Board of Commissioners of the City of Madeira Beach, Florida, held on the _____day of _____, 2022.

Published the_____day of_____, 2022. (CITY CHARTER_____)

ADOPTED ON SECOND READING AND PUBLIC HEARING this_____day of_____, 2022.

Aye_____, Nays_____, Absent, Abstain_____

_____
John Hendricks ~~Maggi Black~~, Mayor

_____
Date

52

ATTEST:

_____
Clara VanBlargan, City Clerk

_____
Date

Human Resources

Department Description

The Human Resources Department provides personnel and risk management services to all departments and employees. Human Resources is responsible for compensation and benefits administration, safety and wellness, employee recruitment, retention, and development, and ensuring consistent practices are followed in compliance with State and Federal Laws, City policies and regulations.

Department Objectives: Administers the municipal personnel program to include employee and retiree benefits, employee policies, employment, labor relations and negotiations, employee relations, EEO records and complaints, and other personnel programs. To provide recruitment, selection, retention, and development resources, as well as pre-employment screenings and employee onboarding and off-boarding services. To process personnel matters including compensation, benefit administration and processing payroll. Conduct periodic salary surveys and update job classifications. Conduct random alcohol and drug testing in accordance with state and federal laws. Review and update the Personnel Manual. Keep abreast of state and federal legislation affecting the City's responsibility to its employees: i.e., FLSA, ADA, EEOC and ACA. To complete state and federal employee statistical reports. To maintain complete and accurate personnel records for all City employees. Oversee the Risk Management program and promote a safe and healthy work environment. Investigate incidents and liaise with insurance carriers for property or liability insurance claims and workers' compensation claims. To procure and bind all lines of insurance.

MINUTES

BOARD OF COMMISSIONERS
WORKSHOP MEETING
NOVEMBER 19, 2020
6:00 P.M.

A regular workshop meeting of the City of Madeira Beach Board of Commissioners was held at 6:00 p.m. on November 19, 2020 in the Patricia Shontz Commission Chambers at City Hall, located at 300 Municipal Drive, Madeira Beach, Florida.

MEMBERS PRESENT: John B. Hendricks, Mayor
Doug Andrews, Vice Mayor/Commissioner District 3
Helen "Happy" Price, Commissioner District 1
Nancy Hodges, Commissioner District 2
John Douthirt, Commissioner District 4

MEMBERS ABSENT:

CITY STAFF PRESENT: Robert Daniels, City Manager
Clara VanBlargan, City Clerk
Patty Kordis, Deputy Clerk
Thomas Trask, City Attorney

1. CALL TO ORDER

Mayor Hendricks called the meeting to order at 6:00 p.m.

2. ROLL CALL

City Clerk Clara VanBlargan called the roll.

3. PUBLIC COMMENT

Mayor Hendricks opened to public comment.

Robert Preston, 425 S. Bayshore Drive, complimented the sanitation crew for doing an excellent job. He stressed concerns that the City is putting their workers at risk for injury. There is no enforcement of the rules on the size of the trash receptacles. Some are up to fifty-five gallons and are being filled up, which becomes heavy. The City Code of Ordinance 54.57 says trash containers be a maximum size of thirty-two gallons and maximum weight is fifty pounds. He said there were no sandbags at Archibald Park during ETA, and vehicles were making a wake when driving on City streets during storms. The wakes from the vehicles driven too fast are ruining garage doors and forcing water into houses.

Travis Palladino, 267 Rex Place, said Sanitation, Public Works, and the Storm Water crew did an excellent job during the past storm. The City Manager and staff should be proud of what was done on the clean up after the storm. He thanked the Board of Commissioners for their outstanding job on the budget.

4. ITEMS FOR DISCUSSION

A. REPORTING FINAL OFFICIAL ELECTION RESULTS - NOVEMBER 3, 2020 GENERAL MUNICIPAL ELECTION - *Clara VanBlargan, City Clerk, Election Official*

City Clerk Clara VanBlargan said there were six Charter amendments on the November 3, 2020 General Municipal Election ballot. She read the Charter amendments and the certified final results for each.

She thanked all the voters who went out to vote and reminded everyone about the upcoming Election on March 9, 2021.

Mayor Hendricks said the voting numbers were high. He congratulated all the residents of Madeira Beach for going out and doing their civic duty.

5. PRESENTATION

Introduction of New Hire & Lieutenant Promotion – *Clint Belk, Fire Chief*

Fire Chief Clint Belk introduced the new hires and Lieutenant promotion.

- New hire Firefighter/Paramedic Luis Suarez.
- Recently promoted Fire Inspector Raul Perez.
- Firefighter/Paramedic Tom McClave was promoted to Lieutenant.
- New hire, Firefighter/Paramedic Johanna Marinello, was unable to attend. She will be recognized at the December meeting.

Mr. Palladino commented and remembered Firefighter Belk when he came to serve at the City, and now he is the Fire Chief. He congratulated Fire Chief Clint Belk for his accomplishments and the accomplishments for the Madeira Beach Fire Department.

6. TOPICS FOR DISCUSSION

A. Backyard Chickens - *Mayor Hendricks*

Jeri Davis, 749 Sunset Cove, thanked the Mayor and the Commission for the opportunity to speak on backyard chickens. It would be a great teaching tool for families to be allowed to have hens in the backyard. She proposed an ordinance to allow hens in the City limits, including safety and sanitary codes to protect the chickens.

Commissioner Price asked why the City had an ordinance that says no chicken within the City limits. Community Development Director Linda Portal said farm animals and fowl were not allowed in the City limits.

The Board recommended:

- Regulations are in place.
- Limitations on the number of hens.
- Coop specifications.

- Odor control.
- Permitting and banding of the hens.

The Board was in favor.

Mayor Hendricks opened to public comment.

Tom Edwards, protected address, said if the City goes forward allowing hens in the backyard, property owners should be required to apply for a permit. If the hens are not being taken care of, revoke the permit and remove the hens.

Rodger Gerston, 171 E. Madeira Avenue, was in favor of allowing backyard chickens.

Robert Preston, 425 S. Bayshore Drive, was in favor of allowing backyard chickens.

Travis Palladino, 267 Rex Place, was in favor of allowing backyard chickens.

B. Agreement for Finance & HR Services - *Andrew Laflin, Financial Consultant*

Mayor Hendricks said the City was not getting a good value with the HR contract and could hire a part-time HR person.

Vice Mayor Andrews said he was not in favor of the HR contract and having a person reporting to the office only one day a week.

Commissioner Price said she read the contract, and there were no specific duties. The person in the position needed to be on-site with the day-to-day operations.

Finance Consultant Andrew Laflin said the HR contract is through his firm. If the City needs more on-site office time, he could have Ms. Mathews move to a two-day work week.

Mayor Hendricks said having Ms. Mathews on site one day a week might not be the best fit for the City. Having someone on-site daily would be more of a benefit to serve the City.

Commissioner Andrews said it was strictly a financial decision and was opposed to approving the HR contract.

Financial Consultant Andrew Laflin asked if the Board would like Ms. Matthews to continue in her current capacity until a replacement is in place. The Board agreed.

Mayor Hendricks opened to public comment.

Robert Preston, 425 S. Bayshore Drive, said the HR person plays an important role. It is crucial to get a qualified person in the position and one that is on-site daily.

C. ICMA requirement for City Manager - *Vice Mayor Andrews*

Vice Mayor Andrews said requiring candidates who are a member of ICMA limits City Manager candidates.

Commissioner Price made inquiries to the ICMA, but they would not disclose information about a former City Manager.

Mayor Hendricks said approximately forty percent of candidates were eliminated because they did not have an ICMA membership. He asked the City Clerk how much notice was required to add a new charter amendment to the March election. The City Clerk responded.

The City Attorney said it would require a new ordinance, the ballot language resolution, and two hearings to occur before the cutoff on December 30, 2020. After everything was approved, the charter amendment would go on the ballot in March.

Mayor Hendricks said the current BOC should be the ones to determine job qualifications requirements for the charter officers, not something written in the City Charter.

Commissioner Price said membership dues were paid. The ICMA's inabilities to provide benefits or any information hindered the City's ability to find information on City Managers.

Mayor Hendricks opened to public comment.

Tom Edwards, protected address, said the public needed to be informed and given the opportunity to ask questions about the issue before putting on an amendment on the ballot.

Robert Preston, 425 S. Bayshore Drive, said ICMA required no qualification except a recommendation by two other members. He was in favor of the amendment.

Deputy Clerk Patty Kordis read public comments that were submitted electronically.

William Gay, 423 150th Avenue, asked why the ICMA's findings and the Florida Commission on Ethics against the former City Manager were not included in the item.

D. Council-Strong Mayor form of government - *Vice Mayor Andrews*

Vice Mayor Andrews explained his reasons for the discussion on the item.

Commissioner Price's said if the Mayor ran the City, it would be a full-time job.

Mayor Hendricks said Redington Shores and Indian Shores have a strong mayor form of government. There may not be enough qualified candidates in Madeira Beach to run for the chief executive's office because of the limited population. There should be more discussion on this topic.

The Mayor opened to public comment.

Tom Edwards, protected address, said the pool of candidates in a small city like Madeira Beach might not have the population with qualifications as larger cities.

Robert Preston, 425 S. Bayshore Drive, said the Mayor and Commissioners are not compensated for their dedication to the City. There should be an increase in their salary.

Deputy Clerk Patty Kordis read public comments that were submitted electronically.

William Gay, 423 150th Avenue, asked Vice Mayor Andrews if he was advocating to drop the city manager form of government for a strong mayor form of government.

Ronald Lugget,13231 Gulf Lane, was in favor of the current City of Madeira Beach form of government.

E. Recreation Department Bus Driver Position - *Jay Hatch, Recreation Director*

Recreation Director Jay Hatch said he would like to merge the bus diver position and after-hour maintenance as a full-time position with an all trade candidate. There could be a decrease in overtime and part-time jobs. The Board was in favor.

Mayor Hendricks opened to public comment. There were no comments received in person or electronically.

F. Request of additional Sanitation position - *Jamie Ahrens, Public Works Director*

Public Works Director Jamie Ahrens praised the sanitation department and the stormwater crew for the fantastic job they are all doing daily and with the clean up after the tropical storm. He proposed hiring one more full-time position for Sanitation.

Mayor Hendricks said he had concerns about the garbage trucks sitting stationary on back streets and would like to see the enhanced supervision. He would like enforcement on the size of cans and educating the public about the size limits of 32-gallon containers or less.

Director Ahrens said large cans are red tagged. If the resident is a repeat offender, a report is sent to Code Enforcement to follow up with a violation. On the Public Works/Sanitation page of the City website, the can size requirement is listed.

Commissioner Price suggested making a flyer to hand out to residents when they get their parking pass or adding on the website a tab making citizens aware of the City codes.

Vice Mayor Andrews said the storm was a learning curve for the City. Public Works staff should have been on duty to serve the community in preparing for the storm.

Director Ahrens responded to the sandbag issue. He provided information to the residents in the July City Managers Report about acquiring sandbags before a storm.

Mayor Hendricks opened to public comment.

Tom Edwards, protected address, said to consider the use of larger cans with affixed lids and the heaviness to stay put during windy days. If citizens are abiding by the weight limit, they should not be red tagged.

Robert Preston, 425 S. Bayshore Drive, said the City let the citizens down by not providing sandbags at Archibald Park.

Mayor Hendrick updated the Board on the November 6th John's Pass Inlet meeting.

The City Attorney said the attorney handling the case Madeira Beach versus Skyway Properties, LLC, requested an out of the sunshine meeting under Florida Statutes 268.01. With the Commissioners authority, he can coordinate a date and time for the discussion to take place. The Board consented.

7. ADJOURNMENT

Mayor Hendricks adjourned the meeting at 8:18 p.m.

John B. Hendricks, Mayor

ATTEST:

Clara VanBlargan, MMC, MSM, City Clerk

City of Madeira Beach FLORIDA

300 Municipal Drive
Madeira Beach, Florida 33708
(727) 391-9951
Fax (727) 399-1131
www.madeirabeachfl.gov

January 21, 2021

Sean Lilly
2758 Burlington Ave. N
St. Petersburg, FL 33713

Dear Sean,

We are pleased to offer you the position of Human Resources Director (Part-Time) for the City of Madeira Beach. We would like your start date to be on or before Monday, February 8, 2021, with an hourly rate of $36.86 an hour.

This offer is contingent upon successful completion of 6-month probationary period and obtaining the required certification as well as:

- Successful meeting with management
- Successful background investigation
- Successful pre-employment physical & drug screen

We look forward to having you join our team!

Sincerely,

Robert Daniels, City Manager
City of Madeira Beach
Date: 1/21/2021

Sean Lilly
Date: 1-21-21

City Of Madeira Beach FLORIDA

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We look forward to having you join our team!

Sincerely,

Robert Daniels, City Manager
City of Madeira Beach
Date: 1/21/2021

Sean Lilly
Date: _____

Hi Bob,

I thought about my salary all weekend. Up north I was at top of my range and it is easy to say I want 60/hour but is that fair? I don't think it is without a rational, so I went back through my experience with these situations and thought about some strategies I could use to arrive at a fair number. I decided I should talk to Karen about how we determine salaries and, in addition, review any information we might have on the compensation study that the City conducted.

I spoke with Karen, and she said there really is no rationale behind where the City places employees in the salary bands. I looked at the compensation study PowerPoint. It addressed where the city was and gave a couple of suggestions about how to adjust but no guidelines on where to place employees. This is something that I will need to add to my list. We need a plan. Internal equity is important not only from a morale standpoint but also if we are ever formally questioned about how one employee makes more than another. We need to avoid gender, racial or other perceived biases. If followed, it also avoids or at least explains any situations like this. Anyway, Karen nor the compensation study were able to help me.

My next strategy was using an employee(s) hired this year with a similar education profile and as close as possible to the same band. The only employee that came close was Jennifer. Here is a comparison analysis:

	Rowan	Lilly
Bachelors	X	X
Masters	X	X
Certification	X	X
Certification II		X
Direct Experience Years	3.25	17
Years at Madeira Beach	1	
Related Experience Years	1	15
Total Experience	5.25	32
Current Salaries/Hourly rate	$70,000	$40.03
Max Range- salary/hourly rate	$76,665	$60.04
Percent into range	91.31	66.70
Proposed adjustment		
91.3% into range		$54.82

OK
MZ
3/21/2021

If you agree perhaps, you can inform Karen and we can start this today 3/22 as it is a new pay period. I have also been thinking about my future here. I enjoy working here and want it to continue. The non-exempt gets in the way and I have some thoughts about getting around that in the new year, without breaking the bank for the city.

Thank you for your consideration,

Sean

City Of Madeira Beach FLORIDA

300 Municipal Drive
Madeira Beach, Florida 33708
(727) 391-9951
Fax (727) 399-1131
www.madeirabeachfl.gov

February 08, 2021

Sean Lilly
2758 Burlington Ave. N
St. Petersburg, FL 33713

Dear Sean,

The original intent in hiring someone for this position was to hire a human resources generalist to assist in the human resources department. After careful examination of the duties that needed to be completed it was determined that the position would need to be reassigned as a human resources director. In order to align this position with director level responsibilities the pay rate will be adjusted to the bottom of grade level 7 of the current employee pay plan which is $40.03 an hour.

This offer is still contingent upon successful completion of 6-month probationary period and obtaining the required certification as well as:

- Successful meeting with management
- Successful background investigation
- Successful pre-employment physical & drug screen

This change will take effect immediately on your hire date.

Robert Daniels, City Manager

2/12/2021
Date

City Of Madeira Beach FLORIDA

Payroll Action Notice

EMPLOYEE PROFILE

Employee Name: Lilly, Sean

Employee ID: 5821

Date Employed: 2/8/2021

Department: Human Resources

CHANGES

	Current Position:	New Position:
Title:		Human Resources Director
Pay Grade:		5
Hourly Rate:		$ 36.86
Annual Rate:		N/A (part-time)

Effective Date: 2/8/2021

REASON FOR ACTION

X New Hire

☐ Promotion

☐ Workers Compensation Leave

☐ Resignation

☐ Annual Rate Increase

☐ Military Leave

☐ Termination

☐ Reduction In Force

☐ Jury Leave

Other Changes or Comments: Employment contingent upon successful completion of pre-employment physical, drug screen, background screening and probationary period.

Department Director

Date:

Finance Director

01-22-2021
Date:

City Manager

01-25-2021
Date:

City Of Madeira Beach FLORIDA

Drug-Free Workplace Policy
EMPLOYEE AWARENESS ACKNOWLEDGMENT

I recognize that the use or abuse of alcohol, illegal drugs, or any chemical substance by any employee can create an unsafe working environment.

I have been given a copy of a summary of the City of Madeira Beach's Drug-Free Workplace Policy and have carefully read and understand the program. I have also been given information about resources for substance abuse counseling and rehabilitation. I agree to comply with its provisions as a condition of continuing employment.

I understand that the City's Drug-Free Workplace Policy complies with the Florida Workers' Compensation Statute 440.102(5) and Attendant Rules 38 F-9 Florida Administrative Code.

Specifically I understand that if I test positive for alcohol or drugs or refuse to be tested following a work related accident or reasonable suspicion, I may be terminated and may be denied medical and indemnity benefits from Workers' Compensation. I understand that my refusal to execute this consent form may result in my termination.

I also understand that the Drug-Free Workplace Policy and related documents are not intended to constitute a contract between the City and me.

The undersigned further states that he or she has read the foregoing acknowledgment and knows the contents thereof and signed the same of his or her own free will.

Employee's Signature: _____ Date: 2-26-21

Witness Signature: _____ Date: 2/8/2021

Receipt and Acknowledgment that we are providing you with an updated copy of the revised City's Personnel Policies and Procedures.

Please read this handbook carefully, however, keep in mind that this handbook does not contain all of the information you will need as an employee. You will receive other information through written and verbal notices as needed. All changes will be relayed to you as quickly as possible through various methods such as memos and email. When the City changes a policy and/or procedure, it overrides the previous policy.

No statement in this Manual is to be interpreted as a contract. You are an at-will employee, which means you or the City may terminate the employment relationship at any time. No written or oral statements regarding the terms and conditions of your employment are considered contractual.

Employees who are covered under a collective bargaining agreement shall also be subject to the City of Madeira Beach's Personnel Policies and Procedures. If any conflict occurs between the City and the collective bargaining unit, the collective bargaining agreement shall take precedent.

Receipt and Acknowledgment

I have received a copy of the City of Madeira Beach Employee Personnel Policies & Procedures Manual (Revised 08/19). I have read the above information and I acknowledge that it is a correct statement of my employment status.

Print Name: Sean Lilly Date: 2-8-21

Employee Signature: _____

Employee agrees to review the handbook within 30 days of hire.

City Of Madeira Beach FLORIDA

PUBLIC EMPLOYEES' OATH OF OFFICE

STATE OF FLORIDA
COUNTY OF PINELLAS

I, (print name) Sean Lilly , a citizen of the State of Florida and of the United States of America, being employed by or an officer of the City of Madeira Beach, Florida, and a recipient of public funds as such employee or officer, do hereby solemnly swear or affirm that I will support the Constitution of the United States and of the State of Florida.

Signature

STATE OF FLORIDA
COUNTY OF PINELLAS

The foregoing instrument was acknowledged before me this _____day of _____, 20__ by , who has presented the following identification (Florida Drivers License #_____) and who did not take an oath.

_____

Personnel Action Form

CITY OF MADEIRA BEACH

Employee Name:

LILLY, SEAN (1006)

Rehire/Hire Date:

02-08-2021 2 years, 1 month, 12 days

Effective Date:

03/31/23

Created By:

KAREN PAULSON

Approved By:

KAREN PAULSON

Current Status:

Final Approved

PAF Type :

Termination

PAF Reason:

Resignation

Manager Comments:

Employee Comments:

Description	Previous	Proposed
Employee Status	ACTIVE	TERMINATED
Termination Type		
Termination Reason		
ESS Access Profile	Active Employees	

Question #1

Please list any additional information regarding the proposed changes.

No Answer

Review History

Reviewer Name	Action	Action Time	Send Back Notes	Approval Notes
KAREN PAULSON		02/23/2023 10:23:32 AM		
Robin Gomez	Approved	02/27/2023 01:51:34 PM		
PATRICK CADE	Approved	02/27/2023 01:54:41 PM		
Robin Gomez	Approved	02/28/2023 03:40:34 PM		
KAREN PAULSON	Final Approved	03/01/2023 08:16:19 AM		

Transaction Change History

Change Type	Field Changed	Old Value	New Value	Changed By	Time Changed
Proposed Field	Employee Status		TERMINATED	KAREN PAULSON	02/23/2023 10:23:32 AM
Proposed Field	Termination Type		0	KAREN PAULSON	02/23/2023 10:23:32 AM

Proposed Field	Effective Date		2023-02-23	KAREN PAULSON	02/23/2023 10:2 AM
Proposed Field	Personnel Action Form Type		Termination	KAREN PAULSON	02/23/2023 10:23:32 AM
Proposed Field	Submit To		robingomez	KAREN PAULSON	02/23/2023 10:23:32 AM
Proposed Field	Effective Date	2023-02-23	2023-03-31	Robin Gomez	02/27/2023 01:51:34 PM
Proposed Field	Submit To	robingomez	PCADE1126	Robin Gomez	02/27/2023 01:51:34 PM

Payroll Action Notice

Step Description	Approver	Approved Date	Comments
DEPARTMENT DIRECTOR	Robin Gomez (robingomez)	02/27/2023	
FINANCE DIRECTOR	PATRICK CADE (PCADE1126)	02/27/2023	
CITY MANAGER	Robin Gomez (robingomez)	02/28/2023	
Final Approval	KAREN PAULSON (kpaulson)	03/01/2023	

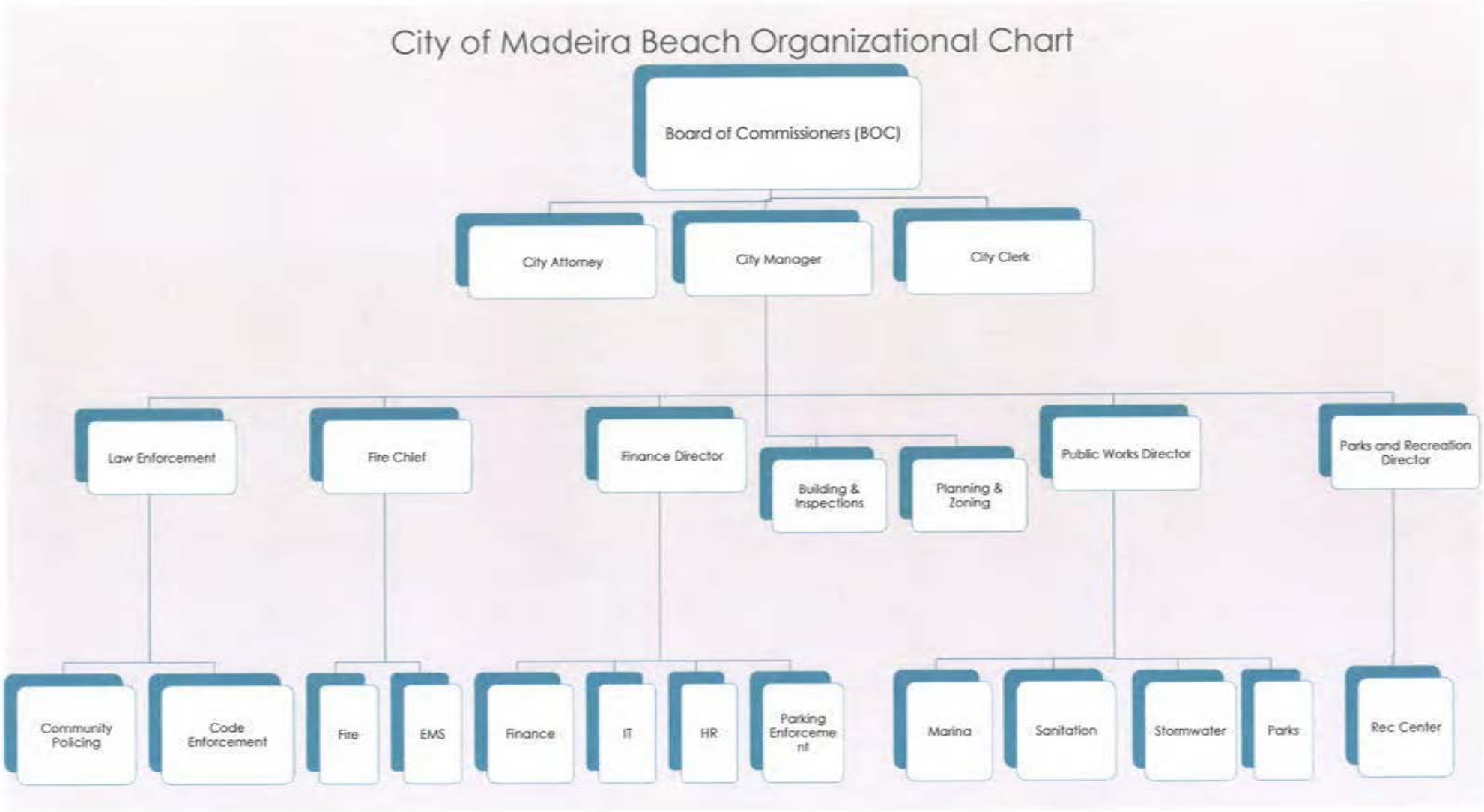
FINANCE

FULL-TIME EQUIVALENT (FTE) POSITIONS

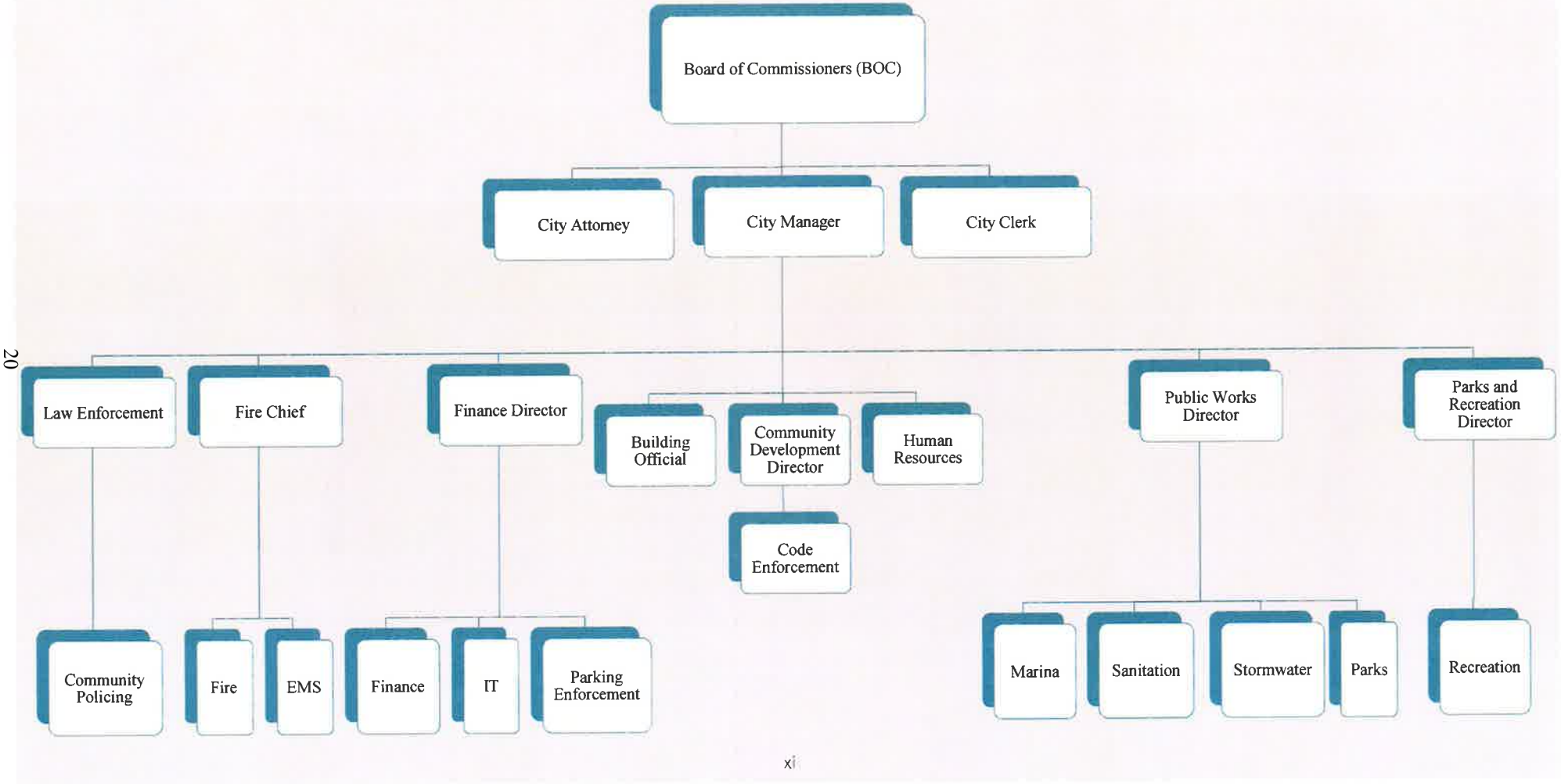
	FY 2015	FY 2016	FY 2017	FY 2018
Assistant City Manager/Finance Director	1.00	1.00	1.00	0.00
Finance Director	0.00	0.00	0.00	1.00
Accounting Manager	0.00	1.00	1.00	1.00
Accountant	1.00	0.00	0.00	0.00
Financial Coordinator	0.00	1.00	1.00	0.00
HR/Financial Coordinator	0.00	0.00	0.00	1.00
Accounting Specialist	1.00	0.00	0.00	0.00
Administrative Assistant	1.00	1.00	1.00	1.00
Total Funded Positions	4.00	4.00	4.00	4.00

FY 2018 POSITION CHANGES SUMMARY

Assistant City Manager/Finance Director position has been changed to Finance Director for FY2018. Also Financial Coordinator position is to be renamed HR/Financial Coordinator.


City of Madeira Beach Organizational Chart
Board of Commissioners (BOC)
City Attorney
City Manager
City Clerk
Law Enforcement
Fire Chief
Finance Director
Building & Inspections
Planning & Zoning
Public Works Director
Parks and Recreation Director
Community Policing
Code Enforcement
Fire
EMS
Finance
IT
HR
Parking Enforcement
Marina
Sanitation
Stormwater
Parks
Rec Center

City of Madeira Beach Organizational Chart

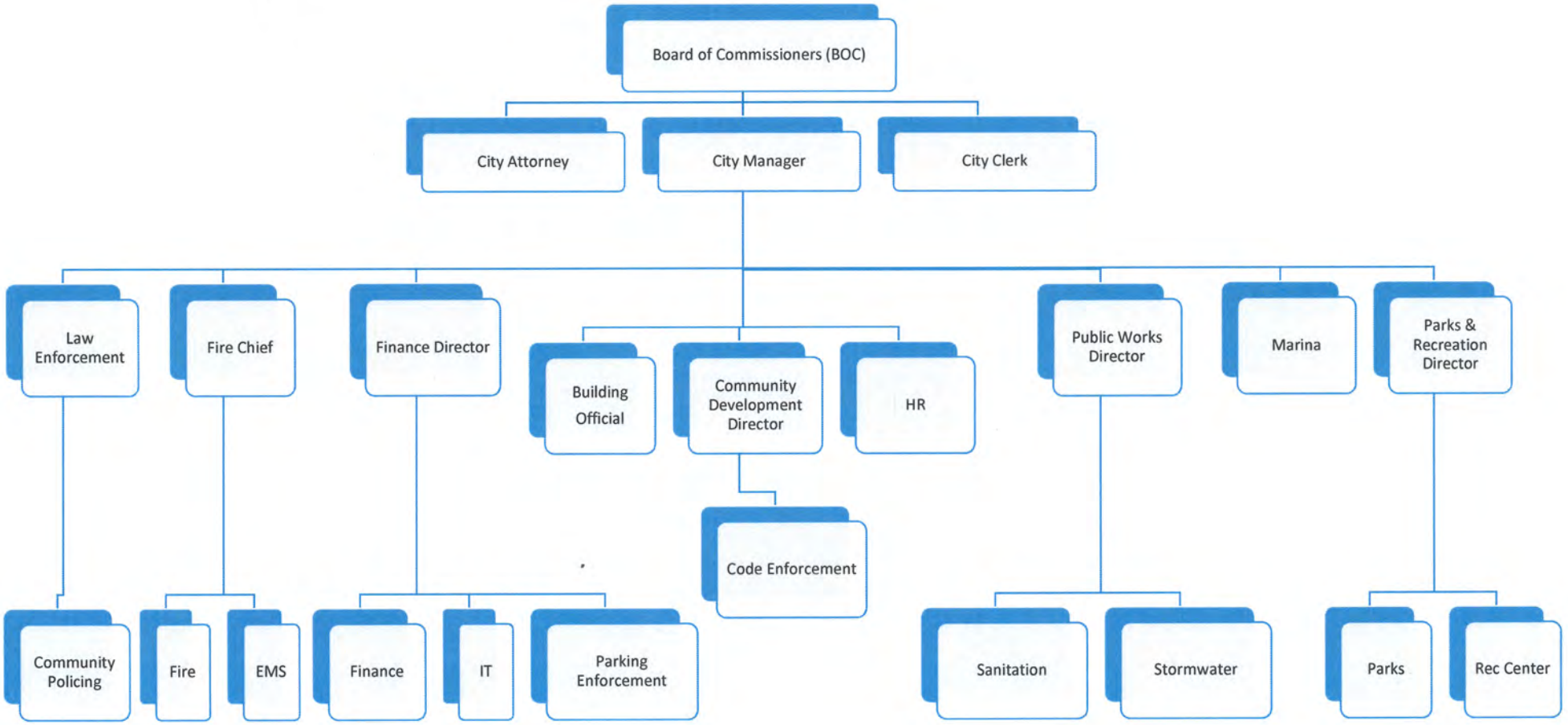


CITY MANAGER'S OFFICE

FULL-TIME EQUIVALENT (FTE) POSITIONS

	FY 2016	FY 2017	FY 2018	FY 2019
City Manager	1.00	1.00	1.00	1.00
Executive Office Manager	1.00	1.00	1.00	0.00
Executive Assistant	0.00	0.00	0.00	1.00
Administrative Assistant	0.00	0.00	0.00	0.00
HR Coordinator	0.00	0.00	0.00	1.00
Public information Specialist	0.00	0.00	1.00	1.00
Volunteer Coordinator	0.50	0.50	0.00	0.00
Total Funded Positions	2.50	2.50	3.00	4.00

City of Madeira Beach Organizational Chart



The City of Madeira Beach Human Resources Department provides oversight of all human resource transactions within the City, including job announcements, job placement, onboarding, payroll administration, benefits and retirement. The services provided by the Human Resources Department are as follows:

Department Initiatives for FY2020 Budget Year

GOAL: INTERNAL AND EXTERNAL COMMUNICATIONS

- **Objective 1**: Continue to look for ways to savings opportunities for the City on cell phone usage and providing for the best equipment and services for staff.
- **Objective 2**: Add a time and attendance software to replace the manual punch clocks and outdated procedures for process timecards and payroll. Determining which type of log in processes will work the best for employees out in the field, either facial recognition, finger stamp or possibly a phone app which has GPS ability to track where the signing occurred.
- **Objective 2**: Develop a procedure and design a form that can be uploaded to the website for public lien requests and online payments.
- **Objective 3**: Add self-service tools to our current Human Resources software that will enable prospective employees and employees to complete necessary tasks online such as applications, benefits, retirement themselves. Giving them more access to their own information and also speeding up the processes.

GOAL: HUMAN CAPITAL

- **Objective 1**: Work with the civil service committee to design and create a matrix for determining merit eligibility for employees through evaluations and training opportunities.
- **Objective 2**: Provide for more online webinars and training for staff to become more proficient in their jobs, better educated and to provide continual learning opportunities for employees to learn and grow.
- **Objective 3**: Develop better ways of communication between staff and leadership.
- **Objective 4**: Provide educations opportunities to allow for internships from local educational institutions for students to obtain mentoring, on-the-job training, and college service credits, etc. all while helping the city.
- **Objective 5**: Develop a high school student internship program for students who need volunteer hours for high school or college.

GOAL: SAFETY AND HEALTHY LIVING

- **Objective 1**: Continue to build and grow the Wellness Programs that the City already offers employees. Create more opportunities for staff to become involved with the program and assisting with developing new and fun ways to promote healthy lifestyles.
- **Objective 2**: Provide safety and educational opportunities to enhance the safety and wellbeing of our employees.

HUMAN RESOURCES

SUMMARY

	FY 2017 ACTUAL	FY 2018 ACTUAL	FY 2019 ADOPTED	FY 2019 REVISED	FY 2020 BUDGET
EXPENDITURES:					
PERSONNEL	-	-	-	-	83,600
OPERATING	-	-	-	-	31,800
CAPITAL					11,000
TOTAL	**$0**	**$0**	**$0**	**$0**	**126,400**
FUNDING SOURCE:					
GENERAL FUND	$0	$0	$0	$0	$126,400

FY 2020 Budget Modifications

. For the FY 2020 Budget, Human Resources will be a separate department. In FY 2019, Human Resources was in the City Manager's Office budget.

Capital Budget

. There is $11,000 allocated for Capital Equipment for FY 2020 for Human Resources which is for a new Flex HR/Payroll upgrade.

HUMAN RESOURCES (001.1030)

CODE	ACCOUNT TITLE	FY 2017 ACTUAL	FY 2018 ACTUAL	FY 2019 ADOPTED	FY 2019 REVISED	FY 2020 BUDGET	PERCENT CHANGE
	PERSONNEL:						
1200	Salaries & Wages	-	-	-	-	62,900	
1400	Overtime	-	-	-	-	-	
2100	Social Security	-	-	-	-	4,800	
2203	ICMA 401(a) Plan	-	-	-	-	5,700	
2300	Group Insurance	-	-	-	-	10,000	
2400	Worker's Compensation	-	-	-	-	200	
	Subtotal Personnel	-	-	-	-	83,600	
	OPERATING:						
3121	Computer Software & Support	-	-	-	-	15,800	
3135	Employee Physicals/Drug Screening	-	-	-	-	3,000	
3136	Criminal Records Check	-	-	-	-	2,500	
3400	Other Contractual Services	-	-	-	-	2,900	
4000	Travel and Training	-	-	-	-	3,000	
4110	Cellular Telephone	-	-	-	-	300	
4700	Print & Reproduction	-	-	-	-	1,000	
4800	Promotions & Public Relations			-	-	1,000	
4900	Other Current Charges	-	-	-	-	1,000	
5100	Office Supplies	-	-	-	-	1,000	
5200	Uniforms			-	-	-	
5210	Departmental Supplies		-	-	-	-	
5420	Dues & Subscriptions	-	-	-	-	300	
	Subtotal Operating	-	-	-	-	31,800	
	CAPITAL:						
6400	Capital Equipment	-	-	-	-	11,000	
	Subtotal Capital Outlay	-	-	-	-	11,000	
	TOTAL HUMAN RESOURCES	**$0**	**$0**	**$0**	**$0**	**126,400**	

HUMAN RESOURCES (001.1100)

CODE	ACCOUNT TITLE	FY 2020 BUDGET	DESCRIPTION
	PERSONNEL:		
1200	Salaries & Wages	62,900	Staff wages
2100	Social Security	4,800	FICA contributions at 7.65% of salary
2203	ICMA 401(a) Plan	5,700	City contribution to staff retirement at 9% of salary
2300	Group Insurance	10,000	Medical, dental, life and long-term disability coverage
2400	Worker's Compensation	200	Worker's compensation insurance costs per quoted estimate
	Subtotal Personnel	83,600	
	OPERATING:		
3121	Computer Software & Support	15,800	HR software, Paychex Services, and FSA Admin. Services
3125	Employee Physicals/Drug Screening	3,000	To be re-distributed to each relevant department
3136	Criminal Records Check	2,500	To be re-distributed to each relevant department
3400	Other Contractual Services	2,900	New SMARSH App for cell phone archiving
4000	Travel and Training	3,000	HR Florida Conference and Expo, Webinars, and one-day Trainings
4110	Cellular Telephone	300	HR on-call
4700	Print & Reproduction	1,000	Job Board Advertisements
4800	Promotions & Public Relations	1,000	New employee onboarding and City promotional materials
4900	Other Current Charges	1,000	Wellness fair and other wellness activities throughout the year
5100	Office Supplies	1,000	General office files, folders, and desk supplies
5200	Uniforms	-	
5210	Departmental Supplies	-	
5420	Dues & Subscriptions	300	SHRM & Suncoast HR annual memberships
	Subtotal Operating	31,800	
	CAPITAL:		
6400	Capital Equipment	11,000	New Flex HR/Payroll Upgrade
	Subtotal Capital Outlay	11,000	
	TOTAL HUMAN RESOURCES	**126,400**	

HUMAN RESOURCES

FULL-TIME EQUIVALENT (FTE) POSITIONS

	FY 2017	FY 2018	FY 2019	FY 2020
HR Coordinator	0.00	0.00	0.00	1.00
Total Funded Positions	0.00	0.00	0.00	1.00

HUMAN RESOURCES

The City of Madeira Beach Human Resources Department provides oversight of all human resource transactions within the City, including job announcements, job placement, onboarding, payroll administration, benefits, and retirement. The services provided by the Human Resources Department are as follows:

Department Initiatives for FY2021 Budget Year

GOAL: INTERNAL AND EXTERNAL COMMUNICATIONS

- **Objective 1**: Look for best HRIS software for automating the hiring, onboarding, data management, benefits, and other human resources information.
- **Objective 2**: Continue to search for educational opportunities for myself to grow in my knowledge of payroll, risk management and human resource laws and updates annually.
- **Objective 3**: Work with the Civil Service Committee to update the current Personnel Policies & Procedures Manual and review job descriptions.
- **Objective 4**: Work with our vendors in the insurance and benefit industry to provide the best employee benefits program at an affordable price.
- **Objective 5**: Continue to look for ways to provide educational opportunities for internships, student mentoring and high school volunteer opportunities for college service credit.

GOAL: **HUMAN CAPITAL**

- **Objective 1**: To recruit, train and equip a diverse workforce to succeed as an employee of the City.
- **Objective 2**: To serve as an example and to look for new ways to motivate and engage employees that will increase moral and improve our culture and promote teamwork.
- **Objective 3**: To provide self-service training modules to current Target Solutions training software that will motivate employees and new hires to look for ways to develop and improve their skills.
- **Objective 4**: Develop better ways of communication between staff and leadership through utilizing updated HRIS software or an intranet system.

GOAL: **SAFETY AND HEALTHY LIVING**

- **Objective 1**: Work with management to find more ways to build and grow the Wellness Programs that the City already offers employees. Create more opportunities for staff to become involved with the program and assisting with developing new and fun ways to promote healthy lifestyles.
- **Objective 2**: Provide safety and educational opportunities to enhance the safety and wellbeing of our employees.

HUMAN RESOURCES

SUMMARY

	FY 2017 ACTUAL	FY 2018 ACTUAL	FY 2019 ACTUAL	FY 2020 BUDGET	FY 2021 BUDGET
EXPENDITURES:					
PERSONNEL	-	-	-	83,600	-
OPERATING	-	-	-	31,800	94,800
TOTAL	**$0**	**$0**	**$0**	**$115,400**	**$94,800**

FY 2021 Budget Highlights

- HR Coordinator position outsourced in FY 2021 and included in operating expenditures
- Transition to new payroll and HRIS solution that includes lease of biometric timekeeping devices

HUMAN RESOURCES (001.1030)

CODE	ACCOUNT TITLE	FY 2017 ACTUAL	FY 2018 ACTUAL	FY 2019 ACTUAL	FY 2020 BUDGET	FY 2021 BUDGET	PERCENT CHANGE
	PERSONNEL:						
1200	Salaries & Wages	-	-	-	62,900	-	-100.00%
1400	Overtime	-	-	-	-	-	
2100	Social Security	-	-	-	4,800	-	-100.00%
2203	ICMA 401(a) Plan	-	-	-	5,700	-	-100.00%
2300	Group Insurance	-	-	-	10,000	-	-100.00%
2400	Worker's Compensation	-	-	-	200	-	-100.00%
	Subtotal Personnel	-	-	-	83,600	-	-100.00%
	OPERATING:						
3100	Professional Services	-	-	-	-	54,000	
3121	Computer Software & Support	-	-	-	15,800	15,000	-5.06%
3135	Employee Physicals/Drug Screening	-	-	-	3,000	3,000	0.00%
3136	Criminal Records Check	-	-	-	2,500	2,500	0.00%
3400	Other Contractual Services	-	-	-	2,900	2,500	-13.79%
4000	Travel and Training	-	-	-	3,000	3,000	0.00%
4110	Cellular Telephone	-	-	-	300	300	0.00%
4400	Rentals & Leases	-	-	-	-	9,000	
4700	Print & Reproduction	-	-	-	1,000	1,000	0.00%
4800	Promotions & Public Relations	-	-	-	1,000	1,000	0.00%
4900	Other Current Charges	-	-	-	1,000	1,000	0.00%
5100	Office Supplies	-	-	-	1,000	1,000	0.00%
5210	Departmental Supplies	-	-	-	-	1,000	
5420	Dues & Subscriptions	-	-	-	300	500	66.67%
	Subtotal Operating	-	-	-	31,800	94,800	198.11%
	TOTAL HUMAN RESOURCES	**-**	**-**	**-**	**115,400**	**94,800**	**98.11%**

HUMAN RESOURCES (001.1030)

CODE	ACCOUNT TITLE	FY 2021 BUDGET	DESCRIPTION
	OPERATING:		
3100	Professional Services	54,000	Outsourced HR Director position
3121	Computer Software & Support	15,000	HR/payroll software and FSA Admin. Services
3135	Employee Physicals/Drug Screening	3,000	Physicals and drug screens for new hires
3136	Criminal Records Check	2,500	Background screening for new hires
3400	Other Contractual Servcies	2,500	SMARSH App for cell phone archiving
4000	Travel and Training	3,000	HR Florida Conference and Expo., Webinars, and one-day trainings
4110	Cellular Telephone	300	HR on-call
4400	Rentals and Leases	9,000	Lease of biometric time clocks
4700	Print & Reproduction	1,000	Job Board Advertisements
4800	Promotions & Public Relations	1,000	New employee onboarding and City promotional materials
4900	Other Current Charges	1,000	Wellness fair and other wellness activities throughout the year
5100	Office Supplies	1,000	General office files, folders, and desk supplies
5210	Departmental Supplies	1,000	Other supplies needed for HR Department
5420	Dues & Subscriptions	500	SHRM & Suncoast HR annual memberships
	Subtotal Operating	94,800	
	TOTAL HUMAN RESOURCES	**94,800**	

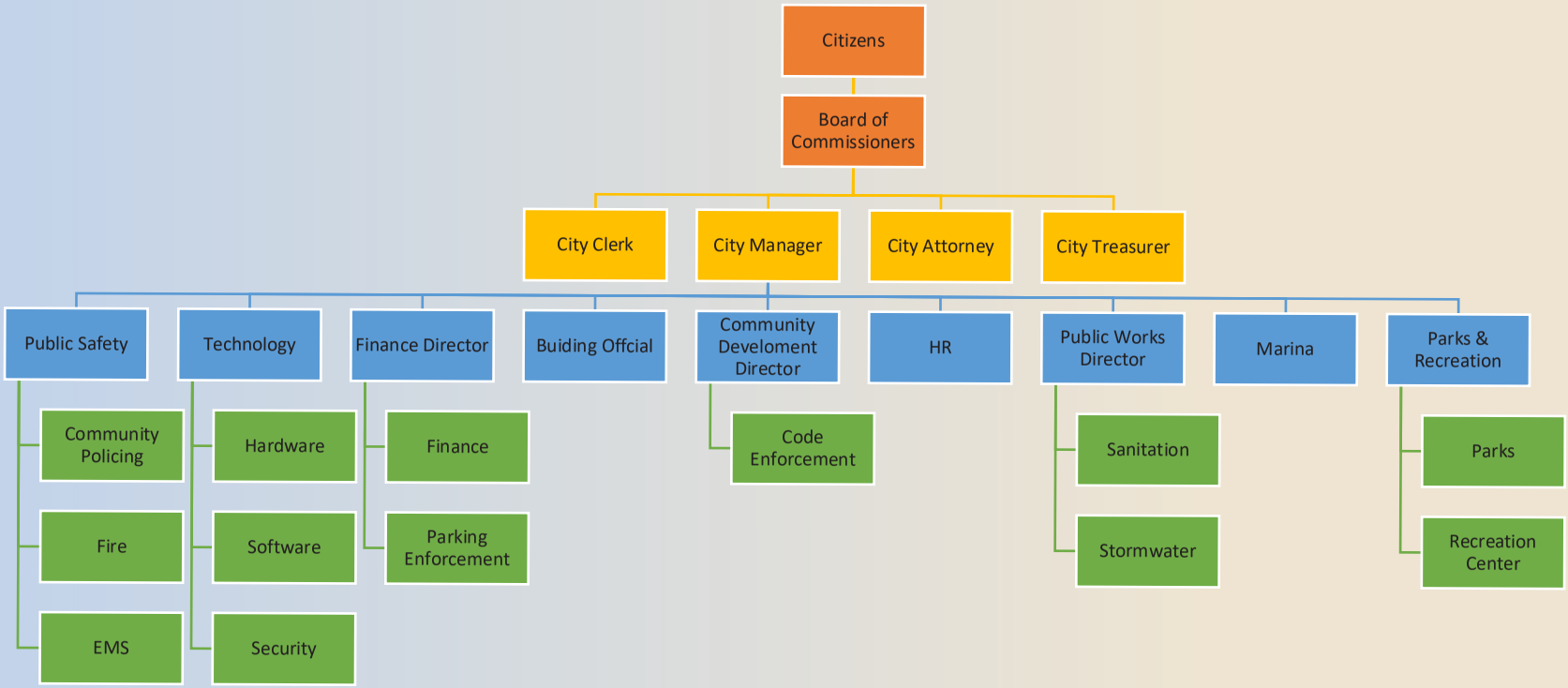
HUMAN RESOURCES

FULL-TIME EQUIVALENT (FTE) POSITIONS

	FY 2017 ACTUAL	FY 2018 ACTUAL	FY 2019 ACTUAL	FY 2020 BUDGET	FY 2021 BUDGET
HR Coordinator	1.00	1.00	1.00	1.00	0.00
Total Funded Positions	1.00	1.00	1.00	1.00	0.00

NOTE: HR Director position is outsourced starting in fiscal year 2021 budget and included in professional services (operating).

City of Madeira Beach Organizational Chart



HUMAN RESOURCES

Overview: The City of Madeira Beach Human Resources Department provides oversight of all human resource transactions within the City, including job announcements, job placement, onboarding, payroll administration, benefits, and retirement.

FY '21 Accomplishment: Started and successfully integrated Talent Management in the Paycom system. Overhauled, reconfigured, and enhanced Position Control in the Paycom system.

FY '22 Goals: Source a benefit management software.

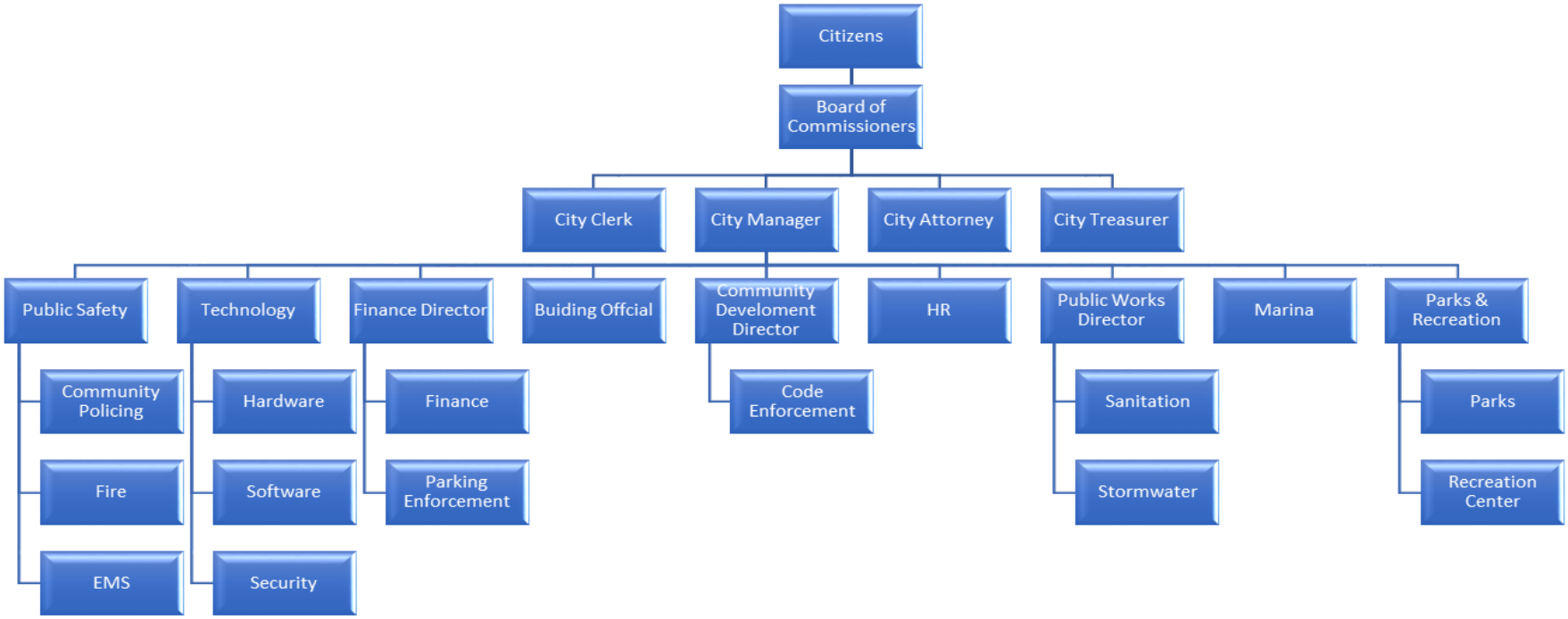
HUMAN RESOURCES

ACCOUNT	FY 2020 ACTUAL	FY 2021 BUDGET	FY 2021 PROJECTED	FY 2022 BUDGET
001.1030.513.00000.1200 - Salaries & Wages	66,725	-	53,565	58,100
001.1030.513.00000.2100 - Social Security	4,944	-	4,062	4,450
001.1030.513.00000.2203 - ICMA 401(a) Plan	5,640	-	1,330	-
001.1030.513.00000.2300 - Group Insurance	9,859	-	-	-
001.1030.513.00000.2400 - Worker's Compensation	103	-	22	90
001.1030.513.00000.3100 - Professional Services	-	54,000	9,756	5,000
001.1030.513.00000.3121 - Software Support Services	29,051	15,000	30,000	27,000
001.1030.513.00000.3135 - Pre Employment Services	2,053	3,000	5,107	6,000
001.1030.513.00000.3136 - Criminal Records Check	3,259	2,500	2,345	1,500
001.1030.513.00000.3400 - Contractual Service	3,026	2,500	3,050	3,000
001.1030.513.00000.4000 - Travel & Training	525	3,000	-	3,000
001.1030.513.00000.4110 - Cellular Telephone	121	300	311	300
001.1030.513.00000.4400 - Rentals & Leases	-	9,000	255	9,000
001.1030.513.00000.4700 - Printing and Binding	2,541	1,000	2,305	-
001.1030.513.00000.4800 - Promotions & Pub Rltns	1,062	1,000	1,568	-
001.1030.513.00000.4900 - Other Current Charges	1,047	1,000	-	1,000
001.1030.513.00000.5100 - Office Supplies	878	1,000	93	1,000
001.1030.513.00000.5200 - Uniforms	-	-	474	-
001.1030.513.00000.5210 - Departmental Supplies	-	1,000	972	1,000
001.1030.513.00000.5420 - Dues & Subscriptions	879	500	475	1,000
TOTAL:	**131,713**	**94,800**	**115,690**	**121,440**

FULL-TIME EQUIVALENT (FTE) POSITIONS

	FY 2018 ACTUAL	FY 2019 ACTUAL	FY 2020 BUDGET	FY 2021 BUDGET	FY 2022 BUDGET
HR Director	0.00	0.00	0.00	0.50	0.50
HR Coordinator	1.00	1.00	1.00	0.00	0.00
Total Funded Positions	1.00	1.00	1.00	0.50	0.50

CITY OF MADEIRA BEACH
ORGANIZATIONAL CHART



HUMAN RESOURCES

Overview: The City of Madeira Beach Human Resources Department provides oversight of all human resource transactions within the City, including job announcements, job placement, onboarding, payroll administration, benefits, and retirement.

FY '22 Accomplishments:

Successfully refurbished the electronic payroll actions.

FY '23 Goals:

Implement a salary system that reflects the current economic climate and to help attract and retain talent.

HUMAN RESOURCES

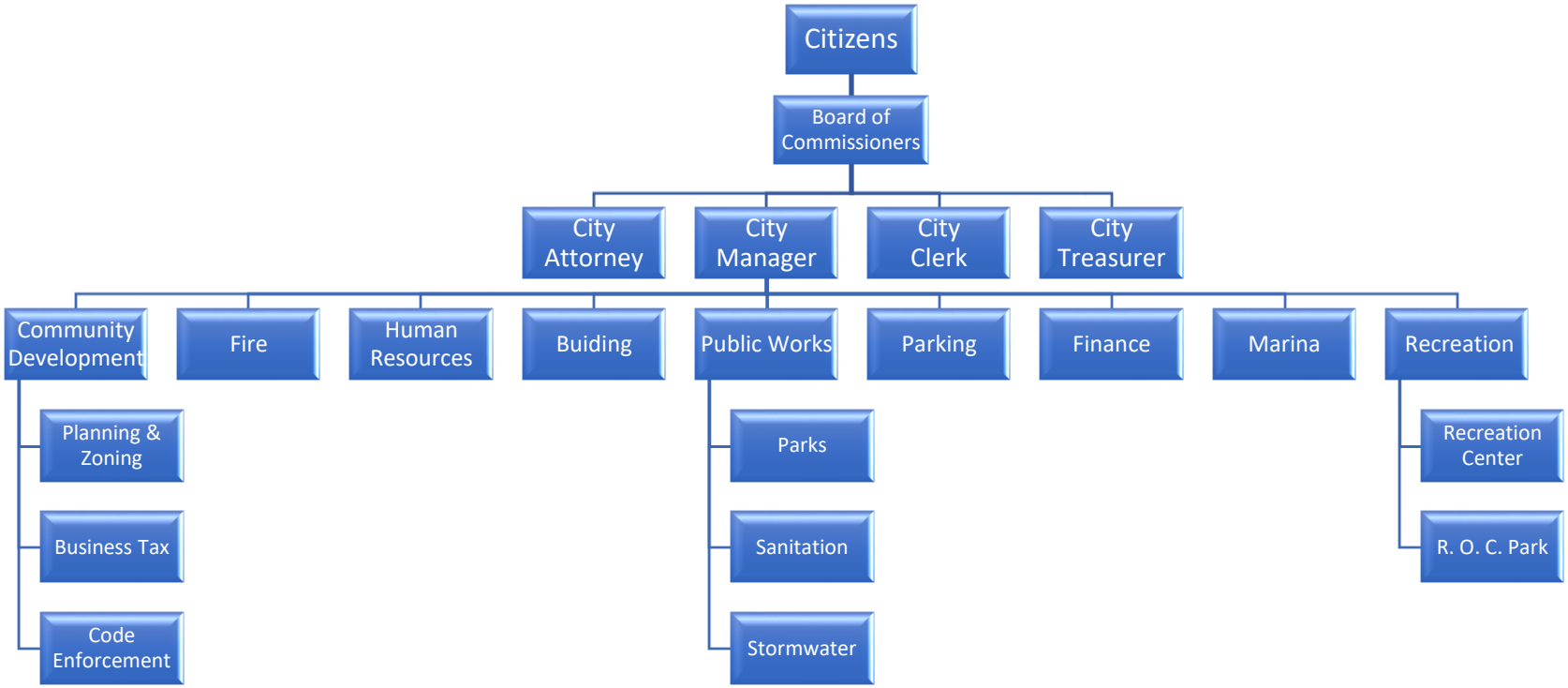
ACCOUNT		FY 2021 ACTUAL	FY 2022 BUDGET	FY 2022 PROJECTED	FY 2023 BUDGET
Expenses & Other Outflows					
001.1030.512000	Salaries & Wages	55,333	58,100	44,572	52,797
001.1030.521000	Social Security	4,204	4,450	3,436	4,039
001.1030.522001	ICMA 401(a) Plan	1,227	-	-	-
001.1030.523000	Group Insurance	-	-	-	-
001.1030.524000	Worker's Compensation	20	90	47	84
001.1030.531000	Professional Services	9,000	5,000	-	-
001.1030.531004	Criminal Records Check	3,566	5,000	7,000	9,000
001.1030.531009	Pre Employment Services	5,297	6,000	6,000	6,000
001.1030.531011	Software Support Services	34,573	27,000	30,000	33,000
001.1030.534000	Contractual Service	2,944	3,000	3,500	-
001.1030.540000	Travel & Training	-	3,000	380	1,800
001.1030.541000	Cellular Telephone	309	300	400	400
001.1030.544000	Rentals & Leases	235	5,500	-	7,000
001.1030.547000	Printing and Binding	2,126	-	-	800
001.1030.548000	Promotions & Pub Rltns	1,896	-	364	1,000
001.1030.549000	Other Current Charges	-	1,000	-	1,000
001.1030.551000	Office Supplies	86	1,000	200	500
001.1030.552000	Departmental Supplies	896	1,000	500	700
001.1030.552004	Uniforms	-	-	-	-
001.1030.554000	Dues & Subscriptions	438	1,000	280	800
001.1030.564000	Capital Equipment	-	-	-	-
Expenses & Other Outflows Total		**122,151**	**121,440**	**96,679**	**118,921**

HUMAN RESOURCES

FULL-TIME EQUIVALENT (FTE) POSITIONS

POSITION	FY 2020	FY 2021	FY 2022	FY 2023
HR Director	0.00	0.50	0.50	0.44
HR Coordinator	1.00	0.00	0.00	0.00
Total Funded Positions	1.00	0.50	0.50	

ORGANIZATIONAL CHART



Contracted/Outsourced Services:

1. Police – Pinellas County Sheriff's Office
2. Water & Sewer – Pinellas County Utilities
3. Engineering
4. Information Technology
5. City Attorney
6. City Treasurer

A. *Merit principal.* All appointments and promotions of City employees shall be made solely on the basis of merit and fitness demonstrated by examination or other evidence of competence.

B. *Civil Service Commission; Membership.* There shall be a Civil Service Commission of the City of Madeira Beach, Florida, which Commission shall be composed of five citizens of said City. The Civil Service Commission shall be appointed by the Board of Commissioners of the City of Madeira Beach, Florida. The term of office for each member shall be three years and shall be staggered so that not more than two terms expire within any one year. Three Commissioners shall constitute a quorum. Members of the Civil Service Commission shall hold no remunerative office or employment under the City of Madeira Beach, Florida. The Board of Commissioners of the City of Madeira Beach, Florida, shall have the authority to remove for cause any and/or all Civil Service Commissioners.

C. *Personnel Rules.* The Civil Service Commission shall prepare personnel rules. When concurred by the City Manager, the rules shall be proposed to the Board of Commissioners, and the Board of Commissioners may by Ordinance adopt them with or without amendment. These rules shall include, but are not limited to:

1. The classification of all classified City positions, based upon the duties, authority and responsibility of each position, with adequate provisions for classification of any position whenever warranted by circumstances;
2. A pay plan for all classified City positions;
3. Methods for determining the merits and fitness of candidates for appointment or promotions;
4. The policies and procedures regulating reduction in force, demotion, suspension and removal of employees;
5. The hours of work, attendance regulation and provisions for sick and vacation leave;
6. Grievance procedures, including procedures for the hearing of grievances by the Civil Service Commission, which may render advisory opinions based on its findings to the City Manager with a copy to the aggrieved employee. In this respect the Civil Service Commission shall have the power to issue subpoenas to compel attendance by witnesses and to administer oaths;
7. Other practices and procedures necessary to the administration of the City personnel system;
8. In connection with the aforementioned personnel rules, the Civil Service Commission shall inquire into the implementation of such personnel rules as considered necessary to ensure compliance therewith.

D. *Duties and powers of the Civil Service Commission.* All duties, powers, reservations of power, and funding for the Civil Service Commission may be provided for by Ordinance duly passed by the

Board of Commissioners of the City of Madeira Beach, Florida.

E. *Powers to collectively bargain recognized.* Nothing contained in this Charter shall limit the power of the Board of Commissioners of the City of Madeira Beach, Florida, acting through its Manager from entering into collective bargaining negotiations with any officers, employees, or group of employees for the purpose of establishing by contract conditions of employment, rules or compensation of said officers, employees, or groups of employees. For the purposes of this Charter, ARTICLE I, Section 6, of the Constitution of the State of Florida is specifically recognized.

(Ord. No. 446, 1-28-1975; Ord. No. 664, 8-14-1984/11-7-1984; Ord. No. 2018-09 , § 1(Exh. A), 8-20-2018)

From: Sean Lilly <SLilly@madeirabeachfl.gov>
Subject: FW: Salary Grades
To: Department Heads <DepartmentHeads@madeirabeachfl.gov>
Cc: Paulson, Karen <KPaulson@madeirabeachfl.gov>
Sent: January 3, 2023 12:51 PM (UTC-05:00)
Attached: 22.23 pay grade FINAL 10.01.22.pdf

I want to clarify one thing. Again not having any impact on current employees, but Grade 4 and above have been deemed exempt.

Sean Lilly, MBA, SPHR, SHRM-SCP
Human Resources Director
City of Madeira Beach
727-391-9951 x 297

From: Sean Lilly
Sent: Thursday, October 27, 2022 11:13 AM
To: Department Heads <DepartmentHeads@madeirabeachfl.gov>
Subject: Salary Grades

Attached are the current salary grades in compliance with the budget. You will notice a couple of changes:

1. Positions have been realigned to fit on the most appropriate grade. You will notice consistency. If a current employee's position moved, it will have NO effect on them. If an employee in a moved position leaves, the replacement will be slotted into the appropriate grade.

2. We are finally able to comply with Florida law and drug test only safety sensitive positions. Positions that are green, do not need a dug screen while those in black do. However, if you hire a position highlighted in green, and suddenly they need to drive a city vehicle or operate tools, then yes, a pre-hire drug screen is necessary. It is important to let me know if you intend to include safety sensitive tasks in a position that otherwise does not require a test.

If you have any questions please reach out.

Sean

Sean Lilly, MBA, SPHR, SHRM-SCP
Human Resources Director
City of Madeira Beach
727-391-9951 x 297

Disclaimer: Under Florida law (Florida Statute 668.6076), email addresses are public records. If you do not want your email address released in response to a public records request, please do not send electronic mail to the City of Madeira Beach. Instead, contact the appropriate department/division.

GRADE	POSITION TITLE	RANGE MIN	RANGE MAX
1	Building Codes Compliance Officer I	$31,200 yr	$42,973 yr.
	Recreation Leader I	15.00 hr.	20.66hr
	Grounds Maintenance Worker		
	Marina Attendant		
	Parking Enforcement Officer		
	Public Works Technician		
	Seasonal Employees		
2	**Administrative Assistant**	$37,440 yr.	$60,569 yr.
	Building Codes Compliance Officer II	18.00 hr.	29.12 hr.
	Front Desk Administrative Assistant		
	Permit Clerk		
	Recreation Leader II		
	Senior Grounds Maintenance Worker		
	Senior Marina Attendant		
	Senior Parking Enforcement Officer		
	Senior Public Works Technician		
	Sanitation Worker		
	CDL Senior Sanitation Worker +1.00/hr		
3	Building Codes Compliance Officer III	$39,270 yr.	$61,880 yr
	Parks Coordinator	18.88 hr.	29.75 hr.
	Operations Coordinator - Building		
	Payroll/Financial Coordinator		
	Program Coordinator - Community Development		
	Broadcast & IT Coordinator		
	Recreation Leader III		
	Certified Permit Technician		
	Planning Technician		
	Lead Mechanic		
	Senior Administrative Assistant		
	Deputy Building Official		
4	**Executive Assistant to City Manager**	$47,736 yr.	$75,192 yr.
	Executive Assistant to City Clerk	22.95 hr.	36.15 hr
	Executive Assistant to Fire Chief		
	Planner		
	GIS Technician		
	Parking Supervisor		
	Recreation Supervisor		
	Marina Supervisor		
	Storm Water Supervisor		
	Sanitation Supervisor		
5	**Accountant**	$55,286 yr.	$82,930 yr.
	Marina Manager	26.58 hr.	39.87hr.
	Senior Planner		
6		$64,002yr.	$100,776 yr.
		30.77 hr.	48.45 hr.
7	Building Official	$90,043 yr.	$135,054 yr.
	Fire Chief	43.29 hr.	64.93 hr.
	City Clerk		
	Community Development Director		
	Assistant Financial Director		
	Public Works Director		
	HR Director		
	Recreation Director		

PAY GRADES FOR 22-23

GREEN IS NOT A SAFETY SENSATIVE POSITION

City of Madeira Beach
Pay Grades
2022 - 2023

Green is NOT a Safety Sensitive Position

GRADE	POSITION TITLE	RANGE MIN	RANGE MAX
1	Building Codes Compliance Officer I	$31,200 yr	$42,973 yr
	Recreation Leader I	$15.00 hr	$20.66 hr
	Grounds Maintenance Worker		
	Marina Attendant		
	Parking Enforcement Officer		
	Public Works Technician		
	Seasonal Employees		
2	**Administrative Assistant**	$37,440 yr	$60,569 yr
	Building Codes Compliance Officer II	$18.00 hr	$29.12 hr
	Front Desk Administration Assistant		
	Permit Clerk		
	Recreation Leader II		
	Senior Grounds Maintenance Worker		
	Senior Marina Attendant		
	Senior Parking Enforcement Officer		
	Senior Public Works Technician		
	Sanitation Worker		
	CDL Senior Sanitation Worker +1.00/hr		
3	Building Codes Compliance Officer III	$39,270 yr	$61,880 yr
	Operations Coordinator- Building	$18.88 hr	$29.75 hr
	Payroll/ Finance Coordinator		
	Program Coordinator- Community Development		
	Broadcast & IT Coordinator		
	Recreation Leader III		
	Certified Permit Technician		
	Planner I/ Planning Technician		
	Grounds Maintenance Supervisor		
	Records Clerk Administrative Assistant		
	Lead Mechanic		
	Senior Administrative Assistant		
4	**Executive Assistant to the City Manager**	$47,736 yr	$75,192 yr
	Executive Assistant to City Clerk	$22.95 hr	$36.15 hr
	Executive Assistant to Fire Chief		
	Planner II/III		
	Parking Supervisor		
	Recreation Supervisor		
	Long Range Planner		
	Marina Supervisor		
	Storm Water Supervisor		
	Sanitation Supervisor		
5	**Accountant**	$55,286 yr	$82,930 yr
	Marina Manager	$26.58 hr	$39.87 hr
6	**Assistant to the City Manager**	$64,002 yr	$100,776 yr
	Deputy Building Official	$30.77 hr	$48.45 hr
7	Building Official	$90,043 yr	$135,054 yr
	Fire Chief	$43.29 hr	$64.93 hr
	City Clerk		
	Community Development Director		
	Community Development Engineer		
	Assistant Financial Director		
	Public Works Director		
	HR Director		
	Recreation Director		

CITY OF MADEIRA BEACH PAY PLAN - EFFECTIVE OCTOBER 1, 2019

GRADE	POSITION TITLE	RANGE MINIMUM	RANGE MAXIMUM
1	Building Codes Compliance Officer	$21,236 yr.	$36,323 yr.
	Code Enforcement Specialist	$10.210 hr.	17.463 hr.
	Grounds Maintenance Worker		
	Marina Attendant		
	Permit Clerk		
	Parking Enforcement Officer		
	Public Works Technician		
	Recreation Leader I		
	Sanitation Worker		
	Seasonal Employees		
2	Administrative Assistant	$27,104 yr.	$51,896 yr.
	Building Codes Compliance Officer II	$13.031 hr.	$24.947 hr.
	Building Official Assistant		
	Permit Clerk		
	Recreation Leader II		
	Senior Grounds Maintenance Worker		
	Senior Marina Attendant		
	Senior Parking Enforcement Officer		
	Senior Public Works Technician		
	Senior Sanitation Worker		
3	Building Codes Compliance Officer III	$36,323 yr.	$57,209 yr
	Division Supervisor	$17.463 hr.	$27.504 hr.
	Permit Technician		
	Recreation Leader III		
	Senior Administrative Assistant		
4	Deputy City Clerk	$45,458 yr.	$69,538 yr.
	Executive Assistant to City Manager	$21.226 hr.	$33.431 hr.
	Fiscal Analyst		
5	Fiscal Coordinator	$51,110 yr.	$76,665 yr.
	HR/Financial Coordinator	$24.572 hr.	$36.858 hr.
	Planning & Zoning Coordinator		
	Public Information Officer		
6	Accounting Manager	$59,166 yr.	$93,187 yr.
	Marina Manager	$28.445 hr.	$44.801 hr.
7	Building Official	$83,250 yr.	$124,880 yr.
	City Clerk	$40.026 hr.	$60.038 hr.
	Community Development Director		
	Finance Director		
	Fire Chief		
	Lead Mechanic		
	Public Works Director		
	Recreation Director		

CITY OF MADEIRA BEACH PAY PLAN - EFFECTIVE OCTOBER 1, 2020

GRADE	POSITION TITLE	RANGE MINIMUM	RANGE MAXIMUM
1	Building Codes Compliance Officer Code Enforcement Specialist Grounds Maintenance Worker Marina Attendant Permit Clerk Parking Enforcement Officer Public Works Technician Recreation Leader I Sanitation Worker Seasonal Employees	$21,236 yr. 10.21 hr.	$36,323 yr. 17.63 hr.
2	Administrative Assistant Building Codes Compliance Officer II Building Official Assistant Permit Clerk Recreation Leader II Senior Grounds Maintenance Worker Senior Marina Attendant Senior Parking Enforcement Officer Senior Public Works Technician Senior Sanitation Worker	$27,104 yr. 13.03 hr.	$51,896 yr. 24.95 hr.
3	Building Codes Compliance Officer III Division Supervisor Permit Technician Recreation Leader III Senior Administrative Assistant	$36,323 yr. 17.46 hr.	$57,209 yr 27.50 hr.
4	Deputy Building Official Deputy City Clerk Executive Assistant to City Manager Planner/GIS Technician Program Coordinator - Community Development	$45,458 yr. 21.23 hr.	$69,538 yr. 33.43 hr.
5	Fiscal Coordinator Payroll/Financial Coordinator Public Information Officer Planning & Zoning Coordinator	$51,110 yr. 24.57 hr.	$76,665 yr. 36.86 hr.
6	Accounting Manager Marina Manager	$59,166 yr. 28.45 hr.	$93,187 yr. 44.80 hr.
7	Building Official City Clerk Community Development Director Finance Director Fire Chief Lead Mechanic Public Works Director	$83,250 yr. 40.03 hr.	$124,880 yr. 60.04 hr.

	Recreation Director		

GRADE	POSITION TITLE	RANGE MINIMUM	RANGE MAXIMUM
1	Building Codes Compliance Officer	$26,000 yr.	$37,771 yr.
	Code Enforcement Specialist	$12.50 hr.	$18.16 hr.
	Grounds Maintenance Worker		
	Marina Attendant		
	Parking Enforcement Officer		
	Public Works Technician		
	Recreation Leader I		
	Sanitation Worker		
	Seasonal Employees		
2	Administrative Assistant	$30,264 yr.	$53,456 yr.
	Building Codes Compliance Officer II	$14.58 hr.	$25.70 hr.
	Permit Clerk		
	Recreation Leader II		
	Senior Grounds Maintenance Worker		
	Senior Marina Attendant		
	Senior Parking Enforcement Officer		
	Senior Public Works Technician		
	Senior Sanitation Worker		
3	Building Codes Compliance Officer III	$37,406 yr.	$58,916 yr
	Division Supervisor	$17.98 hr.	$28.33 Hr.
	Certified Permit Technician		
	Recreation Leader III		
	Senior Administrative Assistant		
4	Deputy Building Official	$46,822 yr.	$71,624 yr.
	Executive Assistant to City Clerk	$21.86 hr.	$34.43 hr.
	Executive Assistant to City Manager		
	Planner		
	GIS Technician		
	Program Coordinator - Community Development		
5	Accountant	$52,643 yr.	$78,965 yr.
	Payroll/Financial Coordinator	$25.31 hr.	$37.97 hr.
	Operations Coordinator		
	Senior Planner		
6	none currently	$60,941 yr.	$95,983 yr.
		$29.30 hr.	$46.14 hr.
7	Building Official	$85,748 yr.	$128,626 yr.
	City Clerk	$41.23 hr.	$61.84 hr.
	Community Development Director		
	Assistant Finance Director		
	Fire Chief		
	Lead Mechanic		
	Public Works Director		
	HR Director		
	Recreation Director		

City Of Madeira Beach FLORIDA

COMPENSATION STUDY

FY 2019 Plan for City of Madeira Beach

PUBLIC SECTOR PERSONNEL CONSULTANTS

(888) 522-7772 www.pspc.us

1. EXECUTIVE SUMMARY

It is with pleasure that we present this summary describing the findings and recommendations from the FY 2019 Compensation Study.

A. SUMMARY OF FINDINGS

1. The City has approximately 51 unique job descriptions for providing City services; while PSPC was not contracted to make classification changes, we proposed minor title modifications as shown on page 3. These are informal suggestions as we were not afforded the opportunity to conduct a full study.

2. The City's current salary ranges are competitive (within 5% of prevailing rates) for 43% of the benchmark market sample job classifications (page 4).

3. The City's current salary ranges are not competitive (-5% of more below prevailing rates) for 57% of the benchmark market sample job classifications (page 4).

4. The full estimated base pay cost to adopt the proposed pay ranges for FY 2019, established at 100% of market average, and provide market adjustments for affected employees, is $41,000 (page 10).

B. SUMMARY OF RECOMMENDATIONS

- Adopt the new salary range table on page 5 and the pay ranges proposed for each classification beginning on page 6.

- Bring the salaries of all employees below Minimum up to the new Minimum, and provide additional in-range market adjustments as financially able.

- Budget for salary increases within the proposed pay ranges in future years, and re-calculate the cost of any additional market increases for FY 2020.

  a) The City does not need to conduct a new salary study as PSPC has already established benchmarks and aligned City jobs to market.

  b) The City should contact their comparator agencies to establish how they are moving their salary ranges and how they are moving their employees through those ranges.

- Keep pace with the market as much as financially possible. When able, move your employees more than your ranges to avoid compression.

2. POSITION ANALYSIS AND CLASSIFICATION

Position analysis and classification is the process of documenting and verifying the number, type, and distinct levels of occupational job classes within the City, and assigning each budgeted position to the correct occupational job class. This process establishes the sound basis for the subsequent salary plan which is administered at the job class level.

A. PRINCIPAL STEPS IN THE CLASSIFICATION PROCESS

Without conducting a full classification study, the information on the following pages are loose recommendations.

Summary of Proposed Title Changes

Current Title	Proposed Title	Job Change Status
Division Supervisor	Records Supervisor	New Title
Division Supervisor	Parking Enforcement Supervisor	New Title
Division Supervisor	Stormwater Supervisor	New Title
Division Supervisor	Sanitation Supervisor	New Title
Division Supervisor	Marina Supervisor	New Title
Division Supervisor	Recreation Supervisor	New Title
Accounting Manager	Accounting Manager	No Change
Building Codes Compliance Officer I	Building Codes Compliance Officer I	No Change
Building Codes Compliance Officer II	Building Codes Compliance Officer II	No Change
Building Codes Compliance Officer III	Building Codes Compliance Officer III	No Change
Building Official	Building Official	No Change
Childcare Director	Childcare Director	No Change
City Clerk	City Clerk	No Change
Code Enforcement Specialist	Code Enforcement Specialist	No Change
Deputy City Clerk	Deputy City Clerk	No Change
Driver/Paramedic	Driver/Paramedic	No Change
Executive Office Manager	Executive Assistant to City Manager	No Change
Finance Director	Finance Director	No Change
Fire Chief	Fire Chief	No Change
Fire Inspector	Fire Inspector	No Change
Firefighter / Paramedic	Firefighter / Paramedic	No Change
Fiscal Coordinator	Fiscal Coordinator	No Change
HR/Financial Coordinator	HR/Financial Coordinator	No Change
Lieutenant / Paramedic	Lieutenant / Paramedic	No Change
Marina & Public Works Director	Public Works / Marina Director	No Change
Parks and Recreation Director	Parks and Recreation Director	No Change
Planning & Zoning Director	Community Development Director	No Change
Planning and Zoning Coordinator	Planning and Zoning Coordinator	No Change
Public Information Specialist	Public Information Specialist	No Change
Recreation Leader I	Recreation Leader I	No Change
Recreation Leader II	Recreation Leader II	No Change
Recreation Leader III	Recreation Leader III	No Change
Administrative Assistant I	Administrative Assistant	Title Change
Administrative Assistant II	Senior Administrative Assistant	Title Change
Building Maintenance Worker I	Building Maintenance Worker	Title Change
Building Maintenance Worker II	Senior Building Maintenance Worker	Title Change
Grounds Maintenance Worker I	Parks Maintenance Worker	Title Change
Grounds Maintenance Worker II	Senior Parks Maintenance Worker	Title Change
Marina Assistant I	Marina Worker	Title Change
Marina Assistant II	Senior Marina Worker	Title Change
Parking Enforcement Officer I	Parking Enforcement Officer	Title Change
Parking Enforcement Officer II	Senior Parking Enforcement Officer	Title Change
Public Works Technician I	Public Works Technician	Title Change
Public Works Technician II	Senior Public Works Technician	Title Change
Sanitation Worker I	Sanitation Worker	Title Change
Sanitation Worker II	Senior Sanitation Worker	Title Change

3. EXTERNAL COMPARISONS

The following paragraphs and tables describe the market data collected and used for pay plan development.

A. SURVEY COMPARATORS

We obtained salary plan and job description details from the following employers for comparison:

Survey Organization	Number of Matches from Each Comparator	Comparator's Relationship to Madeira Beach	Comparator's Relationship to Market	Average Range Width	Sperlings Cost of Living Index
Belleair, City of	17	10%	-2%	91%	135.0%
Indian Rocks Beach, City of	7	1%	-9%	29%	158.0%
Pinellas Park, City of	26	19%	8%	51%	100.0%
Seminole, City of	25	8%	-2%	45%	106.0%
South Pasadena, City of	15	10%	-3%	47%	112.0%
St. Pete Beach, City of	28	5%	-6%	51%	146.0%
Treasure Island, City of	25	11%	5%	49%	137.5%
Madeira Beach, City of	32	NA	-12%	50%	153.0%

B. SURVEY METHODOLOGY

We utilized the standard "structure-to-structure" method to compare the City's salary structures to the prevailing rates. The City's salary structures and the prevailing rates are represented by their Midpoints, which are the amounts employers pay for sustained competent job performance.

The Midpoint is the most objective, occupation-specific and consistent component of salary structures among employers, as the varying widths of salary ranges are too great to utilize Minimum or Maximum. Midpoint is not affected by actual salary averages which may reflect longevity, pay-for-performance, and a myriad of subjective salary plan administration characteristics of the comparator employers. When individual salary plans were comprised of steps, the beginning and ending steps were added and the sum divided by two (2) to calculate a true midpoint.

C. SUMMARY OF SURVEY FINDINGS

The following table summarizes the City's variance to market; the City's current plan is competitive for 43% of the survey sample, and behind market by more than -5% for 57% of the survey sample.

Relationship to Prevailing Rates	Benchmark Job Classes	% of Sample
Below	17	57%
Comparable	7	23%
Above	6	20%

A. PROPOSED PAY TABLE

The following are suggested pay tables and salary ranges for each job classification.

A. *CIVILIAN SCALE*

Salary Range	Minimum	Midpoint	Maximum	Salary Range
3	$18,346	$22,932	$27,518	3
4	$19,263	$24,079	$28,894	4
5	$20,226	$25,283	$30,339	5
6	$21,237	$26,547	$31,856	6
7	$22,299	$27,874	$33,449	7
8	$23,414	$29,268	$35,121	8
9	$24,585	$30,731	$36,877	9
10	$25,814	$32,268	$38,721	10
11	$27,105	$33,881	$40,657	11
12	$28,460	$35,575	$42,690	12
13	$29,883	$37,354	$44,825	13
14	$31,377	$39,222	$47,066	14
15	$32,946	$41,183	$49,419	15
16	$34,593	$43,242	$51,890	16
17	$36,323	$45,404	$54,485	17
18	$38,139	$47,674	$57,209	18
19	$40,046	$50,058	$60,069	19
20	$42,048	$52,561	$63,073	20
21	$44,151	$55,189	$66,226	21

- Jobs have been placed on pay ranges based on market data and internal relationships
- Individual jobs can be re-assigned to different pay ranges when market moves
- Salary adjustments can be budgeted within the pay ranges using current merit plan

B. FIRE RANGES

Pay ranges for Fire occupations are unchanged and outside the scope of this study.

PSPC did not review classification or compensation for the Fire Department other than the civilian position of Fire Chief.

Proposed FY 2019 Pay Range Placements (not all titles are active/funded)

Proposed Title	-- Illustrated at 100% of Market --			
	Salary Range	Minimum	Midpoint	Maximum
Executive Assistant to City Manager	22	$46,358	$57,948	$69,538
Senior Administrative Assistant	17	$36,323	$45,404	$54,485
Administrative Assistant	12	$28,460	$35,575	$42,690
Seasonal Employee	4	$19,263	$24,079	$28,894
City Clerk	28	$62,125	$77,656	$93,187
Deputy City Clerk	21	$44,151	$55,189	$66,226
Public Information Specialist	21	$44,151	$55,189	$66,226
Records Supervisor	18	$38,139	$47,674	$57,209
Finance Director	34	$83,253	$104,066	$124,880
Accounting Manager	27	$59,166	$73,958	$88,750
Fiscal Coordinator	24	$51,110	$63,888	$76,665
HR/Financial Coordinator	24	$51,110	$63,888	$76,665
Parking Enforcement Supervisor	18	$38,139	$47,674	$57,209
Senior Parking Enforcement Officer	11	$27,105	$33,881	$40,657
Parking Enforcement Officer	3	$18,346	$22,932	$27,518
Community Development Director	32	$75,513	$94,391	$113,269
Building Official	32	$75,513	$94,391	$113,269
Planning and Zoning Coordinator	26	$56,349	$70,436	$84,523
Building Codes Compliance Officer III	19	$40,046	$50,058	$60,069
Permit Technician	17	$36,323	$45,404	$54,485

Building Codes Compliance Officer II	16	$34,593	$43,242	$51,890
Building Codes Compliance Officer I	13	$29,883	$37,354	$44,825
Merge W/ Administrative Assistant				
Code Enforcement Specialist	13	$29,883	$37,354	$44,825
Stormwater Supervisor	21	$44,151	$55,189	$66,226
Senior Public Works Technician	16	$34,593	$43,242	$51,890
Public Works Technician	12	$28,460	$35,575	$42,690
Senior Building Maintenance Worker	15	$32,946	$41,183	$49,419
Building Maintenance Worker	11	$27,105	$33,881	$40,657
Sanitation Supervisor	21	$44,151	$55,189	$66,226
Senior Sanitation Worker	13	$29,883	$37,354	$44,825
Sanitation Worker	9	$24,585	$30,731	$36,877
Public Works / Marina Director	32	$75,513	$94,391	$113,269
Marina Supervisor	21	$44,151	$55,189	$66,226
Senior Marina Worker	13	$29,883	$37,354	$44,825
Marina Worker	9	$24,585	$30,731	$36,877
Parks and Recreation Director	32	$75,513	$94,391	$113,269
Childcare Director	21	$44,151	$55,189	$66,226
Parks Supervisor	21	$44,151	$55,189	$66,226
Recreation Supervisor	21	$44,151	$55,189	$66,226
Recreation Leader III	17	$36,323	$45,404	$54,485
Recreation Leader II	11	$27,105	$33,881	$40,657

Recreation Leader I	6	$21,237	$26,547	$31,856
Mechanic	17	$36,323	$45,404	$54,485
Senior Parks Maintenance Worker	13	$29,883	$37,354	$44,825
Parks Maintenance Worker	9	$24,585	$30,731	$36,877

Fire Chief	34	$83,253	$104,066	$124,880
Fire Inspector				
Lieutenant / Paramedic				
Driver/Paramedic				
Firefighter / Paramedic				

4. SALARY ADMINISTRATION

Following are key salary plan maintenance procedures.

A. FUNDING INITIAL IMPLEMENTATION AND ANNUAL UPDATES

We recommend the City's salary plan be established, place jobs onto that salary schedule at 100% of the market rate, and move employees through the range to avoid compression.

First Phase of Implementation

- Employees who fall below new minimum will be moved to the new minimum for the pay range
- This was approved to be put into the budget during a Council session in late April 2019
- This costs approximately $21,000

Second Phase of Implementation

- Move employees to Midpoint of their range in 7 or 10 years
- This costs approximately $22,000 or $33,000 depending upon how quickly the City moves employees to the midpoint

B. REGULAR PLAN UPDATE STEPS

- Budget for merit increases within the proposed pay ranges in future years, and re-calculate the cost of any additional market increases for FY 2020.

  a) The City does not need to conduct a new salary study as PSPC has already established benchmarks and aligned City jobs to market.

  b) The City should contact their comparator agencies to establish how they are moving their salary ranges and how they are moving their employees through those ranges.

- Keep pace with the market as much as financially possible. When able, move your employees more than your ranges to avoid compression.

PUBLIC SECTOR PERSONNEL CONSULTANTS

RESULTS OF THE COMPENSATION STUDY

FOR MADEIRA BEACH

PUBLIC SECTOR PERSONNEL CONSULTANTS

MEETING AGENDA

- REVIEW PUBLIC SECTOR PERSONNEL CONSULTANT'S ROLE
- REVIEW SALARY SURVEY GUIDELINES
- EVALUATE COMPENSATION RESULTS
- OUTLINE COMPENSATION FINDINGS
- REVIEW IMPLEMENTATION OPTIONS

PUBLIC SECTOR PERSONNEL CONSULTANTS

INTRODUCTION TO PUBLIC SECTOR PERSONNEL CONSULTANTS (PSPC)

- 1972 – ORIGINATED AS PUBLIC SECTOR GROUP OF HAY ASSOCIATES
- 1992 – WE ESTABLISHED OUR NATIONAL OFFICE IN ARIZONA
- WE SPECIALIZE IN HUMAN RESOURCES FOR PUBLIC EMPLOYERS
- OVER 1,000 PUBLIC EMPLOYERS SERVED BY MEMBERS OF OUR FIRM
- OUR GOAL IS TO BE AN OBJECTIVE 3RD PARTY PROVIDING ACCURACY, GUIDANCE, AND THOROUGHNESS IN ALL MATTERS RELATING TO COMPENSATION AND CLASSIFICATION

PUBLIC SECTOR PERSONNEL CONSULTANTS

SALARY SURVEY

- PSPC CONSIDERED THE RECOMMENDATIONS OF EMPLOYEE GROUPS AND REQUESTED JOB DESCRIPTIONS, ORG CHARTS, SALARY STRUCTURES, AND BENEFIT PLANS FROM 8 DIFFERENT ORGANIZATIONS AND THE PRIVATE SECTOR
- THESE COMPARATORS WERE SELECTED BASED ON THE AGREED UPON CRITERIA IN PLACE AT THE START OF THE STUDY
- SALARY SURVEY WILL ANSWER THE QUESTION OF "WHERE ARE WE?"
- IMPLEMENTATION ANSWERS THE QUESTION "WHERE DO WE WANT TO BE?"

PUBLIC SECTOR PERSONNEL CONSULTANTS

HIGH LEVEL COMPENSATION SURVEY RESULTS

- PSPC SURVEYED ~32 POSITIONS AND FOUND OVER 200 COMPARABLE JOBS IN THE MARKET
- ON AVERAGE, MADEIRA BEACH IS AT, OR AHEAD, OF MARKET FOR 47% OF THEIR JOBS
- THIS IS LOOKING MIDPOINT TO MIDPOINT WITH NO ADJUSTMENTS FOR COST OF LIVING

MADEIRA BEACH IS COMPETITIVE FOR 47% OF JOBS

Compensation Summary	Number of Positions	Percentages of Positions
More than 5% Behind Market	16	53%
AT Market	8	27%
More than 5% Ahead of Market	6	20%

PUBLIC SECTOR PERSONNEL CONSULTANTS

Current Midpoint Vs Market Variances
(Results of Salary Survey Shown Against Current Range Midpoint)
Ahead of Market
At Market
Behind Market
Market Variance
20%
10%
0%
-10%
-20%
-30%
-40%
-50%
$20,000
$40,000
$60,000
$80,000
$100,000
$120,000
$140,000
Current Range Midpoint in Annual Dollar Amount

IMPLEMENTATION OPTIONS:

ESTABLISH A NEW SALARY SCHEDULES

- WITH THE EXCEPTION OF FIRE, ALL EMPLOYEES WOULD BE ON A NEW SALARY SCHEDULE THAT IS 50% WIDE, AND HAS 5% INCREASES BETWEEN RANGES
- PUBLIC SAFETY'S SALARY SCHEDULE WOULD BE ADJUSTED TO MATCH MARKET

USE MARKET TO PLACE JOBS ONTO SCHEDULES

- USE MARKET DATA TO PLACE JOBS ONTO THE SALARY SCHEDULE BASED ON PREVAILING RATE
- USE 30+ BENCHMARKS TO "SLOT" ADDITIONAL JOBS BASED ON INTERNAL EQUITY

MOVE EMPLOYEES THROUGH THEIR RANGE

- TO AVOID COMPRESSION, MOVE EMPLOYEES INTO THE NEW RANGE
- MOVE EMPLOYEES TO MIDPOINT WITHIN A SET NUMBER OF YEARS
- SLOW EMPLOYEES DOWN AFTER MIDPOINT TO AVOID TAKING AWAY FUTURE EARNING POTENTIAL
- EMPLOYEES HAVE THE HIGHER GROWTH POTENTIAL FROM EARN IN A HIGHER RANGE WHILE AVOIDING SPENDING MONEY TO MAX OUT EMPLOYEES IN NEW RANGES

PROPOSED SALARY SCHEDULE

- MORE RANGES THAN SHOWN HERE
- PROVIDES ENOUGH RANGES TO RESPOND TO MARKET
- IE, A JOB CAN BE PLACED ON RANGE 8 OR 9 BASED ON MARKET – WITH MORE RANGES COMES MORE CHOICE
- THE RANGES ARE WIDE ENOUGH TO ALLOW EMPLOYEES TO MOVE FROM MINIMUM TO MAXIMUM AND AVOID COMPRESSION

Salary Range	Minimum	Midpoint	Maximum		Salary Range
0	$0	$0	$0		0
1	$16,640	$20,800	$24,960		1
2	$17,472	$21,840	$26,208		2
3	$18,346	$22,932	$27,518		3
4	$19,263	$24,079	$28,894		4
5	$20,226	$25,283	$30,339		5
6	$21,237	$26,547	$31,856		6
7	$22,299	$27,874	$33,449		7
8	$23,414	$29,268	$35,121		8
9	$24,585	$30,731	$36,877		9
10	$25,814	$32,268	$38,721		10
11	$27,105	$33,881	$40,657		11
12	$28,460	$35,575	$42,690		12
13	$29,883	$37,354	$44,825		13
14	$31,377	$39,222	$47,066		14
15	$32,946	$41,183	$49,419		15
16	$34,593	$43,242	$51,890		16
17	$36,323	$45,404	$54,485		17
18	$38,139	$47,674	$57,209		18
19	$40,046	$50,058	$60,069		19
20	$42,048	$52,561	$63,073		20

Current Range Penetration
by Years in Job
Percentage Through the Range
100%
90%
80%
70%
60%
50%
40%
30%
20%
10%
0%
-1
1
3
5
7
9
11
13
15
Years in Job

MADEIRA BEACH STUDY FINDINGS

SALARY SURVEY TELLS YOU WHERE YOU ARE, NOT WHERE YOU SHOULD BE

FINDINGS INFORM AND GUIDE RECRUITMENT AND RETENTION OF EMPLOYEES

NEXT STEPS:

MOVE ONTO NEW SALARY SCHEDULE

PLACE JOBS ONTO THE SALARY SCHEDULE BASED ON MARKET

MOVE EMPLOYEES THROUGH THEIR NEW RANGES BASED ON TIME IN JOB

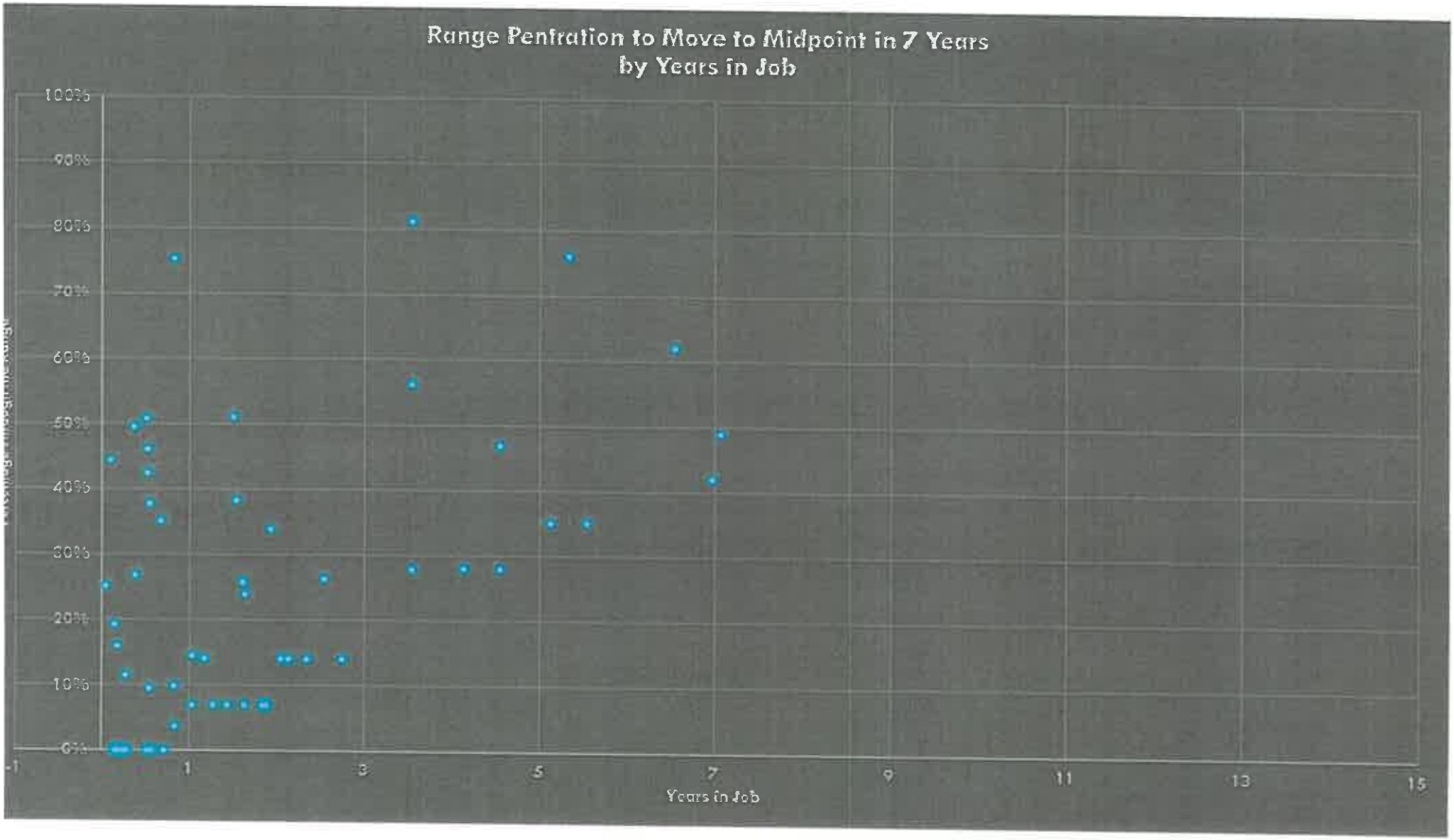
IMPLEMENTATION COSTS AND OPTIONS

Move to 100% of Market (Not Including Fire)	Number of People Affected	Average Increase in Salary	Total Cost to Implement
Cost to Move to Minimum of New Range	17	$1,293	$21,983
Cost to Move to Midpoint in 10 Years ($6K Cap)	14	$1,616	$22,623
Cost to Move to Midpoint in 10 Years (No Cap)	14	$1,616	$22,623
Cost to Move to Midpoint in 7 Years ($6K Cap)	17	$1,959	$33,299
Cost to Move to Midpoint in 7 Years (No Cap)	17	$2,162	$36,751

Move to 100% of Market (Fire)	Number of People Affected	Average Increase in Salary	Total Cost to Implement
Cost to Remain on Current Step	12	$4,091	$49,090
Cost to Move to Next Nearest Step	12	$255	$3,055

Move to 105% of Market (Not Including Fire)	Number of People Affected	Average Increase in Salary	Total Cost to Implement
Cost to Move to Minimum of New Range	23	$1,939	$44,591
Cost to Move to Midpoint in 10 Years ($6K Cap)	19	$1,814	$34,460
Cost to Move to Midpoint in 10 Years (No Cap)	19	$1,814	$34,460
Cost to Move to Midpoint in 7 Years ($6K Cap)	20	$2,418	$48,353
Cost to Move to Midpoint in 7 Years (No Cap)	20	$2,745	$54,891

Move to 105% of Market (Fire)	Number of People Affected	Average Increase in Salary	Total Cost to Implement
Cost to Remain on Current Step	12	$7,113	$85,357
Cost to Move to Next Nearest Step	12	$1,425	$17,105


Range Pentration to Move to Midpoint in 7 Years
by Years in Job
100%
90%
80%
70%
60%
50%
40%
30%
20%
10%
0%
-1
1
3
5
7
9
11
13
15
Years in Job

Range Pentration to Move to Midpoint in 10 Years
by Years in Job
Percentage Through the Range
100%
90%
80%
70%
60%
50%
40%
30%
20%
10%
0%
1
3
5
7
9
11
13
15
Years in Job

PUBLIC SECTOR PERSONNEL CONSULTANTS



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Madeira Beach 2019
Salary Survey Suammary
By Comparator Organization

				Base Compensation		General Details	
Survey Organization	Number of Matches from Each Comparator	Survey Date	Aged to 8/1/2018	Comparator's Relationship to Madeira Beach	Comparator's Relationship to Market	Average Range Width	Sperlings Cost of Living Index
		Annual Aging Fac	5%				
Belleair, City of	17	7/2/2018	0%	10%	-2%	91%	135.0%
Indian Rocks Beach, City of	7	7/3/2018	0%	1%	-9%	29%	158.0%
Pinellas Park, City of	26	7/4/2018	0%	19%	8%	51%	100.0%
Seminole, City of	25	7/5/2018	0%	8%	-2%	45%	106.0%
South Pasadena, City of	15	7/6/2018	0%	10%	-3%	47%	112.0%
St. Pete Beach, City of	28	7/7/2018	0%	5%	-6%	51%	146.0%
Treasure Island, City of	25	7/8/2018	0%	11%	5%	49%	137.5%
Madeira Beach, City of	32			NA	-12%	50%	153.0%

Client Name
Permanent Salary Range Table

Salary Range	Minimum	Midpoint	Maximum	Salary Range
3	$18,346	$22,932	$27,518	3
4	$19,263	$24,079	$28,894	4
5	$20,226	$25,283	$30,339	5
6	$21,237	$26,547	$31,856	6
7	$22,299	$27,874	$33,449	7
8	$23,414	$29,268	$35,121	8
9	$24,585	$30,731	$36,877	9
10	$25,814	$32,268	$38,721	10
11	$27,105	$33,881	$40,657	11
12	$28,460	$35,575	$42,690	12
13	$29,883	$37,354	$44,825	13
14	$31,377	$39,222	$47,066	14
15	$32,946	$41,183	$49,419	15
16	$34,593	$43,242	$51,890	16
17	$36,323	$45,404	$54,485	17
18	$38,139	$47,674	$57,209	18
19	$40,046	$50,058	$60,069	19
20	$42,048	$52,561	$63,073	20
21	$44,151	$55,189	$66,226	21
22	$46,358	$57,948	$69,538	22
23	$48,676	$60,845	$73,015	23
24	$51,110	$63,888	$76,665	24
25	$53,666	$67,082	$80,498	25
26	$56,349	$70,436	$84,523	26
27	$59,166	$73,958	$88,750	27
28	$62,125	$77,656	$93,187	28
29	$65,231	$81,539	$97,846	29
30	$68,492	$85,616	$102,739	30
31	$71,917	$89,896	$107,876	31
32	$75,513	$94,391	$113,269	32
33	$79,289	$99,111	$118,933	33
34	$83,253	$104,066	$124,880	34
35	$87,416	$109,270	$131,124	35
36	$91,786	$114,733	$137,680	36
37	$96,376	$120,470	$144,564	37
38	$101,195	$126,493	$151,792	38
39	$106,254	$132,818	$159,382	39
40	$111,567	$139,459	$167,351	40
41	$117,145	$146,432	$175,718	41
42	$123,003	$153,753	$184,504	42
43	$129,153	$161,441	$193,729	43
44	$135,610	$169,513	$203,416	44
45	$142,391	$177,989	$213,586	45
46	$149,511	$186,888	$224,266	46
47	$156,986	$196,233	$235,479	47
48	$164,835	$206,044	$247,253	48
49	$173,077	$216,346	$259,616	49
50	$181,731	$227,164	$272,596	50

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Madeira Beach 2019 Salary Survey

Classification Details				Base Salary Calculations								
				Base Annual Salary			Match Strength (From Matching Tool)	Aging Factor (From Survey Sources Tab)	Base Comp Midpoint	Market Base Comp Midpoint	Variance	
Current Job Class Title	Proposed Job Class Title	Survey Job Class	Survey Organization	Min	Max	Midpoint					$	%
Accounting Manager	Accounting Manager			$66,560	$83,200	$74,880			$74,880	$66,813	$8,067	10.77%
		Senior Accountant	Seminole, City of	$59,939	$86,912	$73,426	100%	100%		$73,697		
		Assistant Finance Director	Treasure Island, City of	$58,090	$87,135	$72,613	100%	100%		$72,851		
		Finance Director	Indian Rocks Beach, City of	$56,640	$84,960	$70,800	100%	100%		$71,081		
		Assistant Finance Director	South Pasadena, City of	$47,986	$69,314	$58,650	100%	100%		$58,859		
		Assistant Finance Director	Belleair, City of	$39,083	$75,595	$57,339	100%	100%		$57,575		
Current Salary Range:	0								Prevailing Rate:	$66,813		
Range Nearest Market:	64											
Administrative Assistant I	Administrative Assistant			$23,920	$42,640	$33,280			$33,280	$35,444	-$2,164	-6.50%
		Executive Secretary	Belleair, City of	$29,162	$46,514	$37,838	100%	100%		$37,993		
		Administrative Assistant	Treasure Island, City of	$29,890	$44,616	$37,253	100%	100%		$37,375		
		Administrative Clerk	Pinellas Park, City of	$28,680	$43,639	$36,159	100%	100%		$36,298		
		Administrative Assistant I	Seminole, City of	$28,832	$41,806	$35,319	100%	100%		$35,450		
		Receptionist/Office Assistant	St. Pete Beach, City of	$23,874	$36,125	$30,000	100%	100%		$30,103		
Current Salary Range:	0								Prevailing Rate:	$35,444		
Range Nearest Market:	38											
Building Codes Compliance Office	Building Codes Compliance Officer I			$19,760	$26,000	$22,880			$22,880	$38,003	-$15,123	-66.10%
		Building Dev Technician	Pinellas Park, City of	$32,448	$49,373	$40,911	100%	100%		$41,068		
		Permit Tech II	St. Pete Beach, City of	$30,470	$46,080	$38,275	100%	100%		$38,406		
		Permit/Licensing Technician	Seminole, City of	$30,275	$43,898	$37,087	100%	100%		$37,224		
		Assistant Permit\ Licensing Tech	South Pasadena, City of	$28,259	$42,121	$35,190	100%	100%		$35,315		
Current Salary Range:	0								Prevailing Rate:	$38,003		
Range Nearest Market:	41											

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Madeira Beach 2019 Salary Survey

Classification Details				Base Salary Calculations								
				Base Annual Salary			Match Strength (From Matching Tool)	Aging Factor (From Survey Sources Tab)	Base Comp Midpoint	Market Base Comp Midpoint	Variance	
Current Job Class Title	Proposed Job Class Title	Survey Job Class	Survey Organization	Min	Max	Midpoint					$	%
Building Codes Compliance Office	Building Codes Compliance Officer III			$35,360	$56,160	$45,760			$45,760	$50,826	-$5,066	-11.07%
		Building Dev Plans Examiner	Pinellas Park, City of	$44,730	$68,062	$56,396	100%	100%		$56,612		
		Building & Zoning Technician	Belleair, City of	$37,211	$70,447	$53,829	100%	100%		$54,051		
		Zoning & Permitting Administrator (H)	St. Pete Beach, City of	$40,835	$61,761	$51,298	100%	100%		$51,474		
		Building Services Coordinator	South Pasadena, City of	$40,620	$60,930	$50,775	100%	100%		$50,956		
		Permit/Licensing Technician II	Seminole, City of	$33,376	$48,396	$40,886	100%	100%		$41,037		
Current Salary Range:	0							Prevailing Rate:		$50,826		
Range Nearest Market:	53											
Building Maintenance Worker I	Building Maintenance Worker			$19,760	$26,000	$22,880			$22,880	$34,228	-$11,348	-49.60%
		Facility Maintenance Worker	Indian Rocks Beach, City of	$31,200	$39,516	$35,358	100%	100%		$35,498		
		Building Maintenance	Belleair, City of	$26,458	$42,191	$34,324	100%	100%		$34,465		
		Building Maintenance Tech. I	Seminole, City of	$27,460	$39,816	$33,638	100%	100%		$33,763		
		Facilities Maintenance Worker I	St. Pete Beach, City of	$26,322	$39,822	$33,072	100%	100%		$33,185		
Current Salary Range:	0							Prevailing Rate:		$34,228		
Range Nearest Market:	37											
Building Official	Building Official			$82,000	$110,240	$96,120			$96,120	$80,687	$15,433	16.06%
		Building Development Director	Pinellas Park, City of	$73,296	$111,528	$92,412	100%	100%		$92,766		
		Building Official	Belleair, City of	$45,240	$129,293	$87,267	100%	100%		$87,625		
		Building Official	Treasure Island, City of	$64,533	$96,800	$80,667	100%	100%		$80,932		
		Building Official	St. Pete Beach, City of	$59,134	$89,448	$74,291	100%	100%		$74,546		
		Building Official (Director)	Indian Rocks Beach, City of	$52,596	$82,000	$67,298	100%	100%		$67,565		
Current Salary Range:	0							Prevailing Rate:		$80,687		
Range Nearest Market:	71											

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Madeira Beach 2019 Salary Survey

Classification Details				Base Salary Calculations								
				Base Annual Salary			Match Strength (From Matching Tool)	Aging Factor (From Survey Sources Tab)	Base Comp Midpoint	Market Base Comp Midpoint	Variance	
Current Job Class Title	Proposed Job Class Title	Survey Job Class	Survey Organization	Min	Max	Midpoint					$	%
City Clerk	City Clerk			$66,560	$83,200	$74,880			$74,880	$79,154	-$4,274	-5.71%
		City Clerk	Pinellas Park, City of	$112,402	$112,402	$112,402	100%	100%		$112,833		
		City Clerk	South Pasadena, City of	$69,313	$106,636	$87,975	100%	100%		$88,288		
		Town Clerk	Belleair, City of	$45,240	$129,293	$87,267	100%	100%		$87,625		
		City Clerk	St. Pete Beach, City of	$56,320	$85,191	$70,755	100%	100%		$70,998		
		City Clerk	Seminole, City of	$51,778	$75,078	$63,428	100%	100%		$63,662		
		City Clerk	Indian Rocks Beach, City of	$51,313	$51,313	$51,313	100%	100%		$51,517		
Current Salary Range:	0								Prevailing Rate:	$79,154		
Range Nearest Market:	70											
Deputy City Clerk	Deputy City Clerk			$35,360	$56,160	$45,760			$45,760	$60,628	-$14,868	-32.49%
		Deputy City Clerk	Pinellas Park, City of	$54,499	$82,927	$68,713	100%	100%		$68,977		
		Deputy City Clerk	South Pasadena, City of	$47,986	$69,314	$58,650	100%	100%		$58,859		
		Deputy City Clerk (H)	St. Pete Beach, City of	$42,875	$64,850	$53,863	100%	100%		$54,047		
Current Salary Range:	0								Prevailing Rate:	$60,628		
Range Nearest Market:	60											
Executive Office Manager	Executive Assistant to City Manager			$49,920	$70,720	$60,320			$60,320	$51,538	$8,782	14.56%
		Executive Assistant	Treasure Island, City of	$45,831	$68,745	$57,288	100%	100%		$57,476		
		Executive Assistant To The City Manager (H)	St. Pete Beach, City of	$42,875	$64,850	$53,863	100%	100%		$54,047		
		Secretary To The City Manager	Seminole, City of	$35,045	$50,816	$42,930	100%	100%		$43,089		
Current Salary Range:	0								Prevailing Rate:	$51,538		
Range Nearest Market:	53											

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Madeira Beach 2019 Salary Survey

Classification Details				Base Salary Calculations								
				Base Annual Salary			Match Strength (From Matching Tool)	Aging Factor (From Survey Sources Tab)	Base Comp Midpoint	Market Base Comp Midpoint	Variance	
Current Job Class Title	Proposed Job Class Title	Survey Job Class	Survey Organization	Min	Max	Midpoint					$	%
Finance Director	Finance Director			$82,000	$110,240	$96,120			$96,120	$102,475	-$6,355	-6.61%
		Finance Director	Treasure Island, City of	$89,769	$134,654	$112,212	100%	100%		$112,580		
		Finance Administrator	Pinellas Park, City of	$87,126	$132,572	$109,849	100%	100%		$110,270		
		Finance Director	Seminole, City of	$80,324	$116,470	$98,397	100%	100%		$98,761		
		Finance Director	South Pasadena, City of	$69,313	$106,636	$87,975	100%	100%		$88,288		
Current Salary Range:	0											
Range Nearest Market:	81									Prevailing Rate:	$102,475	
Fire Chief	Fire Chief			$82,000	$110,240	$96,120			$96,120	$104,451	-$8,331	-8.67%
		Fire Chief	Pinellas Park, City of	$91,536	$139,283	$115,410	100%	100%		$115,852		
		Fire Chief	Treasure Island, City of	$89,769	$134,654	$112,212	100%	100%		$112,580		
		Fire Chief	Seminole, City of	$80,324	$116,470	$98,397	100%	100%		$98,761		
		Fire Chief	St. Pete Beach, City of	$71,880	$108,725	$90,303	100%	100%		$90,612		
Current Salary Range:	0											
Range Nearest Market:	82									Prevailing Rate:	$104,451	
Fire Inspector	Fire Inspector			$56,356	$75,737	$66,046			$66,046	$52,475	$13,572	20.55%
		Fire Inspector/Investigator	Pinellas Park, City of	$44,932	$65,075	$55,004	100%	100%		$55,214		
		Firefigher/Inspector	Treasure Island, City of	$44,776	$63,308	$54,042	100%	100%		$54,220		
		Fire Inspector	Seminole, City of	$40,614	$55,790	$48,202	100%	100%		$48,380		
		Fire Inspector	St. Pete Beach, City of	$41,609	$62,205	$51,907	100%	100%		$52,085		
Current Salary Range:	0											
Range Nearest Market:	54									Prevailing Rate:	$52,475	

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Madeira Beach 2019 Salary Survey

Classification Details				Base Salary Calculations								
				Base Annual Salary			Match Strength (From Matching Tool)	Aging Factor (From Survey Sources Tab)	Base Comp Midpoint	Market Base Comp Midpoint	Variance	
Current Job Class Title	Proposed Job Class Title	Survey Job Class	Survey Organization	Min	Max	Midpoint					$	%
Lieutenant / Paramedic	Lieutenant / Paramedic			$53,286	$73,760	$63,523			$63,523	$70,384	-$6,861	-10.80%
	Fire Lieutenant (56 Hour)+Paramedic Assignment		Pinellas Park, City of	$65,537	$78,758	$72,148	100%	100%		$72,424		
	LT/Paramedic		Treasure Island, City of	$59,259	$76,056	$67,658	100%	100%		$67,880		
	LT/Paramedic		South Pasadena, City of	$75,503	$81,267	$78,385	100%	100%		$78,664		
	Lieutenant/Medic		Seminole, City of	$56,603	$72,989	$64,796	100%	100%		$65,036		
	LT/Paramedic		St. Pete Beach, City of	$59,457	$75,914	$67,686	100%	100%		$67,917		
Current Salary Range:	0											
Range Nearest Market:	66									Prevailing Rate:	$70,384	

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Madeira Beach 2019 Salary Survey

Classification Details				Base Salary Calculations								
				Base Annual Salary							Variance	
Current Job Class Title	Proposed Job Class Title	Survey Job Class	Survey Organization	Min	Max	Midpoint	Match Strength (From Matching Tool)	Aging Factor (From Survey Sources Tab)	Base Comp Midpoint	Market Base Comp Midpoint	$	%
Driver/Paramedic	Driver/Paramedic			$47,529	$69,862	$58,696			$58,696	$61,395	-$2,700	-4.60%
	Firefighter + Driver Incentive		Pinellas Park, City of	$51,214	$78,948	$65,081	100%	100%		$65,330		
			Treasure Island, City of				100%	100%				
			South Pasadena, City of									
	Fire Medic + Driver Incentive		Seminole, City of	$48,412	$70,412	$59,412	100%	100%		$59,632		
	Firefighter/Paramedic + Driver Incentive		St. Pete Beach, City of	$48,391	$69,653	$59,022	100%	100%		$59,224		
Current Salary Range:	0								Prevailing Rate:	$61,395		
Range Nearest Market:	60											
Firefighter / Paramedic	Firefighter / Paramedic			$44,917	$65,963	$55,440			$55,440	$58,646	-$3,206	-5.78%
	Firefighter + Paramedic Add Pay		Pinellas Park, City of	$48,884	$67,868	$58,376	100%	100%		$58,600		
	Firefighter/Paramedic		Treasure Island, City of	$46,641	$68,340	$57,491	100%	100%		$57,680		
	Firefighter/Paramedic		South Pasadena, City of	$51,958	$72,552	$62,255	100%	100%		$62,477		
	Fire Medic		Seminole, City of	$45,500	$67,500	$56,500	100%	100%		$56,709		
	Firefighter/Paramedic		St. Pete Beach, City of	$46,935	$68,197	$57,566	100%	100%		$57,763		
Current Salary Range:	0								Prevailing Rate:	$58,646		
Range Nearest Market:	58											
Marina & Public Works Director	Public Works / Marina Director			$82,000	$110,240	$96,120			$96,120	$96,492	-$372	-0.39%
	Public Works Director		Treasure Island, City of	$89,769	$134,654	$112,212	100%	100%		$112,580		
	Public Works Administrator		Pinellas Park, City of	$87,126	$132,572	$109,849	100%	100%		$110,270		
	Public Works Director		St. Pete Beach, City of	$71,880	$108,725	$90,303	100%	100%		$90,612		
	Director Of Public Works		Seminole, City of	$72,857	$105,642	$89,249	100%	100%		$89,579		
	Director Of Public Works		South Pasadena, City of	$69,313	$106,636	$87,975	100%	100%		$88,288		
	Director Of Public Works		Belleair, City of	$45,240	$129,293	$87,267	100%	100%		$87,625		
Current Salary Range:	0								Prevailing Rate:	$96,492		
Range Nearest Market:	79											

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Madeira Beach 2019 Salary Survey

Classification Details				Base Salary Calculations								
				Base Annual Salary			Match Strength (From Matching Tool)	Aging Factor (From Survey Sources Tab)	Base Comp Midpoint	Market Base Comp Midpoint	Variance	
Current Job Class Title	Proposed Job Class Title	Survey Job Class	Survey Organization	Min	Max	Midpoint					$	%
Parks and Recreation Director	Parks and Recreation Director			$82,000	$110,240	$96,120			$96,120	$89,935	$6,185	6.43%
		Recreation Director	Treasure Island, City of	$79,842	$119,762	$99,802	110%	100%		$110,143		
		Recreation Director	St. Pete Beach, City of	$68,457	$103,547	$86,002	110%	100%		$94,926		
		Recreation Director	Seminole, City of	$69,387	$100,611	$84,999	110%	100%		$93,845		
		Director Parks/Recreation & Public Works	Belleair, City of	$45,240	$129,293	$87,267	100%	100%		$87,625		
		Parks & Recreation Director	Pinellas Park, City of	$64,782	$98,575	$81,678	100%	100%		$81,992		
		Public Services Director	Indian Rocks Beach, City of	$56,640	$84,960	$70,800	100%	100%		$71,081		
Current Salary Range:	0											
Range Nearest Market:	76									Prevailing Rate:	$89,935	

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Madeira Beach 2019 Salary Survey

Classification Details				Base Salary Calculations								
				Base Annual Salary			Match Strength (From Matching Tool)	Aging Factor (From Survey Sources Tab)	Base Comp Midpoint	Market Base Comp Midpoint	Variance	
Current Job Class Title	Proposed Job Class Title	Survey Job Class	Survey Organization	Min	Max	Midpoint					$	%
Grounds Maintenance Worker I	Parks Maintenance Worker			$19,760	$26,000	$22,880			$22,880	$35,319	-$12,439	-54.37%
		Parks Technician	Seminole, City of	$31,787	$46,091	$38,939	100%	100%		$39,083		
		Community Service Worker	Indian Rocks Beach, City of	$31,200	$37,612	$34,406	100%	100%		$34,543		
		Parks Maintenance Worker I	Belleair, City of	$26,458	$42,191	$34,324	100%	100%		$34,465		
		Beach Maintenance Worker I	St. Pete Beach, City of	$26,322	$39,822	$33,072	100%	100%		$33,185		
Current Salary Range:	0								Prevailing Rate:	$35,319		
Range Nearest Market:	38											
Planning & Zoning Director	Community Development Director			$82,000	$110,240	$96,120			$96,120	$94,110	$2,010	2.09%
		Community Improvement Director	Treasure Island, City of	$79,842	$119,762	$99,802	100%	100%		$100,130		
		Planning & Development Services Dir.	Pinellas Park, City of	$77,006	$117,174	$97,090	100%	100%		$97,462		
		Director Of Community Development	Seminole, City of	$76,499	$110,924	$93,712	100%	100%		$94,058		
		Community Development Director	St. Pete Beach, City of	$71,880	$108,725	$90,303	100%	100%		$90,612		
		Community Improvement Director	South Pasadena, City of	$69,313	$106,636	$87,975	100%	100%		$88,288		
Current Salary Range:	0								Prevailing Rate:	$94,110		
Range Nearest Market:	77											
Planning and Zoning Coordinator	Planning and Zoning Coordinator			$49,920	$70,720	$60,320			$60,320	$73,487	-$13,167	-21.83%
		Assistant Planning & Zoning Director	Pinellas Park, City of	$63,202	$96,170	$79,686	100%	100%		$79,992		
		City Planner	Treasure Island, City of	$58,090	$87,135	$72,613	100%	100%		$72,851		
		Senior Planner	St. Pete Beach, City of	$53,639	$81,132	$67,386	100%	100%		$67,617		
Current Salary Range:	0								Prevailing Rate:	$73,487		
Range Nearest Market:	67											

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Madeira Beach 2019 Salary Survey

Classification Details				Base Salary Calculations								
				Base Annual Salary			Match Strength (From Matching Tool)	Aging Factor (From Survey Sources Tab)	Base Comp Midpoint	Market Base Comp Midpoint	Variance	
Current Job Class Title	Proposed Job Class Title	Survey Job Class	Survey Organization	Min	Max	Midpoint					$	%
Public Information Specialist	Public Information Specialist			$35,360	$56,160	$45,760			$45,760	$53,855	-$8,095	-17.69%
	Public Information Officer		Treasure Island, City of	$45,831	$68,745	$57,288	100%	100%		$57,476		
	Management Analyst I And Ii		Belleair, City of	$37,211	$70,447	$53,829	100%	100%		$54,051		
	Communications & Marketing Specialist		Pinellas Park, City of	$39,535	$60,157	$49,846	100%	100%		$50,037		
Current Salary Range:	0											
Range Nearest Market:	55								Prevailing Rate:	$53,855		
Public Works Technician I	Public Works Technician			$19,760	$26,000	$22,880			$22,880	$35,758	-$12,878	-56.29%
	Community Services Technician		Pinellas Park, City of	$33,259	$50,607	$41,933	100%	100%		$42,094		
	Municipal Maint. I		South Pasadena, City of	$30,398	$42,572	$36,485	100%	100%		$36,615		
	Stormwater Maintenance I		Belleair, City of	$27,768	$44,301	$36,034	100%	100%		$36,182		
	Service Worker Ii		Treasure Island, City of	$27,082	$41,330	$34,206	100%	100%		$34,318		
	Stormwater Maintenance Worker I		St. Pete Beach, City of	$26,322	$39,822	$33,072	100%	100%		$33,185		
	Maintenance I		Seminole, City of	$26,151	$37,919	$32,035	100%	100%		$32,154		
Current Salary Range:	0											
Range Nearest Market:	38								Prevailing Rate:	$35,758		
Division Supervisor	Records Supervisor			$35,360	$56,160	$45,760			$45,760	$47,248	-$1,488	-3.25%
	Records Center Supervisor		Pinellas Park, City of	$42,574	$64,782	$53,678	100%	100%		$53,884		
	Records Coordinator		Treasure Island, City of	$37,066	$54,163	$45,614	100%	100%		$45,764		
	Lead Records Center Technician		Pinellas Park, City of	$33,259	$50,607	$41,933	100%	100%		$42,094		
Current Salary Range:	0											
Range Nearest Market:	50								Prevailing Rate:	$47,248		

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Madeira Beach 2019 Salary Survey

Classification Details				Base Salary Calculations								
				Base Annual Salary			Match Strength (From Matching Tool)	Aging Factor (From Survey Sources Tab)	Base Comp Midpoint	Market Base Comp Midpoint	Variance	
Current Job Class Title	Proposed Job Class Title	Survey Job Class	Survey Organization	Min	Max	Midpoint					$	%
Recreation Leader II	Recreation Leader II			$23,920	$42,640	$33,280			$33,280	$33,931	-$651	-1.96%
		Recreation Assistant	Pinellas Park, City of	$27,980	$42,574	$35,277	100%	100%		$35,413		
		Recreation Aide	Treasure Island, City of	$27,082	$41,330	$34,206	100%	100%		$34,318		
		Recreation Leader I	St. Pete Beach, City of	$26,322	$39,822	$33,072	100%	100%		$33,185		
		Recreation Leader I	Belleair, City of	$25,168	$40,181	$32,675	100%	100%		$32,809		
Current Salary Range:	0							Prevailing Rate:		$33,931		
Range Nearest Market:	36											
Recreation Leader III	Recreation Leader III			$35,360	$56,160	$45,760			$45,760	$45,259	$501	1.10%
		Recreation Coordinator	Pinellas Park, City of	$40,523	$61,661	$51,092	100%	100%		$51,288		
		Recreation Program Coordinator	Seminole, City of	$38,637	$56,024	$47,331	100%	100%		$47,506		
		Recreation Leader II	St. Pete Beach, City of	$33,594	$50,816	$42,205	100%	100%		$42,350		
		Recreation Programmer II	Belleair, City of	$30,618	$48,840	$39,729	100%	100%		$39,892		
Current Salary Range:	0							Prevailing Rate:		$45,259		
Range Nearest Market:	48											
Division Supervisor	Recreation Supervisor			$35,360	$56,160	$45,760			$45,760	$56,176	-$10,416	-22.76%
		Recreation & Aquatics Supervisor	Pinellas Park, City of	$46,994	$71,508	$59,251	100%	100%		$59,478		
		Recreation Supervisor	Belleair, City of	$39,083	$75,595	$57,339	100%	100%		$57,575		
		Recreation Program Coordinator	St. Pete Beach, City of	$40,835	$61,761	$51,298	100%	100%		$51,474		
Current Salary Range:	0							Prevailing Rate:		$56,176		
Range Nearest Market:	57											

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Madeira Beach 2019 Salary Survey

Classification Details				Base Salary Calculations								
				Base Annual Salary			Match Strength (From Matching Tool)	Aging Factor (From Survey Sources Tab)	Base Comp Midpoint	Market Base Comp Midpoint	Variance	
Current Job Class Title	Proposed Job Class Title	Survey Job Class	Survey Organization	Min	Max	Midpoint					$	%
Division Supervisor	Sanatation Supervisor			$35,360	$56,160	$45,760			$45,760	$58,040	-$12,280	-26.84%
		Public Works Supervisor	Treasure Island, City of	$52,025	$78,038	$65,032	100%	100%		$65,245		
		Solid Waste Supervisor	Belleair, City of	$37,211	$64,043	$50,627	100%	100%		$50,835		
Current Salary Range:		0										
Range Nearest Market:		58								Prevailing Rate:	$58,040	
Administrative Assistant II	Senior Administrative Assistant			$35,360	$56,160	$45,760			$45,760	$41,423	$4,337	9.48%
		Administrative Assistant	Pinellas Park, City of	$37,630	$57,258	$47,444	100%	100%		$47,626		
		Office Manager	Treasure Island, City of	$35,256	$51,605	$43,430	100%	100%		$43,573		
		Administrative Secretary	South Pasadena, City of	$35,502	$51,122	$43,312	100%	100%		$43,466		
		Administrative Assistant	Indian Rocks Beach, City of	$34,565	$51,849	$43,207	100%	100%		$43,379		
		Administrative Assistant Ii	Seminole, City of	$31,787	$46,091	$38,939	100%	100%		$39,083		
		Administrative Assistant	Belleair, City of	$29,162	$46,514	$37,838	100%	100%		$37,993		
		Library Assistant Ii	St. Pete Beach, City of	$27,639	$41,800	$34,719	100%	100%		$34,838		
Current Salary Range:		0										
Range Nearest Market:		44								Prevailing Rate:	$41,423	
Building Maintenance Worker II	Senior Building Maintenance Worker			$23,920	$42,640	$33,280			$33,280	$41,841	-$8,561	-25.72%
		Building Maintenance Technician Ii	Seminole, City of	$36,797	$53,356	$45,077	100%	100%		$45,244		
		Facility Maint. Technician	Treasure Island, City of	$33,675	$49,213	$41,444	100%	100%		$41,580		
		Facilities Maintenance Worker Iii	St. Pete Beach, City of	$31,995	$48,385	$40,190	100%	100%		$40,327		
		Municiapl Maintenance Tech Ii	South Pasadena, City of	$33,385	$46,755	$40,070	100%	100%		$40,213		
Current Salary Range:		0										
Range Nearest Market:		45								Prevailing Rate:	$41,841	

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Madeira Beach 2019 Salary Survey

Classification Details				Base Salary Calculations								
				Base Annual Salary			Match Strength (From Matching Tool)	Aging Factor (From Survey Sources Tab)	Base Comp Midpoint	Market Base Comp Midpoint	Variance	
Current Job Class Title	Proposed Job Class Title	Survey Job Class	Survey Organization	Min	Max	Midpoint					$	%
Parking Enforcement Officer II	Senior Parking Enforcement Officer			$23,920	$42,640	$33,280			$33,280	$34,318	-$1,038	-3.12%
		Parking Enforcement Specialist	Treasure Island, City of	$27,082	$41,330	$34,206	100%	100%		$34,318		
Current Salary Range:	0								Prevailing Rate:	$34,318		
Range Nearest Market:	37											
Division Supervisor	Stormwater Supervisor			$35,360	$56,160	$45,760			$45,760	$56,823	-$11,063	-24.18%
		Public Works Supervisor	Treasure Island, City of	$52,025	$78,038	$65,032	100%	100%		$65,245		
		Stormwater Supervisor	Pinellas Park, City of	$45,848	$69,763	$57,806	100%	100%		$58,028		
		Public Works Supervisor	Seminole, City of	$44,728	$64,859	$54,793	100%	100%		$54,996		
		Crew Chief	St. Pete Beach, City of	$38,890	$58,824	$48,857	100%	100%		$49,024		
Current Salary Range:	0								Prevailing Rate:	$56,823		
Range Nearest Market:	57											
Mechanic	Mechanic			$35,360	$56,160	$45,760			$45,760	$45,167	$593	1.30%
		Mechanic	Seminole, City of	$36,797	$53,356	$45,077	100%	100%		$45,244		
		City Mechanic	St. Pete Beach, City of	$37,036	$56,010	$46,523	100%	100%		$46,683		
		Mechanic	Treasure Island, City of	$35,256	$51,605	$43,430	100%	100%		$43,573		
Current Salary Range:	0								Prevailing Rate:	$45,167		
Range Nearest Market:	48											

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Madeira Beach 2019 Salary Survey

Classification Details				Base Salary Calculations								
				Base Annual Salary			Match Strength (From Matching Tool)	Aging Factor (From Survey Sources Tab)	Base Comp Midpoint	Market Base Comp Midpoint	Variance	
Current Job Class Title	Proposed Job Class Title	Survey Job Class	Survey Organization	Min	Max	Midpoint					$	%
0	Permit Technician			$35,360	$56,160	$45,760			$45,760	$36,308	$9,452	20.66%
		Permit/Licensing Technician II	Seminole, City of	$33,376	$48,396	$40,886	100%	100%		$41,037		
		ASSISTANT PERMIT\ LICENSING TECH	South Pasadena, City of	$28,259	$42,121	$35,190	100%	100%		$35,315		
		Code Enforcement Clerk (P/T)	St. Pete Beach, City of	$21,655	$32,756	$27,205	100%	100%		$27,299		
		Permit/Licensing Technician	Treasure Island, City of	$33,675	$49,213	$41,444	100%	100%		$41,580		
Current Salary Range:												
Range Nearest Market:	39									Prevailing Rate:	$36,308	
HR/Financial Coordinator	HR/Financial Coordinator			$49,920	$70,720	$60,320			$60,320	$63,952	-$3,632	-6.02%
		HR & Risk Management Coordinator	Belleair, City of	$37,211	$70,447	$53,829	100%	100%		$54,051		
		Human Resources Management Analyst	Pinellas Park, City of	$53,170	$80,904	$67,037	100%	100%		$67,294		
		Human Resources Director	Seminole, City of	$54,367	$78,832	$66,599	100%	100%		$66,845		
		Human Resources Administrator	St. Pete Beach, City of	$53,639	$81,132	$67,386	100%	100%		$67,617		
Current Salary Range:												
Range Nearest Market:	62									Prevailing Rate:	$63,952	

Madeira Beach 2019 External Competitiveness Review

Class Information		Base Salary Calculations				
Proposed Job Classification Title	Current Job Classification Title	Madeira Beach Base Salary Midpoint	Market Base Salary Midpoint	$	%	Base Comp Relationship to Market
Building Codes Compliance Officer I	Building Codes Compliance Officer I	$22,880	$38,003	-$15,123	-66.10%	More than 5% Behind Market
Public Works Technician	Public Works Technician I	$22,880	$35,758	-$12,878	-56.29%	More than 5% Behind Market
Parks Maintenance Worker	Grounds Maintenance Worker I	$22,880	$35,319	-$12,439	-54.37%	More than 5% Behind Market
Building Maintenance Worker	Building Maintenance Worker I	$22,880	$34,228	-$11,348	-49.60%	More than 5% Behind Market
Deputy City Clerk	Deputy City Clerk	$46,760	$60,628	-$14,868	-32.49%	More than 5% Behind Market
Sanitation Supervisor	Division Supervisor	$45,760	$58,040	-$12,280	-26.84%	More than 5% Behind Market
Senior Building Maintenance Worker	Building Maintenance Worker II	$33,280	$41,841	-$8,561	-25.72%	More than 5% Behind Market
Recreation Supervisor	Division Supervisor	$46,760	$56,176	-$10,416	-22.76%	More than 5% Behind Market
Public Information Specialist	Public Information Specialist	$45,760	$53,855	-$8,095	-17.69%	More than 5% Behind Market
Building Codes Compliance Officer III	Building Codes Compliance Officer III	$45,760	$50,826	-$5,066	-11.07%	More than 5% Behind Market
Fire Chief	Fire Chief	$98,120	$104,451	-$6,331	-6.67%	More than 5% Behind Market
Lieutenant / Paramedic	Lieutenant / Paramedic	$63,523	$70,384	-$6,861	-10.80%	More than 5% Behind Market
Finance Director	Finance Director	$98,120	$102,475	-$6,355	-6.61%	More than 5% Behind Market
Administrative Assistant	Administrative Assistant I	$33,280	$35,444	-$2,164	-6.50%	More than 5% Behind Market
City Clerk	City Clerk	$74,880	$79,154	-$4,274	-5.71%	More than 5% Behind Market
Firefighter / Paramedic	Firefighter / Paramedic	$55,440	$58,646	-$3,206	-5.78%	More than 5% Behind Market
Records Supervisor	Division Supervisor	$45,760	$47,248	-$1,488	-3.25%	At Market
Senior Parking Enforcement Officer	Parking Enforcement Officer II	$33,280	$34,318	-$1,038	-3.12%	At Market
Recreation Leader II	Recreation Leader II	$33,280	$33,931	-$651	-1.96%	At Market
Driver/Paramedic	Driver/Paramedic	$58,698	$61,395	-$2,700	-4.60%	At Market
Public Works / Marina Director	Marina & Public Works Director	$98,120	$98,492	-$372	-0.39%	At Market
Recreation Leader III	Recreation Leader III	$45,760	$45,259	$501	1.10%	At Market
Planning and Zoning Coordinator	Planning and Zoning Coordinator	$60,320	$73,487	-$13,167	-21.83%	More than 5% Behind Market
Community Development Director	Planning & Zoning Director	$98,120	$94,110	$2,010	2.09%	At Market
Parks and Recreation Director	Parks and Recreation Director	$98,120	$89,935	$8,185	8.43%	More than 5% Ahead of Market
Senior Administrative Assistant	Administrative Assistant II	$45,760	$41,423	$4,337	9.48%	More than 5% Ahead of Market
Accounting Manager	Accounting Manager	$74,880	$66,813	$8,067	10.77%	More than 5% Ahead of Market
Executive Assistant to City Manager	Executive Office Manager	$60,320	$51,538	$8,782	14.56%	More than 5% Ahead of Market
Building Official	Building Official	$98,120	$80,687	$15,433	16.06%	More than 5% Ahead of Market
Fire Inspector	Fire Inspector	$66,046	$52,475	$13,572	20.55%	More than 5% Ahead of Market
		$0				

Madeira Beach 2019 Table 5
Proposed Pay Range Placements (Job Group Order)

Current Job Title	Proposed Job Title	PROPOSED					Market		Current				
		Job Change Code	Range	MIN	MID	MAX	Nearest Range to Market	Market Midpoint	Nearest Range to Current	Current Min	Current Mid	Current Max	Current Salary Range
Administrative/Clerical Support													
Executive Office Manager	Executive Assistant to City Manager	No Change	22	$46,358	$57,948	$69,538	20	$ 51,538	23	$49,920	$60,320	$70,720	
Administrative Assistant II	Senior Administrative Assistant	Title Change	17	$36,323	$45,404	$54,485	16	$ 41,423	17	$36,360	$45,760	$56,160	
Administrative Assistant I	Administrative Assistant	Title Change	12	$28,460	$35,575	$42,690	12	$ 35,444	11	$23,920	$33,280	$42,640	
	Seasonal Employee	New Title	4	$19,263	$24,079	$28,894				$19,760	$22,880	$26,000	
Administration													
City Clerk	City Clerk	No Change	28	$62,125	$77,656	$93,187	28	$ 79,164	27	$66,560	$74,880	$83,200	
Deputy City Clerk	Deputy City Clerk	No Change	21	$44,151	$55,189	$66,226	23	$ 60,628	17	$36,360	$45,760	$56,160	
Public Information Specialist	Public Information Specialist	No Change	21	$44,151	$55,189	$66,226	20	$ 53,855	17	$36,360	$45,760	$56,160	
Division Supervisor	Records Supervisor	New Title	18	$36,139	$47,674	$57,209	18	$ 47,246	17	$36,360	$45,760	$56,160	
Finance													
Finance Director	Finance Director	No Change	34	$83,253	$104,066	$124,880	34	$ 102,475	32	$82,000	$96,120	$110,240	
Accounting Manager	Accounting Manager	No Change	27	$59,166	$73,958	$88,750	25	$ 66,813	27	$66,560	$74,880	$83,200	
Fiscal Coordinator	Fiscal Coordinator	No Change	24	$51,110	$63,888	$76,665			23	$49,920	$60,320	$70,720	
HR/Financial Coordinator	HR/Financial Coordinator	No Change	24	$51,110	$63,888	$76,665	24	$ 63,952	23	$49,920	$60,320	$70,720	
Finance - Parking Enforcement													
Division Supervisor	Parking Enforcement Supervisor	New Title	18	$36,139	$47,674	$57,209			17	$36,360	$45,760	$56,160	
Parking Enforcement Officer II	Senior Parking Enforcement Officer	Title Change	11	$27,105	$33,881	$40,657	11	$ 34,316	11	$23,920	$33,280	$42,640	
Parking Enforcement Officer I	Parking Enforcement Officer	Title Change	3	$18,346	$22,932	$27,518			3	$19,760	$22,880	$26,000	
Community Development													
Planning & Zoning Director	Community Development Director	No Change	32	$75,513	$94,391	$113,269	32	$ 94,110	32	$82,000	$96,120	$110,240	
Building Official	Building Official	No Change	32	$75,513	$94,391	$113,269	29	$ 80,687	32	$82,000	$96,120	$110,240	
Planning and Zoning Coordinator	Planning and Zoning Coordinator	No Change	28	$55,349	$70,436	$84,523	27	$ 73,487	23	$49,920	$60,320	$70,720	
Building Codes Compliance Officer III	Building Codes Compliance Officer III	No Change	19	$40,046	$50,058	$60,069	19	$ 50,826	17	$36,360	$45,760	$56,160	
	Permit Technician	New Title	17	$36,323	$45,404	$54,485	12	$ 36,308	17	$36,360	$45,760	$56,160	
Building Codes Compliance Officer II	Building Codes Compliance Officer II	No Change	16	$34,593	$43,242	$51,890			11	$23,920	$33,280	$42,640	
Building Codes Compliance Officer I	Building Codes Compliance Officer I	No Change	13	$29,883	$37,354	$44,825	13	$ 38,003	3	$19,760	$22,880	$26,000	
Assistant Building Official	Merge W/ Administrative Assistant	Merge								$23,920	$33,280	$42,640	
Community Development - Code Enforcement													
Code Enforcement Specialist	Code Enforcement Specialist	No Change	13	$29,883	$37,354	$44,825			3	$19,760	$22,880	$26,000	

* Survey Data May Have Been Referenced

Madeira Beach 2019 Table 5
Proposed Pay Range Placements (Job Group Order)

Current Job Title	Proposed Job Title	PROPOSED					Market		Current				
		Job Change Code	Range	MIN	MID	MAX	Nearest Range to Market	Market Midpoint	Nearest Range to Current	Current Min	Current Mid	Current Max	Current Salary Range
Public Works - Stormwater													
Division Supervisor	Stormwater Supervisor	New Title	21	$44,151	$55,189	$66,226	22	$ 56,823	17	$35,360	$45,760	$56,160	
Public Works Technician II	Senior Public Works Technician	Title Change	16	$34,593	$43,242	$51,890			11	$23,920	$33,280	$42,640	
Public Works Technician I	Public Works Technician	Title Change	12	$28,480	$35,575	$42,690	12	$ 35,758	3	$19,760	$22,880	$26,000	
Building Maintenance Worker II	Senior Building Maintenance Worker	Title Change	15	$32,946	$41,183	$49,419	15	$ 41,841	11	$23,920	$33,280	$42,640	
Building Maintenance Worker I	Building Maintenance Worker	Title Change	11	$27,105	$33,881	$40,657	11	$ 34,228	3	$19,760	$22,880	$26,000	
Public Works - Sanitation													
Division Supervisor	Sanitation Supervisor	New Title	21	$44,151	$55,189	$66,226	22	$ 58,040	17	$35,360	$45,760	$56,160	
Sanitation Worker II	Senior Sanitation Worker	Title Change	13	$29,883	$37,354	$44,825			11	$23,920	$33,280	$42,640	
Sanitation Worker I	Sanitation Worker	Title Change	9	$24,585	$30,731	$36,877			3	$19,760	$22,880	$26,000	
Public Works - Marina													
Marina & Public Works Director	Public Works / Marina Director	No Change	32	$75,513	$94,391	$113,269	32	$ 98,492	32	$82,000	$96,120	$110,240	
Division Supervisor	Marina Supervisor	New Title	21	$44,151	$55,189	$66,226			17	$35,360	$45,760	$56,160	
Marina Assistant II	Senior Marina Worker	Title Change	13	$29,883	$37,354	$44,825			11	$23,920	$33,280	$42,640	
Marina Assistant I	Marina Worker	Title Change	9	$24,585	$30,731	$36,877			3	$19,760	$22,880	$26,000	
Parks and Recreation													
Parks and Recreation Director	Parks and Recreation Director	No Change	32	$75,513	$94,391	$113,269	31	$ 89,935	32	$82,000	$96,120	$110,240	
Childcare Director	Childcare Director	No Change	21	$44,151	$55,189	$66,226			17	$35,360	$45,760	$56,160	
Division Supervisor	Parks Supervisor	New Title	21	$44,151	$55,189	$66,226				$35,360	$45,760	$56,160	
Division Supervisor	Recreation Supervisor	New Title	21	$44,151	$55,189	$66,226	21	$ 56,176	17	$35,360	$45,760	$56,160	
Recreation Leader III	Recreation Leader III	No Change	17	$36,323	$45,404	$54,485	17	$ 45,259	17	$35,360	$45,760	$56,160	
Recreation Leader II	Recreation Leader II	No Change	11	$27,105	$33,881	$40,657	11	$ 33,931	11	$23,920	$33,280	$42,640	
Recreation Leader I	Recreation Leader I	No Change	6	$21,237	$26,547	$31,856			3	$19,760	$22,880	$26,000	
Mechanic	Mechanic	New Title	17	$36,323	$45,404	$54,485	17	$ 45,157		$35,360	$45,760	$56,160	
Grounds Maintenance Worker II	Senior Parks Maintenance Worker	Title Change	13	$29,883	$37,354	$44,825			11	$23,920	$33,280	$42,640	
Grounds Maintenance Worker I	Parks Maintenance Worker	Title Change	9	$24,585	$30,731	$36,877	12	$ 35,319	3	$19,760	$22,880	$26,000	
Fire													
Fire Chief	Fire Chief	No Change	34	$83,253	$104,066	$124,880	34	$ 104,451	32	$82,000	$96,120	$110,240	
Fire Inspector	Fire Inspector	No Change					20	$ 52,475	25	$56,356	$66,046	$75,737	
Lieutenant / Paramedic	Lieutenant / Paramedic	No Change					26	$ 70,384	24	$53,266	$63,523	$73,780	
Driver/Paramedic	Driver/Paramedic	No Change					23	$ 61,395	22	$47,529	$56,696	$69,862	
Firefighter / Paramedic	Firefighter / Paramedic	No Change					22	$ 58,846	21	$44,917	$55,440	$65,963	

* Survey Data May Have Been Referenced

DRAFT

Madeira Beach 2019

Classification Summary Position Classification Plan

Index of Current to Recommended Job Class

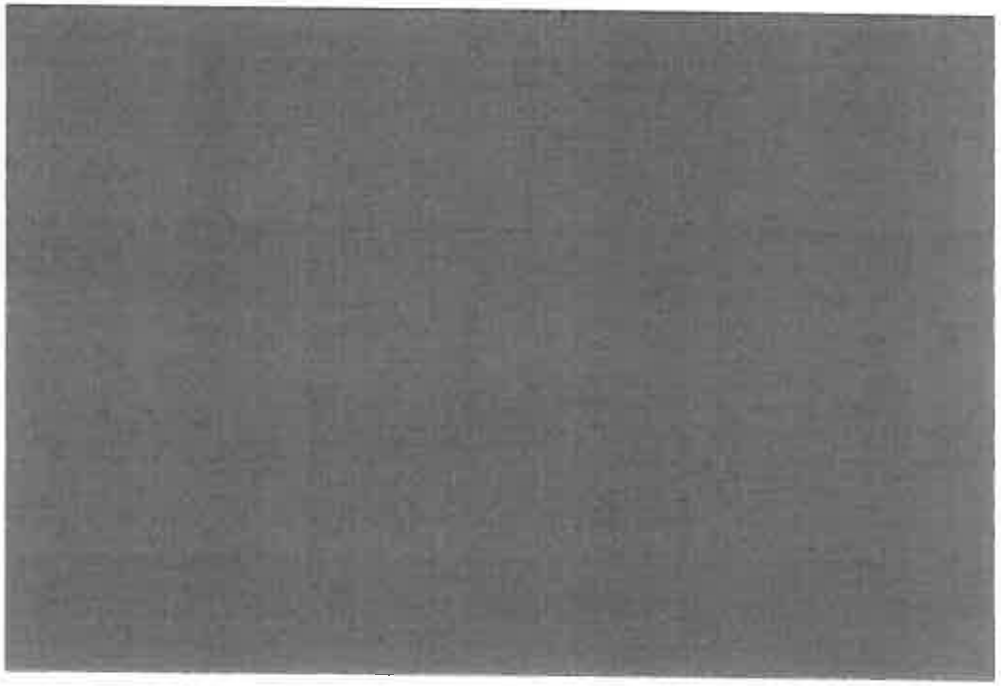
Job ID	Current Job Title	Recommended Job Class	Job Change Code
203	Division Supervisor	Records Supervisor	New Title
401	Division Supervisor	Parking Enforcement Supervisor	New Title
601	Division Supervisor	Stormwater Supervisor	New Title
701	Division Supervisor	Sanatation Supervisor	New Title
802	Division Supervisor	Marina Supervisor	New Title
903	Division Supervisor	Recreation Supervisor	New Title
302	Accounting Manager	Accounting Manager	No Change
506	Building Codes Compliance Officer I	Building Codes Compliance Officer I	No Change
505	Building Codes Compliance Officer II	Building Codes Compliance Officer II	No Change
504	Building Codes Compliance Officer III	Building Codes Compliance Officer III	No Change
502	Building Official	Building Official	No Change
902	Childcare Director	Childcare Director	No Change
201	City Clerk	City Clerk	No Change
507	Code Enforcement Specialist	Code Enforcement Specialist	No Change
202	Deputy City Clerk	Deputy City Clerk	No Change
1004	Driver/Paramedic	Driver/Paramedic	No Change
101	Executive Office Manager	Executive Assistant to City Manager	No Change
301	Finance Director	Finance Director	No Change
1001	Fire Chief	Fire Chief	No Change
1002	Fire Inspector	Fire Inspector	No Change
1005	Firefighter / Paramedic	Firefighter / Paramedic	No Change
303	Fiscal Coordinator	Fiscal Coordinator	No Change
304	HR/Financial Coordinator	HR/Financial Coordinator	No Change
1003	Lieutenant / Paramedic	Lieutenant / Paramedic	No Change
801	Marina & Public Works Director	Public Works / Marina Director	No Change
901	Parks and Recreation Director	Parks and Recreation Director	No Change
501	Planning & Zoning Director	Community Development Director	No Change
503	Planning and Zoning Coordinator	Planning and Zoning Coordinator	No Change
204	Public Information Specialist	Public Information Specialist	No Change
906	Recreation Leader I	Recreation Leader I	No Change
905	Recreation Leader II	Recreation Leader II	No Change
904	Recreation Leader III	Recreation Leader III	No Change
103	Administrative Assistant I	Administrative Assistant	Title Change
102	Administrative Assistant II	Senior Administrative Assistant	Title Change
605	Building Maintenance Worker I	Building Maintenance Worker	Title Change
604	Building Maintenance Worker II	Senior Building Maintenance Worker	Title Change
908	Grounds Maintenance Worker I	Parks Maintenance Worker	Title Change
907	Grounds Maintenance Worker II	Senior Parks Maintenance Worker	Title Change
804	Marina Assistant I	Marina Worker	Title Change
803	Marina Assistant II	Senior Marina Worker	Title Change
403	Parking Enforcement Officer I	Parking Enforcement Officer	Title Change
402	Parking Enforcement Officer II	Senior Parking Enforcement Officer	Title Change
603	Public Works Technician I	Public Works Technician	Title Change
602	Public Works Technician II	Senior Public Works Technician	Title Change
703	Sanitation Worker I	Sanitation Worker	Title Change
702	Sanitation Worker II	Senior Sanitation Worker	Title Change

Payroll ID	First Name	Payroll Job Title	Actual Salary	Proposed Job Title	Hours Worked in a Year	FTE	Time in Job	Below New Minimum?	Cost to Minimum	Suggested Salary	Suggested Salary AFTER all movement	New Hourly Rate	Cost to Implement Midpoint in 7 Years (W $9K Cap)
1132	ROWAN, JENNIFER	Planning and Zoning Coordinator	$ 55,001.44	Planning and Zoning Coordi	2080	100%	0.971	Yes	$1,347.51	$56,349	$ 56,348.95	$ 27.09	$ -
9242	SCHIMMER, RUSSELL	Public Wks Tech I	$ 26,000.00	Public Works Technician	2080	100%	0.604	Yes	$2,460.05	$28,460	$ 28,460.05	$ 13.68	$ -
9331	BROWN, COLIN	Marina Asst I	$ 9,880.00	Marina Worker	1040	50%	0.557	Yes	$2,412.43	$12,292	$ 12,292.43	$ 11.82	$ -
9322	CRABTREE, BRIAN	Marina Supervisor	$ 42,171.58	Marina Supervisor	2080	100%	5.954	Yes	$1,979.29	$44,151	$ 50,150.87	$ 24.11	$ 6,000.00
9207	PIERUCCI, STEVEN	Sanitation Supervisor	$ 42,171.58	Sanitation Supervisor	2080	100%	5.535	Yes	$1,979.29	$44,151	$ 50,150.87	$ 24.11	$ 6,000.00
9326	LAECHELT, BRYAN	Marina Asst II	$ 27,995.55	Senior Marina Worker	2080	100%	4.954	Yes	$1,887.50	$29,883	$ 34,066.66	$ 16.38	$ 4,183.63
9243	GIOVINE, DONALD	Public Wrks Tech II	$ 32,760.00	Senior Public Works Techni	2080	100%	0.587	Yes	$1,833.36	$34,593	$ 34,593.36	$ 16.63	$ -
4242	YAHIA, JAMAL	Parking Enf Officer II	$ 25,871.87	Senior Parking Enforcement	2080	100%	1.124	Yes	$1,232.93	$27,105	$ 28,053.47	$ 13.49	$ 948.67
1131	GUSZINSKI, CAROL	Seasonal Code Enf Specialist	$ 6,489.60	Building Codes Compliance	520	25%	0.933	Yes	$ 981.16	$7,471	$ 7,470.76	$ 14.37	$ -
5190	MCCLURE, CATHERINE	Rec Ldr I	$ 10,275.20	Recreation Leader I	1040	50%	1.660	Yes	$ 343.46	$10,619	$ 10,990.32	$ 10.57	$ 371.65
5197	LOMBARDI, DEMI	Rec Leader I	$ 10,400.00	Recreation Leader I	1040	50%	0.684	Yes	$ 218.66	$10,619	$ 10,618.66	$ 10.21	$ -
5181	LAWSON, PAIGE	Seasonal Rec Ldr I	$ 5,137.60	Recreation Leader I	520	25%	2.250	Yes	$ 171.73	$5,309	$ 5,680.98	$ 10.92	$ 371.65
5185	WATESKA, TRAVIS	Seasonal Rec Ldr I	$ 5,137.60	Recreation Leader I	520	25%	2.042	Yes	$ 171.73	$5,309	$ 5,680.98	$ 10.92	$ 371.65
7019	CARRIER, COLTON	Seasonal Employee	$ 5,137.60	Recreation Leader I	520	25%	2.752	Yes	$ 171.73	$5,309	$ 5,680.98	$ 10.92	$ 371.65
5195	LOMBARDI, BROOKE	Seasonal Rec Ldr I	$ 5,200.00	Recreation Leader I	520	25%	0.694	Yes	$ 109.33	$5,309	$ 5,309.33	$ 10.21	$ -
5191	KAPUSTA, DANIELA	Rec Leader II	$ 27,040.00	Recreation Leader II	2080	100%	1.448	Yes	$ 64.61	$27,105	$ 28,053.47	$ 13.49	$ 948.67
5184	GOTTLE, TYLER	Rec Leader I	$ 10,686.21	Recreation Leader I	1040	50%	2.291	No	$ -	$10,686	$ 11,361.97	$ 10.92	$ 675.76
7020	MCCRAE, ALVIN	Sanitation Wkr I	$ 26,000.00	Sanitation Worker	2080	100%	2.543	No	$ -	$26,000	$ 26,305.80	$ 12.65	$ 305.80
5182	MECKO, CONNOR	Rec. Leader I	$ 10,686.21	Recreation Leader I	1040	50%	2.484	No	$ -	$10,686	$ 11,361.97	$ 10.92	$ 675.76
9211	MICHALSKI, MAXWELL	Rec Leader III	$ 36,774.40	Recreation Leader III	2080	100%	1.853	No	$ -	$36,774	$ 37,594.34	$ 18.07	$ 819.94
9210	DAVIS, KENNETH	Public Wrks Tech II	$ 38,245.38	Senior Public Works Techni	2080	100%	4.538	No	$ -	$38,245	$ 39,436.44	$ 18.96	$ 1,191.06
4130	O'NEAL, DERRYL	Fire Chief	$ 101,239.42	Fire Chief	2080	100%	7.472	No	$ -	$101,239	$ 103,650.08	$ 49.83	$ 2,410.63
4904	LARAMEE, DEBORA	Parks Supervisor	$ 58,104.80	Parks Supervisor	2080	100%	24.968	No	$ -	$58,105	$ 60,597.07	$ 29.13	$ 2,492.27
4910	ZANGARA, KENNETH	PW Supervisor	$ 49,374.00	Stormwater Supervisor	2080	100%	7.376	No	$ -	$49,374	$ 54,967.84	$ 26.43	$ 5,593.84
1128	CADE, PATRICK	Accounting Manager	$ 83,200.00	Accounting Manager	2080	100%	3.954	No	$ -	$83,200	$ 83,200.00	$ 40.00	$ -
3003	ROLIH, DONNA	Admin Asst I	$ 43,546.05	Administrative Assistant	2080	100%	9.209	No	$ -	$43,546	$ 43,546.05	$ 20.94	$ -
4135	ILNICKA EATON, PATRYCJ	Admin Asst II	$ 41,378.48	Senior Administrative Assist	2080	100%	3.954	No	$ -	$41,378	$ 41,378.48	$ 19.89	$ -
9327	WEPFER, MEGAN	Admin Asst II	$ 43,264.00	Senior Administrative Assist	2080	100%	1.962	No	$ -	$43,264	$ 43,264.00	$ 20.80	$ -
1122	SINKFIELD, GWENDOLYN	Admin Asst II	$ 44,846.05	Senior Administrative Assist	2080	100%	4.954	No	$ -	$44,846	$ 44,846.05	$ 21.56	$ -
4231	PINKARD, HOLDEN	Bldg Codes Comp II	$ 38,245.38	Building Codes Compliance	2080	100%	3.163	No	$ -	$38,245	$ 38,245.38	$ 18.39	$ -
1066	DESANTIS, FRANK	Building Official	$ 97,870.24	Building Official	2080	100%	5.669	No	$ -	$97,870	$ 97,870.24	$ 47.05	$ -
1070	HARVIE, TAMARA	Building Official Asst.	$ 31,200.00	Administrative Assistant	2080	100%	0.549	No	$ -	$31,200	$ 31,200.00	$ 15.00	$ -
1336	VANBLARGAN, CLARA	City Clerk	$ 78,000.00	City Clerk	2080	100%	1.911	No	$ -	$78,000	$ 78,000.00	$ 37.50	$ -
1130	PORTAL, LINDA	Community Development Director	$ 91,520.62	Community Development Di	2080	100%	0.933	No	$ -	$91,521	$ 91,520.62	$ 44.00	$ -
1335	GAMBLE, ANDREA	Deputy Clerk	$ 47,244.29	Deputy City Clerk	2080	100%	1.582	No	$ -	$47,244	$ 47,244.29	$ 22.71	$ -
5162	LAFAVE, LACY	Executive Assistant to City Manager	$ 51,916.80	Executive Assistant to City I	2080	100%	2.045	No	$ -	$51,917	$ 51,916.80	$ 24.96	$ -
1129	PIERCE, WALTER	Finance Director	$ 97,344.21	Finance Director	2080	100%	2.341	No	$ -	$97,344	$ 97,344.21	$ 46.80	$ -
4237	TARKENTON, CHRISTOPH	Fiscal Coordinator	$ 53,539.20	Fiscal Coordinator	2080	100%	0.952	No	$ -	$53,539	$ 53,539.20	$ 25.74	$ -
5179	SHAW, COLIN	Grounds Maint II	$ 36,774.40	Senior Parks Maintenance \	2080	100%	0.933	No	$ -	$36,774	$ 36,774.40	$ 17.68	$ -
5006	MECKO, CHRISTOPHER	Grounds Maint II	$ 38,305.70	Senior Parks Maintenance \	2080	100%	3.954	No	$ -	$38,306	$ 38,305.70	$ 18.42	$ -
1127	PAULSON, KAREN	Human Resources	$ 60,742.66	HR/Financial Coordinator	2080	100%	0.952	No	$ -	$60,743	$ 60,742.66	$ 29.20	$ -
1063	BUSH, KINDA	Lmtd Term Employee	$ 5,460.00	Seasonal Employee	520	25%	0.796	No	$ -	$5,460	$ 5,460.00	$ 10.50	$ -
9329	BOESCH, NICHOLAS	Marina Asst I	$ 26,000.00	Marina Worker	2080	100%	0.683	No	$ -	$26,000	$ 26,000.00	$ 12.50	$ -
3006	WALKER, LEROY	P/T Mechanic	$ 35,152.00	Mechanic	650	31%	12.601	No	$ -	$35,152	$ 35,152.00	$ 54.08	$ -
4945	TOFTHAGEN, SUZANNE	Parking Enf Officer I	$ 22,880.00	Parking Enforcement Office	2080	100%	0.779	No	$ -	$22,880	$ 22,880.00	$ 11.00	$ -
4244	RAU, BRIAN	Parking Supervisor	$ 47,840.00	Parking Enforcement Super	2080	100%	0.927	No	$ -	$47,840	$ 47,840.00	$ 23.00	$ -
1065	KORDIS, PATRICIA	Permit Technician	$ 50,116.77	Permit Technician	2080	100%	5.746	No	$ -	$50,117	$ 50,116.77	$ 24.09	$ -
1034	PREISSER, CURT	Public Information Specialist	$ 55,120.42	Public Information Specialis	2080	100%	1.239	No	$ -	$55,120	$ 55,120.42	$ 26.50	$ -
9333	JORDAN, CHARLES	Public Works / Marina Director	$ 85,000.03	Public Works / Marina Direc	2080	100%	0.453	No	$ -	$85,000	$ 85,000.03	$ 40.87	$ -
5196	LADAKAKOS, JOHN	Rec Ldr I Bus Driver	$ 6,240.00	Recreation Leader I	520	25%	1.086	No	$ -	$6,240	$ 6,240.00	$ 12.00	$ -
5194	MONTGOMERY, MADISON	Rec Leader I	$ 10,816.00	Recreation Leader I	1040	50%	1.250	No	$ -	$10,816	$ 10,990.32	$ 10.57	$ 174.32
5192	POWERS, MEGAN	Rec Leader III	$ 38,937.60	Recreation Leader III	2080	100%	1.445	No	$ -	$38,938	$ 38,937.60	$ 18.72	$ -
5143	KEPICS, CAROL	Rec Leader III	$ 41,100.80	Recreation Leader III	2080	100%	2.952	No	$ -	$41,101	$ 41,100.80	$ 19.76	$ -
5161	HATCH, JOHN	Recreation Director	$ 85,280.00	Parks and Recreation Direc	2080	100%	2.023	No	$ -	$85,280	$ 85,280.00	$ 41.00	$ -
7021	LEPPERT, JOHN	Sanitation Wkr II	$ 31,366.40	Senior Sanitation Worker	2080	100%	1.239	No	$ -	$31,366	$ 31,366.40	$ 15.08	$ -
7018	WILLIAMSON, JOHN	Sanitation Wkr II	$ 39,155.58	Senior Sanitation Worker	2080	100%	6.954	No	$ -	$39,156	$ 39,155.58	$ 18.82	$ -
7007	OLIVER, HENRY	sanitation Wkr II	$ 44,285.49	Senior Sanitation Worker	2080	100%	31.974	No	$ -	$44,285	$ 44,285.49	$ 21.29	$ -
7009	WEISE, MARK	Sanitation Wkr II	$ 44,285.49	Senior Sanitation Worker	2080	100%	18.453	No	$ -	$44,285	$ 44,285.49	$ 21.29	$ -
5198	BROSAN, VICTORIA	Seasonal Rec Ldr I	$ 5,200.00	Seasonal Employee	520	25%	0.587	No	$ -	$5,200	$ 5,200.00	$ 10.00	$ -
5180	SPICA, MEGAN	Seasonal Rec Leader I	$ 6,489.60	Recreation Leader I	520	25%	0.502	No	$ -	$6,490	$ 6,489.60	$ 12.48	$ -
												#DIV/0!	
												#DIV/0!	

4133	BELK, CLINT	Fire Inspector	$	58,046.14	Fire Inspector	2080	100%	1.700	#DIV/0!
4219	HILL, GEORGE	Fire Lieuten Paramed	$	61,580.75	Lieutenant / Paramedic	2912	100%	1.431	#DIV/0!
4134	CHILDERS, DAVID	Fire Lieuten Paramedic	$	61,580.76	Lieutenant / Paramedic	2912	100%	4.922	#DIV/0!
4102	ERMSCHER, TODD	Fire Lieuten Paramedic	$	75,735.98	Lieutenant / Paramedic	2912	100%	13.562	#DIV/0!
4118	SURANYI, STEVEN	Firefighter Driv Paramedic	$	58,424.99	Driver/Paramedic	2912	100%	1.124	#DIV/0!
4131	ROBERTS, RYAN	Firefighter Driv Paramedic	$	60,076.02	Driver/Paramedic	2912	100%	4.845	$ -
4121	BUELLER, DOMINIC	Firefighter Driv Paramedic	$	63,734.39	Driver/Paramedic	2912	100%	4.423	$ -
4142	UBILES, ERICK	Firefighter Paramedi	$	48,929.26	Firefighter / Paramedic	2912	100%	3.119	$ -
4143	MCCLAVE, THOMAS	Firefighter Paramedic	$	47,504.68	Firefighter / Paramedic	2912	100%	1.527	$ -
4144	SHENOFSKY, JARED	Firefighter Paramedic	$	47,504.68	Firefighter / Paramedic	2912	100%	1.469	$ -
4140	PEREZ, RAUL	Firefighter Paramedic	$	50,397.05	Firefighter / Paramedic	2912	100%	4.154	$ -
4137	SLEPPY, JOHN ROBERT	Firefighter Paramedic	$	53,466.36	Firefighter / Paramedic	2912	100%	5.812	$ -
4139	MCGAUGHEY, CARL	Firefighter Paramedic	$	56,627.37	Firefighter / Paramedic	2912	100%	5.497	$ -
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Move to 100% of Market (Not Including Fire)	Number of People Affected	Average Increase in Salary	Total Cost to Implement
Cost to Move to Minimum of New Range	16	$1,095	$17,365
Cost to Move to Midpoint in 10 Years ($6K Cap)	15	$1,533	$23,001
Cost to Move to Midpoint in 10 Years (No Cap)	15	$1,533	$23,001
Cost to Move to Midpoint in 7 Years ($6K Cap)	18	$1,884	$33,907
Cost to Move to Midpoint in 7 Years (No Cap)	18	$2,076	$37,360

Move to 100% of Market (Fire)	Number of People Affected	Average Increase in Salary	Total Cost to Implement
Cost to Remain on Current Step	12	$4,091	$49,090
Cost to Move to Next Nearest Step	12	$255	$3,055



CITY OF ST. PETERSBURG
CLASSIFIED CLASSIFICATION DESCRIPTIONS
Effective 9/26/2022 (FY23)

Rev. 2/22/2023

JOB NAME Job Classification Title	ORACLE Union Code	ORACLE Job Name Pay Code	Hourly MIN	Hourly MAX	Annual MIN	Annual MAX
ACCOUNT CLERK II	WCU	422	$ 17.16	$ 26.23	$ 35,693	$ 54,558
ACCOUNT REPRESENTATIVE	WCU	426	$ 18.97	$ 28.91	$ 39,458	$ 60,133
ACCOUNTANT I	PRO	PB2			$ 49,192	$ 78,166
ACCOUNTANT II	PRO	PB4			$ 55,682	$ 88,774
ACCOUNTANT III	PRO	PB6			$ 65,874	$ 105,539
ACCOUNTING TECHNICIAN	WCU	426	$ 18.97	$ 28.91	$ 39,458	$ 60,133
ACCREDITATION AND INSPECTIONS SUPERVISOR	PRN	PB6			$ 65,874	$ 105,539
ACCREDITATION CLERK	WCU	426	$ 18.97	$ 28.91	$ 39,458	$ 60,133
ACQUISITION SPECIALIST	WCU	435	$ 23.62	$ 36.18	$ 49,130	$ 75,254
ACTIVENET COORDINATOR	PRN	PB5			$ 59,405	$ 95,763
ADA AND DIVERSITY COORDINATOR	PRN	PB7			$ 70,554	$ 113,506
ADMINISTRATIVE ASSISTANT	PRO	PB1			$ 48,693	$ 77,106
ADMINISTRATIVE COORDINATOR	PRO	PB6			$ 65,874	$ 105,539
ADMINISTRATIVE SECRETARY	WCU	426	$ 18.97	$ 28.91	$ 39,458	$ 60,133
AIDE II	EVN	F02	$ 15.45	$ 18.54	$ 16,068	$ 19,282
APPLICATION SUPPORT SPECIALIST I	PRO	PB2			$ 49,192	$ 78,166
APPLICATION SUPPORT SPECIALIST II	PRO	PB4			$ 55,682	$ 88,774
ARMORER	WCU	432	$ 21.99	$ 33.62	$ 45,739	$ 69,930
ARTS CULTURE AND TOURISM COORDINATOR	PRO	PB4			$ 55,682	$ 88,774
ASSET COORDINATOR	PRN1	PB6			$ 65,874	$ 105,539
ASSET SUPPORT ANALYST	PRO	PB2			$ 49,192	$ 78,166
AUDITOR	PRO	PB6			$ 65,874	$ 105,539
AUTOMOTIVE PARTS CLERK	BCU	205	$ 18.45	$ 26.67	$ 38,376	$ 55,474
AUTOMOTIVE PARTS SUPERVISOR	NON	PB4			$ 55,682	$ 88,774
AUTOMOTIVE PARTS TECHNICIAN	BCU	214	$ 22.80	$ 31.82	$ 47,424	$ 66,186
BACKGROUND INVESTIGATOR	PRO	PB4			$ 55,682	$ 88,774
BENEFITS SUPERVISOR	PRN	PB6			$ 65,874	$ 105,539
BEVERAGE CART ATTENDANT	EVN	F00	$ 11.98			
BICYCLE PEDESTRIAN COORDINATOR	PRO	PB7			$ 70,554	$ 113,506
BILLING AND COLLECTIONS ADMINISTRATIVE SUPPORT COORDINATOR	PRN1	PB6			$ 65,874	$ 105,539
BUDGET MANAGEMENT ANALYST I	PRN	PB3			$ 52,354	$ 82,410
BUDGET MANAGEMENT ANALYST II	PRN	PB5			$ 59,405	$ 95,763
BUDGET MANAGEMENT ANALYST III	PRN	PB7			$ 70,554	$ 113,506
BUILDING DEMOLITION COORDINATOR	WCU	437	$ 24.83	$ 38.05	$ 51,646	$ 79,144
BUILDING INSPECTOR	BCU	360	$ 30.86	$ 41.10	$ 64,189	$ 85,488
BUILDING MAINTENANCE COORDINATOR	PRN	PB7			$ 70,554	$ 113,506
BUILDING MAINTENANCE FOREPERSON	NON	PB2	$ 23.65	$ 37.58	$ 49,192	$ 78,166
BUILDING MAINTENANCE SUPERVISOR	NON	PB3	$ 25.17	$ 39.62	$ 52,354	$ 82,410
BUSINESS SYSTEM ANALYST	PRO	PB8			$ 76,211	$ 122,138
CADD GIS SUPERVISOR	NON	PB4	$ 26.77	$ 42.68	$ 55,682	$ 88,774
CADD TECHNICIAN I	WCU	426	$ 18.97	$ 28.91	$ 39,458	$ 60,133
CADD TECHNICIAN II	WCU	429	$ 20.44	$ 31.20	$ 42,515	$ 64,896
CADD TECHNICIAN III	WCU	434	$ 23.05	$ 35.35	$ 47,944	$ 73,528
CAPITAL IMPROVEMENTS ASSISTANT	PRO	PB2			$ 49,192	$ 78,166
CAPITAL IMPROVEMENTS CONSTRUCTION COORDINATOR	PRO	PB8			$ 76,211	$ 122,138

CITY OF ST. PETERSBURG
CLASSIFIED CLASSIFICATION DESCRIPTIONS
Effective 9/26/2022 (FY23)

Rev. 2/22/2023 JOB NAME Job Classification Title	ORACLE Union Code	ORACLE Job Name Pay Code	Hourly MIN	Hourly MAX	Annual MIN	Annual MAX
CAPITAL IMPROVEMENTS FINANCIAL COORDINATOR	PRO	PB6			$ 65,874	$ 105,539
CAPITAL IMPROVEMENTS SUPPORT SERVICES COORDINATOR	PRN	PB4			$ 55,682	$ 88,774
CAPITAL PROJECTS COORDINATOR	PRO	PB6			$ 65,874	$ 105,539
CASH RECEIPT TECHNICIAN	WCU	430	$ 21.01	$ 31.96	$ 43,701	$ 66,477
CASHIER CLERK I	WCU	412	$ 15.45	$ 20.56	$ 32,136	$ 42,765
CASHIER CLERK II	WCU	418	$ 16.40	$ 23.88	$ 34,112	$ 49,670
CASHIER CLERK III	WCU	424	$ 18.10	$ 27.49	$ 37,648	$ 57,179
CENTRAL ACCOUNTS PAYABLE SUPERVISOR	PRN	PB6			$ 65,874	$ 105,539
CENTRAL CASHIER SUPERVISOR	NON	PB2	$ 23.65	$ 37.58	$ 49,192	$ 78,166
CENTRAL FINANCE SUPERVISOR	PRN	PB8			$ 76,211	$ 122,138
CENTRAL RECORDS MAILROOM SUPERVISOR	PRN	PB4			$ 55,682	$ 88,774
CHEMIST I	WCU	436	$ 24.21	$ 37.08	$ 50,357	$ 77,126
CHEMIST II	PRO	PB4			$ 55,682	$ 88,774
CHEMIST III	PRO	PB5			$ 59,405	$ 95,763
CITY CLERK ASSISTANT	WCU	431	$ 21.42	$ 32.59	$ 44,554	$ 67,787
CITY COUNCIL ADMINISTRATIVE SECRETARY	WCU	426	$ 18.97	$ 28.91	$ 39,458	$ 60,133
CIVIL ENGINEER I	PRO	PB5			$ 59,405	$ 95,763
CIVIL ENGINEER II	PRO	PB7			$ 70,554	$ 113,506
CIVIL ENGINEER III	PRO	PB8			$ 76,211	$ 122,138
CIVIL PERMIT EXAMINER	WCU	443	$ 28.84	$ 44.30	$ 59,987	$ 92,144
CLAIMS ASSISTANT	WCU	430	$ 21.01	$ 31.96	$ 43,701	$ 66,477
CLAIMS SECRETARY	WCU	426	$ 18.97	$ 28.91	$ 39,458	$ 60,133
CLAIMS SPECIALIST	WCU	438	$ 25.43	$ 39.10	$ 52,894	$ 81,328
CLAIMS SUPERVISOR	PRN	PB6			$ 65,874	$ 105,539
CODES ADMINISTRATIVE SUPERVISOR	NON	PB4	$ 26.77	$ 42.68	$ 55,682	$ 88,774
CODES AND PERMIT LEAD TECHNICIAN	WCU	429	$ 20.44	$ 31.20	$ 42,515	$ 64,896
CODES AND PERMIT TECHNICIAN I	WCU	420	$ 16.73	$ 25.02	$ 34,798	$ 52,042
CODES AND PERMIT TECHNICIAN II	WCU	424	$ 18.10	$ 27.49	$ 37,648	$ 57,179
CODES ENFORCEMENT SPECIALIST	WCU	426	$ 18.97	$ 28.91	$ 39,458	$ 60,133
CODES INSPECTION SUPERVISOR	NON	PB4	$ 26.77	$ 42.68	$ 55,682	$ 88,774
CODES INVESTIGATOR	BCU	301	$ 24.49	$ 34.45	$ 50,939	$ 71,656
COLISEUM FOREPERSON	NON	PB1	$ 23.41	$ 37.07	$ 48,693	$ 77,106
COLISEUM SUPERVISOR	PRN	PB3			$ 52,354	$ 82,410
COLLECTION ASSISTANT	WCU	424	$ 18.10	$ 27.49	$ 37,648	$ 57,179
COLLECTION OFFICER	**PRO/PRN**	PB6			$ 65,874	$ 105,539
COMMUNICATIONS SERVICE COORDINATOR	WCU	424	$ 18.10	$ 27.49	$ 37,648	$ 57,179
COMMUNICATIONS TECHNICIAN II	BCU	301	$ 24.49	$ 34.45	$ 50,939	$ 71,656
COMMUNITY ENGAGEMENT COORDINATOR	PRN	PB6			$ 65,874	$ 105,539
COMMUNITY SERVICE CENTER SUPERVISOR	PRN	PB3			$ 52,354	$ 82,410
COMMUNITY SERVICE REPRESENTATIVE	PRO	PB2			$ 49,192	$ 78,166
COMPUTER GRAPHICS SPECIALIST	WCU	430	$ 21.01	$ 31.96	$ 43,701	$ 66,477
COMPUTER OPERATIONS SUPERVISOR	NON	PB5	$ 28.56	$ 46.04	$ 59,405	$ 95,763
COMPUTER OPERATOR I	WCU	425	$ 18.49	$ 28.21	$ 38,459	$ 58,677
COMPUTER OPERATOR II	WCU	430	$ 21.01	$ 31.96	$ 43,701	$ 66,477
COMPUTER PROGRAMMER ANALYST I	PRO	PB3			$ 52,354	$ 82,410
COMPUTER PROGRAMMER ANALYST II	PRO	PB5			$ 59,405	$ 95,763

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COMPUTER PROGRAMMER ANALYST III	PRO	PB7			$ 70,554	$ 113,506
COMPUTER SYSTEMS COORDINATOR	PRN	PB7			$ 70,554	$ 113,506
CONCESSIONS AIDE II	WCU	411	$ 15.45	$ 19.99	$ 32,136	$ 41,579
CONCESSIONS AIDE III	WCU	412	$ 15.45	$ 20.56	$ 32,136	$ 42,765
CONCESSIONS SUPERVISOR	NON	PB3	$ 25.17	$ 39.62	$ 52,354	$ 82,410
CONSOLIDATED WAREHOUSE SUPERVISOR	NON	PB5	$ 28.56	$ 46.04	$ 59,405	$ 95,763
CONSTRUCTION INSPECTION SUPERVISOR	NON	PB5	$ 28.56	$ 46.04	$ 59,405	$ 95,763
CONSTRUCTION INSPECTION TECHNICIAN	WCU	428	$ 19.96	$ 30.47	$ 41,517	$ 63,378
CONSTRUCTION INSPECTOR I	BCU	215	$ 23.48	$ 32.75	$ 48,838	$ 68,120
CONSTRUCTION INSPECTOR II	BCU	303	$ 24.92	$ 35.70	$ 51,834	$ 74,256
CONSTRUCTION INSPECTOR III	BCU	305	$ 26.44	$ 39.50	$ 54,995	$ 82,160
CONSTRUCTION MAINTENANCE LEADWORKER	BCU	207	$ 19.35	$ 27.60	$ 40,248	$ 57,408
CONSTRUCTION PERMITTING SUPERVISOR	NON	PB2	$ 23.65	$ 37.58	$ 49,192	$ 78,166
CONSTRUCTION SITE INSPECTOR	BCU	215	$ 23.48	$ 32.75	$ 48,838	$ 68,120
CONTRACTS COMPLIANCE COORDINATOR	PRO	PB3			$ 52,354	$ 82,410
CUSTODIAL FOREPERSON	NON	423	$ 18.49	$ 28.34	$ 38,459	$ 58,947
CUSTODIAN II	BCU	107	$ 15.45	$ 20.55	$ 32,136	$ 42,744
CUSTOMER RELATIONS LIAISON	PRO	PB4			$ 55,682	$ 88,774
CUSTOMER RELATIONS OFFICER	PRO	PB4			$ 55,682	$ 88,774
CUSTOMER SERVICE OFFICER	**PRO/PRN**	PB6			$ 65,874	$ 105,539
CUSTOMER SERVICE REPRESENTATIVE	WCU	420	$ 16.73	$ 25.02	$ 34,798	$ 52,042
CUSTOMER SERVICE SUPERVISOR	NON	PB3	$ 25.17	$ 39.62	$ 52,354	$ 82,410
DATABASE ADMINISTRATOR	PRO	PB10			$ 83,408	$ 133,203
DEPUTY BUILDING OFFICIAL	NON	PB8	$ 36.64	$ 58.72	$ 76,211	$ 122,138
DEPUTY CITY CLERK	PRN	PB5			$ 59,405	$ 95,763
DEPUTY ZONING OFFICIAL	PRN/PRO1	PB8			$ 76,211	$ 122,138
DESIGNER I	WCU	432	$ 21.99	$ 33.62	$ 45,739	$ 69,930
DESIGNER II	NON	PB3	$ 25.17	$ 39.62	$ 52,354	$ 82,410
DIGITAL AND MEDIA SPECIALIST	PRO	PB3			$ 52,354	$ 82,410
ECONOMIC DEVELOPMENT ANALYST	PRO	PB7			$ 70,554	$ 113,506
ECONOMIC DEVELOPMENT COORDINATOR	PRO	PB7			$ 70,554	$ 113,506
ECONOMIC DEVELOPMENT OFFICER	PRO	PB8			$ 76,211	$ 122,138
ECONOMIC DEVELOPMENT SPECIALIST	PRO	PB5			$ 59,405	$ 95,763
EDUCATION AND COMMUNITY OUTREACH COORDINATOR	PRO	PB1			$ 48,693	$ 77,106
EDUCATION SPECIALIST	PRN	PB1			$ 48,693	$ 77,106
ELECTRICAL FOREPERSON	NON	PB4	$ 26.77	$ 42.68	$ 55,682	$ 88,774
ELECTRICAL INSPECTOR	BCU	360	$ 30.86	$ 41.10	$ 64,189	$ 85,488
ELECTRICIAN I	BCU	215	$ 23.48	$ 32.75	$ 48,838	$ 68,120
ELECTRICIAN II	BCU	301	$ 24.49	$ 34.45	$ 50,939	$ 71,656
EMERGENCY COMMUNICATIONS SUPERVISOR	NON	PB5	$ 28.56	$ 46.04	$ 59,405	$ 95,763
EMERGENCY COMPLAINT WRITER	WCU	428	$ 19.96	$ 30.47	$ 41,517	$ 63,378
EMERGENCY MANAGEMENT SPECIALIST	PRO	PB4			$ 55,682	$ 88,774
EMPLOYEE ASSISTANCE COORDINATOR	PRN	PB6			$ 65,874	$ 105,539
ENGINEERING AIDE II	BCU	204	$ 17.91	$ 26.03	$ 37,253	$ 54,142
ENGINEERING CLERK	WCU	424	$ 18.10	$ 27.49	$ 37,648	$ 57,179

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ENGINEERING LABORATORY SUPERVISOR	NON	PB3	$ 25.17	$ 39.62	$ 52,354	$ 82,410
ENGINEERING LABORATORY TECHNICIAN	WCU	424	$ 18.10	$ 27.49	$ 37,648	$ 57,179
ENGINEERING SURVEY CADD TECHNICIAN	WCU	432	$ 21.99	$ 33.62	$ 45,739	$ 69,930
ENVIRONMENTAL ANALYST	PRO	PB3			$ 52,354	$ 82,410
ENVIRONMENTAL LABORATORY SUPERVISOR	PRN	PB6			$ 65,874	$ 105,539
ENVIRONMENTAL SPECIALIST	WCU	435	$ 23.62	$ 36.18	$ 49,130	$ 75,254
ENTERPRISE FACILITIES OPERATIONS COORDINATOR	NON	PB6	$ 31.67	$ 50.74	$ 65,874	$ 105,539
EQUIPMENT CHIEF MECHANIC	BCU	305	$ 26.44	$ 39.50	$ 54,995	$ 82,160
EQUIPMENT MAINTENANCE COORDINATOR	PRN	PB4			$ 55,682	$ 88,774
EQUIPMENT MAINTENANCE SUPERVISOR	NON	PB4	$ 26.77	$ 42.68	$ 55,682	$ 88,774
EQUIPMENT MECHANIC I	BCU	212	$ 21.49	$ 30.46	$ 44,699	$ 63,357
EQUIPMENT MECHANIC II	BCU	217	$ 24.25	$ 34.07	$ 50,440	$ 70,866
EQUIPMENT MECHANIC III	BCN1	304	$ 25.66	$ 37.48	$ 53,373	$ 77,958
EQUIPMENT OPERATOR I	BCU	111	$ 16.07	$ 21.85	$ 33,426	$ 45,448
EQUIPMENT OPERATOR II	BCU	204	$ 17.91	$ 26.03	$ 37,253	$ 54,142
EQUIPMENT OPERATOR III	BCU	209	$ 20.09	$ 28.55	$ 41,787	$ 59,384
EQUIPMENT REPAIRER II	BCU	204	$ 17.91	$ 26.03	$ 37,253	$ 54,142
EVENT RECRUITMENT AND MANAGEMENT COORDINATOR	PRO	PB7			$ 70,554	$ 113,506
EXECUTIVE SECRETARY	WCU	431	$ 21.42	$ 32.59	$ 44,554	$ 67,787
FACILITIES ASSISTANT	PRO	PB2			$ 49,192	$ 78,166
FACILITIES MAINTENANCE COORDINATOR	NON	PB3	$ 25.17	$ 39.62	$ 52,354	$ 82,410
FACILITIES PROJECTS COORDINATOR	**PRO/PRN**	PB7			$ 70,554	$ 113,506
FINANCIAL COLLECTIONS COORDINATOR	PRN	PB8			$ 76,211	$ 122,138
FINANCIAL REPORTING COORDINATOR	PRN	PB8			$ 76,211	$ 122,138
FINANCIAL SYSTEMS COORDINATOR	PRO	PB8			$ 76,211	$ 122,138
*FIRE CADET ** Static Rate*	*FC*	*PB01***	*$ 18.07*		*$ 37,586*	
***** Restricted pay schedule**						
FIRE CAPTAIN (40 hr)	FSV	FC1	$ 54.2813	$ 55.8942	$ 112,905	$ 116,260
FIRE CAPTAIN (48 hr)	FSV	FC1	$ 45.2344	$ 46.5785	$ 112,905	$ 116,260
FIRE CODES INSPECTOR	NON	PB4	$ 26.77	$ 42.68	$ 55,682	$ 88,774
FIRE DISTRICT CHIEF (40 hr)	FSV	FD1	$ 62.6995	$ 64.5803	$ 130,415	$ 134,327
FIRE DISTRICT CHIEF (48 hr)	FSV	FD1	$ 52.2496	$ 53.8169	$ 130,415	$ 134,327
FIRE LIEUTENANT (40 hr)	FS	FL1	$ 39.0024	$ 47.3168	$ 81,125	$ 98,419
FIRE LIEUTENANT (42 hr)	FS	FL1	$ 37.1451	$ 45.0636	$ 81,125	$ 98,419
FIRE LIEUTENANT (48 hr)	FS	FL1	$ 32.5020	$ 39.4307	$ 81,125	$ 98,419
FIREFIGHTER (40 hr)	FS	FF1	$ 23.9442	$ 38.1880	$ 49,804	$ 79,431
FIREFIGHTER (42 hr)	FS	FF1	$ 22.8040	$ 36.3695	$ 49,804	$ 79,431
FIREFIGHTER (48 hr)	FS	FF1	$ 19.9535	$ 31.8233	$ 49,804	$ 79,431
FIREFIGHTER PARAMEDIC (40 hr)	FS	FP1	$ 30.7173	$ 45.0625	$ 63,892	$ 93,730
FIREFIGHTER PARAMEDIC (42 hr)	FS	FP1	$ 29.2546	$ 42.9167	$ 63,892	$ 93,730
FIREFIGHTER PARAMEDIC (48 hr)	FS	FP1	$ 25.5978	$ 37.5521	$ 63,892	$ 93,730
FIRE RESCUE QUALITY ASSURANCE COORDINATOR	PRN1	PB6			$ 65,874	$ 105,539
FISCAL COMPLIANCE COORDINATOR	PRN	PB8			$ 76,211	$ 122,138
FLEET INFORMATION SYSTEMS COORDINATOR	PRN1	PB4			$ 55,682	$ 88,774
FLEET SUPPORT SUPERVISOR	PRN	PB6			$ 65,874	$ 105,539
FLOODPLAIN COORDINATOR	PRN1	PB4			$ 55,682	$ 88,774

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FORENSIC SERVICES TECHNICIAN*	PNS	IT0	$ 28.25	$ 44.94	$ 58,760	$ 93,475
GARDEN SPECIALIST	WCU	420	$ 16.73	$ 25.02	$ 34,798	$ 52,042
GIS COORDINATOR	PRO/PRN	PB8			$ 76,211	$ 122,138
GIS PROGRAMMER SPECIALIST I	PRO	PB3			$ 52,354	$ 82,410
GIS PROGRAMMER SPECIALIST II	PRO	PB5			$ 59,405	$ 95,763
GOLF COURSE ASSISTANT SUPERINTENDENT	NON	PB1	$ 23.41	$ 37.07	$ 48,693	$ 77,106
GOLF COURSE ATTENDANT I	NON	410	$ 15.00	$ 20.58	$ 31,200	$ 42,806
GOLF COURSE ATTENDANT II	NON	412	$ 16.40	$ 21.69	$ 34,112	$ 45,115
GOLF COURSE ATTENDANT III	NON	416	$ 17.24	$ 23.97	$ 35,859	$ 49,858
GOLF COURSE EQUIPMENT REPAIRER I	BCU	208	$ 19.57	$ 27.93	$ 40,706	$ 58,094
GOLF COURSE EQUIPMENT REPAIRER II	BCU	211	$ 20.86	$ 29.76	$ 43,389	$ 61,901
GOLF COURSE SUPERVISOR II	NON	PB2	$ 23.65	$ 37.58	$ 49,192	$ 78,166
GRANTS OFFICER	PRO	PB7			$ 70,554	$ 113,506
GRAPHICS DESIGNER I	WCU	430	$ 21.01	$ 31.96	$ 43,701	$ 66,477
GRAPHICS DESIGNER II	WCU	434	$ 23.05	$ 35.35	$ 47,944	$ 73,528
GRAPHICS DESIGNER III	NON	PB3	$ 25.17	$ 39.62	$ 52,354	$ 82,410
GREENSKEEPER	BCU	109	$ 15.45	$ 21.01	$ 32,136	$ 43,701
GREENSKEEPER LEADWORKER	BCU	201	$ 16.39	$ 24.73	$ 34,091	$ 51,438
HEALTHY ST PETE COORDINATOR	PRN	PB6			$ 65,874	$ 105,539
HEALTH PROGRAM SPECIALIST	PRN	PB2			$ 49,192	$ 78,166
HEALTH PROGRAM SUPERVISOR	PRN	PB5			$ 59,405	$ 95,763
HISTORIC PRESERVATIONIST I	PRO	PB3			$ 52,354	$ 82,410
HISTORIC PRESERVATIONIST II	PRO	PB5			$ 59,405	$ 95,763
HISTORIC PRESERVATIONIST III	PRO	PB7			$ 70,554	$ 113,506
HORTICULTURAL SPECIALIST I	BCU	202	$ 16.88	$ 25.21	$ 35,110	$ 52,437
HORTICULTURAL SPECIALIST II	BCU	211	$ 20.86	$ 29.76	$ 43,389	$ 61,901
HOUSING DEVELOPMENT ASSISTANT	PRN	PB2			$ 49,192	$ 78,166
HOUSING DEVELOPMENT COORDINATOR	PRN	PB7			$ 70,554	$ 113,506
HOUSING DEVELOPMENT SPECIALIST	PRN	PB5			$ 59,405	$ 95,763
HOUSING FINANCE OFFICER	PRN	PB2			$ 49,192	$ 78,166
HUMAN RESOURCES ANALYST	PRO	PB2			$ 49,192	$ 78,166
HUMAN RESOURCES CLERK	WCU	424	$ 18.10	$ 27.49	$ 37,648	$ 57,179
HUMAN RESOURCES SPECIALIST	PRO	PB4			$ 55,682	$ 88,774
HUMAN RESOURCES SUPPORT SERVICES COORDINATOR	PRN	PB8			$ 76,211	$ 122,138
HUMAN RESOURCES TECHNICIAN	WCU	428	$ 19.96	$ 30.47	$ 41,517	$ 63,378
HYDROGEOLOGIST	PRO	PB7			$ 70,554	$ 113,506
INDUSTRIAL PRETREATMENT COORDINATOR	PRN	PB6			$ 65,874	$ 105,539
INFORMATION CLERK I	WCU	416	$ 16.08	$ 22.70	$ 33,446	$ 47,216
INFORMATION CLERK II	WCU	422	$ 17.16	$ 26.23	$ 35,693	$ 54,558
INFORMATION SPECIALIST I	PRO	PB2			$ 49,192	$ 78,166
INFORMATION SPECIALIST II	PRO	PB4			$ 55,682	$ 88,774
INFORMATION SYSTEMS ASSOCIATE	WCU	420	$ 16.73	$ 25.02	$ 34,798	$ 52,042
INFORMATION SYSTEMS TECHNICIAN	WCU	427	$ 19.46	$ 29.67	$ 40,477	$ 61,714
INFORMATION TECHNOLOGY SECURITY ANALYST	PRO	PB8			$ 76,211	$ 122,138
INSPECTION SUPERVISOR	NON	PB7	$ 33.92	$ 54.57	$ 70,554	$ 113,506
INTELLIGENCE ANALYST	PRO	PB3			$ 52,354	$ 82,410

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INVENTORY CONTROL SPECIALIST	WCU	430	$ 21.01	$ 31.96	$ 43,701	$ 66,477
LABOR RELATIONS OFFICER	PRN	PB6			$ 65,874	$ 105,539
LABOR RELATIONS SPECIALIST	NON	429	$ 20.91	$ 32.99	$ 43,493	$ 68,619
LATENT PRINT EXAMINER*	PNS	FT0	$ 30.29	$ 47.83	$ 63,003	$ 99,486
LEGAL ADMINISTRATIVE ASSISTANT	NON	PB4	$ 26.77	$ 42.68	$ 55,682	$ 88,774
LEGAL ASSISTANT II	NON	PB2	$ 23.65	$ 37.58	$ 49,192	$ 78,166
LEGAL ASSISTANT III	NON	PB3	$ 25.17	$ 39.62	$ 52,354	$ 82,410
LEGAL INTERN	PRN	PB2			$ 49,192	$ 78,166
LEGAL SUPPORT SUPERVISOR	NON	PB6	$ 31.67	$ 50.74	$ 65,874	$ 105,539
LEGISLATIVE AIDE	PRN	PB4			$ 55,682	$ 88,774
LGBTQ COORDINATOR	PRN	PB6			$ 65,874	$ 105,539
LIBRARIAN I	PRO	PB2			$ 49,192	$ 78,166
LIBRARIAN II	PRN	PB4			$ 55,682	$ 88,774
LIBRARIAN III	PRN	PB6			$ 65,874	$ 105,539
LIBRARY AIDE	WCU	411	$ 15.45	$ 19.99	$ 32,136	$ 41,579
LIBRARY ASSISTANT I	WCU	415	$ 15.92	$ 22.15	$ 33,114	$ 46,072
LIBRARY ASSISTANT II	WCU	421	$ 16.89	$ 25.66	$ 35,131	$ 53,373
LIBRARY SUPPORT SERVICES COORDINATOR	PRN	PB4			$ 55,682	$ 88,774
LIFEGUARD	NON	413	$ 16.73	$ 22.23	$ 34,798	$ 46,238
LIFEGUARD INSTRUCTOR	NON	415	$ 17.07	$ 23.35	$ 35,506	$ 48,568
MAIL CLERK I	WCU	412	$ 15.45	$ 20.56	$ 32,136	$ 42,765
MAIL CLERK II	WCU	416	$ 16.08	$ 22.70	$ 33,446	$ 47,216
MAINTENANCE LEADWORKER	BCU	205	$ 18.45	$ 26.67	$ 38,376	$ 55,474
MAINTENANCE MECHANIC I	BCU	208	$ 19.57	$ 27.93	$ 40,706	$ 58,094
MAINTENANCE MECHANIC II	BCU	212	$ 21.49	$ 30.46	$ 44,699	$ 63,357
MAINTENANCE WORKER I	BCU	106	$ 15.45	$ 20.34	$ 32,136	$ 42,307
MAINTENANCE WORKER II	BCU	110	$ 15.91	$ 21.40	$ 33,093	$ 44,512
MARINA AND PORT OPERATIONS SUPERVISOR	NON	PB5	$ 28.56	$ 46.04	$ 59,405	$ 95,763
MARINA ASSISTANT	WCU	422	$ 17.16	$ 26.23	$ 35,693	$ 54,558
MARINA STORE SUPERVISOR	NON	PB2	$ 23.65	$ 37.58	$ 49,192	$ 78,166
MARKETING BOOKING COORDINATOR	PRO	PB3			$ 52,354	$ 82,410
MARKETING OPERATIONS SUPERVISOR	NON	PB5	$ 28.56	$ 46.04	$ 59,405	$ 95,763
MARKETING OUTREACH SPECIALIST	NON	PB4	$ 26.77	$ 42.68	$ 55,682	$ 88,774
MARKETING SERVICES COORDINATOR	PRN1	PB4			$ 55,682	$ 88,774
MAYOR AND CITY ADMINISTRATOR SECRETARY	NON	PB4	$ 26.77	$ 42.68	$ 55,682	$ 88,774
MECHANICAL INSPECTOR	BCU	360	$ 30.86	$ 41.10	$ 64,189	$ 85,488
METER READER	BCU	112	$ 16.23	$ 23.19	$ 33,758	$ 48,235
METER READER SUPERVISOR	NON	PB2	$ 23.65	$ 37.58	$ 49,192	$ 78,166
MICROGRAPHICS TECHNICIAN	WCU	417	$ 16.24	$ 23.29	$ 33,779	$ 48,443
MULCH PROGRAM COORDINATOR	WCU	430	$ 21.01	$ 31.96	$ 43,701	$ 66,477
NATURE PARK SUPERVISOR	NON	PB4	$ 26.77	$ 42.68	$ 55,682	$ 88,774
NATURE PRESERVE RANGER	BCU	204	$ 17.91	$ 26.03	$ 37,253	$ 54,142
NATURE PRESERVE SUPERVISOR I	PRO	PB1			$ 48,693	$ 77,106
NATURE PRESERVE SUPERVISOR II	**PRO/PRN**	PB3			$ 52,354	$ 82,410
NEIGHBORHOOD COORDINATOR	PRO	PB7			$ 70,554	$ 113,506

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NEIGHBORHOOD SPECIALIST	PRO	PB4			$ 55,682	$ 88,774
NEIGHBORHOOD TRANSPORTATION COORDINATOR	PRN	PB7			$ 70,554	$ 113,506
NETWORK SYSTEMS ANALYST I	PRO	PB4			$ 55,682	$ 88,774
NETWORK SYSTEMS ANALYST II	PRO	PB6			$ 65,874	$ 105,539
OFFICE SYSTEMS ASSISTANT	WCU	414	$ 15.76	$ 21.61	$ 32,781	$ 44,949
OFFICE SYSTEMS SPECIALIST	WCU	420	$ 16.73	$ 25.02	$ 34,798	$ 52,042
OPERATIONS ANALYST	PRO	PB4			$ 55,682	$ 88,774
OPERATIONS SPECIALIST	PRO	PB2			$ 49,192	$ 78,166
ORACLE DEVELOPER	PRO	PB10			$ 83,408	$ 133,203
PARAMEDIC (40 Hour)	FNS	FP0	$ 23.9442	$ 38.1880	$ 49,804	$ 79,431
PARAMEDIC (42 Hour)	FNS	FP0	$ 22.8040	$ 36.3695	$ 49,804	$ 79,431
PARAMEDIC (48 Hour)	FNS	FP0	$ 19.9535	$ 31.8233	$ 49,804	$ 79,431
PARKING ENFORCEMENT OFFICER	WCU	420	$ 16.73	$ 25.02	$ 34,798	$ 52,042
PARKING ENFORCEMENT SUPERVISOR	NON	PB2	$ 23.65	$ 37.58	$ 49,192	$ 78,166
PARKING MANAGEMENT COORDINATOR	PRN	PB6			$ 65,874	$ 105,539
PARKING METER TECHNICIAN	BCU	205	$ 18.45	$ 26.67	$ 38,376	$ 55,474
PARKS OPERATIONS FOREPERSON	NON	PB2	$ 23.65	$ 37.58	$ 49,192	$ 78,166
PARKS SUPPORT SERVICES COORDINATOR	PRO	PB4			$ 55,682	$ 88,774
PAVEMENT APPRENTICE	BCU	203	$ 17.39	$ 25.40	$ 36,171	$ 52,832
PAVEMENT MAINTENANCE FOREPERSON	NON	PB2	$ 23.65	$ 37.58	$ 49,192	$ 78,166
PAVEMENT MAINTENANCE LEADWORKER	BCU	213	$ 22.13	$ 31.09	$ 46,030	$ 64,667
PAVEMENT TECHNICIAN	BCU	210	$ 20.39	$ 29.16	$ 42,411	$ 60,653
PAYROLL COORDINATOR	PRO	PB3			$ 52,354	$ 82,410
PENSION SUPERVISOR	PRN	PB6			$ 65,874	$ 105,539
PERMITTING SYSTEMS ANALYST	PRO	PB5			$ 59,405	$ 95,763
PERMITTING SYSTEMS SUPERVISOR	PRN	PB6			$ 65,874	$ 105,539
PHYSICAL FITNESS PROGRAM COORDINATOR	PRO	PB1			$ 48,693	$ 77,106
PLANNER I	PRO	PB3			$ 52,354	$ 82,410
PLANNER II	PRO	PB5			$ 59,405	$ 95,763
PLANNER III	PRO	PB7			$ 70,554	$ 113,506
PLANNING TECHNICIAN	WCU	433	$ 22.55	$ 34.46	$ 46,904	$ 71,677
PLANS EXAMINER	WCU	439	$ 26.11	$ 40.07	$ 54,309	$ 83,346
PLANS REVIEW COORDINATOR	NON	PB6	$ 31.67	$ 50.74	$ 65,874	$ 105,539
PLANS REVIEW SUPERVISOR	PRN	PB7			$ 70,554	$ 113,506
PLANS SUBMITTAL SPECIALIST	WCU	426	$ 18.97	$ 28.91	$ 39,458	$ 60,133
PLANT MAINTENANCE COORDINATOR	WCU	440	$ 26.80	$ 41.04	$ 55,744	$ 85,363
PLANT MAINTENANCE MECHANIC APPRENTICE	BCU	208	$ 19.57	$ 27.93	$ 40,706	$ 58,094
PLANT MAINTENANCE MECHANIC	BCU	216	$ 24.18	$ 33.73	$ 50,294	$ 70,158
PLANT MAINTENANCE SUPERVISOR	NON	PB6	$ 31.67	$ 50.74	$ 65,874	$ 105,539
PLANT MAINTENANCE TECHNICIAN	BCU	303	$ 24.92	$ 35.70	$ 51,834	$ 74,256
PLANT MAINTENANCE TECHNICIAN II	BCU	304	$ 25.66	$ 37.48	$ 53,373	$ 77,958
PLANT MAINTENANCE TECHNICIAN III	NON	PB3	$ 25.17	$ 39.62	$ 52,354	$ 82,410
PLUMBING INSPECTOR	BCU	360	$ 30.86	$ 41.10	$ 64,189	$ 85,488
POLICE CADET ***** Static Rate***	*PC*	*PB1***	*$ 20.55*		$ 42,744	

***** Restricted pay schedule***

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POLICE GRANTS COORDINATOR	PRN	PB5			$ 59,405	$ 95,763
POLICE INVESTIGATIVE ASSISTANT	WCU	432	$ 21.99	$ 33.62	$ 45,739	$ 69,930
POLICE LEGAL ASSISTANT	NON	PB1	$ 23.41	$ 37.07	$ 48,693	$ 77,106
POLICE LIEUTENANT	PSV	PL0	$ 59.69	$ 65.31	$ 124,155	$ 135,845
POLICE OFFICER*	PS	PO0	$ 29.84	$ 48.64	$ 62,067	$ 101,171
POLICE RECORDS TECHNICIAN	WCU	430	$ 21.01	$ 31.96	$ 43,701	$ 66,477
POLICE SERGEANT	PSV	PS0	$ 50.54	$ 56.69	$ 105,123	$ 117,915
POLICE TRAINING SPECIALIST	PRO	PB4			$ 55,682	$ 88,774
POLYGRAPH EXAMINER	NON	PB4	$ 26.77	$ 42.68	$ 55,682	$ 88,774
PRINT SHOP SUPERVISOR	NON	PB1	$ 23.41	$ 37.07	$ 48,693	$ 77,106
PRINTER II	WCU	428	$ 19.96	$ 30.47	$ 41,517	$ 63,378
PROCUREMENT ANALYST	PRO	PB4			$ 55,682	$ 88,774
PROCUREMENT SPECIALIST	PRO	PB1			$ 48,693	$ 77,106
PROGRAM SPECIALIST SUPERVISOR	PRN	PB2			$ 49,192	$ 78,166
PROPERTY AND ASSET MANAGEMENT COORDINATOR	PRO	PB5			$ 59,405	$ 95,763
PROPERTY AND EVIDENCE CLERK	WCU	423	$ 17.60	$ 26.86	$ 36,608	$ 55,869
PROPERTY AND EVIDENCE SUPERVISOR	NON	PB3	$ 25.17	$ 39.62	$ 52,354	$ 82,410
PUBLIC SAFETY TELECOMMUNICATOR	WCU	436	$ 24.21	$ 37.08	$ 50,357	$ 77,126
PUBLIC SAFETY TELECOMMUNICATOR TRAINEE	WCU	430	$ 21.01	$ 31.96	$ 43,701	$ 66,477
PURCHASING SUPERVISOR	PRN	PB6			$ 65,874	$ 105,539
REAL ESTATE COORDINATOR	PRO	PB7			$ 70,554	$ 113,506
REAL ESTATE SPECIALIST	PRO	PB5			$ 59,405	$ 95,763
RECLAIMED WATER LIAISON	WCU	426	$ 18.97	$ 28.91	$ 39,458	$ 60,133
RECORDS MANAGEMENT TECHNICIAN	WCU	422	$ 17.16	$ 26.23	$ 35,693	$ 54,558
RECORDS SECTION SUPERVISOR	PRN	PB4			$ 55,682	$ 88,774
RECORDS SERVICES SUPERVISOR	NON	PB3	$ 25.17	$ 39.62	$ 52,354	$ 82,410
RECORDS SUPPORT OPERATOR	WCU	424	$ 18.10	$ 27.49	$ 37,648	$ 57,179
RECREATION ADMINISTRATIVE SUPPORT COORDINATOR	PRN	PB6			$ 65,874	$ 105,539
RECREATION AIDE	WCU	417	$ 16.24	$ 23.29	$ 33,779	$ 48,443
RECREATION ATTENDANT	NON	410	$ 15.00	$ 20.58	$ 31,200	$ 42,806
RECREATION CENTER ASSISTANT	WCU	419	$ 16.56	$ 24.44	$ 34,445	$ 50,835
RECREATION LEADER	WCU	420	$ 16.73	$ 25.02	$ 34,798	$ 52,042
RECREATION SPECIALIST	WCU	426	$ 18.97	$ 28.91	$ 39,458	$ 60,133
RECREATION SUPERVISOR I	PRO	PB1			$ 48,693	$ 77,106
RECREATION SUPERVISOR II	PRN	PB3			$ 52,354	$ 82,410
REHABILITATION OFFICER I	PRN	PB2			$ 49,192	$ 78,166
REHABILITATION OFFICER II	PRN	PB4			$ 55,682	$ 88,774
*RESERVE OFFICER (***Static Rate)*	NON	417	$ 19.31		$ 40,165	
***** Restricted pay schedule**						
REVENUE OFFICER	PRN	PB6			$ 65,874	$ 105,539
RISK MANAGEMENT ANALYST	PRO	PB4			$ 55,682	$ 88,774
RODENT CONTROL TECHNICIAN	BCU	214	$ 22.80	$ 31.82	$ 47,424	$ 66,186
SAFETY AND TRAINING OFFICER	PRO	PB4			$ 55,682	$ 88,774
SANITATION COLLECTION SUPERVISOR	NON	PB3	$ 25.17	$ 39.62	$ 52,354	$ 82,410
SANITATION FIELD SERVICES COORDINATOR	NON	PB4	$ 26.77	$ 42.68	$ 55,682	$ 88,774
SANITATION INSPECTOR I	BCU	212	$ 21.49	$ 30.46	$ 44,699	$ 63,357

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SANITATION INSPECTOR II	BCU	215	$ 23.48	$ 32.75	$ 48,838	$ 68,120
SANITATION SERVICE WORKER	BCU	110	$ 15.91	$ 21.40	$ 33,093	$ 44,512
SANITATION SPECIALIST	BCU	215	$ 23.48	$ 32.75	$ 48,838	$ 68,120
SANITATION SUPPORT SERVICES COORDINATOR	PRN	PB4			$ 55,682	$ 88,774
SANITATION TECHNICIAN	BCU	212	$ 21.49	$ 30.46	$ 44,699	$ 63,357
SCADA ANALYST	PRO	PB6			$ 65,874	$ 105,539
SCADA SUPERVISOR	PRN	PB7			$ 70,554	$ 113,506
SCHOOL CROSSING GUARD *** Static Rate	NON	416	$ 19.54		$ 13,190	
SCHOOL CROSSING GUARD II *** Static Rate	NON	416	$ 22.60		$ 15,255	
SCHOOL CROSSING GUARD SUPERVISOR	NON	PB2	$ 23.65	$ 37.58	$ 49,192	$ 78,166
SECURITY OFFICER	BCU	111	$ 16.07	$ 21.85	$ 33,426	$ 45,448
SECURITY SUPERVISOR	NON	422	$ 18.30	$ 27.68	$ 38,064	$ 57,574
SENIOR APPLICATION SUPPORT SPECIALIST	PRO	PB6			$ 65,874	$ 105,539
SENIOR AUDITOR	PRO	PB8			$ 76,211	$ 122,138
SENIOR BUDGET ANALYST	PRN	PB8			$ 76,211	$ 122,138
SENIOR CAPITAL IMPROVEMENTS COORDINATOR	PRN	PB8			$ 76,211	$ 122,138
SENIOR CAPITAL PROJECTS COORDINATOR	PRO	PB8			$ 76,211	$ 122,138
SENIOR COMPUTER PROGRAMMER ANALYST LEAD	**PRO/PRN**	PB9			$ 82,243	$ 129,002
SENIOR DOTS LEAD	PRN	PB11			$ 85,925	$ 137,218
SENIOR ENGINEERING CLERK	WCU	433	$ 22.55	$ 34.46	$ 46,904	$ 71,677
SENIOR FACILITIES PROJECT COORDINATOR	PRN	PB8			$ 76,211	$ 122,138
SENIOR FLEET OPERATIONS SUPERVISOR	PRN	PB6			$ 65,874	$ 105,539
SENIOR HOUSING DEVELOPMENT COORDINATOR	PRN	PB6			$ 65,874	$ 105,539
SENIOR HUMAN RESOURCES ANALYST	**PRO/PRN**	PB6			$ 65,874	$ 105,539
SENIOR LABOR RELATIONS OFFICER	**PRN**	PB7			$ 70,554	$ 113,506
SENIOR LEGISLATIVE AIDE	PRN	PB6			$ 65,874	$ 105,539
SENIOR NETWORK SYSTEMS ANALYST	PRO	PB8			$ 76,211	$ 122,138
SENIOR OPERATIONS ANALYST	PRO	PB6			$ 65,874	$ 105,539
SENIOR PLANS EXAMINER	WCU	445	$ 30.16	$ 46.30	$ 62,733	$ 96,304
SENIOR PLANT MAINTENANCE COORDINATOR	WCU	442	$ 28.14	$ 43.18	$ 58,531	$ 89,814
SENIOR PROCUREMENT ANALYST	PRO	PB6			$ 65,874	$ 105,539
SENIOR PROFESSIONAL ENGINEER	PRO	PB10			$ 83,408	$ 133,203
SENIOR REAL ESTATE COORDINATOR	PRO	PB8			$ 76,211	$ 122,138
SENIOR SERVER ANALYST	PRO	PB8			$ 76,211	$ 122,138
SENIOR SYSTEMS PROGRAMMER	PRO	PB8			$ 76,211	$ 122,138
SENIOR VIDEO SPECIALIST	NON	PB3	$ 25.17	$ 39.62	$ 52,354	$ 82,410
SERVER ANALYST I	PRO	PB5			$ 59,405	$ 95,763
SERVER ANALYST II	PRO	PB6			$ 65,874	$ 105,539
SIGN FABRICATOR II	BCU	209	$ 20.09	$ 28.55	$ 41,787	$ 59,384
SINGLE FAMILY RESIDENTIAL INSPECTOR	BCU	360	$ 30.86	$ 41.10	$ 64,189	$ 85,488
SMALL BUSINESS ENTERPRISE SPECIALIST	PRO	PB2			$ 49,192	$ 78,166
SOCIAL SERVICES SPECIALIST	PRO	PB3			$ 52,354	$ 82,410
SOLID WASTE EQUIPMENT MECHANIC I	BCU	211	$ 20.86	$ 29.76	$ 43,389	$ 61,901
SOLID WASTE EQUIPMENT MECHANIC II	BCU	215	$ 23.48	$ 32.75	$ 48,838	$ 68,120
SOLID WASTE EQUIPMENT MECHANIC III	BCU	216	$ 24.18	$ 33.73	$ 50,294	$ 70,158
SOLID WASTE EQUIPMENT SPECIALIST	BCU	215	$ 23.48	$ 32.75	$ 48,838	$ 68,120

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SPECIAL PROJECTS COORDINATOR	PRN1	PB6			$ 65,874	$ 105,539
SPECIAL ASSISTANT TO THE CHIEF OF STAFF	PRN	PB6			$ 65,874	$ 105,539
SPECIAL ASSISTANT TO THE MAYOR	PRN	PB6			$ 65,874	$ 105,539
ST PETE STAT COORDINATOR	PRO	PB4			$ 55,682	$ 88,774
STAFFING AND SCREENING SUPERVISOR	PRN	PB6			$ 65,874	$ 105,539
STOREKEEPER I	WCU	418	$ 16.40	$ 23.88	$ 34,112	$ 49,670
STOREKEEPER II	WCU	424	$ 18.10	$ 27.49	$ 37,648	$ 57,179
STORMWATER OPERATIONS FOREPERSON	NON	PB2	$ 23.65	$ 37.58	$ 49,192	$ 78,166
STORMWATER PAVEMENT AND TRAFFIC SUPERVISOR	NON	PB4	$ 26.77	$ 42.68	$ 55,682	$ 88,774
STORMWATER UTILITIES MAINTENANCE APPRENTICE	BCU	203	$ 17.39	$ 25.40	$ 36,171	$ 52,832
STORMWATER UTILITIES MAINTENACE LEADWORKER	BCU	213	$ 22.13	$ 31.09	$ 46,030	$ 64,667
STORMWATER UTILITIES MAINTENANCE TECHNICIAN	BCU	210	$ 20.39	$ 29.16	$ 42,411	$ 60,653
STRATEGIC GRANTS WRITER	PRN1	PB7			$ 70,554	$ 113,506
STUDENT INTERN	NON	415	$ 17.07	$ 23.35	$ 35,506	$ 48,568
SUNKEN GARDENS OPERATIONS FOREPERSON	NON	PB1	$ 23.41	$ 37.07	$ 48,693	$ 77,106
SUPPLIER DIVERSITY ANALYST	PRN1	PB6			$ 65,874	$ 105,539
SUPPLIER DIVERSITY CERTIFICATION SPECIALIST	PRN1	PB5			$ 59,405	$ 95,763
SURVEY PARTY CHIEF	NON	PB1	$ 23.41	$ 37.07	$ 48,693	$ 77,106
SURVEY PROJECT COORDINATOR	PRN	PB8			$ 76,211	$ 122,138
SWIMMING POOL ASSISTANT SUPERVISOR	NON	420	$ 17.94	$ 26.39	$ 37,315	$ 54,891
SWIMMING POOL SUPERVISOR	NON	433	$ 23.18	$ 36.70	$ 48,214	$ 76,336
SYSTEMS ANALYST	PRO	PB6			$ 65,874	$ 105,539
SYSTEMS PC ANALYST	PRO	PB4			$ 55,682	$ 88,774
SYSTEMS PC ANALYST II	PRO	PB6			$ 65,874	$ 105,539
SYSTEMS PROGRAMMER	PRO	PB7			$ 70,554	$ 113,506
TELECOMMUNICATIONS NETWORK SPECIALIST	PRO	PB6			$ 65,874	$ 105,539
TELECOMMUNICATIONS NETWORK SUPERVISOR	PRN	PB7			$ 70,554	$ 113,506
TELECOMMUNICATIONS NETWORK TECHNICIAN II	WCU	444	$ 29.57	$ 45.38	$ 61,506	$ 94,390
TIRE AND WHEEL SPECIALIST	BCU	206	$ 19.00	$ 27.25	$ 39,520	$ 56,680
TRAFFIC ENGINEERING ASSISTANT I	WCU	427	$ 19.46	$ 29.67	$ 40,477	$ 61,714
TRAFFIC ENGINEERING ASSISTANT II	WCU	435	$ 23.62	$ 36.18	$ 49,130	$ 75,254
TRAFFIC MAINTENANCE FOREPERSON	NON	PB2	$ 23.65	$ 37.58	$ 49,192	$ 78,166
TRAFFIC SIGNAL COORDINATOR	PRO	PB4			$ 55,682	$ 88,774
TRAFFIC SIGNAL TECHNICIAN I	BCU	211	$ 20.86	$ 29.76	$ 43,389	$ 61,901
TRAFFIC SIGNAL TECHNICIAN II	BCU	301	$ 24.49	$ 34.45	$ 50,939	$ 71,656
TRAFFIC SIGNAL TECHNICIAN III	BCU	304	$ 25.66	$ 37.48	$ 53,373	$ 77,958
TRAFFIC SPECIALIST	WCU	420	$ 16.73	$ 25.02	$ 34,798	$ 52,042
TRAFFIC TECHNICIAN	BCU	209	$ 20.09	$ 28.55	$ 41,787	$ 59,384
TRAINING AND DEVELOPMENT COORDINATOR	PRO	PB6			$ 65,874	$ 105,539
TRAINING COORDINATOR	PRO	PB5			$ 59,405	$ 95,763
TRAINING SPECIALIST	PRO	PB2			$ 49,192	$ 78,166
TRAINING SUPERVISOR	PRN	PB7			$ 70,554	$ 113,506
TRANSPORTATION PLANNING COORDINATOR	PRN	PB8			$ 76,211	$122,138
TREE TRIMMER I	BCU	201	$ 16.39	$ 24.73	$ 34,091	$ 51,438
TREE TRIMMER II	BCU	205	$ 18.45	$ 26.67	$ 38,376	$ 55,474
TREE TRIMMER LEADWORKER	BCU	210	$ 20.39	$ 29.16	$ 42,411	$ 60,653

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TV OPERATIONS SUPERVISOR	NON	PB5	$ 28.56	$ 46.04	$ 59,405	$ 95,763
URBAN DESIGN AND DEVELOPMENT COORDINATOR	PRO	PB8			$ 76,211	$ 122,138
UTILITIES LOCATOR TECHNICIAN	BCU	208	$ 19.57	$ 27.93	$ 40,706	$ 58,094
VICTIM ASSISTANCE SPECIALIST	PRO	PB2			$ 49,192	$ 78,166
VIDEO PRODUCTION SPECIALIST	NON	PB2	$ 23.65	$ 37.58	$ 49,192	$ 78,166
VIDEO PRODUCTION TECHNICIAN	NON	PB3	$ 25.17	$ 39.62	$ 52,354	$ 82,410
WASTEWATER FOREPERSON	NON	PB2	$ 23.65	$ 37.58	$ 49,192	$ 78,166
WASTEWATER SUPERVISOR	NON	PB5	$ 28.56	$ 46.04	$ 59,405	$ 95,763
WASTEWATER UTILITIES MAINTENANCE APPRENTICE	BCU	204	$ 17.91	$ 26.03	$ 37,253	$ 54,142
WASTEWATER UTILITIES MAINTENANCE LEADWORKER	BCN1	213	$ 22.13	$ 31.09	$ 46,030	$ 64,667
WASTEWATER UTILITIES MAINTENANCE TECHNICIAN	BCU	211	$ 20.86	$ 29.76	$ 43,389	$ 61,901
WATER CONSERVATION COORDINATOR	**PRO/PRN**	PB5			$ 59,405	$ 95,763
WATER DISTRIBUTION SUPERVISOR	NON	PB5	$ 28.56	$ 46.04	$ 59,405	$ 95,763
WATER DISTRIBUTION SYSTEMS COORDINATOR	NON	PB5	$ 28.56	$ 46.04	$ 59,405	$ 95,763
WATER FOREPERSON	NON	PB2	$ 23.65	$ 37.58	$ 49,192	$ 78,166
WATER PLANT CHIEF OPERATOR	NON	PB6	$ 31.67	$ 50.74	$ 65,874	$ 105,539
WATER PLANT OPERATIONS SPECIALIST	WCU	444	$ 29.57	$ 45.38	$ 61,506	$ 94,390
WATER PLANT OPERATOR I	BCU	208	$ 19.57	$ 27.93	$ 40,706	$ 58,094
WATER PLANT OPERATOR II	BCU	215	$ 23.48	$ 32.75	$ 48,838	$ 68,120
WATER PLANT OPERATOR III	BCU	303	$ 24.92	$ 35.70	$ 51,834	$ 74,256
WATER PLANT OPERATOR IV	BCM	360	$ 28.83	$ 42.33	$ 59,966	$ 88,046
WATER RECLAMATION PLANT CHIEF OPERATOR	NON	PB6	$ 31.67	$ 50.74	$ 65,874	$ 105,539
WATER RECLAMATION PLANT OPERATOR I	BCU	208	$ 19.57	$ 27.93	$ 40,706	$ 58,094
WATER RECLAMATION PLANT OPERATOR II	BCU	215	$ 23.48	$ 32.75	$ 48,838	$ 68,120
WATER RECLAMATION PLANT OPERATOR III	BCU	350	$ 29.97	$ 39.90	$ 62,338	$ 82,992
WATER RECLAMATION PLANT OPERATOR IV	BCM	360	$ 28.83	$ 42.33	$ 59,966	$ 88,046
WATER RECLAMATION PLANT OPERATOR SPECIALIST	WCU	444	$ 29.57	$ 45.38	$ 61,506	$ 94,390
WATER SAFETY INSTRUCTOR	NON	413	$ 16.73	$ 22.23	$ 34,798	$ 46,238
WATER SYSTEMS TECHNICIAN I	BCU	204	$ 17.91	$ 26.03	$ 37,253	$ 54,142
WATER SYSTEMS TECHNICIAN II	BCU	212	$ 21.49	$ 30.46	$ 44,699	$ 63,357
WATER UTILITIES MAINTENANCE APPRENTICE	BCU	204	$ 17.91	$ 26.03	$ 37,253	$ 54,142
WATER UTILITIES MAINTENANCE TECHNICIAN	BCU	212	$ 21.49	$ 30.46	$ 44,699	$ 63,357
WATER UTILITIES MAINTENANCE TECHNICIAN II	BCU	215	$ 23.48	$ 32.75	$ 48,838	$ 68,120
WEB COORDINATOR	NON	PB5	$ 28.56	$ 46.04	$ 59,405	$ 95,763
WELDER	BCU	213	$ 22.13	$ 31.09	$ 46,030	$ 64,667
WORK METHODS ANALYST	WCN1	436	$ 24.21	$ 37.08	$ 50,357	$ 77,126
WORKERS COMPENSATION SUPERVISOR	PRN	PB6			$ 65,874	$ 105,539
YOUTH DEVELOPMENT WORKER	WCU	417	$ 16.24	$ 23.29	$ 33,779	$ 48,443
YOUTH FARM ATTENDANT	NON	410	$ 15.00	$ 20.58	$ 31,200	$ 42,806
YOUTH FARM SPECIALIST	WCN1	426	$ 18.97	$ 28.91	$ 39,458	$ 60,133
YOTUH FARM SUPERVISOR	PRN	PB1			$ 48,693	$ 77,106
YOUTH FARM WORKER	WCN1	417	$ 16.24	$ 23.29	$ 33,779	$ 48,443

NON-exempt employees are considered hourly employees. FPSU/SEIU (BCU,BCM,WCU), EVN, NON employees are considered hourly employees.

PRO/PRN designations in this plan are subject to review for appropriate designation at time of hire/promotion and may need union review.

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Annual salaries in Oracle are calculated on 2,080 regularly scheduled hours. Because pay hours may vary for hourly employees, the annual salaries are not to be construed as a guaranteed income for the year and are to be used for reference purposes only.

** Maximum pay does not include Master Step 13*

***Restricted Schedules employees are hired in at minimum until promoted to the next classification level.*

****Pay is static and not subject to pay range changes*

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CITY OF ST. PETERSBURG

COMPENSATION POLICIES AND SPECIAL PAY PROVISIONS

INITIAL EMPLOYMENT

All classified service employees will normally be employed at the entry pay rate of the pay range assigned to their classification. In certain cases, approval may be granted for an employee to be employed above the entry pay rate based upon exceptional applicant training and experience, or unusual recruitment conditions. Exceptions may be referenced in the Administrative Policy # 060404 - Starting Salaries for Newly Hired or Promoted Employees .

U:\Administrative Policies\Administrative Policy Files\PDF\AP060404.pdf

PAY PROGRESSION PROGRAMS

For FY23, all NON,PRN,WCN,BCN employees will be eligible only for a three percent (3.0%) general wage increase (GWI) effective on payroll start date 9/26/2022. Annual anniversary merit increases if approved will be 2% on the employee's classiification date if the employee gets a satisfactory evaluation (meets expected competencies) with a potential to get up to 3% if the employee exceeds expected job competencies for FY23.

FPSU/SEIU Professional (PRO) Union-For FY23, PRO employees will be eligible for a three percent (3.0%) general wage increase (GWI) effective on payroll start date 9/26/2022. Annual progression increases, if approved, will be from 0% to 3% as based upon the union agreement.

FPSU/SEIU White Collar Unit(WCU) and Blue Collar Merit(BCM)-For FY23, WCU and BCM employees will be eligible for a three percent (3.0%) general wage increase (GWI) effective on payroll start date 9/26/2022. Annual progression increases, if approved, will be from 0% to 3% as based upon the union agreement.

Labor, Maintenance, Trades and Crafts (FPSU Represented Employees)

FPSU/SEIU Blue Collar Unit (BCU) -For FY23, BCU employees will be eligible for a three percent (3.0%) general wage increase (GWI) effective on payroll start date 9/26/2022. Annual progression increases, if approved, will be from 0% to 3% as based upon the union agreement.

Provisions of this pay program are administered in accordance with the current negotiated FPSU labor agreement. Pay information for the minimum and maximum pay for these BCU union represented classifications are available in the rate tables.

Rev.9/26/2022

CITY OF ST. PETERSBURG

COMPENSATION POLICIES AND SPECIAL PAY PROVISIONS

Rev.9/26/2022

CITY OF ST. PETERSBURG

COMPENSATION POLICIES AND SPECIAL PAY PROVISIONS

Uniformed Police and Fire Department Classifications

Union Represented Classifications: All classified service employees in union represented police and fire classifications are included in a negotiated automatic pay step program. Employees receive an automatic step increase on an annual basis until maximum pay is achieved. All automatic step increases are based upon classification seniority, and become effective at the beginning of the payroll period encompassing the employee's anniversary date of classification. Provisions of this pay program are administered in accordance with the respective negotiated labor agreements. Pay steps for union-represented police classifications and pay steps for union represented fire classifications are available in the rate tables.

PROMOTIONAL PAY PROCEDURES

Employees promoted to a higher level classification (except for those promoted from Firefighter to Firefighter/Paramedic) shall receive a promotional pay increase of at least five percent (5%) or the entry pay rate of the classification, whichever is greater.

Promotional pay procedures for professional, non-union, and supervisory positions are outlined in Administrative Policy #060404 - Authority to Set Starting Salaries for New & Promoted Employees.

U:\Administrative Policies\Administrative Policy Files\PDF\AP060404.pdf

Employees in the FPSU/SEIU when promoted to a higher level classification shall receive a promotional pay increase of at least five percent (5%) or the entry pay rate of the classification, whichever is greater.

Promotional pay procedures for an employee classified as a firefighter, who is promoted to a Firefighter/Paramedic, are covered in the current SPAFF labor agreement.

ACTING PAY

Any full-time employee who is required and assigned to serve as an acting supervisor for a minimum of one full shift of at least eight (8) hours shall be compensated for each hour worked in an acting supervisory capacity at the same hourly rate of pay the employee would have received if actually promoted to an appropriate supervisory classification.(Employees assigned to the Parking Enforcement Division of the Transportation & Parking Management Department do not have an eight (8) hour minimum for extra duty hours assigned and worked as an acting supervisor). (Employees assigned to the Police Emergency Communications Division are eligible to receive acting supervisor pay when assigned and actually work in that capacity for a minimum of four (4) hours.

Employees temporarily assigned by the Department Director to work on temporary upgraded assignments or take on a temporary leadership role shall be paid a leadership incentive pay of sixty cents ($.60) per hour.

Acting supervisor pay for union represented Police and Fire classifications are covered in the respective labor agreements.

Any full-time classified service employee who is required and assigned to serve as an acting manager for an administrative management employee for a minimum of three consecutive work days shall be compensated for each complete shift worked in an acting capacity by one (1) additional hour of pay at his/her straight time hourly rate.

LEADERSHIP INCENTIVE PAY

Employees temporarily assigned by the Department Director to work on temporary upgraded assignments, or take on a temporary leadership role, shall be paid leadership incentive pay of sixty cents ($.60) per hour. This incentive pay shall not be in lieu of any acting pay or acting assignments, and shall not be applicable in divisions or work groups in which there is already a leadworker job classification.

CITY OF ST. PETERSBURG

COMPENSATION POLICIES AND SPECIAL PAY PROVISIONS

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CITY OF ST. PETERSBURG

COMPENSATION POLICIES AND SPECIAL PAY PROVISIONS

SHIFT DIFFERENTIAL

Non-Union and FPSU/SEIU (BCU and WCU) represented employees who work a continuous shift of at least eight (8) hours starting between 1:00 P.M. and 4:00 A.M. are not considered to be working a normal shift schedule and will be paid a shift differential of one dollar ($1.00) per hour for all hours worked.

Communication Center WCU employees who work a continuous shift beginning between the hours of 1:00 P.M. and 9:00 P.M. (evening shift) will be paid a shift differential rate of one dollar ($1.10) and ten cents per hour; and, employees who work a continuous shift beginning between the hours of 9:00 P.M. to 4:00 A.M. (night shift) will be paid a shift differential of one-dollar ($1.25) and twenty-five cents per hour for all hours worked.

Employees scheduled to work an eight (8) hour or more shift and who utilize annual, illness, bereavement, or other leave for a part of the shift shall only be paid shift differential for hours actually worked.

Employees who work a normal day shift and continue to work beyond their regular scheduled hours are not eligible for shift differential.

Shift differentials for union represented Police classifications are contained in the respective agreements.

Employees assigned to shifts which qualify them for shift differential shall receive the differential for all hours worked, including any overtime hours worked as an extension of that shift. An overtime assignment which calls for an employee to work a day shift is not covered by shift differential.

RED CIRCLE PAY RATE

A "Red Circle" pay rate is an hourly pay rate in excess of the established maximum rate for an assigned pay grade. Employees earning a Red Circle pay rate will not be eligible for future salary increases until the pay range for their classification is adjusted to allow for payment of a rate within the established range.

CITY OF ST. PETERSBURG

COMPENSATION POLICIES AND SPECIAL PAY PROVISIONS

Rev.9/26/2022

CITY OF ST. PETERSBURG

COMPENSATION POLICIES AND SPECIAL PAY PROVISIONS

FY 22/23

BI-WEEKLY PAYROLL CALENDAR		
MONDAY thru SUNDAY		
PPB		**PPE**
Sep 26 22		Oct 09 22
Oct 10 22		Oct 23 22
Oct 24 22		Nov 06 22
Nov 07 22		Nov 20 22
Nov 21 22		Dec 04 22
Dec 05 22		Dec 18 22
Dec 19 22		Jan 01 23
Jan 02 23		Jan 15 23
Jan 16 23		Jan 29 23
Jan 30 23		Feb 12 23
Feb 13 23		Feb 26 23
Feb 27 23		Mar 12 23
Mar 13 23		Mar 26 23
Mar 27 23		Apr 09 23
Apr 10 23		Apr 23 23
Apr 24 23		May 07 23
May 08 23		May 21 23
May 22 23		Jun 04 23
Jun 05 23		Jun 18 23
Jun 19 23		Jul 02 23
Jul 03 23		Jul 16 23
Jul 17 23		Jul 30 23
Jul 31 23		Aug 13 23
Aug 14 23		Aug 27 23
Aug 28 23		Sep 10 23
Sep 11 23		Sep 24 23

CITY OF ST. PETERSBURG

COMPENSATION POLICIES AND SPECIAL PAY PROVISIONS

Seminole Classification and Compensation Plan
for Non-Exempt Employees

GRADE	POSITION TITLE	POSITION NUMBER	MINIMUM	MID-POINT	MAXIMUM	
1	Unused		$20,800.00	$26,000.00	$31,200.00	Annual
			$800.00	$1,000.00	$1,200.00	Biweekly
			$10.0000	$12.5000	$15.0000	Hourly
2	Unused		$21,840.00	$27,300.00	$32,760.00	Annual
			$840.00	$1,050.00	$1,260.00	Biweekly
			$10.5000	$13.1250	$15.7500	Hourly
3	Library Aide	509	$22,880.00	$28,600.00	$34,320.00	Annual
			$880.00	$1,100.00	$1,320.00	Biweekly
			$11.0000	$13.7500	$16.5000	Hourly
4	Training Technician	722	$24,024.00	$30,030.00	$36,036.00	Annual
			$924.00	$1,155.00	$1,386.00	Biweekly
			$11.5500	$14.4375	$17.3250	Hourly
5	Unused		$25,225.20	$31,531.50	$37,837.80	Annual
			$970.20	$1,212.75	$1,455.30	Biweekly
			$12.1275	$15.1594	$18.1913	Hourly
6	Library Assistant I	504	$26,486.46	$33,108.08	$39,729.69	Annual
			$1,018.71	$1,273.39	$1,528.07	Biweekly
			$12.7339	$15.9173	$19.1008	Hourly
7	Library Assistant II	505	$27,810.78	$34,763.48	$41,716.17	Annual
	Information Clerk I	114	$1,069.65	$1,337.06	$1,604.47	Biweekly
	Custodian	407	$13.3706	$16.7132	$20.0559	Hourly
	Recreation Leader I	304				

Revised by Resolution 02-2022, Effective 1-25-2022

Seminole Classification and Compensation Plan
for Non-Exempt Employees

GRADE	POSITION TITLE	POSITION NUMBER	MINIMUM	MID-POINT	MAXIMUM	
8	Maintenance I	406	$29,201.32	$36,501.65	$43,801.98	Annual
	Building Maintenance Tech. I	412	$1,123.13	$1,403.91	$1,684.69	Biweekly
	Administrative Assistant I	107	$14.0391	$17.5489	$21.0586	Hourly
9	Librarian I	507	$30,661.39	$38,326.74	$45,992.08	Annual
			$1,179.28	$1,474.11	$1,768.93	Biweekly
			$14.7411	$18.4263	$22.1116	Hourly
10	Maintenance II	405	$32,194.46	$40,243.07	$48,291.69	Annual
	Fleet Maintenance Counter Clerk	724	$1,238.25	$1,547.81	$1,857.37	Biweekly
	Permit/Licensing Technician	206	$15.4781	$19.3476	$23.2172	Hourly
	Library Assistant III	506				
	EMS Technician	723				
	Accounts Payable Technician	106				
11	Parks Technician	420	$33,804.18	$42,255.23	$50,706.27	Annual
	Recreation Leader II	303	$1,300.16	$1,625.20	$1,950.24	Biweekly
	Permit/Licensing Technician II	207	$16.2520	$20.3150	$24.3780	Hourly
12	Administrative Assistant II	108	$35,494.39	$44,367.99	$53,241.58	Annual
	Building Maintenance Tech II	417	$1,365.17	$1,706.46	$2,047.75	Biweekly
			$17.0646	$21.3308	$25.5969	Hourly
13	Code Enforcement Officer	204	$37,269.11	$46,586.39	$55,903.66	Annual
	Mechanic	716	$1,433.43	$1,791.78	$2,150.14	Biweekly
	Administrative Clerk	419	$17.9178	$22.3973	$26.8768	Hourly
	Senior Permit/Licensing Technician	209				

Seminole Classification and Compensation Plan
for Non-Exempt Employees

GRADE	POSITION TITLE	POSITION NUMBER	MINIMUM	MID-POINT	MAXIMUM	
14	Streets & Stormwater Technician	418	$39,132.56	$48,915.71	$58,698.85	Annual
	Payroll Specialist I	105	$1,505.10	$1,881.37	$2,257.65	Biweekly
	Human Resources Analyst	104	$18.8137	$23.5172	$28.2206	Hourly
15	Communications Specialist	119	$41,089.19	$51,361.49	$61,633.79	Annual
			$1,580.35	$1,975.44	$2,370.53	Biweekly
			$19.7544	$24.6930	$29.6316	Hourly
16	Events & Facilities Coordinator	309	$43,143.65	$53,929.57	$64,715.48	Annual
	Librarian II	508	$1,659.37	$2,074.21	$2,489.06	Biweekly
			$20.7421	$25.9277	$31.1132	Hourly
17	Fire Inspector (Civilian)	725	$45,300.83	$56,626.04	$67,951.25	Annual
	Parks & Grounds Maintenance Supervisor	409	$1,742.34	$2,177.92	$2,613.51	Biweekly
	Streets & Stormwater Maintenance Supervisor	410	$21.7792	$27.2241	$32.6689	Hourly
	Facilities Maintenance Supervisor	411				
18	City Inspector	203	$47,565.88	$59,457.35	$71,348.82	Annual
	Planner I	209	$1,829.46	$2,286.82	$2,744.19	Biweekly
			$22.8682	$28.5853	$34.3023	Hourly
19	Multi Certification City Inspector	208	$49,944.17	$62,430.21	$74,916.26	Annual
			$1,920.93	$2,401.16	$2,881.39	Biweekly
			$24.0116	$30.0145	$36.0174	Hourly
20	Unused		$52,441.38	$65,551.72	$78,662.07	Annual
			$2,016.98	$2,521.22	$3,025.46	Biweekly

Seminole Classification and Compensation Plan
for Non-Exempt Employees

GRADE	POSITION TITLE	POSITION NUMBER	MINIMUM	MID-POINT	MAXIMUM	
			$25.2122	$31.5153	$37.8183	Hourly
21	Planner II	210	$55,063.45	$68,829.31	$82,595.17	Annual
			$2,117.82	$2,647.28	$3,176.74	Biweekly
			$26.4728	$33.0910	$39.7092	Hourly
22	Unused		$57,816.62	$72,270.78	$86,724.93	Annual
			$2,223.72	$2,779.65	$3,335.57	Biweekly
			$27.7965	$34.7456	$41.6947	Hourly
23	Unused		$60,707.45	$75,884.31	$91,061.18	Annual
			$2,334.90	$2,918.63	$3,502.35	Biweekly
			$29.1863	$36.4828	$43.7794	Hourly

Seminole Classification and Compensation Plan
for Exempt Employees

GRADE	POSITION TITLE	POSITION NUMBER	MINIMUM	MID-POINT	MAXIMUM	
S1	Unused		$35,568.00	$44,460.00	$53,352.00	Annual
			$1,368.00	$1,710.00	$2,052.00	Biweekly
S2	Unused		$37,346.40	$46,683.00	$56,019.60	Annual
			$1,436.40	$1,795.50	$2,154.60	Biweekly
S3	Secretary to the City Manager	116	$39,213.72	$49,017.15	$58,820.58	Annual
			$1,508.22	$1,885.28	$2,262.33	Biweekly
S4	Unused		$41,174.41	$51,468.01	$61,761.61	Annual
			$1,583.63	$1,979.54	$2,375.45	Biweekly
S5	Unused		$43,233.13	$54,041.41	$64,849.69	Annual
			$1,662.81	$2,078.52	$2,494.22	Biweekly
S6	Recreation Program Coordinator	308	$45,394.78	$56,743.48	$68,092.17	Annual
	Circulation Supervisor	503	$1,745.95	$2,182.44	$2,618.93	Biweekly
	Payroll Specialist I	105				
S7	Librarian III	510	$47,664.52	$59,580.65	$71,496.78	Annual
	Payroll Specialist II	116	$1,833.25	$2,291.56	$2,749.88	Biweekly
S8	Unused		$50,047.75	$62,559.68	$75,071.62	Annual
			$1,924.91	$2,406.14	$2,887.37	Biweekly
S9	Fleet Maintenance Manager	715	$52,550.14	$65,687.67	$78,825.20	Annual
			$2,021.16	$2,526.45	$3,031.74	Biweekly

Seminole Classification and Compensation Plan
for Exempt Employees

GRADE	POSITION TITLE	POSITION NUMBER	MINIMUM	MID-POINT	MAXIMUM	
S10	Unused		$55,177.64	$68,972.05	$82,766.46	Annual
			$2,122.22	$2,652.77	$3,183.33	Biweekly
S11	Senior Accountant	110	$57,936.52	$72,420.66	$86,904.79	Annual
			$2,228.33	$2,785.41	$3,342.49	Biweekly
S12	Deputy Building Official	205	$60,833.35	$76,041.69	$91,250.03	Annual
	IT Specialist	111	$2,339.74	$2,924.68	$3,509.62	Biweekly
	Fire Marshal	703				
S13	City Clerk	103	$63,875.02	$79,843.77	$95,812.53	Annual
			$2,456.73	$3,070.91	$3,685.10	Biweekly
S14	Unused		$67,068.77	$83,835.96	$100,603.15	Annual
			$2,579.57	$3,224.46	$3,869.35	Biweekly
S15	IT/IS Manager	112	$70,422.21	$88,027.76	$105,633.31	Annual
	Human Resources Director	117	$2,708.55	$3,385.68	$4,062.82	Biweekly
	District Chief	704				
S16	Library Director	501	$73,943.32	$92,429.15	$110,914.98	Annual
	Code Admin/Bldg. Official	202	$2,843.97	$3,554.97	$4,265.96	Biweekly
S17	Recreation Director	301	$77,640.48	$97,050.60	$116,460.73	Annual
	Assistant Chief Operations/Training	707	$2,986.17	$3,732.72	$4,479.26	Biweekly
	Assistant Chief Admin/EMS Coordinator	702				

Revised by Resolution 02-2022, Effective 1-25-2022

Seminole Classification and Compensation Plan
for Exempt Employees

GRADE	POSITION TITLE	POSITION NUMBER	MINIMUM	MID-POINT	MAXIMUM	
S18	Director of Public Works	415	$81,522.51	$101,903.13	$122,283.76	Annual
	Director of Community Development	414	$3,135.48	$3,919.35	$4,703.22	Biweekly
S19	Finance Director	101	$85,598.63	$106,998.29	$128,397.95	Annual
	Fire Chief	701	$3,292.26	$4,115.32	$4,938.38	Biweekly
S20	Director of Administration	102	$89,878.56	$112,348.21	$134,817.85	Annual
			$3,456.87	$4,321.08	$5,185.30	Biweekly
S21	Assistant City Manager	118	$94,372.49	$117,965.62	$141,558.74	Annual
			$3,629.71	$4,537.14	$5,444.57	Biweekly
S22	Unused		$99,091.12	$123,863.90	$148,636.68	Annual
			$3,811.20	$4,764.00	$5,716.80	Biweekly
S23	Unused		$104,045.67	$130,057.09	$156,068.51	Annual
			$4,001.76	$5,002.20	$6,002.63	Biweekly

Revised by Resolution 02-2022, Effective 1-25-2022

City of Madeira Beach	Pay Grades	2022-2023			Treasure Island		Seminole		St Petersbuerg	
GRADE	**POSITION TITLE**	**RANGE MIN**	**RANGE**		**RANGE MIN**	**RANGE MAX**	**RANGE MIN**	**RANGE MAX**	**RANGE MIN**	**RANGE MAX**
	Building Codes Compliance Officer I	$31,200	$42,973	13	$42,174	$62,140	$37,269	$55,904	$34,798	$52,042
	Recreation Leader I	$31,200	$42,973	7	$31,200	$47,135	$27,811	$41,716	$34,798	$52,042
	Grounds Maintenance Worker	$31,200	$42,973	7	$31,200	$47,135	$29,201	$43,802	$32,136	$42,307
1	Marina Attendant	$31,200	$42,973	2	$22,880	$45,391	$33,804	$50,706	$35,693	$54,558
	Parking Enforcement Officer	$31,200	$42,973	8	$32,350	$48,745	$37,269	$55,904	$34,798	$52,042
	Public Works Technician	$31,200	$42,973	6	$22,880	$45,391	$33,804	$50,706	$44,699	$63,357
	Seasonal Employees	$31,200	$42,973							
	Administrative Assistant	$37,440	$60,569	8	$32,350	$48,745	$35,494	$44,368	$48,693	$77,106
	Builsding Codes Compliance Officer II	$37,440	$60,569	15	$45,546	$70,172	$37,269	$46,586	$37,648	$57,179
	Front Desk Administration Assistant	$37,440	$60,569	8	$32,350	$48,745	$27,811	$41,716	$35,693	$54,558
	Permit Clerk	$37,440	$60,569	10	$36,432	$53,777	$32,194	$55,904	$44,554	$67,787
	Recreation Leader II	$37,440	$60,569	8	$32,350	$48,745	$33,804	$50,706	$34,798	$52,042
2	Senior Grounds Maintenance Worker	$37,440	$60,569	11	$38,153	$56,380	$35,494	$53,242	$33,093	$44,512
	Senior Marina Attendant	$37,440	$60,569	8	$32,350	$48,745	$35,494	$53,242	$35,693	$54,558
	Senior Parking Enforcement Officer	$37,440	$60,569	8	$32,350	$48,745	$37,269	$55,904	$34,798	$52,042
	Senior Public Works Technician	$37,440	$60,569	10	$36,432	$53,777	$33,804	$50,706	$44,699	$63,357
	Sanitation Worker	$37,440	$60,569	11	$38,153	$56,380			$44,699	$63,357
	Broadcast Techinician	$37,440	$60,569	9	$34,027	$51,173			$40,477	$61,714
	CDL Senior Sanitation Worker +1.00/hr	$37,440	$60,569	12	$40,117	$59,183			$48,838	$68,120
	Building Codes Compliance Officer III	$39,270	$61,880	15	$45,546	$70,172	$37,269	$55,904	$39,458	$60,133
	Parks Coordinator	$39,270	$61,880	A	$49,595	$74,390	$45,395	$68,092	$55,682	$88,774
	Operations Coordinator- Building	$39,270	$61,880	A	$49,595	$74,390	$43,144	$64,715		
	Payroll/ Fiannce Coordiantor	$39,270	$61,880	A	$49,595	$74,390	$47,665	$71,497	$52,354	$82,410
	Program Coordinator- Community	$39,270	$61,880						$48,693	$77,106
	Broadcast & IT Coordinator	$39,270	$61,880				$60,833	$91,250	$59,405	$95,763
3	Recreation Leader III	$39,270	$61,880	6	$22,880	$45,391	$45,395	$68,092	$39,458	$60,133
	Certified Permit Technician	$39,270	$61,880	10	$36,432	$53,777	$37,269	$55,904	$42,515	$64,896
	Planner I/ Planning Technician	$39,270	$61,880	C	$56,298	$84,446			$52,354	$82,410
	Gounds Maintenance Supervisor	$39,270	$61,880	14	$43,405	$65,251	$45,301	$67,951	$52,354	$82,410
	Lead Mechanic	$39,270	$61,880	15	$45,546	$70,172	$37,269	$55,904	$54,995	$82,160
	Senior Administrative Assistant	$39,270	$61,880	8	$32,350	$48,745	$37,269	$55,904	$48,693	$77,106
	Executive Assistant to the City Manager	$47,736	$75,192	A	$49,595	$74,390	$39,214	$58,821	$44,554	$67,787
	Exectutive Assistant to City Clerk	$47,736	$75,192	A	$49,595	$74,390	$39,214	$58,821	$44,554	$67,787

	Executive Assistant to Fire Chief	$47,736	$75,192	A	$49,595	$74,390	$39,214	$58,821	$44,554	$67,787
	Planner II/III	$47,736	$75,192				$55,063	$82,595	$59,405	$113,506
	GIS Technicican	$47,736	$75,192	B	$52,926	$79,389			$47,944	$73,528
4	Parking Supervisor	$47,736	$75,192	9	$34,027	$51,173	$45,301	$67,951	$49,192	$78,166
	Recreation Supervisor	$47,736	$75,192	A	$49,595	$74,390	$45,395	$68,092	$48,693	$77,106
	Long Range Planner	$47,736	$75,192				$55,063	$82,595	$52,354	$82,410
	Marina Supervisor	$47,736	$75,192	A	$49,595	$74,390	$45,300	$67,951	$49,192	$78,166
	Storm Water Supervisor	$47,736	$75,192	C	$56,298	$84,446	$45,300	$67,951	$55,682	$88,774
	Sanitation Supervisor	$47,736	$75,192	14	$43,405	$65,251			$52,354	$82,410
5	**Accountant**	$55,286	$82,930	A	$49,595	$74,390	$57,933	$86,905	$49,192	$78,166
	Mrina Manager	$55,286	$82,930	A	$49,595	$74,390	$52,550	$78,825	$59,405	$95,763
	Senior Planner	$55,286	$82,930	A	$49,595	$74,390	$55,063	$82,595	$59,405	$95,763
6	**Assistant to the City Manager**	$64,002	$100,776	A	$49,595	$74,390	$94,372	$141,559	$65,874	$105,539
	Deputy Building Official	$64,002	$100,776	A	$49,595	$74,390	$60,833	$91,250	$76,211	$122,138
	Building Official	$90,043	$135,054	A	$49,595	$74,390				
	Fire Chief	$90,043	$135,054	L	$97,140	$145,711	$85,599	$128,398	$130,415	$134,327
	City Clerk	$90,043	$135,054	M	Board Set	Board Set	$63,875	$95,813		
	Community Development Director	$90,043	$135,054	K	$91,583	$137,373	$81,523	$122,284		
7	Community Development Engineer	$90,043	$135,054							
	Assistant Financial Director	$90,043	$135,054	I	$80,000	$119,999				
	Public Works Director	$90,043	$135,054	L	$97,140	$145,711	$81,523	$122,284		
	HR Director	$90,043	$135,054	J	$86,399	$129,597	$70,422	$105,633		
	Recreaton Director	$90,043	$135,054	J	$86,399	$129,597	$77,640	$116,461		

A. *Merit principal.* All appointments and promotions of City employees shall be made solely on the basis of merit and fitness demonstrated by examination or other evidence of competence.

B. *Civil Service Commission; Membership.* There shall be a Civil Service Commission of the City of Madeira Beach, Florida, which Commission shall be composed of five citizens of said City. The Civil Service Commission shall be appointed by the Board of Commissioners of the City of Madeira Beach, Florida. The term of office for each member shall be three years and shall be staggered so that not more than two terms expire within any one year. Three Commissioners shall constitute a quorum. Members of the Civil Service Commission shall hold no remunerative office or employment under the City of Madeira Beach, Florida. The Board of Commissioners of the City of Madeira Beach, Florida, shall have the authority to remove for cause any and/or all Civil Service Commissioners.

C. *Personnel Rules.* The Civil Service Commission shall prepare personnel rules. When concurred by the City Manager, the rules shall be proposed to the Board of Commissioners, and the Board of Commissioners may by Ordinance adopt them with or without amendment. These rules shall include, but are not limited to:

1. The classification of all classified City positions, based upon the duties, authority and responsibility of each position, with adequate provisions for classification of any position whenever warranted by circumstances;
2. A pay plan for all classified City positions;
3. Methods for determining the merits and fitness of candidates for appointment or promotions;
4. The policies and procedures regulating reduction in force, demotion, suspension and removal of employees;
5. The hours of work, attendance regulation and provisions for sick and vacation leave;
6. Grievance procedures, including procedures for the hearing of grievances by the Civil Service Commission, which may render advisory opinions based on its findings to the City Manager with a copy to the aggrieved employee. In this respect the Civil Service Commission shall have the power to issue subpoenas to compel attendance by witnesses and to administer oaths;
7. Other practices and procedures necessary to the administration of the City personnel system;
8. In connection with the aforementioned personnel rules, the Civil Service Commission shall inquire into the implementation of such personnel rules as considered necessary to ensure compliance therewith.

D. *Duties and powers of the Civil Service Commission.* All duties, powers, reservations of power, and funding for the Civil Service Commission may be provided for by Ordinance duly passed by the

Board of Commissioners of the City of Madeira Beach, Florida.

E. *Powers to collectively bargain recognized.* Nothing contained in this Charter shall limit the power of the Board of Commissioners of the City of Madeira Beach, Florida, acting through its Manager from entering into collective bargaining negotiations with any officers, employees, or group of employees for the purpose of establishing by contract conditions of employment, rules or compensation of said officers, employees, or groups of employees. For the purposes of this Charter, ARTICLE I, Section 6, of the Constitution of the State of Florida is specifically recognized.

(Ord. No. 446, 1-28-1975; Ord. No. 664, 8-14-1984/11-7-1984; Ord. No. 2018-09 , § 1(Exh. A), 8-20-2018)

Job Title:	Fire Inspector (Sworn)		
Department/Group:	Fire Department	Supervisor:	Fire Chief
Location:	Madeira Beach City Hall 300 Municipal Drive Madeira Beach, FL 33708		
Level/Salary Range:	$56,919 – $76,494 annually	Position Type:	Full Time
HR Contact:	HR/Financial Coordinator	Date Posted:	July 27, 2020
External Posting URL:	www.madeirabeachfl.gov	Posting Expires:	August 07, 2020

Applications Accepted By:

FAX OR E-MAIL: (727) 399-1131 **OR** humanresources@madeirabeachfl.gov **Subject Line**: Fire Inspector (Non-Sworn) **Attention:** Recruiting or Human Resources Department	**MAIL:** City of Madeira Beach 300 Municipal Drive Madeira Beach, FL 33708

Job Description

ROLE AND RESPONSIBILITIES

This position is a high risk position one which requires skilled inspection and enforcement work in securing and maintaining regulatory compliance with municipal codes and ordinances governing fire prevention and safety standards in commercial, institutional, industrial, storage and high-rise facilities. This position is responsible for scheduling and conducting fire inspections within the City of Madeira Beach.

Involves responsibility for the inspection and evaluation of new and existing facilities to ensure regulatory compliance with fire safety code and ordinances. Work includes the interpretation and explanation of applicable fire safety codes and regulatory requirements. Decisions involving inspection and enforcement activities follow extensive contact with builders, contractors and the public. Required to exercise considerable judgment, firmness, tact and initiative. Work is reviewed through conferences, observation, and analysis of reports and the evaluation of results achieved. Essential functions include:

- Inspects and evaluates new and existing facilities to ensure regular compliance with city fire safety codes and ordinances; issues certificates of occupancy.
- Reviews plans and interprets applicable fire safety codes and regulatory requirements for owners, contractors and builders.
- Investigates and evaluates citizen complaints with respect for fire hazards and fire safety codes enforcement.
- Performs initial fire investigation to determine cause and origin in an IDLH environment.
- Inspects fire prevention systems.
- Educates occupants in the safety and efficient operation of alarm systems, stand pipe and sprinkler systems.
- Prepares reports and maintains records, and other related work as assigned by the Fire Chief.
- Provides assistance to City Code Enforcement Officer as requested by the Fire Chief.
- Additional duties as assigned, including but not limited to all areas of firefighting, rescue, first aid, CPR services as needed

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- Graduate from accredited high school or possession of acceptable GED.
- Associates degree in Fire Science preferred.

- Must hold state certification for Firefighter I and Firefighter II.
- Previous experience in the fire inspection field preferred.
- Possession of valid Florida Class driver's license.
- Possession and maintenance of valid State of Florida Municipal Fire Safety Inspector certificate.
- Thorough knowledge of city and state regulatory codes and ordinances with respect to fire prevention safety standards.
- Thorough knowledge of approved methods and materials used in the building construction industry.
- Considerable knowledge of fire cost, fire spread contributors, fire hazards and fire travel characteristics.
- Knowledge of the geography and layout of the City.
- Ability to enforce and interpret codes, ordinances and regulations with firmness, tact and impartiality.
- Ability to establish and maintain effective work relations with employees, builders, contractors and the public as necessitated by the work.
- Ability to communicate clearly and concisely, orally and in writing.
- Other duties as assigned by Fire Chief.

PREFERRED SKILLS

- The ability to pass a physical examination by the City's contracted physician.
- Ability to understand and follow oral and written instructions quickly.
- Ability to effectively perform prolonged and strenuous work under adverse emergency conditions involving physical and mental stress.
- Job tasks require frequent lifting and carrying of heavy weights (four-five (45) pounds and over), climbing, good vision, good hearing, ability to distinguish odors, the ability to walk, run, drive vehicles, crawl, stoop, push, jump, grasp and manipulate small objects, work on unsteady footing.
- Must be able to utilize a computer keyboard.

ADDITIONAL NOTES

Excellent physical condition and the ability to pass a physical examination by the City's contracted physician as prescribed by the Florida Firefighters Standards Council.

The statements noted above are intended to describe the general nature and level of work being performed and are not to be construed as a comprehensive list of responsibilities, duties and skills required. These statements are subject to change at the discretion of the employer.

NOTE: Reasonable accommodation considerable will be made for otherwise qualified individuals with a disability.

Cover letters and resumes may be included but are not accepted in lieu of application form. The application form is located under the Employment Opportunities tab on the City website www.madeirabeach.gov.

All applications will become public record under Florida law. AA/EOE/DFWP

Submit complete application for employment to: Karen Paulson, Human Resources Coordinator

Job Title:	Accountant		
Department/Group:	Finance Department	Supervisor:	Finance Director
Location:	Madeira Beach City Hall 300 Municipal Drive Madeira Beach, FL 33708		
Level/Salary Range:	$51,110 to $76,665 yr. DOQ	Position Type:	Full-Time
HR Contact:	humanresources @madeirabeachfl.gov	Date Posted:	January 15, 2021
External Posting URL:	www.madeirabeachfl.gov	Posting Expires:	Open until filled

Applications Accepted By:

FAX OR E-MAIL: (727) 399-1131 humanresources@madeirabeachfl.gov **Subject Line**: Accountant **Attention:** Human Resources – Recruiting	**MAIL:** City of Madeira Beach 300 Municipal Drive Madeira Beach, FL 33708

Job Description

ROLE AND RESPONSIBILITIES

Under the limited direction of the Finance Director, the Accountant maintains financial records of the City through year-end closing.

- Maintaining all financial records of the City through year-end closing as well as monthly financial statements and other periodic management information reports as requested.
- Receiving and recording cash paid to the City.
- Reviewing, coding, and preparing invoices for payment in a timely manner, avoiding late charges, taking all available discounts and ensures payments are charged to the appropriate accounts.
- Provides outside auditors with assistance; gathers necessary account information and documents to perform annual audit.
- Performs general cost accounting and other related duties in the accounting department.
- Prepares periodic (monthly) balance sheets, income statements, and profit and loss statements.
- Maintaining general ledger accounts and preparing journal entries.
- Maintaining computer system and software and interfacing with software provider and system consultant.
- Maintaining current knowledge of organizational policies and procedures, federal and state policies and directives, and current accounting standards.
- Perform other duties as assigned by the Finance Director.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

Knowledge and experience are needed for this position. Experience in municipal/government setting preferred. A Bachelor's degree in Accounting is the minimum formal education required for this position. CPA and/or Certified Government Finance Officer preferred.

REQUIRED SKILLS/ABILITIES:

- Extensive knowledge of general financial accounting and cost accounting.
- Understanding of and ability to adhere to generally accepted accounting principles.
- Highly proficient with accounting software.
- Excellent organizational skills and attention to detail.
- Excellent written and verbal communication skills.
- Proficient in Microsoft Office Suite or similar software.

PHYSICAL REQUIREMENTS:

- Prolonged periods sitting at a desk and working on a computer.
- Must be able to lift up to 15 pounds at times.

Reviewed by:		Date:	
Approved by:		Date:	
City Manager Approval:		Date:	

Job Title:	Executive Assistant to the City Manager		
Department/Group:	Office of the City Manager	Supervisor:	City Manager
Location:	Madeira Beach City Hall 300 Municipal Drive Madeira Beach, FL 33708		
Level/Salary Range:	$64,002 - $100,776	Position Type:	Full-Time
HR Contact:	Sean Lilly	Date Posted:	2/15/2023
External Posting URL:	www.madeirabeachfl.gov	Posting Expires:	03/30/2020

Applications Accepted By:	
FAX OR E-MAIL: (727) 399-1131 **OR** humanresources@madeirabeachfl.gov **Subject Line**: Executive Assistant to the City Manager **Attention:** Human Resources - Recruiting	**MAIL:** City of Madeira Beach 300 Municipal Drive Madeira Beach, FL 33708

Job Description

ROLE AND RESPONSIBILITIES

This position entails responsible, diverse and highly advanced administrative/secretarial support duties relating to the operation and activities of the Office of the City Manager. The executive assistant is responsible for the organization and implementation of an administrative support system for the City Manager and organizes the activities and schedules of the office and the flow of information in accordance with the Managers priorities as set to meet goals and objectives. The City Manager assigns a variety of detailed tasks requiring the highest level of administrative support capability, advanced level of initiative and organization and independent judgment. Work entails dealing with political, confidential, and sensitive issues requiring a high degree of discretion and tact involving continual inter-departmental relations and extensive public contact. The incumbent in this position serves as a confidential employee. The scope and degree of responsibility requires a comprehensive working knowledge of the entire City organization. The nature of the position requires the performance of numerous other secretarial and clerical tasks such as word processing, answering telephones, processing mail, copying, and filing, among others. The nature of the work also requires all work to be performed with the highest level of accuracy, and with the ability to meet strict deadlines while working under a high degree of pressure. Professional office attire is required i.e., dresses, skirts, suits, dress slacks, dress shoes. During occasions of local emergencies, this position shall be required to perform emergency tasks which may result in extended work hours as well as extended periods of time away from family members.

The position also includes the following responsibilities and duties:

- Receives telephone calls for the City Manager in a professional and courteous manner; ascertains nature of business and handles those requesting routine information and as many other routine tasks as possible; directs remainder to appropriate official, department head, or other staff.
- Schedules appointment for and with the City Manager; schedules and coordinates meetings with department heads, elected officials, legislators, business leaders, vendors, contractors and citizens of the community, keeping the City Manager's calendar current/
- Make travel arrangements and schedules for the City Manager and others as appropriate; assures accommodations and all other aspects of travel needs in place and guaranteed.
- Receives the general public, officials of governmental and numerous other organizations, reporters and others in a professional and courteous manner.
- When appropriate, provides information pertaining to City operations, policies, procedures and other similar information; may refer inquiries to other City staff and/or officials as appropriate.
- Coordinates and provides interdepartmental liaison functions, assists others and promotes positive communication with all staff.
- Relays instructions and information to Department Heads and other staff as directed by the City Manager.
- Establishes and maintains an efficient filing and records system for the City Manager's office including updating primary file index as necessary; maintains pending files with appropriate and timely follow-up procedures.
- Prepares Board of Commissioners agenda packets, workshop materials and ensures accurate and timely submission of materials to be included by Department heads; tasks include accumulating, reviewing, sorting material, composing, copying and/or editing cover sheets and accompanying memoranda. Distributes packets to Mayor and Commissioners, City Manager, Department Heads, other staff and press as appropriate.
- Takes and transcribes dictation of highly confidential/sensitive material; prepares from rough drafts and composes letters and memoranda on computer for the City Manager and other officials as needed; ensures that all work is error free prior to finalizing for signature and distribution.
- Supervisors the Volunteers and the Volunteer program and Public Information Specialist duties.
- Acts as a liaison between the City Manager, Department Heads, other employees, elected officials and the general public by coordinating dissemination of information and responding to questions.
- Coordinates and prepares presentations for awards, and certificates of appreciation; notifying recipients as necessary.
- Attends meetings with City Department Heads, Board of Commissioners or other appointed boards, including staff conferences. May be called to represent the City Manager as necessary and when required regarding issues with staff and the community.

- Receives, sorts and distributes all mail arriving in the Manager's office; may compose responses to all routine correspondence requiring the City Managers signature.
- Develops spreadsheets, databases, brochures, post cards and PowerPoint presentations for the Managers office.
- Prepares purchase orders and purchase requisitions for special projects, daily purchasing activity and within the City Managers FY budget.
- May serve as the recording secretary for various city meetings and functions held during normal working hours as well as evenings.
- Utilizes basic and advanced computer system programs to prepare reports, letters, memos, directives, correspondence, confidential reports, manuals and other paperwork related to the operation of the City Manager's office.
- Demonstrates thorough knowledge of all the City's personnel policies and procedures.
- Processing timecards for City Manager's office
- Performs other job-related duties that are consistent with the responsibilities of this position
- Additional duties as assigned

QUALIFICATIONS AND EDUCATION REQUIREMENTS

This position requires an Associate's Degree in Public Administration, Business Administration, or related field of study and or a minimum of 5 years executive secretarial experience, with prior work experience as direct staff support to executive level personnel in government/public sector employment. Proficient in the use of personal computer systems using Word, Excel, Power Point, Publisher, Adobe Illustrator, Access and other similar programs is also expected.

PREFERRED SKILLS

Ability to effectively communicate, both orally and in writing. Ability to use a computer keyboard, other pieces of standard office equipment and the telephone. Ability to sit for long periods, bend, stoop, lift to twenty pounds. Other important skills required include:

- Advanced independent judgment, initiative and organization in routine and non-routine situations which occur.
- Perform all work with the highest level of efficiency, flexibility and accuracy in meeting strict deadlines under a high level of pressure.
- Communicate effectively with others, both in person and over the telephone, in a professional, clear and concise manner.
- Maintain composure during emergency situations.
- Handle sensitive information in a confidential and discrete manner.
- Compose clear and concise correspondence, memorandums, reports, and other documents as required.
- Organize, files, and retrieve volumes of written materials.

- Must be capable of dealing with a variety of citizens in a professional, cheerful, and effective manner and conveying the pertinent information to the appropriate City officials.

NOTE: Reasonable accommodation considerable will be made for otherwise qualified individuals with a disability.
Cover letters and resumes may be included but are not accepted in lieu of application form.
All applications will become public record under Florida law.
AA/EOE/DFWP

Reviewed by:		Date:	
Approved By:		Date:	
Updated By:		Date:	

Job Title:	Assistant Finance Director		
Department/Group:	Finance	Supervisor:	Finance Director
Location:	Madeira Beach City Hall 300 Municipal Drive Madeira Beach, FL 33708		
Level/Salary Range:	$90,043 - $135,054	Position Type:	Full-Time
HR Contact:		Date Posted:	
External Posting URL:	www.madeirabeachfl.gov	Posting Expires:	

Applications Accepted By:	
FAX OR E-MAIL: (727) 399-1131 **OR** humanresources@madeirabeachfl.gov **Subject Line**: Executive Assistant to the City Manager **Attention:** Human Resources - Recruiting	**MAIL:** City of Madeira Beach 300 Municipal Drive Madeira Beach, FL 33708

Job Description

ROLE AND RESPONSIBILITIES

MANAGE THE DAY TO DAY OPERATIONS OF THE FINANCE DEPARTMENT, INCLUDING THE FOLLOWING:

- Perform daily cash reconciliations and complete monthly bank recons
- Initiate debt service payments and record debt-related journal entries
- Complete month end closing process each month, including reviewing transaction activity, evaluating ending balances, and recording applicable accrual entries and other journal entries as necessary
- Assist the Finance Director with year end closing and audit preparation activities
- Assist the Finance Director with fund and department revenue and expenditure estimates for the budget preparation process and eventual adoption of the annual operating and capital budget
- Provide ongoing management, oversight, training and support to the Accountant and Payroll/Financial Coordinator
- Perform other tasks and functions within the Finance Department, as needed

QUALIFICATIONS AND EDUCATION REQUIREMENTS

This position requires a Bachelor's in Accounting, CPA preferred (but not required), and 3-5 years local government accounting experience. Proficient in the use of personal computer systems using Word, Excel, Power Point, Publisher, Adobe Illustrator, Access and other similar programs is also expected.

PREFERRED SKILLS

Ability to effectively communicate, both orally and in writing. Ability to use a computer keyboard, other pieces of standard office equipment and the telephone. Ability to sit for long periods, bend, stoop, lift to twenty pounds. Other important skills required include:

- Advanced independent judgment, initiative and organization in routine and non-routine situations which occur.
- Perform all work with the highest level of efficiency, flexibility and accuracy in meeting strict deadlines under a high level of pressure.
- Communicate effectively with others, both in person and over the telephone, in a professional, clear and concise manner.
- Maintain composure during emergency situations.
- Handle sensitive information in a confidential and discrete manner.
- Compose clear and concise correspondence, memorandums, reports, and other documents as required.
- Organize, files, and retrieve volumes of written materials.
- Must be capable of dealing with a variety of citizens in a professional, cheerful, and effective manner and conveying the pertinent information to the appropriate City officials.

NOTE: Reasonable accommodation considerable will be made for otherwise qualified individuals with a disability.

Cover letters and resumes may be included but are not accepted in lieu of application form.

All applications will become public record under Florida law.

AA/EOE/DFWP

Reviewed by:		Date:	
Approved By:		Date:	
Updated By:		Date:	

City of Madeira Beach Position Description

Job Title:	Broadcast Technician and Help Desk		
Department/Group:	City Manager's Office	**Supervisor:**	City Manager
Location:	Madeira Beach City Hall 300 Municipal Drive Madeira Beach, FL		
Level/Salary Range:	$13.03 - $24.95	Position Type:	Part-Time
HR Contact:	727-391-9951	Date Posted:	10/27/2020
External Posting URL:	www.madeirabeachfl.gov	Posting Expires:	Open until filled
Applications Accepted By:	Fax: 727-399-1131		Email: humanresources@madeirabeachfl.gov

ROLE AND RESPONSIBILITIES

This position is our frontline in-house Help Desk and is responsible for providing technical support for city staff and hosting the live stream broadcasting of all Commission Meetings and other required public meetings. This position will work with our outsourced information technology group to ensure seamless operations as much as possible, while assisting remotely and/or on-site from initial contact through troubleshooting and research to final problem resolution.

Responsibilities include initial assessment, triage, research, and resolution of basic incidents and requests regarding the use of hardware and software products and/or infrastructure components. This position is responsible for collecting information, accessing support tools, and additional support staff (service resources) if needed. Other duties as assigned

QUALIFICATIONS, EDUCATION AND TRAINING REQUIREMENTS

- A high school diploma or GED is required.
- The applicant must also possess a valid Florida Driver's License or be able to obtain one upon employment
- 2+ years of Help Desk support experience desired but not required.
- 2+ years of Customer Service experience desired but not required.
- 2+ years of Live Meeting audio and visual broadcasting/streaming desired but not required.

KNOWLEDGE/SKILLS/ABILITIES/PREFERRED SKILLS

- Strong customer service orientation and proven organizational and interpersonal skills.
- Microsoft Windows Operating system
- Microsoft Office applications (Outlook, Word, Excel, PowerPoint)
- Basic network support and understanding of network technologies (LAN, WAN, wireless)
- Computer hardware support and troubleshooting issues with laptops, desktops, and printers
- Printer support setup and troubleshooting printer issues
- Live Streaming A/V Support

PHYSICAL / WORKING REQUIREMENTS

Position will take place at City Hall and will mostly be at the City Manager's office and may need to provide on-site support at different locations throughout the city. Position is required to be able to lift or carry items up to 75 pounds.

The statements noted above are intended to describe the general nature and level of work being performed and are not to be construed as a comprehensive list of responsibilities, duties and skills required. These statements are subject to change at the discretion of the employer. All applications will become public record under Florida law.

NOTE: Reasonable accommodation considerable will be made for otherwise qualified individuals with a disability.

Cover letters and resumes may be included but are not accepted in lieu of application form.

All applications will become public record under Florida law.

AA/EOE/DFWP

Submit completed application on the city website or email to: humanresources@madeirabeachfl.gov

Job Title:	**Building Official Assistant**		
Department/Group:	Building Department	**Supervisor:**	Building Official
Location:	Madeira Beach City Hall 300 Municipal Drive Madeira Beach, FL 33708		
Level/Salary Range:	15.00 per hour	**Position Type:**	Full Time
HR Contact:	Karen Paulson	**Date Posted:**	1/30/2019
External Posting URL:	www.madeirabeachfl.gov	**Posting Expires:**	Open until filled

Applications Accepted By:

FAX OR E-MAIL: (727) 399-1131 **OR**
humanresources@madeirabeachfl.gov
Subject Line: Admin Asst. to the Building Official
Attention: Human Resources – Recruiting

MAIL:
City of Madeira Beach
300 Municipal Drive
Madeira Beach, FL 33708

Job Description

ROLES AND RESPONSIBILITES:

Responsible and advanced clerical work, which includes administrative responsibility in a major department. Acts as a personal assistant and/or aide to the Building Official within the Building Department. Performs duties of an administrative aide nature for the Building Official, i.e., electronic scanning & filing, MUNIS reports, organize & process different types of construction documents.. Participates in the work of the Director such as interviewing office visitors and issuing information regarding the services or operation of the building department. Keeps calendar and schedules appointments. Prepares forms, correspondence or memorandums independently and composes letters. Sets up and maintains files. Files letters, reports, and related technical information in the prescribed manner. Creates reports and collates data utilizing a personal computer. Receives and screens callers. Refers callers to other employees, officials, or departments. Assists and offers direction to other clerical staff as needed. Processes purchase orders for the department as needed. Maintains and/or orders office supplies as needed. Knowledge of the overall functions and operations of the building department.

QUALIFICATIONS AND EDUCATIONS REQUIREMENTS:

Associate's Degree and a minimum (2) two years' experience in the construction field including on-site construction experience **or** graduation from high school or possession of an acceptable equivalency diploma and four years of on-site construction experience required.
Communication, correspondence & field experience with Architect's, Engineer's, General Contractor's and property and/or homeowners experience preferred.

KNOWLEDGE / SKILLS / ABILITIES:

Knowledge of basic office skills and construction job-site concepts.
Ability to read and interpret blueprints, plans and other construction documents.
Ability to establish and maintain effective working relationships with the public and other City employees.
Ability to deal with the public effectively, courteously, and tactfully.

Ability to analyze administrative problems, to make sound recommendations for solutions and to prepare effective work procedures.
Ability to express oneself logically and concisely, orally, and in writing.

ENVIRONMENTAL CONDITIONS:

Performance of essential functions may require exposure to adverse environmental conditions including construction job sites, such as dirt, dust, pollen, odors, wetness, humidity, rain, temperature extremes, electric currents and d construction site hazards.

ADA COMPLIANCE:

The City of Madeira Beach, Florida is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, and will provide reasonable accommodations to qualified individuals with disabilities and Encourage both prospective and current employees to discuss potential accommodations with the employer.

ADDITIONAL NOTES:

The statements noted above are intended to describe the general nature and level of work being performed and are not to be construed as a comprehensive list of responsibilities, duties and skills required. These statements are subject to change at the discretion of the employer.

Cover letters and resumes may be included but are not accepted in lieu of application *form.*
All applications will become public record under Florida law.
AA/EOE/DFWP

Recruitment is open until position is filled.

Submit complete application for employment to:

Karen Paulson, Financial Coordinator
City of Madeira Beach
300 Municipal Drive, Madeira Beach, FL 33708

Job Title:	**Deputy Building Official**		
Department/Group:	Building Department	**Supervisor:**	Building Official
Location:	Madeira Beach City Hall 300 Municipal Drive Madeira Beach, FL 33708		
Level/Salary Range:	$21.86 - $34.43/hour	**Position Type:**	Full Time
HR Contact:		**Date Posted:**	10/06/2021
External Posting URL:	www.madeirabeachfl.gov	**Posting Expires:**	Open until filled

Applications Accepted By:	
FAX OR E-MAIL: (727) 399-1131 **OR** humanresources@madeirabeachfl.gov **Subject Line**: Deputy Building Official **Attention:** Human Resources – Recruiting	**MAIL:** City of Madeira Beach 300 Municipal Drive Madeira Beach, FL 33708

Job Description

ROLES AND RESPONSIBILITES:

Assists the Building Official in carrying out assignments related to the development of property and enforcement of City Codes.

- Performs inspections on residential and commercial properties to ensure compliance with approved plans and applicable codes.
- Maintain accurate daily records of inspections performed.
- Acts as an aide to the Building Official within the Building Department.
- Performs duties of an administrative aide nature for the Building Official, i.e., electronic scanning & filing, MUNIS reports, organize & process different types of construction documents.
- Participates in interviewing office visitors and issuing information regarding the services or operation of the building department.
- Keeps calendar and schedules appointments.
- Prepares forms, correspondence, or memorandums independently and composes letters. Sets up and maintains files. Files letters, reports, and related technical information in the prescribed manner.
- Creates reports and collates data utilizing a personal computer.
- Receives and screens callers. Refers callers to other employees, officials, or departments.
- Assists and offers direction to other staff as needed.
- Knowledge of the overall functions and operations of the building department.
- Knowledge of building construction, safety rules, materials, and equipment.
- Other duties as assigned by the Building Official.

QUALIFICATIONS AND EDUCATIONS REQUIREMENTS:

- Associate degree and a minimum (2) two years' experience in the construction field including on-site construction experience **or** graduation from high school or possession of an acceptable equivalency diploma and four years of on-site construction experience required.

- Must possess valid certifications as required by F.S. 468 for Building Inspector/plan review and each additional trade, preferably building, electrical, mechanical, and plumbing (residential and commercial).
- Must already possess or apply for a Florida Building Official "Provisional" License within six (6) months of hire and obtain a State of Florida Building Code Administrator License within three (3) years from date of hire, under F.S. 468.
- Communication, correspondence & field experience with Architect's, Engineer's, General Contractor's, and property and/or homeowners experience preferred.
- Valid Florida driver's license.

KNOWLEDGE / SKILLS / ABILITIES:

- Knowledge of basic office skills and construction job-site concepts.
- Ability to read and interpret blueprints, plans and other construction documents.
- Ability to establish and maintain effective working relationships with the public and other City employees.
- Ability to deal with the public effectively, courteously, and tactfully.
- Ability to analyze administrative problems, to make sound recommendations for solutions and to prepare effective work procedures.
- Ability to express oneself logically and concisely, orally, and in writing.

ENVIRONMENTAL CONDITIONS:

Performance of essential functions may require exposure to adverse environmental conditions including construction job sites, such as dirt, dust, pollen, odors, wetness, humidity, rain, temperature extremes, electric currents, and construction site hazards.

ADA COMPLIANCE:

The City of Madeira Beach, Florida is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act and will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the employer.

ADDITIONAL NOTES:

The statements noted above are intended to describe the general nature and level of work being performed and are not to be construed as a comprehensive list of responsibilities, duties and skills required. These statements are subject to change at the discretion of the employer.

The City of Madeira Beach, Florida is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, and will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the employer.
The statements noted above are intended to describe the general nature and level of work being performed and are not to be construed as a comprehensive list of responsibilities, duties and skills required. These statements are subject to change at the discretion of the employer.

All applications will become public record under Florida law.
AA/EOE/DFWP
Open until Filled
Submit complete application for employment to: **https://madeirabeachfl.gov/jobs**

NOTE: Reasonable accommodation considerable will be made for otherwise qualified individuals with a disability.

Job Title:	Operations Coordinator		
Department/Group:	Building Department	Supervisor:	Building Official
Location:	Madeira Beach City Hall 300 Municipal Drive Madeira Beach, FL 33708		
Level/Grade Range:	5	Position Type:	Full Time
HR Contact:	Human Resources Coordinator	Date Posted:	
External Posting URL:	www.madeirabeachfl.gov	Posting Expires:	

Applications Accepted By:	
FAX OR E-MAIL: (727) 391-1131 humanresources@madeirabeachfl.gov **Subject Line**: Operations Coordinator **Attention:** Recruiting or Human Resource Department	**MAIL:** City of Madeira Beach 300 Municipal Drive Madeira Beach, FL 33708

Job Description

GENERAL ROLE AND RESPONSIBILITIES

Under the direction of the Department Director, the Operations Coordinator:

- Provides information and assistance to residents and other members of the public.
- Ability to multitask and to perform a wide range of duties and tasks.
- Excellent oral and written communication skills.
- Responsible for various processes and liaison with other departments such as Planning & Zoning, IT support, Finance and Code Enforcement.
- Ability to interact effectively as a member of a team and work collaboratively with staff.
- Proficient with office programs including Word, Excel and Publisher.
- Scheduling meeting and coordinating necessary documents, equipment, etc.
- Files correspondence, forms, documents, reports, purchase orders and other miscellaneous documents.
- Orders, researches, and obtains quotes and inventories supplies and equipment; prepares purchase orders for Department Director approval.
- Reviews invoices for receipt of goods and services and verifying appropriate charges.
- Prepares, submits and reconciles purchase orders and other financial transactions.
- Maintains various administrative records in compliance with records retention requirements.
- Other duties as assigned.

DEPARTMENT SPECIFIC ROLE AND RESPONSIBILITIES

- Prioritizes work according to departmental deadlines.
- Serves as liaison to other team members, including interacting with managers of different areas of the organization, presenting findings to management as well as training and monitoring new employees and tracking and measuring staff performance.
- Manage annual certification memberships, dues and continuing education requirements for department personnel.
- Serves as primary record custodian for the department.
- Provide assistance to Special Magistrate hearings.
- Prepare and manage confidential materials and correspondence such as letters, memoranda, reports, affidavits, and other materials
- Experience in permitting or other regulatory environment, such as a law office is preferred.

MISCELLANEOUS DUTIES AND RESPONSIBILITIES

- Perform Notary duties as needed.
- Maintain departmental office supplies inventory by checking stock to determine inventory level, anticipating needed supplies, placing and expediting orders for supplies, and verifying receipt of supplies for payment.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

Bachelor's degree and/or five (5) years previous experience relating to any of the following government departments: building, community development and code enforcement. A comparable amount of training, education or experience can be substituted for the minimum qualifications.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of administrative and clerical procedures and systems.
- Ability to establish and maintain effective working relationships with the public and other City employees and subordinates.
- Ability to deal with the public effectively, courteously, and tactfully.
- Ability to analyze administrative problems, to make sound recommendations for solutions and to prepare effective work procedures.
- Ability to express oneself logically and concisely, orally, and in writing.
- Familiarity with graphic design programs preferred.

ADDITIONAL NOTES

- Physical Requirements - This job requires 85% of the workday sitting at a desk with 15% of the time spent walking, bending, stooping, twisting, turning, and occasionally lifting weight under 25 lbs.
- Eye-hand coordination is required for the use of calculators, computers, fax and copy machines.

ADA COMPLIANCE

The City of Madeira Beach, Florida is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, and will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the employer.

The statements noted above are intended to describe the general nature and level of work being performed and are not to be construed as a comprehensive list of responsibilities, duties and skills required. These statements are subject to change at the discretion of the employer.

Reviewed By:		Date:	
Approved By:		Date:	
Last Updated By:		Date:	

City of Madeira Beach Position Description

Job Title:	Certified Permit Technician		FULL-TIME
Department/Group:	Building Department	**Supervisor:**	Building Department
Location:	Madeira Beach City Hall 300 Municipal Drive Madeira Beach, FL		
Level/Salary Range:	$17.46 – 27.40 hr., DOQ	Position Type:	Full-Time
HR Contact:	727-391-9951	Date Posted:	January 28, 2020
External Posting URL:	www.madeirabeachfl.gov	Posting Expires:	February 14,2020
Applications Accepted By:	Fax: 727-399-1131		Email: humanresources@madeirabeachfl.gov

ROLE AND RESPONSIBILITIES

Under general supervision of the Building Department Supervisor, participates in front counter operations, accepts, reviews and processes permit applications, "issues" building permits for all residential and commercial building projects. Develops and maintains a working relationship with contractors, developers, consultants, and residents to achieve compliance with all federal, state, county and city codes and ordinances.

- Processes permit applications and building plans for new commercial and residential projects.
- Reviews applications for completeness and accuracy.
- Distributes multiple plans to departments for review.
- Examines contractor submitted plans to check for completeness and compliance with Florida building codes, city ordinances and FEMA compliance.
- Assists in completing permit applications by explaining and advising in matters related to building permit requirements.
- Accepts cash and credit card payments. Verifies cash and credit card reports are in compliance with the accounting system and generates a daily deposit report.
- Answers permitting inquiries in person, by email and telephone.
- Enters application requests into the MUNIS software program.
- Verifies contractors/subcontractors are registered with the City and County.
- Provides customer service, which includes greeting customers, answering phones, responding to requests for information or service and performing other related activities or duties as assigned.
- Calls customers to notify them of inspection results and completed permits.
- Supplies Building Supervisor with monthly reports, cash reports, permits activity, etc.
- Related work and/or other duties as required.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

Minimum three (3) years' experience as a Certified Permit Technician in a State, County and/or Municipal Building Department involving extensive public contact. Adheres to the processes and procedures associated with construction permits; record management practices; general office operations; familiarity with building code and construction terminology.

Preferably, the Building Permit Technician requires possession of, or ability to obtain within three (3) months of appointment, a Permit Technician Certification from the International Code Council.

Possession of a valid Florida Driver's License.

PREFERRED SKILLS

The following skills are necessary to perform this position:

- Strong customer service and proven organizational and interpersonal skills.
- Experience working in a building department, construction or related field.
- Ability to read and understand reference books and manuals such as; building code books, blueprints, etc.
- Must have a basic knowledge of building codes, ordinances, terminology, construction techniques, etc.
- Ability to communicate effectively with the public and other city employees by oral and written means.
- Ability to establish and maintain effective working relationships with architects, contractors, public officials, co-workers and members of the general public.
- Ability to work independently in the absence of supervision.
- Skills in organizing and prioritizing workload.
- Must be detail oriented.
- Knowledge of M/S Word and Excel software and other basic computer programs.
- Knowledge of Muni-code and BMS a plus.
- Knowledge of basic paper and electronic filing principles and practices.

ADDITIONAL NOTES

Requires the mobility and manual dexterity to work in a standard office environment, use standard office equipment and attend off-site meetings; speech and hearing to communicate in person and by telephone; vision to read handwritten and printed materials and a computer screen; and strength and agility to lift and carry items weighing up to 20 pounds. On a continuous basis, work in an office environment sitting at a desk for long periods of time. Some accommodations may be made for some physical demands for otherwise qualified individuals who require and request such accommodations.

NOTE:

Reasonable accommodation considerable will be made for otherwise qualified individuals with a disability.

Cover letters and resumes may be included but are not accepted in lieu of application form.

All applications will become public record under Florida law.

AA/EOE/DFWP

Submit complete application for employment to:

Human Resources Coordinator, 300 Municipal Dr., Madeira Beach, FL 33708

Job Title:	City Clerk		
Department/Group:	Office of the City Clerk	Supervisor:	Board of Commissioners
Location:	Madeira Beach City Hall 300 Municipal Drive Madeira Beach, FL 33708		
Level/Salary Range:	$66,650 - $83,200 annual	Position Type:	Full-Time
HR Contact:		Date Posted:	5/24/2017
External Posting URL:	www.madeirabeachfl.gov	Posting Expires:	Open until filled

Applications Accepted By:

FAX OR E-MAIL: (727) 391-1131 **OR** humanresources@madeirabeachfl.gov **Subject Line**: City Clerk **Attention:** Human Resources - Recruiting	**MAIL:** City of Madeira Beach 300 Municipal Drive Madeira Beach, FL 33708

Job Description

ROLE AND RESPONSIBILITIES

The City Clerk is one of three chartered staff members that serve under the will of the Board of Commissioners. The City Clerk is responsible for maintaining and managing all of the City's records, both paper and electronic files and is in charge of all records management. This position requires the employee to attend and assist all Board of Commissioners Meetings to take and organize the minutes to provide support to the agenda. Other duties/responsibilities of this position include:

- Custodian of Public Records of the City
- Authenticates by signature and records in full in a book kept for the purpose; i.e., all Ordinances and Resolutions.
- Serves as Supervisor of Elections for City Elections
- Posts notices of meetings
- Advertises legal and classified notices pertaining to Ordinances, Resolutions, Zoning Changes, Budget, Elections, vacancies, etc.
- Assists in the preparation of agendas and packets for the Board of Commissioners, Civil Service Commission, Special Magistrate, and the Planning Commission.
- Notifies residents that may be affected of potential zoning changes, land use changes, and site plans pursuant to the City Code of Ordinances
- Maintains a journal of all the Board and Commission proceedings along with the other appointed boards.
- Comprehends State, County and City Laws, rules and regulations regarding the functions of Records Management and Election procedures.
- Attends meetings and conferences for educational growth related to the position, to learn new regulations and procedures, and network with others in the same field.
- Schedules registrations and reservations for the Board of Commissioners.
- Responds to, compiles with, and maintains a record of public records requests.
- Attends Staff Meetings and Department Head meetings
- Public Notary for the City
- Maintains any important postings and notices to the City website and acts as the IT contractor liaison.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

This position requires certain certifications. The City Clerk must have certification as a Municipal City Clerk through the International Institute of Municipal Clerks Association. Educational requirements include a high school diploma (or GED equivalent) with course work in word processing and related office procedures. A bachelor's degree in office management, public administration, political science, or general management is preferred. Graduation from a four (4) year college with Bachelor's Degree in Public Administration, business management, records management or related field. Five (5) years increasingly responsible experience as Deputy City Clerk, City Clerk or working in a City Clerk's Office.

PREFERRED SKILLS

Above all, organizational and time management skills are imperative to be effective in this role. This includes both clear and direct verbal and written communication skills and the ability to actively listen to others. The Clerk will need to be able to effectively communicate with City staff, employees, and Elected Officials as well as these counterparts outside the City in other municipalities and the county.

The Clerk must also be well-versed in Microsoft Office and document creation/revision. A thorough understanding and expertise in the English language, grammar, and professional formatting is also a necessity. The Clerk is expected to show initiative and be involved and up-to-date with new legislation in regards to records and anything that will affect procedures and policies in local government management and records maintenance.

Cover letters and resumes may be included but are not accepted in lieu of application form.

All applications will become public record under Florida law.

AA/EOE/DFWP

Reviewed by:		Date:	
Approved By:		Date:	
Updated By:		Date:	

Job Title:	City Manager		
Department/Group:	City Hall	Supervisor:	Board of Commissioners
Location:	Madeira Beach City Hall 300 Municipal Drive Madeira Beach, FL 33708		
Level/Salary Range:		Position Type:	Full Time
HR Contact:		Date Posted:	
External Posting URL:	www.madeirabeachfl.gov	Posting Expires:	

Applications Accepted By:	
FAX OR E-MAIL: (727) 399-1131 **OR** humanresources@madeirabeachfl.gov **Subject Line**: City Manager **Attention:** Human Resources – Recruiting	**MAIL:** City of Madeira Beach 300 Municipal Drive Madeira Beach, FL 33708

Job Description

POSITION OVERVIEW

As a Charter employee this position is filled by appointment of the Board of Commissioners. Highly responsible administrative and management work as the chief administrative office of the City in directing and coordinating all aspects of the City of Madeira Beach's municipal government. Work involves the management and supervision of activities related to the City in accordance with the policies adopted by the ordinances. The person in this position is solely accountable for the fulfillment of all duties and authority commensurate with the assigned responsibilities.

ROLE AND RESPONSIBILITIES

- As the chief administrative officer of the City responsible for the efficient and proper administration of all City affairs as defined in the City Charter.
- Appoints, and when deemed necessary for the good of the City, suspends, or removes all City employees and appointive administrative officers provided for und the City Charter, except as otherwise provided by law, the City Charter, or Personnel Policies and Procedures adopted pursuant to the Charter.
- Directs and supervises the administration of all departments, offices and agencies of the City, except as otherwise provided by the Charter or by law.
- Attends all Board of commissioners meetings and participates as provided by the Charter.
- Ensures that all laws, provisions of the Charter and directives of the Board of Commissioners, subject to enforcement by him/her or by officers subject to his/her direction and supervision, and are faithfully executed.
- Recommends to the Board of commissioners for adoption such measures, as he/she may deem necessary of expedient in the interest of the City. Prepares and submits an annual itemized budget, budget message, and capital improvements program to the Board of Commissioners in a form as provided by ordinance.

- Keeps the Board of commissioners fully advised as to the financial condition and future needs of the City and makes such recommendations to the Board of commissioners concerning the financial affairs of the City, as he/she deems necessary.
- Makes such other reports as the Board of commissioners may require concerning the operations of the City departments, offices and agencies subject to his/her direction and supervision.
- Submits to the Board of Commissioners and makes available to the public a complete report of the finances and administrative activities of the City at the end of each fiscal year.
- Sees that all terms and conditions imposed in favor of the City or its inhabitants in any public utility franchise are faithfully kept and performed; and upon knowledge of any violation thereof, he/she shall call the same to the attention of the City Attorney.
- Serves as the purchasing agent of the City, by whom all purchases shall be made in accordance with the Charter, ordinances and regulations as the Board of Commissioners may from time to time prescribe.
- Maintains community respect with the City of Madeira Beach through good public relations and by keeping residents informed of city progress and policies as required.
- Discusses problems and complaints with residents, business owners and others or refers to appropriate official for appropriate action.
- Directs and/or delegates the media relations' activities of the City.
- Studies and/or directs the study of policies related to salaries, duties, responsibilities, safety, training, morale, efficiency, and various other personnel and operations/organization policies of the City.
- Visualizes, documents and communicates both current and future goals and objectives of the City.
- The City Manager or his/her designee shall attend meetings of various City Boards that may exist from time to time in an advisory capacity only and shall not have a vote in the related deliberations.
- Performs such other duties as are specified in the Charter or may be required by the Board of Commissioners.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- Graduation from an accredited four-year college or university with a Bachelor's degree in Public Administration, Business, Management or other closely related field. Master's degree preferred.
- Minimum seven years progressive experience in municipal government, with two years minimum as the Manager or Assistant Manager preferred.
- Knowledge of laws and administrative policies governing municipal activities and operations of municipal government.
- Ability to delegate authority and responsibility to department heads and others and to maintain an effective organization.
- Ability to express oneself clearly in writing and orally and to appear before groups of citizens and other groups and the Board of commissioners to present data and programs which relate to and enhance the continued efficient operation of the City of Madeira Beach.
- Knowledge of municipal government relationships to County, State and Federal government organizations.
- Knowledge of modern management techniques and applications.
- Experience in managing multiple redevelopment and/or capital improvement projects and related contract management.
- Knowledge and experience in disaster planning and execution of such plans.

- Ability to assess the effectiveness and efficiency of the city's organizational infrastructure and maximize the utilization of available resources.
- Possesses the requisite knowledge and skills to oversee the preparation of the annual budget and capital improvements program.
- Ability to professionally and diplomatically present opinions and recommendations that are in the best interest of the City.
- Ability to effectuate discipline fairly and firmly as circumstances warrant such action.
- Knowledge of personnel and labor laws, rules, regulations and related issues.

PREFERRED SKILLS

- Should be an active member or will become a member, upon employment by the City, with the International City/County Management Association (ICMA), the Florida League of Cities, and able to become a Credentialed Manager within two years of hire date.

ESSENTIAL PHYSICAL SKILLS

- Performs executive level administrative work primarily in office conditions. Ability to effectively communicate both orally and in writing. May frequently be required to be in outdoor environments with visits to Fire Department emergency scenes, public works projects, and redevelopment projects and other related City activities and event.

NOTE: *Reasonable accommodation considerations will be made for otherwise qualified individuals with a disability.*

Cover letters and resumes may be included but are not accepted in lieu of application form.

All applications will become public record under Florida law. AA/EOE/DFWP

Reviewed by:		Date:	
Approved By:		Date:	
Updated By:		Date:	

Job Title:	**Code Compliance II**		
Department/Group:	Building Department	**Supervisor:**	Director/Building Official
Location:	Madeira Beach City Hall 300 Municipal Drive Madeira Beach, FL 33708		
Level/Salary Range:	$14.58 - $25.70	**Position Type:**	Full-Time
HR Contact:		**Date Posted:**	
External Posting URL:	www.madeirabeachfl.gov	**Posting Expires:**	

Applications Accepted By:	
FAX OR E-MAIL: (727) 399-1131 **OR** humanresources@madeirabeachfl.gov **Subject Line**: **Attention:** Human Resources – Recruiting	**MAIL:** City of Madeira Beach 300 Municipal Drive Madeira Beach, FL 33708

Job Description

ROLE AND RESPONSIBILITIES

This is a specialized, complaint driven as well as pro-active, field and office work investigating and enforcing codes and ordinances dealing with the public. Develops and maintains a working relationship with contractors, property owners, residents, and tenants to achieve compliance with all federal, state, county and city codes, and ordinances. An incumbent in this class investigates situations for regulatory violations, verifies compliance or non-compliance and drafts and delivers fine citations. Duties include aiding and education to the public on ordinance compliance requirements. The incumbent reports to the Department Director/Building Official.

- Processes rental inspection applications including scheduling inspections, processing completed inspection reports to the property owners and scheduling follow-up inspections, etc. Reviews for completeness and accuracy. Logs applications information or data for review and record retention.
- Assists and/or advises the public in matters relating to current building and/or maintenance code requirements including the status or process of code compliance concerns or the rental inspection program.
- Answers inquiries in person and by telephone from the public concerning: rental inspections, stop work orders, code compliance concerns, life & health safety codes, etc.
- Provides customer service, which includes greeting customers, answering phones, responding to requests for information and/or services and/or performing other related activities as assigned.
- Reviews monthly reports, code concerns, rental inspection activity, etc. with the Building Official.
- Maintains various administrative records in compliance with records retention requirements.
- As a team member, provides coverage for the Permit Tech as required.
- Performing Administrative day to day tasks such as maintaining information files, scanning documents and processing paperwork.
- Receives code complaints from public and notifies the state or local agencies as required.
- Data entry/record retention for both rental inspection program and building code compliance.
- Acting as clerk for Building Code Hearings and recording minutes as needed.
- Maintains a re-inspection data sheet for continued monitoring of both rental inspections and building code compliance concerns.
- Processes lien searches and maintains record retention.
- Maintains scheduling and planning for meetings, answering phone calls, and coordinating emails

- Conserve time by researching and routing correspondence, drafting letters and documents, and collecting and analyzing information.
- Related work and/or other duties as required.

Qualifications and Education Requirements

Minimum three (3) years' experience in code compliance and enforcement in a State, County and/or Municipal building department involving extensive public contact; processes and procedures associated with record management practices; general office operations; familiarity with building and property maintenance codes, construction, zoning, and code enforcement terminology.

The Building Code Compliance Officer II requires the following certifications within a 12-month period:

- Zoning Inspector Certification (ICC)
- International Property Maintenance Code and Housing Inspection Certification (ICC)
- Stormwater Management Inspector Certification (DEP)
- Valid Florida Driver's License

PREFERRED SKILLS

The following skills are necessary to perform this position:

- Strong customer service orientation and proven organizational and interpersonal skills.
- Experience working in an office environment preferably in a building department or related field.
- Ability to read and understand reference books and manuals such as building and code enforcement books, property maintenance codes, life & health safety codes, etc.
- Must have a basic knowledge of building codes, rental inspection, code enforcement, city ordinances, terminology, construction techniques, etc.
- Ability to communicate effectively with the public and other city employees by oral and written means.
- Ability to establish and maintain effective working relationships with deputies (CPO's), contractors, public officials, property owners, co-workers, and members of the public.
- Ability to work independently in the absence of supervision.
- Skills in organizing and prioritizing workload.
- Must be organized and detail oriented including planning or scheduling work to be performed
- Ability to operate a variety of office equipment including, but not limited to telephone, fax machine, personal computer, large scanner, postage machine and copier.
- Knowledge of M/S Word and Excel software and other basic computer software programs.
- Knowledge of Municode's, Munis and BDMS a plus.

ADDITIONAL NOTES

Requires the mobility and manual dexterity to work in a standard office environment, use standard office equipment and attend off-site meetings; speech and hearing to communicate in person and by telephone; vision to read handwritten and printed materials and a computer screen; and strength and agility to lift and carry items weighing up to 20 pounds. Some accommodations may be made for some physical demands for otherwise qualified individuals who require and request such accommodations.

NOTE: Reasonable accommodation considerable will be made for otherwise qualified individuals with a disability.

Reviewed By:		Date:	
Approved By:		Date:	

Last Updated By:		Date:	

Job Title:	Code Compliance Officer I		
Department/Group:	Building Department	Supervisor:	Director/Building Official
Location:	Madeira Beach City Hall 300 Municipal Drive Madeira Beach, FL 33708		
Level/Salary Range:	$9.50 - $12.00/hour	Position Type:	Full-Time
HR Contact:		Date Posted:	
External Posting URL:	www.madeirabeachfl.gov	Posting Expires:	

Applications Accepted By:

FAX OR E-MAIL: (727) 399-1131 **OR** humanresources@madeirabeachfl.gov

Subject Line:

Attention: Human Resources – Recruiting

MAIL:

City of Madeira Beach
300 Municipal Drive
Madeira Beach, FL 33708

Job Description

ROLE AND RESPONSIBILITIES

This is a specialized, complaint driven as well as pro-active, field and office work investigating and enforcing codes and ordinances dealing with the general public. Develops and maintains a working relationship with contractors, property owners, residents and tenants to achieve compliance with all federal, state, county and city codes, and ordinances. An incumbent in this class investigates situations for regulatory violations, verifies compliance or non-compliance and drafts and delivers fine citations. Duties include providing assistance and education to the public on ordinance compliance requirements. The incumbent reports to the Department Director/Building Official.

- Processes rental inspection applications including scheduling inspections, processing completed inspection reports to the property owners and scheduling follow-up inspections, etc. Reviews for completeness and accuracy. Logs applications information or data into spreadsheet for review.
- Assists and advises general public in matters relating to building code requirements and status or the process of code compliance concerns including rental inspection program.
- Answers inquiries in person and by telephone from the public concerning: rental inspections, stop work orders, code compliance concerns, life & health safety codes, etc.
- Provides customer service, which includes greeting customers, answering phones, responding to requests for information or service and performing other related activities or duties as assigned.
- Supplies Building Official with monthly reports, code concerns, rental inspection activity, etc. as needed.
- Maintains various administrative records in compliance with records retention requirements.
- Electronic scanning and archives inactive building department records and plans.
- Provides coverage or back-up for the Permit Tech as required.
- Performing Administrative day to day tasks such as maintaining information files, scanning documents and processing paperwork.
- Takes code complaints from residents, contractors, deputies.
- Data entry/record retention for both rental inspection program and building code compliance.
- Acting as clerk for Building Code Hearings and recording minutes as needed.
- Maintains a re-inspection data sheet for continued monitoring of both rental inspections and building code compliance concerns.
- Maintains scheduling and planning for meetings, answering phone calls, and coordinating emails

- Answer questions for employees and general public to inform them of remedies or solutions to their complaints and/or problems.
- Conserve time by researching and routing correspondence, drafting letters and documents, and collecting and analyzing information.
- Related work and/or other duties as required.

Qualifications and Education Requirements

Minimum three (3) years' experience in regulatory compliance and enforcement in a State, County and/or Municipal building department involving extensive public contact; processes and procedures associated with record management practices; general office operations; familiarity with building and property maintenance codes, construction, zoning and code enforcement terminology. The Building Code Compliance Officer requires possession of, or ability to obtain within twelve (12) months of appointment, Permit Technician and Code Enforcement Certifications from the (ICC) International Code Council. Valid Florida Driver's License

PREFERRED SKILLS

The following skills are necessary to perform this position:

- Strong customer service orientation and proven organizational and interpersonal skills.
- Experience working in an office environment preferably in a building department or related field.
- Ability to read and understand reference books and manuals such as; building and code enforcement books, property maintenance codes, life & health safety codes, etc.
- Must have a basic knowledge of building codes, rental inspection, code enforcement, city ordinances, terminology, construction techniques, etc.
- Ability to communicate effectively with the public and other city employees by oral and written means.
- Ability to establish and maintain effective working relationships with CPO's, contractors, public officials, property owners, co-workers and members of the general public.
- Ability to work independently in the absence of supervision.
- Skills in organizing and prioritizing workload.
- Must be organized and detail oriented including planning or scheduling work to be performed
- Ability to operate a variety of office equipment including, but not limited to telephone, fax machine, personal computer, large scanner, postage machine and copier.
- Knowledge of M/S Word and Excel software and other basic computer programs.
- Knowledge of Municode, Munis and BDMS a plus.

ADDITIONAL NOTES

Requires the mobility and manual dexterity to work in a standard office environment, use standard office equipment and attend off-site meetings; speech and hearing to communicate in person and by telephone; vision to read handwritten and printed materials and a computer screen; and strength and agility to lift and carry items weighing up to 20 pounds. Some accommodations may be made for some physical demands for otherwise qualified individuals who require and request such accommodations.

NOTE: Reasonable accommodation considerable will be made for otherwise qualified individuals with a disability.

Reviewed By:		Date:	
Approved By:		Date:	
Last Updated By:		Date:	

Job Title:	Community Development Director		
Department/Group:	Community Development	Supervisor:	City Manager
Location:	Madeira Beach City Hall 300 Municipal Drive Madeira Beach, FL 33708		
Level/Salary Range:	$83,250 – $124,880	Position Type:	Full Time
HR Contact:	Karen Paulson	Date Posted:	
External Posting URL:	www.madeirabeachfl.gov	Posting Expires:	

Applications Accepted By:

FAX OR E-MAIL: (727) 399-1131 **OR** humanresouces@madeirabeachfl.gov **Subject Line**: Community Development Director **Attention:** Recruiting or Human Resources Department	**MAIL:** City of Madeira Beach 300 Municipal Drive Madeira Beach, FL 33708

Job Description

ROLE AND RESPONSIBILITIES

The Community Development Department's overall mission is to maintain the unique beach community character while working toward a vision in the direction of improved land and water uses. The planning process is intended to improve the health, safety and welfare of the City.

The Community Development Director is responsible for managing a wide range of services related to the physical and economic development of the City. The Community Development Director supervises the city's long range, current and strategic planning activities, zoning code compliance, affordable housing, capital improvements budgeting, facilities planning, environmental and floodplain management and economic development activiti3es. This position supervises all planning and zoning code compliance staff and consultants and manages the budget and is responsible for personnel management and training of staff and consultants. This position includes responsibilities for coordination of multi-departmental planning and research activities along with grant writing and implementation.

The Community Development Director is responsible for supervising the coordination and implementing the Comprehensive Plan, land development reviews, site plan reviews, and floodplain administration reviews citywide through supervision of the Planning and Zoning staff and consultants and through coordination with the Building Department as part of the building permit and inspection process. Work involves coordination of the multi-departmental development review process, planning, research, implementation, promotion, and initiation of various programs, regulations, operations, and processes relating to adopted comprehensive plan policy, related programs and initiatives of the city. Emphasis is placed on the harmonious neighborhood development and redevelopment, economic development opportunities and the careful management of natural resources. The work involves the review of potential development projects citywide, considerable public contact often of a sensitive nature, and requires the exercise of sound judgment, tact, and diplomacy.

The Community Development Director participates in the planning efforts of Pinellas County and serves on or assigns representation on the Planners Advisory Committee to the Pinellas Planning Council, is a member of the Pinellas County Local Mitigation Strategy Workgroup, and serves on other countywide advisory committees as necessary. The Community Development Director is responsible for the coordination of the City's Community Rating System (CRS) efforts relating to the National Flood insurance Program.

The Community Development Director reports to the City Manager and serves as staff liaison to the Board of Commissioners, and supervises or performs as the staff liaison to the Planning Commission, Special Magistrate for variance, special exception, administrative appeal cases, supports code enforcement cases as needed, and any other advisory committees that may be created over time. The Community Development Director provides support as assigned to the city's lobbyist and represents the city in intergovernmental initiatives and programs at all levels of government and performs other work as assigned.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

Graduation from an accredited four-year college or university with major course work in city planning, urban design, or a closely related field; A Master's Degree in planning, urban studies, public administration, or a closely related field with sic (6) years of progressively responsible experience in the supervision and management of planning and economic development programs.

- American Institute of Certified Planners (AICP) certification is desirable.
- Certified Floodplain Manager (CFM) certification is desirable.

PREFERRED SKILLS

- Extensive knowledge of municipal and State of Florida codes and ordinances
- Thorough knowledge of the principles and practices of City planning.
- Thorough knowledge of modern principles and practices of municipal planning, land use, municipal zoning regulations, and floodplain administration.
- Ability to prepare, revise, interpret, and enforce codes, ordinances, and regulations.
- Ability to present technical information, planning, and zoning reports clearly and concisely both orally and in writing.
- Ability to establish and maintain effective working relationships with employees, government and City officials, community leaders and organizations, and the general public as necessitated by the work.

KNOWLEDGE / SKILLS / ABILITIES:

Ability to supervise, train, and evaluate effectively the work of subordinates.
Ability to establish and maintain effective working relationships with the public and other City employees and subordinates.
Ability to deal with the public effectively, courteously, and tactfully.
Ability to analyze administrative problems, to make sound recommendations for solutions and to prepare effective work procedures.
Ability to express oneself logically and concisely, orally, and in writing.

ADA COMPLIANCE*:*

The City of Madeira Beach, Florida is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, and will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

The statements noted above are intended to describe the general nature and level of work being performed and are not to be construed as a comprehensive list of responsibilities, duties and skills required. These statements are subject to change at the discretion of the employer.

Reviewed By:		Date:	
Approved By:		Date:	
Last Updated By:		Date:	

COMMUNITY DEVELOPMENT/PLANNING ENGINEER

This engineering position requires broad professional engineering experience combined with overall knowledge of municipal planning, land development and permitting. Typical functions are similar to those of a City Engineer but with the expectation of broader participation in planning, permitting, public works and the building department. This engineer will be knowledgeable of the FEMA compliance rules and regulations that the city adheres to and will participate in the city's CRS requirements, working with city staff and residents alike. This position may supervise the Planning Technician, Planner I, Planner II, and Planner III.

Typical Functions

- Performs advanced professional work related to a variety of engineering, permitting and planning assignments for all city departments including but not limited to Community Development, Public Works and Building.
- Responsibilities include the review of residential and commercial permits, engineering design plans and specifications to determine compliance with City codes, FEMA and other applicable regulations.
- Coordinate plan review with other City departments
- The position requires a high degree of technical knowledge and ability to apply principles of engineering in coordinating efforts to assist in proper land development.
- Assist in review and processing of complex comprehensive plan amendments, rezonings, potential development projects, site plans and plats.
- Coordinates plans, special studies, contracts, design and functional requirements with municipal departments and outside sources, such as contractors, engineering firms and governmental agencies.
- Assist in development and presentation of amendments to the Land Development Regulations as needed.
- Prepare information for and present at community workshops and public meetings.
- Works in regional program areas relating to floodplain management, community development, hazard mitigation and others.
- Performs field inspections to gather data relevant to the development review process and/or to verify that development projects comply with approved plans.
- Conducts meetings with residents, developers, architects, and contractors on projects and potential projects.
- Presents reports and other findings to staff, planning and zoning boards and commissions, and elected officials and serves as liaison.
- Attends some evening and weekend meetings.
- Serves as Certified Floodplain Manager for the City.
- Participates in preparation of standards, policies, regulations, and ordinances.

Qualifications

- Bachelor's Degree in Civil Engineering or related engineering field; and six (6) years of municipal engineering experience; or an equivalent combination of education and experience
- Must be a Registered Professional Engineer in the State of Florida
- Must be a Certified Floodplain Manager (CFM)
- Possession of a valid, State of Florida driver's license to operate a motor vehicle
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors and City staff
- Present proposals and recommendations clearly, logically, and persuasively in public meetings

- Represent the City's interests in negotiations and other dealings on a variety of difficult, complex sensitive and confidential issues
- Use sound judgment when making decisions, interpretations, and in communications with others
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines

Job Title:	**Deputy Building Official**		
Department/Group:	Building Department	**Supervisor:**	Building Official
Location:	Madeira Beach City Hall 300 Municipal Drive Madeira Beach, FL 33708		
Level/Salary Range:	$21.86 - $34.43/hour	**Position Type:**	Full Time
HR Contact:	Megan Powers	**Date Posted:**	
External Posting URL:	www.madeirabeachfl.gov	**Posting Expires:**	Open until filled

Applications Accepted By:	
FAX OR E-MAIL: (727) 399-1131 **OR** humanresources@madeirabeachfl.gov **Subject Line**: Deputy Building Official **Attention:** Human Resources – Recruiting	**MAIL:** City of Madeira Beach 300 Municipal Drive Madeira Beach, FL 33708

Job Description

ROLES AND RESPONSIBILITES:

Assists the Building Official in carrying out assignments related to the development of property and enforcement of City Codes.

- Performs inspections on residential and commercial properties to ensure compliance with approved plans and applicable codes.
- Maintain accurate daily records of inspections performed.
- Acts as a personal assistant and/or aide to the Building Official within the Building Department.
- Performs duties of an administrative aide nature for the Building Official, i.e., electronic scanning & filing, MUNIS reports, organize & process different types of construction documents.
- Participates in interviewing office visitors and issuing information regarding the services or operation of the building department.
- Keeps calendar and schedules appointments.
- Prepares forms, correspondence or memorandums independently and composes letters. Sets up and maintains files. Files letters, reports, and related technical information in the prescribed manner.
- Creates reports and collates data utilizing a personal computer.
- Receives and screens callers. Refers callers to other employees, officials, or departments.
- Assists and offers direction to other clerical staff as needed.
- Processes purchase orders for the department as needed.
- Knowledge of the overall functions and operations of the building department.
- Knowledge of building construction, safety rules, materials and equipment.
- Other duties as assigned by the Building Official.

QUALIFICATIONS AND EDUCATIONS REQUIREMENTS:

- Associate's Degree and a minimum (2) two years' experience in the construction field including on-site construction experience **or** graduation from high school or possession of an acceptable equivalency diploma and four years of on-site construction experience required.

- Must possess valid certifications as required by F.S. 468 for Building Inspector and each additional trade, preferably building, electrical, mechanical and plumbing (both residential and commercial).
- Must already possess or apply for a Florida Building Official "Provisional" License within six (6) months of hire, and obtain a State of Florida Building Official License within three (3) years from date of hire, under F.S. 468.
- Communication, correspondence & field experience with Architect's, Engineer's, General Contractor's and property and/or homeowners experience preferred.
- Valid Florida driver's license.

KNOWLEDGE / SKILLS / ABILITIES:

- Knowledge of basic office skills and construction job-site concepts.
- Ability to read and interpret blueprints, plans and other construction documents.
- Ability to establish and maintain effective working relationships with the public and other City employees.
- Ability to deal with the public effectively, courteously, and tactfully.
- Ability to analyze administrative problems, to make sound recommendations for solutions and to prepare effective work procedures.
- Ability to express oneself logically and concisely, orally, and in writing.

ENVIRONMENTAL CONDITIONS:

Performance of essential functions may require exposure to adverse environmental conditions including construction job sites, such as dirt, dust, pollen, odors, wetness, humidity, rain, temperature extremes, electric currents and construction site hazards.

ADA COMPLIANCE:

The City of Madeira Beach, Florida is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, and will provide reasonable accommodations to qualified individuals with disabilities and Encourage both prospective and current employees to discuss potential accommodations with the employer.

ADDITIONAL NOTES:

The statements noted above are intended to describe the general nature and level of work being performed and are not to be construed as a comprehensive list of responsibilities, duties and skills required. These statements are subject to change at the discretion of the employer.

The City of Madeira Beach, Florida is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, and will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the employer.

All applications will become public record under Florida law.

AA/EOE/DFWP

Open until Filled

Submit complete application for employment to: **https://madeirabeachfl.gov/jobs**

Job Title:	**Documents & Records Specialist**		
Department/Group:	City Clerk's Office	**Supervisor:**	City Clerk
Location:	Madeira Beach City Hall 300 Municipal Drive Madeira Beach, FL 33708		
Level/Salary Range:	$24.49	**Position Type:**	Full Time
HR Contact:	HR Director	**Date Posted:**	
External Posting URL:	www.madeirabeachfl.gov	**Posting Expires:**	**When filled**

Applications Accepted By:

FAX OR E-MAIL: (727) 399-1131 **OR**
humanresources@madeirabeachfl.gov

Subject Line: Documents & Records Specialists

Attention: Recruiting or Human Resources Department

MAIL:

City of Madeira Beach
300 Municipal Drive
Madeira Beach, FL 33708

Job Description

ROLE AND RESPONSIBILITIES

Under the direction and supervision of the City Clerk, performs professional work of an administrative and technical nature related to records management functions. Work involves ensuring all documents and records are identified, classified, maintained, retained, secured, stored electronically, accessed, and disposed of according to legally mandated regulatory standards. Works with all departments and ensures confidentiality of all documents.

- Assists with development and maintaining the electronic records management program to ensure compliance with state and federal laws. Assist in implementing policies and procedures for managing information from creation to final disposition. Oversees the storage, retrieval, and destruction of paper and electronic records according to laws. Maintains records to provide documentation of the methodical retention and destruction of records.
- Digitizes the City's records using various scanning devices; gathers documents from departments, proofs for clarity, and ensures their proper storage.
- Coordinates the City's records imaging program. Performs technical imaging functions and provides support and assistance to system users.
- Assists with the training and educating employees on document and records management and regulation. Provides in-person training and technical assistance to City departments for records standards and guidelines.
- Organizes, converts, and integrates records to be scanned and stored electronically in Laserfiche, electronic document archival system. Maintains strict and orderly organization of the City's records collection with a focus towards digital conversion and management of records.
- Accurately and legibly prepares and maintains reports, forms, and other required documentation.
- Plans, coordinates, and carries out records inventory, evaluations, and the disposition of departmental records in accordance with state law and other legal requirements.
- Identify and classify documents or other electronic content according to characteristics such as security level, function, and metadata.

- Monitor regulatory activity to maintain compliance with records and document management laws.
- Coordinates records retrieval as requested by all City Departments. Arranges for retrieval of records and delivery to the requesting department.
- Oversees off site storage activities and maintains inventory index. Monitors the storage of records and billing for storage to ensure accuracy.
- Assists in coordinating, researching, and responding to public information and records requests, ensuring HIPAA compliance and other exemptions that apply. Tracks records requests using JustFOIA, public records tracking system.
- Provides technical disaster preparedness support to relevant Records Management functions.
- Provides administrative support to the City Clerk's Office and serves as a backup to the Executive Assistant to the City Clerk.
- Provides administrative support to the City Manager's Office, other departments, and the Board of Commissioners as needed.
- Performs other related duties as assigned.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- 24.49

Job Title:	Executive Assistant to the City Clerk		
Department/Group:	Office of the City Clerk	Supervisor:	City Clerk
Location:	Madeira Beach City Hall 300 Municipal Drive Madeira Beach, FL 33708		
Level/Salary Range:	$21.23 - $33.43 hr.	Position Type:	Full-Time
HR Contact:	Sean Lilly	Date Posted:	
External Posting URL:	https://madeirabeachfl.gov/employment-opportunities-2/	Posting Expires:	Open until filled

Applications Accepted By:	
ELECTRONICALLY: **HTTPS://MADEIRABEACHFL.GOV/EMPLOYMENT-OPPORTUNITIES-2/**	**ADDRESS:** City of Madeira Beach 300 Municipal Drive Madeira Beach, FL 33708

Job Description

ROLE AND RESPONSIBILITIES

This position requires highly advanced administrative support relating to the operation and activities of the Office of the City Clerk. The executive assistant is responsible for the administrative support system for the City Clerk. Organizes the activities and schedules of the office and the flow of information in accordance with set procedures. Ad hoc assignments containing detailed tasks requiring advanced level of initiative and organization and independent judgment. Work entails confidential, and sensitive issues requiring a high degree of discretion and tact. The nature of the work also requires all work to be performed with the highest level of accuracy, and with the ability to meet strict deadlines while working. During occasions of local emergencies, this position shall be required to perform emergency tasks which may result in extended work hours as well as extended periods of time away from family members.

The position also includes the following responsibilities and duties:

- Manages the phones for the City Clerk in a professional and courteous manner; ascertains nature of business and handles those requesting routine information; directs remainder to appropriate staff.
- Manages the City Clerks calendar schedules, coordinates meetings. Make travel arrangements and schedules for the City Clerk and Board of Commissioners
- Receives the public, officials of governmental, reporters, and others in a professional and courteous manner.
- When appropriate, provides information pertaining to City operations, policies, procedures and other similar information; may refer inquiries to other City staff and/or officials as appropriate.
- Coordinates and provides interdepartmental liaison functions, assists others and promotes positive communication with all staff.
- Establishes and maintains the filing and records system for the City Clerk's office including updating primary file index as necessary; maintains pending files with appropriate and timely follow-up procedures.
- Assists in preparing agenda and election packets and Civil Service Commission.
- Takes and transcribes dictation of highly confidential/sensitive material; composes letters and memoranda for the City Clerk and other officials as needed; ensures work is error free prior to finalizing for signature/distribution.
- Acts as a liaison between the City Clerk, elected officials, and the public by coordinating dissemination of information and responding to questions.
- Coordinates and prepares presentations for awards, and certificates of appreciation, notifying recipients as necessary.
- Attends meetings with Board of Commissioners or other appointed boards, including staff conferences as directed by the City Clerk.
- Develops spreadsheets, databases, brochures, post cards and PowerPoint presentations.
- Prepares purchase orders and purchase requisitions for special projects, daily purchasing activity and within various budget.
- Assists with elections of Board of Commissioners and Civil Service Commission and transcribe various meetings.
- Utilizes basic and advanced computer system programs to process public records requests, invoices
- Performs other job-related duties that are consistent with the responsibilities of this position.
- Additional duties as assigned

QUALIFICATIONS AND EDUCATION REQUIREMENTS

This position requires an Associate's Degree in Public Administration, Business Administration, or related field of study or a minimum of 3 years executive level secretarial/paralegal experience. A Bachelor's Degree is preferred. Proficient in the use of personal computer systems using Microsoft Suite with the ability to learn new programs.

PREFERRED SKILLS

- Ability to effectively communicate, both orally and in writing.
- Advanced independent judgment, initiative and organization in routine and non-routine situations which occur.
- Perform all work at the highest level of efficiency, flexibility and accuracy in meeting strict deadlines under a high level of pressure.
- Communicate effective and professionally in person, over the telephone and in writing.
- Maintain composure during emergency situations.
- Handle sensitive information in a confidential and discrete manner.
- Compose clear and concise correspondence, memorandums, reports, and other documents as required.
- Organize, files, and retrieve volumes of written materials.
- Marketing and website/social media experience
- Ability to sit for long periods, bend, stoop, lift to twenty pounds.

NOTE: Reasonable accommodation considerable will be made for otherwise qualified individuals with a disability.
All applications will become public record under Florida law.
AA/EOE/DFWP

Reviewed by:		Date:	
Approved By:		Date:	
Updated By:		Date:	

Job Title:	Executive Assistant to the City Manager		
Department/Group:	Office of the City Manager	Supervisor:	City Manager
Location:	Madeira Beach City Hall 300 Municipal Drive Madeira Beach, FL 33708		
Level/Salary Range:	$24.00 - $34.00 hr.	Position Type:	Full-Time
HR Contact:	Karen Paulson	Date Posted:	3/24/2020
External Posting URL:	www.madeirabeachfl.gov	Posting Expires:	03/30/2020

Applications Accepted By:	
FAX OR E-MAIL: (727) 399-1131 **OR** humanresources@madeirabeachfl.gov **Subject Line**: Executive Assistant to the City Manager **Attention:** Human Resources - Recruiting	**MAIL:** City of Madeira Beach 300 Municipal Drive Madeira Beach, FL 33708

Job Description

ROLE AND RESPONSIBILITIES

This position entails responsible, diverse and highly advanced administrative/secretarial support duties relating to the operation and activities of the Office of the City Manager. The executive assistant is responsible for the organization and implementation of an administrative support system for the City Manager and organizes the activities and schedules of the office and the flow of information in accordance with the Managers priorities as set to meet goals and objectives. The City Manager assigns a variety of detailed tasks requiring the highest level of administrative support capability, advanced level of initiative and organization and independent judgment. Work entails dealing with political, confidential, and sensitive issues requiring a high degree of discretion and tact involving continual inter-departmental relations and extensive public contact. The incumbent in this position serves as a confidential employee. The scope and degree of responsibility requires a comprehensive working knowledge of the entire City organization. The nature of the position requires the performance of numerous other secretarial and clerical tasks such as word processing, answering telephones, processing mail, copying, and filing, among others. The nature of the work also requires all work to be performed with the highest level of accuracy, and with the ability to meet strict deadlines while working under a high degree of pressure. Professional office attire is required i.e., dresses, skirts, suits, dress slacks, dress shoes. During occasions of local emergencies, this position shall be required to perform emergency tasks which may result in extended work hours as well as extended periods of time away from family members.

The position also includes the following responsibilities and duties:

- Receives telephone calls for the City Manager in a professional and courteous manner; ascertains nature of business and handles those requesting routine information and as many other routine tasks as possible; directs remainder to appropriate official, department head, or other staff.
- Schedules appointment for and with the City Manager; schedules and coordinates meetings with department heads, elected officials, legislators, business leaders, vendors, contractors and citizens of the community, keeping the City Manager's calendar current/
- Make travel arrangements and schedules for the City Manager and others as appropriate; assures accommodations and all other aspects of travel needs in place and guaranteed.
- Receives the general public, officials of governmental and numerous other organizations, reporters and others in a professional and courteous manner.
- When appropriate, provides information pertaining to City operations, policies, procedures and other similar information; may refer inquiries to other City staff and/or officials as appropriate.
- Coordinates and provides interdepartmental liaison functions, assists others and promotes positive communication with all staff.
- Relays instructions and information to Department Heads and other staff as directed by the City Manager.
- Establishes and maintains an efficient filing and records system for the City Manager's office including updating primary file index as necessary; maintains pending files with appropriate and timely follow-up procedures.
- Prepares Board of Commissioners agenda packets, workshop materials and ensures accurate and timely submission of materials to be included by Department heads; tasks include accumulating, reviewing, sorting material, composing, copying and/or editing cover sheets and accompanying memoranda. Distributes packets to Mayor and Commissioners, City Manager, Department Heads, other staff and press as appropriate.
- Takes and transcribes dictation of highly confidential/sensitive material; prepares from rough drafts and composes letters and memoranda on computer for the City Manager and other officials as needed; ensures that all work is error free prior to finalizing for signature and distribution.
- Supervisors the Volunteers and the Volunteer program and Public Information Specialist duties.
- Acts as a liaison between the City Manager, Department Heads, other employees, elected officials and the general public by coordinating dissemination of information and responding to questions.
- Coordinates and prepares presentations for awards, and certificates of appreciation; notifying recipients as necessary.
- Attends meetings with City Department Heads, Board of Commissioners or other appointed boards, including staff conferences. May be called to represent the City Manager as necessary and when required regarding issues with staff and the community.

- Receives, sorts and distributes all mail arriving in the Manager's office; may compose responses to all routine correspondence requiring the City Managers signature.
- Develops spreadsheets, databases, brochures, post cards and PowerPoint presentations for the Managers office.
- Prepares purchase orders and purchase requisitions for special projects, daily purchasing activity and within the City Managers FY budget.
- May serve as the recording secretary for various city meetings and functions held during normal working hours as well as evenings.
- Utilizes basic and advanced computer system programs to prepare reports, letters, memos, directives, correspondence, confidential reports, manuals and other paperwork related to the operation of the City Manager's office.
- Demonstrates thorough knowledge of all the City's personnel policies and procedures.
- Processing timecards for City Manager's office
- Performs other job-related duties that are consistent with the responsibilities of this position
- Additional duties as assigned

QUALIFICATIONS AND EDUCATION REQUIREMENTS

This position requires an Associate's Degree in Public Administration, Business Administration, or related field of study and or a minimum of 5 years executive secretarial experience, with prior work experience as direct staff support to executive level personnel in government/public sector employment. Proficient in the use of personal computer systems using Word, Excel, Power Point, Publisher, Adobe Illustrator, Access and other similar programs is also expected.

PREFERRED SKILLS

Ability to effectively communicate, both orally and in writing. Ability to use a computer keyboard, other pieces of standard office equipment and the telephone. Ability to sit for long periods, bend, stoop, lift to twenty pounds. Other important skills required include:

- Advanced independent judgment, initiative and organization in routine and non-routine situations which occur.
- Perform all work with the highest level of efficiency, flexibility and accuracy in meeting strict deadlines under a high level of pressure.
- Communicate effectively with others, both in person and over the telephone, in a professional, clear and concise manner.
- Maintain composure during emergency situations.
- Handle sensitive information in a confidential and discrete manner.
- Compose clear and concise correspondence, memorandums, reports, and other documents as required.
- Organize, files, and retrieve volumes of written materials.

- Must be capable of dealing with a variety of citizens in a professional, cheerful, and effective manner and conveying the pertinent information to the appropriate City officials.

NOTE: Reasonable accommodation considerable will be made for otherwise qualified individuals with a disability.
Cover letters and resumes may be included but are not accepted in lieu of application form.
All applications will become public record under Florida law.
AA/EOE/DFWP

Reviewed by:		Date:	
Approved By:		Date:	
Updated By:		Date:	

Job Title:	**Executive Assistant to the Fire Chief**		
Department/Group:	Fire Department	**Supervisor:**	Fire Chief
Location:	Madeira Beach City Hall 300 Municipal Drive Madeira Beach, FL 33708		
Level/Salary Range:	$24.00 - $34.00 hr.	**Position Type:**	Full-Time
HR Contact:		**Date Posted:**	
External Posting URL:	www.madeirabeachfl.gov	**Posting Expires:**	

Applications Accepted By:

FAX OR E-MAIL: (727) 399-1131 **OR** humanresources@madeirabeachfl.gov **Subject Line**: Executive Assistant to the Fire Chief **Attention:** Human Resources - Recruiting	**MAIL:** City of Madeira Beach 300 Municipal Drive Madeira Beach, FL 33708

Job Description

ROLE AND RESPONSIBILITIES

This position entails responsible, diverse and highly advanced administrative support duties relating to the operation and activities of the Fire Department. The executive assistant is responsible for support to a fully operational (24/7/365) department and staff, and to assure communications, equipment, building and property are operational. The position is responsible for the organization and implementation of an administrative support system for the Fire Chief and department staff. The assistant organizes the activities and schedules of the Department and the flow of information in accordance with the Department's priorities as set to meet goals and objectives. The Fire Chief assigns a variety of detailed tasks requiring the highest level of administrative support capability, advanced level of initiative and organization and independent judgment.

Work entails dealing with political, confidential, and sensitive issues requiring a high degree of discretion and tact involving continual inter-departmental relations and extensive public contact. The incumbent in this position serves as a confidential employee. The scope and degree of responsibility requires a comprehensive working knowledge of the entire City organization, County Fire/EMS system, State of Florida Health Department system. The nature of the position requires the performance of numerous tasks such as word processing, answering telephones, processing mail, copying, and filing, among others. The nature of the work also requires all work to be performed with the highest level of accuracy, and with the ability to meet strict deadlines while working under a high degree of pressure. During occasions of local emergencies, this position shall be required to perform

emergency tasks which may result in extended work hours as well as extended periods of time away from family members.

The position also includes the following responsibilities and duties:

- Receives telephone calls for the Fire Chief and the department in a professional and courteous manner; ascertains nature of business and handles those requesting routine information and as many other routine tasks as possible; directs remainder to appropriate official, department head, or other staff.
- Schedules appointment for and with the Fire Chief; coordinates scheduling of public outreach/education, keeps the Fire Chief's and the department's calendars current.
- Make travel arrangements and schedules for the members of the Department and others as appropriate; assures accommodations and all other aspects of travel needs in place and guaranteed.
- Receives the general public, officials of governmental and numerous other organizations, reporters and others in a professional and courteous manner. Builds relationships with members of the community, civic organizations and vendors.
- When appropriate, provides information pertaining to city operations, policies, procedures, Collective Bargaining Agreement and other similar information.
- Coordinates and provides interdepartmental liaison functions, assists others and promotes positive communication with all staff.
- Relays instructions and information to members of the Department and other departments as directed by the Fire Chief.
- Fulfills public records requests. Maintains various administrative records in compliance with records retention requirements
- Establishes and maintains an efficient filing and records system for the Department including updating primary file index as necessary; maintains pending files with appropriate and timely follow-up procedures.
- Takes and transcribes dictation of highly confidential/sensitive material; prepares from rough drafts and composes letters and memoranda on computer for the Fire Chief; ensures that all work is error free prior to finalizing for signature and distribution.
- Demonstrates thorough knowledge of all the City's personnel policies and procedures, Collective Bargaining Agreement, as well as County, State, and HIPPA regulations. Maintains basic knowledge of the Department's SOPs, Pinellas County Medical Director's, Florida Department of Health policies, etc.
- Acts as a liaison between the Fire Chief, Department Heads, City employees, elected officials, and the general public by coordinating dissemination of information and responding to questions.
- Maintains department's social media accounts and City website page, prepares notifications.
- Receives, sorts, and distributes all mail arriving in the Fire Department; may compose responses to all routine correspondence.

- Develops spreadsheets, databases, marketing, and educational material.
- Prepares annual budget in draft form for review of Fire Chief and assists with finalization Maintain knowledge of working budget/funds.
- Researches, obtains quotes and selects vendors for product and services with focus on quality and pricing.
- Orders equipment, supplies and services. Maintains record of inventory and warranties.
- Maintains contracts and tracks renewals.
- Reviews invoices for receipt of goods and services, prepares purchase orders/ purchase requisitions within the Fire Department's FY budget. Maintains receipts and records of sale, prepares credit card statements for Fire Chief, Fire Inspector, 3 Lieutenants. Tracks and enters all financial transactions into specialized software.
- Prepares payroll for the 15-member department.
- Provides assistance to the Fire Marshal's Office, EMS Coordinator, Operations Officer and Training Officer.
- Assists Fleet Maintenance Division. Communicates with vendors, repair centers and makes purchase of fleet supplies.
- Troubleshoots or serves as a liaison to issues with 911 communications, servers/networks, phones, out of service equipment, apparatus or building repairs.
- Arranges renewal of professional licenses of members of the department.
- Prepares State Advanced Life Support licensing renewal and other Department licensures.
- Maintains confidential records for State EMS inspections and ISO audit.
- Assists with the hiring process of firefighters. Coordinate advertising, application assessment, testing, and scheduling of interviews.
- Coordinates employment process of new hires. Verifies certifications. Prepares various department related probationary documentation, coordinate IT and other privileges, corresponds with the city, County, State and Florida Fire College to set up new employment. Uniforms and bunker gear order coordination.
- Responsible to coordinate and schedule maintenance and repairs of building, apparatus, fire/EMS equipment/tools, appliances, etc.
- Assists department's staff with technology, communications and other department related concerns and troubleshooting scenarios.
- Arranges care, training and special events for Clover the Firehouse Dog.
- Performs other job-related duties that are consistent with the responsibilities of this position
- Additional duties as assigned

QUALIFICATIONS AND EDUCATION REQUIREMENTS

An Associate's Degree in Public Administration, Business Administration, or related field of study preferred. A minimum of 5 years executive secretarial experience, with prior work experience as direct staff support to executive level personnel in government/public sector employment. Proficient in the use of personal computer system using MS Office Suite, Access and other similar programs is also expected.

PREFERRED SKILLS

Ability to effectively communicate, both orally and in writing. Ability to use a computer keyboard, other pieces of standard office equipment and the telephone. Ability to sit for long periods, bend, stoop, lift to twenty pounds. Other important skills required include:

- Advanced independent judgment, initiative and organization in routine and non-routine situations which occur.
- Perform all work with the highest level of efficiency, flexibility and accuracy in meeting strict deadlines under a high level of pressure.
- Communicate effectively with others, both in person and over the telephone, in a professional, clear and concise manner.
- Maintain composure during emergency situations.
- Handle sensitive information in a confidential and discrete manner.
- Compose clear and concise correspondence, memorandums, reports, and other documents as required.
- Organize, files, and retrieve volumes of written materials.
- Must be capable of dealing with a variety of citizens in a professional, cheerful, and effective manner and conveying the pertinent information to the appropriate City officials.

NOTE: Reasonable accommodation considerable will be made for otherwise qualified individuals with a disability.
Cover letters and resumes may be included but are not accepted in lieu of application form.
All applications will become public record under Florida law.
AA/EOE/DFWP

Reviewed by:		Date:	
Approved By:		Date:	
Updated By:		Date:	

Job Title:	Finance Director		
Department/Group:	Finance Department	Supervisor:	City Manager
Location:	Madeira Beach City Hall 300 Municipal Drive Madeira Beach, FL 33708		
Level/Salary Range:	$96,000 - $110,240	Position Type:	Full-Time
HR Contact:		Date Posted:	
External Posting URL:	www.madeirabeachfl.gov	Posting Expires:	

Applications Accepted By:

FAX OR E-MAIL: (727) 391-9951 humanreources@madeirabeachfl.gov **Subject Line**: Hiring / Human Resources **Attention:** Recruiting or Human Resources Department	**MAIL:** City of Madeira Beach 300 Municipal Drive Madeira Beach, FL 33708

Job Description

ROLE AND RESPONSIBILITIES

Performs highly responsible management and administrative work directing and coordinating the varied functions of the City's Finance Department. Work involves administering the central accounting system functions of the City. Works is reviewed through written reports and is performed under the direction of the City Manager. Description of the roles and responsibilities:

- Supervises finance division and parking division
- Prepare and manage annual budget, capital improvement program (CIP) and comprehensive annual financial report (CAFR)
- Coordinate year-end audit process with external auditors
- Manage all treasury functions including investment portfolio
- Complete timely month-end closeouts and provide monthly reports to the City Commission
- Support the City Manager with research/analysis related to administrative/operational decisions
- Serve as the City Manager's designated purchasing official
- Provide internal audit and internal control functions
- Coordinating and directing the financial planning, budgeting, procurement, and investment activities for the City of Madeira Beach.
- Developing internal control policies, guidelines, and procedures for activities such as budget administration, cash and credit management, and accounting.
- Preparing or directing preparation of financial statements, business activity reports, financial position forecasts, annual budgets, and/or reports required by regulatory agencies.
- Advising management on short-term and long-term financial objectives, policies, and actions.
- Analyzing the financial details of past, present, and expected operations in order to identify development opportunities and areas where improvement is needed.
- Delegating authority for the receipt, disbursement, banking, protection, and custody of funds, securities, and financial instruments.
- Evaluating needs for procurement of funds and investment of surpluses, and making appropriate recommendations.
- Leading staff training and development in budgeting and financial management areas.
- Maintaining current knowledge of organizational policies and procedures, federal and state policies and directives, and current accounting standards.

- Supervising employees performing financial reporting, accounting, billing, collections, payroll, and budgeting duties.
- Other duties as assigned.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

Bachelor's degree in Public Administration, Business Administration, Finance, Accounting, or other related field. Master of Public Administration, Master of Science in Finance, Certified Public Accountant, Certified Public Finance Officer, or related professional designation preferred.

PREFERRED SKILLS

- Strong analytical skills, as related to policy analysis, organizational improvement, and financial management
- Proven ability to creatively balance political goals and interests with financial realities
- Ability to multi-task in a fast-paced, deadline-oriented environment
- Management experience sufficient to guide day-to-day financial operations
- Analyzing Data or Information – Identifying the underlying principles, reasons, or facts of information by breaking down information or data into separate parts.
- Getting Information – Observing, receiving, and otherwise obtaining information from all relevant sources.
- Making Decisions and Solving Problems – Analyzing information and evaluating results to choose the best solution and solve problems.
- Communicating with Supervisors, Peers, or Subordinates – Providing information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person.
- Identifying Objects, Actions, and Events – Identifying information by categorizing, estimating, recognizing differences or similarities, and detecting changes in circumstances or events.
- Estimating the Quantifiable Characteristics of Products, Events, or Information – Estimating sizes, distances, and quantities; or determining time, costs, resources, or materials needed to perform a work activity.
- Documenting/Recording Information – Entering, transcribing, recording, storing, or maintaining information in written or electronic/magnetic form.
- Provide Consultation and Advice to Others – Providing guidance and expert advice to management or other groups on technical systems, or process-related topics.
- Developing Objective and Strategies – Establishing long-range objectives and specifying the strategies and actions to achieve them.

ADDITIONAL NOTES

Able to work overtime, civil defense recall and occasional weekend and holidays as required.

Reviewed by:		Date:	
Approved By:		Date:	
Updated By:		Date:	

City of Madeira Beach Position Description

Job Title:	Fiscal Coordinator		
Department/Group:	Finance	**Supervisor:**	Accounting Manager/Finance Director
Location:	Madeira Beach City Hall 300 Municipal Drive Madeira Beach, FL		
Level/Salary Range:	$45,458 - $69,538 DOQ	Position Type:	Full time
HR Contact:	727-391-9951	Date Posted:	April 1, 2020
External Posting URL:	www.madeirabeachfl.gov	Posting Expires:	April 17, 2020
Applications Accepted By:	Fax: 727-399-1131		Email: humanresources@madeirabeachfl.gov

ROLE AND RESPONSIBILITIES

Professional support position involving research, report generation, monitoring capital assets, analyses, grant management and other technical work including billing and fixed asset management under the general supervision of the Accounting Manager. Highly responsible budgetary reporting requiring independent judgment and initiative within established guidelines and procedures.

- Grant management and responsible for State, Federal and Local grant reporting.
- Preparing capital budget and monitoring capital projects.
- Assist in producing the annual budget documents and input of budget data.
- Maintaining and monitoring capital assets and preparing reports to be included in CAFR.
- Completing annual fixed asset inventory.
- Maintains accounts receivable files and records.
- Receives and resolves problems with vendor accounts and purchase orders; provides assistance to Department Head and fellow employees and vendors as necessary; verifies that payments of invoices follow City policies and procedures.
- Billing and reconciliation of monthly invoices, verifies accuracy of general billing account numbers, verifies all proper approvals are secured. Generate and send out monthly invoices. follow up on, collect and allocate payments.
- Carry out billing, collection and reporting activities according to specific deadlines
- Monitor customer account details for non-payments, delayed payments and other irregularities.
- Inputs data into the financial system for processing and/or compilation of reports and documents.
- Ensures all City funds are recorded in compliance with the Uniform Accounting System as issued by the Office of the Comptroller of the State of Florida.
- Review AR Aging Report to ensure compliance and that payments are being made on time.
- Responsible for generating reports and time-sensitive quarterly fuel tax reimbursement requests for the Florida Department of Revenue Refunds Division.
- Maintain customer account details for non-payment and develop a recover system and initiate collection efforts.
- Reconcile and create journal entries for daily deposits from the Marina and Recreation Departments.
- Performs other job-related duties as necessary and consistent with the position.

KNOWLEDGE, SKILLS AND ABILITIES:

Proficient in the use of personal computer systems using Excel, Word and other similar programs in the preparation of financial reports, records and spreadsheets. Ability to prepare technical, detail oriented written specifications and documents. Ability to express information clearly and concisely, orally and in writing. Ability to establish and maintain effective working relationships with agencies, associates and departmental staff. Knowledge of governmental finance and purchasing principles, practices and procedures. Ability to analyze, interpret and make decisions in accordance with generally accepted accounting principles and governmental accounting, auditing and financial reporting procedures. Knowledge of laws and regulations governing municipal financial operations and public procurement. Ability to be self-disciplined in the use of time to ensure the timely completion of all assigned activities.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- Bachelor's degree from an accredited four-year college or university, with major course work in finance or accounting and government finance experience preferred. An equivalent combination of training and experience may also be considered.
- Must be bondable.
- Able to work overtime, weekends and holidays as needed.

WORK ENVIRONMENT & PHYSICAL REQUIREMENTS:

- 85% of work is inside a climate-controlled building, 15% outside which includes driving.
- The essential functions of the job require: sitting approximately six (6) hours per day, standing approximately one (1) hour per day, and walking approximately one (1) hour per day.
- Work requires the ability to operate office machines, telephone, fax, scanner, photocopier, and computer and broadcast equipment.

The statements noted above are intended to describe the general nature and level of work being performed and are not to be construed as a comprehensive list of responsibilities, duties and skills required. These statements are subject to change at the discretion of the employer. All applications will become public record under Florida law.

NOTE: Reasonable accommodation considerable will be made for otherwise qualified individuals with a disability.

Cover letters and resumes may be included but are not accepted in lieu of application form.

All applications will become public record under Florida law.

AA/EOE/DFWP

Submit complete application for employment to: Karen Paulson, Human Resources Coordinator

City of Madeira Beach Position Description

Job Title:	**Fire Chief**		
Department/Group:	Fire Department	**Supervisor:** City Manager	
Location:	Madeira Beach City Hall 300 Municipal Drive Madeira Beach, FL 33708		
Level/Salary Range:	$83,250 - $124,880 Annually	**Position Type:**	Full Time
HR Contact:	Human Resources Coordinator (727) 391-9951	**Date Posted:**	7/10/2020
External Posting URL:	www.madeirabeachfl.gov	**Posting Expires:**	7/17/2020

Applications Accepted By:

FAX OR E-MAIL: (727) 399-1131 **OR** humanresources@madeirabeachfl.gov

Subject Line: Fire Chief

Attention: Recruiting or Human Resources Department

MAIL:

City of Madeira Beach
300 Municipal Drive
Madeira Beach, FL 33708

Job Description

ROLE AND RESPONSIBILITIES

Highly responsible managerial, professional, administrative, and technical position representing the City of Madeira Beach involved in directing and controlling all phases of the City's Fire Rescue Department in an efficient and cost-effective manner with emphasis on employee relations and teamwork. Duties are performed in accordance with applicable laws, existing City and Departmental policies and procedures and Collective Bargaining Agreement with considerable latitude in decision making and the leadership of the Department. Duties are performed under the general and administrative direction of the City Manager. Required to carry a cellular phone on and off duty. The person in this position is solely accountable for the fulfillment of all duties and authority commensurate with assigned responsibilities.

- Represents the City at Municipal, County, and State meetings in areas of mutual aid, labor relations, and other fire rescue related subjects.
- Works with other Department personnel, as necessary, to establish and enforce effective and efficient emergency scene tactical plans, emergency medical services, fire prevention activities and programs, community and public relations and education programs and activities, employee training programs, and disaster preparedness programs among others.
- Responsible for interviewing, training, motivating, evaluating, and disciplining employees of the Department.
- Responsible for recommending to the City Manager the hire, promotion, and termination of employees.
- Plans, organizes, evaluates, and directs Departmental policies, programs, and operations for the safe and efficient delivery of the comprehensive services provided by the Fire Rescue Department.
- Establishes Departmental goals and objectives; develops, implements, reviews, evaluates, and revises plans towards reaching the established goals and objectives.

- Responsible for the development and preparation of the Department's annual operating and capital expenditure budgets for presentation to the City Manager and ensuring compliance with expenditures during the fiscal year.
- Provides the appropriate leadership, assistance, and direction to achieve teamwork among all Department employees to ensure that the best possible service is provided to the citizens and property owners within the Fire District and those areas where mutual aid agreements exist.
- Directs duties and assignments of others in such a way as to maximize employees' skills, knowledge, and abilities.
- Maintains a professional and effective working relationship with County, State, and Federal agencies, and employees.
- Must be willing to place themselves into Immediately Dangerous to Life and Health (IDLH) environments when necessary.
- May respond and assume command of any emergency or incident to ensure the safe and efficient mitigation of the incident with emphasis on the safety and well-being of all Department personnel, victims, and the public.
- Respond to fire scenes and participate in the fire investigation process with the fire inspector, state, and local officials.
- Manages the Department Emergency Management Plan.
- Attends seminars, conferences, and training courses; keeps abreast of technological advances relating to fire suppression, emergency medical services, and fire prevention activities.
- Participates in the Department's Physical Fitness Program.
- Performs public relations activities by speaking at public functions, responding to complaints, and/or inquiries from the general public, local businesses, news media, City officials, and other agencies, in writing, in person, and over the telephone regarding the activities and programs of the Fire Rescue Department.
- Directs personnel in a realistic, objective, and consistent manner.
- Ensures that all personnel management practices and actions are in compliance with the Fair Labor Standards Act, the City's Personnel Policies and Procedures, the Collective Bargaining Agreement, and other applicable State and Federal laws, rules, and regulations as may be in effect from time to time.
- Directs and assists in the development of and participates in promotional assessment procedures and practices.
- Practices and enforces Department Rules and Regulations, City Policies and Procedures and Collective Bargaining Agreement.
- Ability to manage and motivate assigned personnel to maximize the efficiency and effectiveness of the delivery of all services by the Department/Division and to promote team unity.
- Ensures Department/Division employees are cognizant of creating good public relations in the performance of their duties and performs their assigned tasks accordingly.
- On a bi-annual basis, objectively and consistently evaluates employees for efficiency and effectiveness utilizing the City's established Employee Performance Appraisal System or career counseling process.
- Tactical critiques, recommends and/or administers discipline.
- Assists in the development of and participates in promotion/assessment procedures and practices.
- Develops Strategically Tactical Plans for combat fire problems and critiques the techniques used to maintain their continued effectiveness.
- Performs quality assurance activities including monitoring the effectiveness of training programs by measuring outcomes, monitoring quality of service, and providing recommendations for improvement or the addition of new programs.
- Develops plans regarding disaster preparedness including hurricanes, hazardous materials, among

others.
- Prepares activity reports, identifying accomplishments and future for the Department.
- Determines the training needs of assigned personnel.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

Graduation from a regionally accredited college or university with a Bachelors' Degree in Fire Science, Public Administration, Business Administration, or ability to complete degree within four years of hire date. At least five years' experience in the Fire Service. Must be a non-smoking/non-tobacco using person, both on and off the job, for at least one year prior to the time of employment and maintain the same status throughout the term of employment. Shall successfully pass any Department administered or required written or oral examinations prior to employment.

PREFERRED SKILLS

Knowledge

- Extensive knowledge of the appropriate procedures and methods used in providing safety and comfort in the handling and treating of patients.
- Extensive knowledge of pre-hospital patient care for Basic and Advanced Life Support.
- Extensive knowledge of fire suppression and prevention methods, procedures, and techniques.

Abilities

- Establish and maintain effective working relationships with all employees within the Department, the Division, City Manager, and general public as necessitated by the work.
- Communicate clearly and concisely, both orally and in writing.
- Organize and direct firefighting and emergency medical services of broad scope and complexity.
- Effectively and efficiently plan, assign, supervise, evaluate, and direct assigned personnel to maximize the efficiency and effectiveness of the delivery of services by the Department and to promote team unity.
- Use considerable independent judgment and discretion in routine and non-routine situations which may occur.
- Regulate and control firefighting and emergency medical programs, expenditures, and equipment.
- Apply analytical skills for all related activities and interpret data for making effective decisions, recommendations, reports, etc., among others.

ADDITIONAL NOTES

Excellent physical condition and the ability to pass a physical examination by the City's contracted physician as prescribed by the Florida Firefighters Standards Council.

The statements noted above are intended to describe the general nature and level of work being performed and are not to be construed as a comprehensive list of responsibilities, duties and skills required. These statements are subject to change at the discretion of the employer.

NOTE: Reasonable accommodation considerable will be made for otherwise qualified individuals with a disability.

Cover letters and resumes may be included but are not accepted in lieu of application form. The application form is located under the Employment Opportunities tab on the City website www.madeirabeach.gov.

All applications will become public record under Florida law. AA/EOE/DFWP

City of Madeira Beach Position Description

Submit complete application for employment to: Karen Paulson, Human Resources Coordinator

Job Title:	Fire Lieutenant (Non-Exempt)		
Department/Group:	Fire Department	Supervisor:	Fire Chief
Location:	Madeira Beach City Hall 300 Municipal Drive Madeira Beach, FL 33708		
Level/Salary Range:		Position Type:	Full Time
HR Contact:		Date Posted:	
External Posting URL:	www.madeirabeachfl.gov	Posting Expires:	

Applications Accepted By:

FAX OR E-MAIL: (727) 399-1131 or humanresources@madeirabeachfl.gov **Subject Line**: Fire Lieutenant (Non-Exempt) **Attention:** Recruiting or Human Resources Department	**MAIL:** City of Madeira Beach 300 Municipal Drive Madeira Beach, FL 33708

Job Description

ROLE AND RESPONSIBILITIES

Responsible, professional, technical and uniformed first line management position in the operation of Fire Rescue Station of one (1) of three (3) shifts, supervising firefighter/EMTs, and firefighter/Paramedics. Operates under the direction of the Fire Chief.

Responsible for the management of station personnel engaged in firefighting, EMS, lift safety, and pre-fire survey operations assigned to their specific station and shift, with emphasis on employee relations and teamwork. The duties performed require the application of technical and management/supervisory skills with considerable latitude in decision making, initiative, and leadership within established departmental policies, procedures and practices, as well as City policies and procedures.

- In cooperation with the Fire Chief, coordinates the training, motivating, evaluating of assigned employees of the Division.
- Assumes command of and responsibility for fire and other emergency scenes until otherwise relieved of command by a higher-ranking officer.
- Directs modern firefighting methods and techniques to extinguish a fire effectively, to provide for the safety of personnel, and to rescue and give emergency medical treatment to persons trapped or injured in fires or other emergencies.
- Responsible for the cleanliness and maintenance of the Station, its apparatus, equipment and records.
- Meets with on-coming or off-going Lieutenant to discuss events of the previous day, status of emergency vehicles, condition of facility, changes in operating procedures, upcoming events, and other related shift exchange information.
- Inspects personal bunker gear for safety and adequacy and prepares gear for use.
- Oversees and participates in all vehicle maintenance, equipment inventories, daily facility maintenance, and other Station duties as required.
- Co-ordinates, prepares, and participates in daily training schedule for assigned personnel consisting of topics such as multi-company, single company, in-house self study, EMS, fire evaluation building inspections, area familiarization, hydrant testing, grid updates, equipment study, incident command, resource management, fire ground accountability, and other similar programs.
- Participates in public education programs such as engine demonstrations, Station tours, smoke

detector installations, static displays and other programs when possible.

- On a shift-by-shift basis, critiques the performance of assigned personnel on all aspects of their jobs such as emergency calls, public relations, Company Inspections, Station duties, fire scene efficiency, interpersonal relationships with follow employees, management, and the general public to who fire rescue services are provided.
- Assists in developing firefighting and other emergency rescue service methods and procedures to meet specific emergency situation and/or fire prevention problems.
- Prepares and maintains Department records and reports according to established record keeping policies and procedure.
- Coordinates and participates in special project such as hose testing, Company Inspections, map books, grid maps, station maintenance and upkeep, hydrant testing, among others.
- May be assigned broad or specific responsibilities for Departmental training and education functions.
- Demonstrates thorough knowledge of, and practices and enforces Departmental Policies and Procedures and the City Policies and Procedures.
- Ability to manage and motivate assigned personnel to maximize the efficiency and effectiveness of the delivery of all services and to promote team unity.
- Ensures assigned employees are cognizant of creating good public relations in the performance of their duties and performs their assigned tasks accordingly.
- Strives to maximize effective communication between assigned personnel, upper management, other employees throughout the City, and the general public.
- Objectively and consistently evaluates employees for efficiency and effectiveness using the City's established employee performance evaluation system and related procedures.
- Coordinates and participates with assigned personnel in the department's physical fitness program s approved by the Chief.
- Performs other job related duties that are consistent with assigned responsibilities.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- Graduate from accredited high school or possession of acceptable GED.
- Meet the certification requirements for Paramedic of the State of Florida and the Office of Medical Director for Pinellas County.
- Valid Florida Class E Drivers License.
- Possession and maintenance of a current State of Florida Firefighter Minimum Standards Compliance Certificate.
- Fire Officer I Certification required.
- Shall pass any Department required written or oral examinations prior to hiring.

PREFERRED SKILLS

- The ability to pass a physical examination by the City's contracted physician.
- Ability to understand and follow oral and written instructions quickly.
- Ability to effectively perform prolonged and strenuous work under adverse emergency conditions involving physical and mental stress.
- Ability to efficiently operate a wide variety of firefighting equipment.
- Ability to think clearly and use independent judgment in routine and non-routine situations that may occur.
- Must be able to wear all assigned bunker gear and perform related emergency scene duties in an effective and efficient manner.
- Job tasks require frequent lifting and carrying of heavy weights (four-five (45) pounds and over), climbing, good vision, good hearing, ability to distinguish odors, the ability to walk, run, drive vehicles, crawl, stoop, push, jump, grasp hoses, grasp and manipulate small objects, work on unsteady footing,

and use other emergency and firefighting equipment as required. Must be able to utilize a computer and/or typewriter keyboard.

ADDITIONAL NOTES

- A considerable amount of time is spent working inside station facilities.
- Work is frequently performed in emergency conditions which may often involve extreme danger and exertion under stressful and hazardous conditions such as flames, smoke, hazardous materials, cramped conditions, around loud noises, charged or oxygen deficient atmospheres, downed power lines, in and among moving vehicles, and in varying and inclement weather, among others.

Reviewed By:		Date:	
Approved By:		Date:	
Last Updated By:		Date:	

City of Madeira Beach Position Description

Job Title:	Firefighter/Paramedic (Non-Exempt)		
Department/Group:	Fire	**Supervisor:**	Fire Chief
Location:	Madeira Beach City Hall 300 Municipal Drive Madeira Beach, FL		
Level/Salary Range:	Per Collective Bargaining Agreement	Position Type:	Full Time
HR Contact:	727-391-9951	Date Posted:	October 12, 2020
External Posting URL:	www.madeirabeachfl.gov	Posting Expires:	October 30, 2020
Applications Accepted By:	Fax: 727-399-1131		Email: humanresources@madeirabeachfl.gov

ROLE AND RESPONSIBILITIES:

Responsible technical and professional uniformed position in performing EMT and Advanced Life Support procedures in pre-hospital setting in accordance with all State and County rules and regulations. Works under the direction of shift Lieutenant and Fire Chief. Involves emergency medical and firefighting work in the treatment of the injured or sick, combating, extinguishing, and preventing fires, operating Department apparatus and equipment. Work must be performed in a proficient manner in accordance with explicit adherence to established practices within County medical protocol and well-defined administrative procedures; however, the incumbent must exercise considerable technical judgment and initiative in meeting a wide variety of emergencies.

- Provides firefighting, rescue, first aid, cardiopulmonary resuscitation (CPR) services, prompt Advance Life Support at emergency scenes for the purpose of mitigating emergencies, managing, and stabilizing the critically ill and injured and perform Basic Life Support procedures when required.'
- Performs Advanced Life Support such as defibrillate a pulseless, non-breathing patient; administers parenteral injections and intravenous fluids as prescribed and in compliance with Medical Operations Manual (MOMS)
- Use of advanced medical techniques under the supervision of the Medical Director, Medical Communications Officer, Medical Officer of the Day or the medical physician on duty via radio and telecommunication equipment/system(s) and written medical protocol.
- Sets up, operates, and monitors complex electronic medical equipment such as a twelve lead ECG strip recorder, defibrillator, and two- way radio transmitter and receiver.
- Participates in the exchange of information between off-going and on-coming shifts.
- Responsible for checking all EMS equipment, drug inventory and maintenance of drug records per State, Federal and Local directives.
- Responsible for checking all personal gear to ensure safe and effective operation of same.
- Participates, as a part of the station team, in maintaining firefighting equipment, vehicles, fire station, associated facilities and other tools and/or restock/resupplying as necessary.
- Responsible for the preparation and completion of records and reports related to emergency medical care

given and vehicle operation during assigned operational period.

- Responds to alarms of fire or other emergency; lays, connects, and uses hoses and nozzles to direct fog or water stream, raises and climbs ladders; uses fire extinguishers, hooks, lines, pike poles, axes, halligan bar, drills, saws, extrication tools and appliances, heart monitors, defibrillators, intubation equipment, and other firefighting equipment.
- Actively participates in Public Education activities at the fire station and at off-site locations.
- Actively participates in all scheduled and assigned training classes including firefighting, C.M.E., emergency first aid, and other related subjects, both at the station and at remote facilities as scheduled.
- Operates engines, aerial and marine units, as assigned, and uses all equipment, tools and supplies in a safe and efficient manner and in accordance with established policies and procedures.
- Maintains familiarity with grid maps and related road networks within city limits of Madeira Beach as well as within those areas with mutual aid response agreements
- Demonstrates thorough knowledge of and adheres to all Department SOPs, City's Personnel Policies and Procedures and Collective Bargaining.
- Strives to maximize effective communications between assigned personnel, upper management, County personnel, other employees throughout the City, and the general public as necessitated by the position.
- Participates in Department's Physical Fitness Program as approved by the Fire Chief and Fitness Coordinator.
- Perform other job-related duties that are consistent with the assigned responsibilities.

QUALIFICATIONS, EDUCATION AND TRAINING REQUIREMENTS:

- Graduate from accredited high school or possession of acceptable GED.
- Possession and maintenance of State of Florida Firefighter Standards Compliance Certificate.
- Possession and maintenance of a current State of Florida Paramedic certification.
- Pinellas County Paramedic preferred; employment is conditional on the qualification for provisional Pinellas County Paramedic approval through the Office of Medical Director of Pinellas County.
- Must have considerable knowledge of paramedic skills and techniques.
- Considerable knowledge of pre-hospital patient care for Basic Life Support and Advanced Life Support methods and procedures.
- Considerable knowledge of State and Federal laws relating to Paramedic functions and control of drugs, narcotics, intravenous solutions and related emergency medical equipment.
- Extensive knowledge of appropriate procedures and methods used in providing safety and comfort in the handling and treatment of patients.
- Possession and maintenance of current ACLS, a PHTLS, and American Heart Association Basic Life Support Card at the time of hire.
- Considerable knowledge of fire suppression and prevention of methods, procedures and techniques.
- Valid Florida Class E Driver's License.
- Must be a non-smoking/non-tobacco using person, both on and off the job at the time of employment and maintain the same status throughout the term of employment.
- Shall pass any Department required written, oral, and skill examinations prior to hiring.

PREFERRED SKILLS:

- Ability to pass a physical examination by the City's contracted physician.
- Ability to understand and follow oral and written instructions quickly.
- Ability to effectively perform prolonged and strenuous work under adverse emergency conditions involving physical and mental stress.
- Ability to efficiently operate a wide variety of firefighting equipment.
- Ability to learn and efficiently operate a wide variety of firefighting equipment.
- Ability to establish and maintain effective working relationships with employees and management as necessitated by work.
- Ability to think clearly and use independent judgment in routine and non-routine situations which may occur.
- Ability to utilize marine related equipment.
- Ability to swim in open water.
- Ability to render life- saving duties or property protection while on a moving marine vessel.
- Must be able to wear all assigned bunker gear and perform related emergency scene duties in an effective and efficient manner.
- Job tasks require frequent lifting and carrying of heavy weights (four-five (45) pounds and over), climbing, good vision, good hearing, ability to distinguish odors, the ability to walk, run, drive vehicles, crawl, stoop, push, jump, grasp hoses, grasp and manipulate small objects, work on unsteady footing, and use other emergency and firefighting equipment as required.

ADDITIONAL NOTES:

- A considerable amount of time is spent working inside station facilities.
- Outside work is frequently performed in emergency conditions which may often involve extreme danger and exertion under stressful and hazardous conditions such as flames, smoke, hazardous materials, cramped conditions, around loud noises, oxygen deficient atmospheres, downed power lines, in and among moving vehicles, and in varying and inclement weather, among others.
- The Department has a dog that resides at Station 25 full time. All members of the Department assist in taking care of all aspects of dog ownership; including but not limited to feeding/watering, learning dog commands, waste pick up, exercise, and interaction with dog while in public.
- PADI diver certification required upon successful completion of probationary period.
- Applicants that meet the qualifications will be invited for testing of knowledge, skills, agility and swimming as part of the pre-hiring assessment process.

The statements noted above are intended to describe the general nature and level of work being performed and are not to be construed as a comprehensive list of responsibilities, duties and skills required. These statements are subject to change at the discretion of the employer.

NOTE: Reasonable accommodation considerable will be made for otherwise qualified individuals with a disability.

Cover letters and resumes may be included but are not accepted in lieu of application form. The application form is located under the Employment Opportunities tab on the City website www.madeirabeach.gov.

All applications will become public record under Florida law.

AA/EOE/DFWP

Submit complete application for employment to: Human Resources

City of Madeira Beach Position Description

Job Title:	Front Desk Receptionist		
Department/Group:	City Manager's Office	**Supervisor:**	City Manager
Location:	Madeira Beach City Hall 300 Municipal Drive Madeira Beach, FL		
Level/Salary Range:	$13.03 - $24.95	Position Type:	Full Time
HR Contact:	727-391-9951	Date Posted:	
External Posting URL:	www.madeirabeachfl.gov	Posting Expires:	
Applications Accepted By:	Fax: 727-399-1131	or	Email: humanresources@madeirabeachfl.gov

Role and Responsibilities:

The Receptionist will greet, assist, and provide direction and information to clients, visitors, and other guests of the organization.

- Arrive on time and unlock front door
- Greets clients, visitors, and guests; determines the purpose of each person's visit and directs or escorts him or her to the appropriate location.
- Answers, screens, and directs phone calls to staff; takes messages and schedules appointments.
- Check voicemail calls, return calls if able or route to department to handle
- Process resident and visitor parking passes
- Receives and date stamps all mail, receives packages, deliveries and distributes to each department.
- Performs administrative and clerical support tasks, orders office supplies
- Performs other duties as assigned
- Close and lock front door at end of day

Required Skills/Abilities:

- Excellent verbal communication skills.
- Excellent interpersonal and customer service skills.
- Basic understanding of administrative and clerical procedures and systems.
- Proficient with Microsoft Office Suite or related software.

Education and Experience:

- High school diploma or equivalent required.

Physical Requirements:

- Prolonged periods of sitting at a desk.
- Must be able to lift up to 15 pounds at times.

The statements noted above are intended to describe the general nature and level of work being performed and are not to be construed as a comprehensive list of responsibilities, duties and skills required. These statements are subject to change at the discretion of the employer.

NOTE: Reasonable accommodation considerable will be made for otherwise qualified individuals with a disability.

Cover letters and resumes may be included but are not accepted in lieu of application form.

All applications will become public record under Florida law.

AA/EOE/DFWP

All applications will become public record under Florida law

Submit completed application on the city website or email to: humanresources@madeirabeachfl.gov

Job Title:	Administrative Assistant I		
Department/Group:		Supervisor:	
Location:	Madeira Beach City Hall 300 Municipal Drive Madeira Beach, FL 33708		
Level/Salary Range:	$13.03 - $24.95	Position Type:	Full Time
HR Contact:		Date Posted:	
External Posting URL:	www.madeirabeachfl.gov	Posting Expires:	

Applications Accepted By:	
FAX OR E-MAIL: (727) 399-1131 **OR** humanresources@madeirabeachfl.gov **Subject Line**: Administrative Assistant I **Attention:** Recruiting or Human Resources Department	**MAIL:** City of Madeira Beach 300 Municipal Drive Madeira Beach, FL 33708

Job Description

ROLE AND RESPONSIBILITIES

Under the direction of respective Department Director or designee, the Administrative Assistant provides clerical support to the respective City Department.

- Attends work as scheduled.
- Answers multi-line telephone, routing calls, retrieving/taking and distributing messages, coordinating meetings and other activities.
- Provides information and assistance to residents and other members of the public.
- Word processing of correspondence, forms, documents, reports and similar text.
- Enters data into complex specialized software programs and generating reports.
- Files correspondence, forms, documents, reports, purchase orders and other miscellaneous documents.
- Implements department decisions within established parameters.
- Records and types minutes of meetings as required.
- Orders, researches, and obtains quotes and inventories supplies and equipment; prepares purchase orders for Department Director approval.
- Reviews invoices for receipt of goods and services and verifying appropriate charges.
- Sorts and distributes incoming mail and preparing outgoing mail.
- Prepares cash drawer, if applicable.
- Maintains various administrative records in compliance with records retention requirements.
- Performs complex secretarial tasks in an independent nature.
- Performs tasks in a confidential manner when necessary or requested (i.e. HIPPA).
- Archives inactive records.
- Provides coverage or
- Back-up for the front desk and switchboard as required.
- Other duties as assigned.
- Interacting with Computers – Using computers and computer systems (including hardware and software) to set up functions, enter data and process information.
- Getting Information – Observing, receiving, and otherwise obtaining information from all relevant sources.

- Performing Administrative Work– Performing day-to-day administrative tasks such as maintaining information files and processing paperwork.
- Getting and Processing Information – Observing, receiving, and otherwise obtaining information from all relevant sources. Compiling, coding, categorizing, calculating, tabulating, auditing, or verifying information or data.
- Documenting/Recording Information – Entering, transcribing, recording, storing, or maintaining information in written or electronic/magnetic form.
- Organizing, Planning, and Prioritizing Work – Developing specific goals and plans to prioritize, organize, and accomplish our work.
- Establishing and Maintaining Interpersonal Relationships – Developing constructive and cooperative work relationships with others, and maintaining them over time.
- Communicating with Supervisors, Peers, or Subordinates – Providing information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person.
- Communicating with Persons Outside the Organization – Communicating with people outside the organization, representing the City to customers, the public, other government entities, and other external sources. This information can be exchanged in person, in writing, or by telephone or e-mail.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

Previous experience as administrative assistant or senior clerical with at least two years experience in position of responsibility. The applicant must have demonstrated the ability to perform job functions listed, either through related experience or specialized training. A high school graduate (or GED equivalent) with course work in word processing and related office procedures is required.

PREFERRED SKILLS

Knowledge

- Clerical - Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, designing forms and other office procedures and terminology.
- Customer and Personal Service – Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- English Language – Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
- Computer and Electronics – Knowledge of software including applications. Knowledge of fax machines, postage machines, and copiers.

Skills

- Active Listening – Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Reading Comprehension – Understanding written sentences and paragraphs in work related documents.
- Writing – Communicating effectively in writing as appropriate for the needs of the audience.
- Speaking – Talking to others to convey information effectively.
- Time Management – Managing one's own time and prioritizing work load and schedule.
- Active Learning – Understanding the implications of new information for both current and future problem-solving and decision-making.

Abilities

- Oral Comprehension and Expression – The ability to listen to and understand information and ideas presented through spoken words and sentences.
- Written Expression – The ability to communicate information and ideas in writing so others will understand.
- Special Recognition and Clarity – The ability to identify and understand the speech of another person and the ability to speak clearly so others can understand you.
- Near Vision – The ability to see details at close range (within a few feet of the observers).
- Problem Sensitivity – The ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.

ADDITIONAL NOTES

- Physical Requirements - This job requires 85% of the workday sitting at a desk with 15% of the time spent walking, bending, stooping, twisting, turning, and occasionally lifting weight under 25#.
- Eye-hand coordination is required for the use of calculators, computers, fax and copy machines.
- Reasonable accommodation consideration will be made for otherwise qualified individuals as defined by the Americans with Disability Act.
- Environmental Features – This position requires working indoors in environmentally controlled conditions. May require accepting criticism and dealing calmly and effectively with high stress situations.
- Therefore it is imperative to maintain composure, keeping emotions in check, controlling anger, and avoiding aggressive behavior even in very difficult situations.
- This position requires being open to change (positive or negative) and to considerable variety in the workplace.
- Able to work overtime, civil defense recall and occasional weekend and holidays as required.

Reviewed By:		Date:	
Approved By:		Date:	
Last Updated By:		Date:	

Job Title:	Grounds Maintenance Worker I		
Department/Group:	Public Works	Supervisor:	Public Works Director
Location:	Madeira Beach City Hall 300 Municipal Drive Madeira Beach, FL 33708		
Level/Salary Range:	$12.50 - $18.16 hr.	Position Type:	Full Time
HR Contact:		Date Posted:	
External Posting URL:	www.madeirabeachfl.gov	Posting Expires:	

Applications Accepted By:

FAX OR E-MAIL: (727) 399-1131 **OR**
humanresources@madeirabeachfl.gov

Subject Line: Grounds Maintenance Worker I

Attention: Human Resources – Recruiting

MAIL:

City of Madeira Beach
300 Municipal Drive
Madeira Beach, FL 33708

Job Description

ROLE AND RESPONSIBILITIES

Under the direction of Parks Supervisor, this position is responsible for maintaining City grounds and parks and beautification efforts.

Description of the roles and responsibilities. Including:

- Attending work as scheduled.
- Loading and unloading trucks with plant materials, tools, trimmings, and trash.
- Planting and maintenance of trees, shrubs, and flowers, including weeding, digging, watering, repotting, trimming, watering, and mulching.
- Maintaining lawns and grounds including mowing, edging, line trimming, and blowing.
- Applying insecticides, fertilizers, fungicides, and weed killer as needed.
- Checking and repairing irrigation systems, including pipe, time clocks, valves, and wiring.
- Removing and replacing sod.
- Maintaining beach accesses, including shoveling sand and removing debris such as dead fish, driftwood, tires, etc.
- Uses small hand and power tools, including mowers, edger's, weed eaters, weed diggers, shovels, rakes, brooms, blowers, pitchforks, hoses, chain saws, and power pruners.
- Sweeping restrooms, pavilions and other areas as required i.e. Kitty Stuart Park, Archibald Park, Johns Pass Park, and Village
- Other similar duties as assigned.

Marginal Functions:

- Cleaning interior and exterior of vehicles.
- Heavy equipment operation, including dump trucks, back hoes, tractors, utility trailers, sod-cutters and bob cats.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- Valid State of Florida driver's license.
- High school graduate or GED.
- Demonstrated ability to perform job duties listed, either through related experience or specialized course work.
- Knowledge of plants and ability to identify.
- Skill in use of small hand and power tools, including mowers, edger's, weed eaters, weed diggers, shovels, rakes, brooms, blowers, pitchforks, hoses, chain saws and power pruners.
- Ability to work in adverse weather conditions.
- A working knowledge of safety precautions.
- Skill in the application of lawn maintenance chemicals, including herbicides, fungicides, insecticides and fertilizers.
- Ability to be licensed for pesticide application pursuant to Florida Statute.
- Able to work occasional overtime and civil defense recall if required.

NOTE: Reasonable accommodation considerable will be made for otherwise qualified individuals with a disability.

Reviewed By:		Date:	
Approved By:		Date:	
Last Updated By:		Date:	

City of Madeira Beach Position Description

Job Title:	Human Resources Generalist		
Department/Group:	Human Resources	**Supervisor:**	City Manager
Location:	Madeira Beach City Hall 300 Municipal Drive Madeira Beach, FL		
Level/Salary Range:	$24.57 to 36.86 hourly	Position Type:	Part-Time, Monday through Friday
HR Contact:	727-391-9951	Date Posted:	December 7, 2020
External Posting URL:	www.madeirabeachfl.gov	Posting Expires:	Open until filled
Applications Accepted By:	Fax: 727-399-1131 or email at humanresources.gov		Email: humanresources@madeirabeachfl.gov

JOB SUMMARY:

The Human Resource Generalist will run the daily functions of the Human Resource (HR) department including hiring and interviewing staff, administering pay, benefits, and leave, and enforcing company policies and practices.

Supervisory Responsibilities:

- May oversee the scheduling, assignments, and daily workflow of subordinate staff in the department.
- May assist with constructive and timely performance evaluations.

Duties/Responsibilities:

- Reviews, tracks, and documents compliance with mandatory and non-mandatory training, continuing education, and work assessments. This may include safety training, anti-harassment training, professional licensure, and aptitude exams and certifications.
- Recruits, interviews, and facilitates the hiring of qualified job applicants for open positions; collaborates with departmental managers to understand skills and competencies required for openings.
- Conducts or acquires background checks and employee eligibility verifications.
- Implements new hire orientation and employee recognition programs.
- Performs routine tasks required to administer and execute human resource programs including but not limited to disciplinary matters; disputes and investigations; performance and talent management; productivity, recognition, and morale; occupational health and safety; and training and development.
- Handles employment-related inquiries from applicants, employees, and supervisors, referring complex and/or sensitive matters to the appropriate staff.
- Attends and participates in employee disciplinary meetings, terminations, and investigations.

- Maintains compliance with federal, state, and local employment laws and regulations, and recommended best practices; reviews policies and practices to maintain compliance.
- Maintains knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law.
- Performs other duties as assigned.

Required Skills/Abilities:

- Excellent verbal and written communication skills.
- Excellent interpersonal, negotiation, and conflict resolution skills.
- Excellent organizational skills and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.
- Strong analytical and problem-solving skills.
- Ability to prioritize tasks and to delegate them when appropriate.
- Ability to act with integrity, professionalism, and confidentiality.
- Thorough knowledge of employment-related laws and regulations.
- Proficient with Microsoft Office Suite or related software.
- Proficiency with or the ability to quickly learn the organizations HRIS and talent management systems.

Education and Experience:

- Bachelor's degree in Human Resources, Business Administration, or related field required.
- At least one year of human resource management experience preferred.
- SHRM-CP preferred.

Physical Requirements:

- Prolonged periods of sitting at a desk and working on a computer.
- Must be able to lift 15 pounds at times.
- Must be able to access and navigate each department at the organization's facilities.

The statements noted above are intended to describe the general nature and level of work being performed and are not to be construed as a comprehensive list of responsibilities, duties and skills required. These statements are subject to change at the discretion of the employer. All applications will become public record under Florida law.

NOTE: Reasonable accommodation considerable will be made for otherwise qualified individuals with a disability.

Cover letters and resumes may be included but are not accepted in lieu of application form.

All applications will become public record under Florida law.

AA/EOE/DFWP

Submit completed online application for employment at www.madeirabeachfl.gov

City of Madeira Beach Position Description

	Long Range Planner		Updated 3/13/2023
Department/Group:	Community Development	Supervisor:	Community Development Director
Location:	Madeira Beach City Hall 300 Municipal Drive Madeira Beach, FL		
Level/Salary Range:	$65,000 - $70,000	Position Type:	Full Time
HR Contact:	727-391-9951	Date Posted:	March 13, 2023
External Posting URL:	www.madeirabeachfl.gov	Posting Expires:	Open until filled
Applications Accepted By:	Fax: 727-399-1131 or Email: humanresources@madeirabeachfl.gov		

Job Description:

ROLE AND RESPONSIBILITY

Advanced and highly responsible position performing complex projects and long-range planning for the City of Madeira Beach Community Development Department. General responsibilities include evaluating and formulating land use and transportation strategies, conducting policy research, analyzing, and appraising elements of the Madeira Beach Comprehensive Plan and preparing written presentations of various applications and proposals. This position is focused on comprehensive planning, long-range policy development and initiatives, and project management.

ESSENTIAL FUNCTIONS:

- Evaluates, analyzes, updates, and implements the elements of the Madeira Beach Comprehensive Plan.
- Conducts and/or manages planning studies to address relevant issues and standards and advises the Community Development Director of recommendations on updating/revising regulations and on the requirements for the Madeira Beach Comprehensive Plan.
- Recommends new and revised policies, codes, ordinances, and regulations.
- Prepares draft ordinances and amendments to ordinances.
- Research information pertaining to land development and transportation planning issues.
- Assists in the formulation, enhancement and testing of methods and procedures to monitor and evaluate impact on and capacity of, public services, transportation facilities, parks, and capital expenditures.
- Receives and responds to inquiries regarding zoning issues; interprets and explains codes, ordinances and regulations to engineers, architects, contractors, property/business owners, and other interested parties.
- Assists with various permit applicants and general public to understand land development policies and procedures of the City; determines/verifies zoning status as requested.
- Interacts, communicates with, and coordinates various groups and individuals such as the immediate supervisor, co-workers, County personnel, engineers, contractors, consultants, architects, Board members, landowners, community/civic organizations, and the general public.
- Assists the public in completing Comprehensive Plan Land Use change applications and rezoning applications.
- Provides information to the public regarding Zoning Ordinances, the Madeira Beach Comprehensive Plan and Future Land Use Map.
- Reviews the work of subordinates for completeness and accuracy; evaluates and makes recommendations as appropriate; offers advice and assistance as needed.
- Reviews various applications, develops staff reports and prepares and delivers presentations to Special Magistrate, Planning Commission and Board of County Commissioners.

- Provides expert advice to boards regarding planning issues.
- Coordinates planning efforts with consulting firms as required.
- Creates and updates various ArcGIS maps for the City of Madeira Beach.

QUALIFICATIONS REQUIRED:

- Advanced knowledge of the philosophies, principals, practices & techniques of planning.
- Well-developed knowledge of one or more planning disciplines, such as land use planning/zoning, transportation planning, environmental planning, urban design, housing, historic preservation or economic development.
- Knowledge of principles, methodology, practices of research and data collection.
- Knowledge of effective writing techniques.
- Knowledge of computer programs and applications, which may include Microsoft Office, GIS, and database management.

EXPERIENCE, EDUCATION, AND TRAINING PREFERRED:

- Master's Degree from an accredited college or university in Urban Planning, Geography, Public Administration or a related field, with major course work in Urban Planning.
- FEMA experience in coastal barrier islands.
- Two years of planning experience, plans review experience preferred.
- Competence and experience in Arc Info/GIS mapping preferred

PHYSICAL/WORKING REQUIREMENTS:

Ability to operate computer hardware such as a keyboard and mouse; push and pull up to 25 pounds; hold and grip objects. Primarily indoors with heating and cooling regulated in a general office environment; may work outdoors when conducting field surveys and therefore susceptible to extreme weather conditions.
Attends required evening meetings; if operating a motor vehicle for the purpose of completing job duties, must possess a valid Driver's License.

NOTE: Reasonable accommodation considerable will be made for otherwise qualified individuals with a disability.

All applications will become public record under Florida law.

AA/EOE/DFWP
Open until filled

Submit complete application for employment to: **https://madeirabeachfl.gov/jobs**

QUALIFICATIONS REQUIRED:

- Certified Floodplain Manager (CFM) certification is preferred or must be obtained within 1 year.
- Education, training, and experience providing the following knowledge, skills, and abilities: possess and maintains a working knowledge of municipal planning issues, principles, methods and techniques with specialized knowledge of urban conservation, development management, transportation, and economic development programs as required by departmental assignment.
- Knowledge of Florida land use planning, community planning techniques, site plan development and review, regulatory services and devices, data sources and urban information systems as required by departmental or OTO assignment.
- Effectively execute planning activities including implementing policy and programs within established resource and budgetary constraints; read, understand, and interpret a variety of written documentation and graphic material; conduct research.
- Utilize a variety of computer software applications.
- Effectively present data and information in visual aid form; compile a variety of data and information; follow oral and written instructions; communicate effectively both verbally and in writing; deal effectively and courteously with associates, customers, and the general public.

EXPERIENCE, EDUCATION, AND TRAINING PREFERRED:

- Master's Degree from an accredited college or university in Urban Planning, Geography, Public Administration or a related field, with major course work in Urban Planning.
- FEMA experience in coastal barrier islands.
- Two years of planning experience, plans review experience preferred.
- Competence and experience in Arc Info/GIS mapping preferred

PHYSICAL/WORKING REQUIREMENTS:

Ability to operate computer hardware such as a keyboard and mouse; push and pull up to 25 pounds; hold and grip objects. Primarily indoors with heating and cooling regulated in a general office environment; may work outdoors when conducting field surveys and therefore susceptible to extreme weather conditions.
Attends required evening meetings; if operating a motor vehicle for the purpose of completing job duties, must possess a valid Driver's License.

NOTE: Reasonable accommodation considerable will be made for otherwise qualified individuals with a disability.

All applications will become public record under Florida law.

AA/EOE/DFWP

Open until filled

Submit complete application for employment to: **https://madeirabeachfl.gov/jobs**

City of Madeira Beach Position Description

Job Title:	**Marina Attendant**		
Department/Group:	Marina	**Supervisor:**	Marina Director
Location:	Madeira Beach City Hall 300 Municipal Drive Madeira Beach, FL 33708		
Level/Salary Range:	$10.21 - $17.46 hr. / Grade I	**Position Type:**	Part-Time
HR Contact:	Human Resources Coordinator	**Date Posted:**	10/08/2019
External Posting URL:	www.madeirabeachfl.gov	**Posting Expires:**	Open until filled

Applications Accepted By:	
FAX OR E-MAIL: (727) 399-1131 OR humanresources@madeirabeachfl.gov Subject Line: Application for Employment Attention: Human Resources – Recruiting	**MAIL:** City of Madeira Beach 300 Municipal Drive Madeira Beach, FL 33708

Job Description

ROLE AND RESPONSIBILITIES

Description of the roles and responsibilities. Under the direction of the Marina Supervisor or designee, this is a responsible skilled worker delivery of services to the boating public:

- An employee in this classification is responsible for the safe and efficient operation of a marine fueling facility, public docks, and bait house facility. Duties are performed under general supervision
- Assists in dispensing marine fuels and lubricants to a variety of watercraft.
- Insures that all appropriate safety precautions are observed at the marina and pier/bait house.
- Assists vessels in mooring.
- Monitors docks, piers, and moored watercraft through periodic inspections.
- Adjusts and re-positions mooring lines as needed.
- Answers telephone calls and provides marine and fishing related information.
- Collects fees for rentals and resale items.
- Performs minor maintenance, custodial assignments, and other marine or pier/bait house tasks as directed.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- Graduation from high school or GED equivalent required.
- Previous experience related to boating and/or bait house operations.
- Knowledge of local waterways, tides, winds, hurricane tendencies and general weather patterns.
- Knowledge of standard marine practices related to watercraft operations, moorings and docking procedures, and marine fuel handling.
- Demonstrated ability to perform job duties listed, either through related experience or specialized course work.
- Must be able to work weekends and holidays required.
- Able to work occasional overtime and civil defense recall if required.

WORK ENVIRONMENT.

- Working knowledge of safety practices, handling and moving objects with proper technique.

City of Madeira Beach Position Description

- Able to work in adverse weather conditions and some extreme temperatures.

ADA COMPLIANCE*:*

The City of Madeira Beach, Florida is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, and will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

The statements noted above are intended to describe the general nature and level of work being performed and are not to be construed as a comprehensive list of responsibilities, duties and skills required. These statements are subject to change at the discretion of the employer.

Cover letters and resumes may be included but are not accepted in lieu of application form.

All applications will become public record under Florida law.

AA/EOE/DFWP

Submit complete application for employment to: Human Resources Coordinator

Job Title:	Marina Manager		
Department/Group:	Marina	Supervisor:	City Manager
Location:	Madeira Beach City Hall 300 Municipal Drive Madeira Beach, FL 33708		
Level/Salary Range:	$66,560 -$83,260 DOQ	Position Type:	Full Time
HR Contact:	Human Resources Coordinator	Date Posted:	09/27/2019
External Posting URL:	www.madeirabeachfl.gov	Posting Expires:	Open until filled

Applications Accepted By:

FAX OR E-MAIL: (727) 399-1131 **OR** humanresources@madeirabeachfl.gov

Subject Line: Marina Director

Attention: Human Resources – Recruiting

MAIL:

City of Madeira Beach
300 Municipal Drive
Madeira Beach, FL 33708

Job Description

ROLE AND RESPONSIBILITIES

The City is seeking a highly qualified full charge marina manager who is professional, disciplined, results oriented, and energetic. Under the administrative direction of the City Manager this applicant is responsible for the cost-effective, safe and efficient operation of the Madeira Beach Municipal Marina including all employees and activities within the Marina. The City of Madeira Beach is nestled on Florida's Gulf Coast and is referred to as "the Grouper Capital of the World". This City provides for an excellent opportunity for a dynamic individual to lead and make a great impression on the community and staff.

- Responsible for the day to day operations of the entire marina 7-days a week; must be able to work flexible hours that are often dictated by weather conditions.
- Supervises marina personnel and responsible to assign, review, evaluate and plan work of employees and maintain service and operational standards.
- Administers Marina's annual budget and initiates purchase requisitions.
- Remains current on all applicable federal, state and local regulations.
- Provides training to marina staff regarding customer service, proper handling of financial transactions, proper fueling operations, safety precautions with the facility, spill response, and handling of emergencies.
- Determines which items or services are to be purchased, the quantity and quality, approve invoices, and negotiate or approve contracts for goods and services.
- Adheres to all regulations of licensure associated with the Marina facility, including but not limited to: package sale of alcoholic beverages, retail sale of saltwater fish products, and dispensing of liquefied propane fuel.
- Establishes and maintains an inventory system for all resale items and the facility including determining the types of products available for resale, required qualities on-hand, loss prevention measures, vendor contacts, product delivery schedule and ordering responsibilities.
- Ability to prepare documents and present to the Board of Commissioners as necessary.
- Responsible for the safe and efficient operation of a marine store, storage, and fueling facility including enforcing all marina facilities rules and regulations.

- Responsible for the delivery of exceptional services to the boating public. Effectively communicating with marina patrons and provide information regarding fishing, tides, weather conditions and other maritime activities.
- Required to resolve customer problems, complaints and perform detailed and complex tasks at times with short deadlines.
- Assigns and monitors storage rental spaces for wet and dry slips and maintains accurate records of all rental agreements. Accounts for and takes appropriate action in response to delinquent accounts.
- Assigns and monitors slips for transient vessels and assists vessels regarding mooring methods.
- Routinely monitors docks, piers, and moored watercraft through periodic inspections and making necessary repairs when needed.
- Attend annual conference seminars and trainings, some of which may be out of state.

QUALIFICATIONS AND EDUCATION REQUIREMENTS:

- Bachelor's Degree in Business or Public Administration with a minimum high school graduation or GED equivalent required. Trade certification may substitute for some college.
- Must have a valid Florida Driver's License and boater safely certification.
- Five years of experience as full charge marina operational manager with demonstrated ability to perform marina asset management, either through related experience or specialized course work.
- Three years' experience related to supervisory, customer service and marina operations preferably with a government or public agency.
- Previous experience managing an annual gross operating revenue (from the marina as well as all other related operations) of at least $1,000,000 or managed a marina business with at least 100 boats in wet slips, moorings and/or dry storage slots preferred.
- A member in good standing of Association of Marina Industries is preferred.
- Certified Marina Manager preferred or ability to obtain designation within two years of employment.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of local waterways, tides, winds, hurricane tendencies and general weather patterns.
- Knowledge of and skill in applying techniques and standard marine practices related to watercraft operations, moorings and docking procedures, and marine fuel handling.
- Knowledge of environmental responsibilities and ability to direct and operate the facility as needed.
- Ability to work and be exposed to outdoor conditions on a daily basis, in all types of weather situations in managing and coordinating marina operations, sometimes in extreme heat.

PHYSICAL DEMANDS

Work is performed in an office setting and outdoors. Hand-eye coordination is necessary to operate a computer, calculator, and various office equipment, screw driver, and other small hand tools. The employee may be required to operate a boat, vehicle or truck. The stress level for this position could be regarded as moderately "high". While performing the duties, the employee is frequently required to sit, stand, talk, handle, feel or operate machinery and climb stairs. May be required to perform moderate lifting (15-50 lbs.), heavy lifting (over 50 lbs.) which is occasionally required.

ADDITIONAL NOTES:

The statements noted above are intended to describe the general nature and level of work being performed and are not to be construed as a comprehensive list of responsibilities, duties and skills required. These statements are subject to change at the discretion of the employer.

ADA COMPLIANCE:

The City of Madeira Beach, Florida is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, and will provide reasonable accommodations to qualified individuals with disabilities and Encourage both prospective and current employees to discuss potential accommodations with the employer.

PHYSICAL/WORKING REQUIREMENTS:

Work is performed in an office setting and outdoors. Hand-eye coordination is necessary to operate a computer, various office equipment, screw driver, and other small hand tools. The employee may be required to operate a vehicle, street sweeper, backhoe, and fork lift or sanitation truck. The stress level for this position could be regarded as moderately "high". While performing the duties, the employee is frequently required to sit, stand, talk, used hand to finger, handle, feel or operates objects and climb stairs. May be required to perform moderate lifting (15-50 lbs.), heavy lifting (over 50 lbs.) is occasionally required.

NOTE: Reasonable accommodation considerable will be made for otherwise qualified individuals with a disability.

Cover letters and resumes may be included but are not accepted in lieu of application form.

All applications will become public record under Florida law.

AA/EOE/DFWP

Submit complete application for employment to: **Karen Paulson, Human Resources Coordinator**

Job Title:	Marina Supervisor		
Department/Group:	Marina	Supervisor:	Marina Director
Location:	Madeira Beach City Hall 300 Municipal Drive Madeira Beach, FL 33708		
Level/Salary Range:	$17.00 - $27.00 hour	Position Type:	Full Time
HR Contact:		Date Posted:	
External Posting URL:	www.madeirabeachfl.gov	Posting Expires:	

Applications Accepted By:

FAX OR E-MAIL: (727) 399-1131 **OR** humanresources@madeirabeachfl.gov **Subject Line**: Marina Supervisor **Attention:** Human Resources – Recruiting	**MAIL:** City of Madeira Beach 300 Municipal Drive Madeira Beach, FL 33708

Job Description

ROLE AND RESPONSIBILITIES

Description of the roles and responsibilities. Under the direction of the Marina Director, this is a responsible skilled worker delivery of services to the boating public.

- Supervises marina personnel and responsible to assign, review and plan work of employees and maintain service and operational standards.
- Provides training to marina staff regarding customer service, proper handling of financial transactions, proper fueling operations, safety precautions with the facility, spill response, and handling of emergencies.
- Maintains an inventory system for all resale items including requires quantities on-hand, vendor contacts, loss prevention, ordering responsibilities and delivery schedules.
- Picking up supplies
- An employee in this classification is responsible for the safe and efficient operation of a marine fueling facility, cleaning public docks, bait house and surrounding areas.
- Instructs boaters on water safety, weather conditions, and other data for proper operation within the municipal marina.
- Assigns and monitors rental spaces for wet and dry storage and maintains accurate records of all rental agreements.
- Accounts for and takes appropriate action in response to delinquent accounts.
- Enforces all marina facility rules and regulations.
- Remains current on all application federal, state and local regulations.
- Insures that all appropriate safety precautions are observed at the marina and pier/bait house.
- Assigns slip to transient vessels and assists vessels regarding mooring methods.
- Routinely monitors docks, piers, and moored watercraft through periodic inspections and makes necessary repairs when needed.
- Prepares reports pertaining to financial transactions and resale inventory.
- Assigns maintenance, custodial and other marine or pier/bait house tasks as directed.
- Other assignments as directed.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- Previous supervisory experience preferred.
- Graduation from high school or GED equivalent required with a minimum of two years college. Trade certification may substitute for some college.
- Must have a valid Florida Drivers License.
- Three years' experience related to customer service and marina operations preferred.
- Knowledge of local waterways, tides, winds, hurricane tendencies and general weather patterns.
- Knowledge of and skill in applying techniques and standard marine practices related to watercraft operations, moorings and docking procedures, and marine fuel handling.
- Awareness of environmental responsibilities and ability to direct and operate the facility as needed.
- Demonstrated ability to perform job duties listed, either through related experience or specialized course work.
- Required to resolve customer problems, complaints and perform detailed and complex tasks at times with short deadlines.
- Must be able to work weekends and holidays, "on call" and accessible by cell phone.
- Able to respond to civil defense recall and work in adverse weather conditions if required.

WORK ENVIRONMENT

The work environment is usually quiet in the office and moderate to loud in outdoors. On a daily basis will be exposed to outdoor conditions, in all types of weather situations in managing and coordinating marina operations, sometime in extreme heat.

PHYSICAL DEMANDS

Work is performed in an office setting and outdoors. Hand-eye coordination is necessary to operate a computer, calculator, and various office equipment, screw driver, and other small hand tools. The employee may be required to operate a boat, vehicle or truck. The stress level for this position could be regarded as moderately "high". While performing the duties, the employee is frequently required to sit, stand, talk, used hand to finger, handle, feel or operates objects and climb stairs. May be required to perform moderate lifting (15-50 lbs.), heavy lifting (over 50 lbs.) is occasionally required.

ADA COMPLIANCE:

The City of Madeira Beach, Florida is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, and will provide reasonable accommodations to qualified individuals with disabilities and Encourage both prospective and current employees to discuss potential accommodations with the employer.

ADDITIONAL NOTES:

The statements noted above are intended to describe the general nature and level of work being performed and are not to be construed as a comprehensive list of responsibilities, duties and skills required. These statements are subject to change at the discretion of the employer. All applications will become public record under Florida law.

Reviewed By:		Date:	
Approved By:		Date:	
Last Updated By:		Date:	

Job Title:	Parking Enforcement Officer I		
Department/Group:	Finance Department	Supervisor:	Parking Supervisor
Location:	Madeira Beach City Hall 300 Municipal Drive Madeira Beach, FL 33708		
Level/Salary Range:	$ 10.00	Position Type:	Part Time / seasonal
HR Contact:	HR Coordinator	Date Posted:	3/20/2019
External Posting URL:	www.madeirabeachfl.gov	Posting Expires:	Open until filled

Applications Accepted By:	
FAX OR E-MAIL: (727) 399-1131 OR humanresources@madeirabeachfl.gov **Subject Line**: Parking Enforcement Officer I **Attention:** Human Resources	MAIL: City of Madeira Beach 300 Municipal Drive Madeira Beach, FL 33708

Job Description

ROLES AND RESPONSIBILITIES

Under the supervision of the Parking Enforcement Supervisor, the Parking Enforcement Officer (PEO) ensures proper parking regulations are followed in the City of Madeira Beach. In addition to the Parking Enforcement Office's primary responsibility of issuing citations for parking violations throughout the City, the PEO is responsible for providing first class customer service to our guests.

- Work as scheduled 20-25 hours per week from approximately April 1 to September 30, including weekends, holidays, and occasional overtime as needed
- Provide general information to visitors and residents
- Complete and file citations and related reports
- Collection of coins from meters and prepare deposits
- Assist with installation and/or removal of parking related signage as zone numbers or rate changes
- Other duties as assigned

QUALIFICATIONS/EDUCATION REQUIREMENTS

- A high school diploma or GED is required.
- The applicant must also possess a valid Florida Driver's License or be able to obtain one upon employment

KNOWLEDGE/SKILLS/ABILITIES

- Identify and address parking-related ordinance violations
- Ability to deal with the public effectively, courteously, and tactfully
- Respond professionally and courteously to public inquiries

ESSENTIAL PHYSICAL SKILLS

Tasks require the regular and, at times, sustained performance of moderately physically demanding work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and that may involve the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds).

ENVIRONMENTAL CONDITIONS

Performance of essential functions may require exposure to adverse environmental conditions, wetness, humidity, rain, temperature extremes, traffic hazards, bright/dim lights, or rude/irate customers.

ADA COMPLIANCE

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THE STATEMENTS NOTED ABOVE ARE INTENDED TO DESCRIBE THE GENERAL NATURE AND LEVEL OF WORK BEING PERFORMED AND ARE NOT TO BE CONSTRUED AS A COMPREHENSIVE LIST OF RESPONSIBILITIES, DUTIES AND SKILLS REQUIRED. THESE STATEMENTS ARE SUBJECT TO CHANGE AT THE DISCRETION OF THE EMPLOYER

Cover letters and resumes may be included but are not accepted in lieu of application form. All applications will become public record under Florida law.

AA/EOE/DFWP

Submit complete application for employment to:

Karen Paulson, Financial Coordinator

City of Madeira Beach

300 Municipal Drive, Madeira Beach, FL, 33708

*Sign*_____*Date*_____

Job Title:	Parking Enforcement Officer I		
Department/Group:	Finance Department	Supervisor:	Parking Supervisor
Location:	Madeira Beach City Hall 300 Municipal Drive Madeira Beach, FL 33708		
Level/Salary Range:	$ 10.00	Position Type:	Part Time / seasonal
HR Contact:	HR Coordinator	Date Posted:	3/20/2019
External Posting URL:	www.madeirabeachfl.gov	Posting Expires:	Open until filled

Applications Accepted By:	
FAX OR E-MAIL: (727) 399-1131 OR humanresources@madeirabeachfl.gov **Subject Line**: Parking Enforcement Officer I **Attention:** Human Resources	MAIL: City of Madeira Beach 300 Municipal Drive Madeira Beach, FL 33708

Job Description

ROLES AND RESPONSIBILITIES

Under the supervision of the Parking Enforcement Supervisor, the Parking Enforcement Officer (PEO) ensures proper parking regulations are followed in the City of Madeira Beach. In addition to the Parking Enforcement Office's primary responsibility of issuing citations for parking violations throughout the City, the PEO is responsible for providing first class customer service to our guests.

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- Complete and file citations and related reports
- Collection of coins from meters and prepare deposits
- Assist with installation and/or removal of parking related signage as zone numbers or rate changes
- Other duties as assigned

QUALIFICATIONS/EDUCATION REQUIREMENTS

- A high school diploma or GED is required.
- The applicant must also possess a valid Florida Driver's License or be able to obtain one upon employment

KNOWLEDGE/SKILLS/ABILITIES

- Identify and address parking-related ordinance violations
- Ability to deal with the public effectively, courteously, and tactfully
- Respond professionally and courteously to public inquiries

ESSENTIAL PHYSICAL SKILLS

Tasks require the regular and, at times, sustained performance of moderately physically demanding work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and that may involve the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds).

ENVIRONMENTAL CONDITIONS

Performance of essential functions may require exposure to adverse environmental conditions, wetness, humidity, rain, temperature extremes, traffic hazards, bright/dim lights, or rude/irate customers.

ADA COMPLIANCE

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Cover letters and resumes may be included but are not accepted in lieu of application form. All applications will become public record under Florida law.

AA/EOE/DFWP

Submit complete application for employment to:

Karen Paulson, Financial Coordinator

City of Madeira Beach

300 Municipal Drive, Madeira Beach, FL, 33708

*Sign*_____*Date*_____

City of Madeira Beach Position Description

Job Title:	Parking Enforcement Supervisor		
Department/Group:	Parking/Finance	**Supervisor:**	Finance Director
Location:	Madeira Beach City Hall 300 Municipal Drive Madeira Beach, FL		
Level/Salary Range:	$17.00 - $27.00 hour	Position Type:	Full Time
HR Contact:	727-391-9951	Date Posted:	November 18, 2019
External Posting URL:	www.madeirabeachfl.gov	Posting Expires:	November 29, 2019
Applications Accepted By:	Fax: 727-399-1131		Email: humanresources@madeirabeachfl.gov

ROLE AND RESPONSIBILITY:

Directs the financial auditing of the daily revenue reports. Prepares operating and CIP budget including revenue & fine projections. Manages office and technical staff including employee selection, performance evaluations and counseling. Develops and implements programs for the daily function of the parking system Researches and analyzes data to present detailed and comprehensive financial impact(s) and revenue forecasting. Researches and prepares bid specifications and approves purchasing of all parking related products and services. Prepare and present parking related City Council agenda items. Represents City with other governmental agencies at public meetings. Responds to customer inquiries and/or complaints, both written and oral

- Complete and file citations and related reports
- Performs routing maintenance and repair City parking meters.
- Retrieves reports and appeals from City's Code Enforcement Officers.
- Maintain maintenance records and complete reports on from all meter Repairs conducted, ensuring proper timing and functions of meters.
- Determine appropriate schedule for collecting money from City parking meters.
- Identify and address parking-related ordinance violations
- Authorizes overpayment/refund requests.
- Testify before special magistrate as required.
- Installs/maintains digital pay stations as needed.
- Collect and provide change from pay stations, count and deposit.
- Respond professionally and courteously to public inquiries
- Operates and maintains assigned vehicle, utilizes maps for locating service are as required.
- Operates a handheld computer to enter, retrieve, review or modify date, utilizing Microsoft Word, Excel, Internet, Email or other software, and operates general office or other equipment as necessary to complete essential functions.
- Complete other related duties at the discretion of the Finance Director

QUALIFICATIONS AND EDUCATION REQUIREMENTS:

Graduation from an accredited four (4) year college or university with a Bachelor's Degree in Management, Accounting, and Business or a related field and two (2) years of experience in the management of a municipal parking system. Any equivalent combination of education, training, and experience. The employee in this position exercises independent judgment and initiative in performing advanced technical activities in parking management and planning. Assignments require the application of management skills and advanced technical knowledge.

KNOWLEDGE / SKILLS / ABILITIES:

Knowledge of basic financial and accounting concepts.
Ability to supervise, train, and evaluate effectively the work of subordinates.
Ability to establish and maintain effective working relationships with the public and other City employees and subordinates.
Ability to deal with the public effectively, courteously, and tactfully.
Ability to analyze administrative problems, to make sound recommendations for solutions and to prepare effective work procedures.
Ability to express oneself logically and concisely, orally, and in writing.

PHYSICAL/WORKING REQUIREMENTS

Tasks require the regular and, at times, sustained performance of moderately physically
Demanding work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and that may involve the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds). Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, temperature extremes, electric currents, traffic hazards, bright/dim lights, animal/wildlife attacks, animal/human bites, or rude/irate customers.

The statements noted above are intended to describe the general nature and level of work being performed and are not to be construed as a comprehensive list of responsibilities, duties and skills required. These statements are subject to change at the discretion of the employer

NOTE: Reasonable accommodation considerable will be made for otherwise qualified individuals with a disability. Cover letters and resumes may be included but are not accepted in lieu of application form.

All applications will become public record under Florida law.

AA/EOE/DFWP

Submit complete application for employment to: **Human Resources Coordinator**

Job Title:	Parks Supervisor		
Department/Group:	Public Works	Supervisor:	Public Works Director
Location:	Madeira Beach City Hall 300 Municipal Drive Madeira Beach, FL 33708		
Level/Salary Range:	$17.00-$27.00 hr. / Exempt	Position Type:	Full Time
HR Contact:		Date Posted:	
External Posting URL:	www.madeirabeachfl.gov	Posting Expires:	

Applications Accepted By:

FAX OR E-MAIL: (727) 399-1131 **OR** humanresources@madeirabeachfl.gov **Subject Line**: **Attention:** Human Resources – Recruiting	**MAIL:** City of Madeira Beach 300 Municipal Drive Madeira Beach, FL 33708

Job Description

Role and Responsibilities: Under the supervision of the Public Works Director, is responsible for maintaining City grounds and parks and beautification efforts.

Responsible for overseeing all assigned staff and the compliance of all policies. Evaluates personnel, equipment and materials needed for all assigned programs Scheduling of Parks Department employees.

- Attending work as scheduled.
- Design, install, and maintain all flower gardens.
- Apply fungicide, pesticide, fertilizer to flowers, shrubs, and trees.
- Diagnose plant and grass problems.
- Select replacement plants and flowers.
- Continue and advise on beautification projects.
- City liaison for John's Pass Seafood Festival, Mad Dog Mad Beach Triathlon, and Green Thumb Festival.
- City Coordinator for Coastal Clean-up and Great American Clean-up.
- Attending continuing education classes for Restricted Pesticide License, Worker Protection Standard, and Florida Certified Nursery Professional.
- Prepare purchase orders for Department Director approval on uniforms, tools, and capital equipment purchases.
- Assist with preparation of the budget for the Parks Department.
- Oversee landscape contractors
- Maintain irrigation
- Fertilize palm trees
- Herbicide use as needed
- Maintain beach access areas
- Help coordinate tasks for hurricane, Red Tide, Etc.; such as filling sandbags, check chain saws, and answer question from public.
- Overseed rye and treat for mole crickets at Recreation Center.
- Able to work occasional overtime and civil defense recall if needed.
- Other similar duties as assigned.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- Minimum of five years' experience with Florida plants and three years' experience with pesticides.
- Valid State of Florida driver's license.
- High school graduate or GED.
- AA or AS (or equivalent) with Horticulture and Landscape Design.
- Maintain active Pesticide License.
- Membership with Florida Nursey and Growers Association (preferred)
- Demonstrated ability to perform job duties listed, either through related experience or specialized course work.

KNOWLEDGE AND SKILLS

- Skills in use of small hand and power tools, including mowers, edger's, weed eaters, wee diggers, shovels, rakes, brooms, blowers, pitchforks, hoses, chain saws and power pruners.
- Knowledge of tree identification, plants and grasses.
- Ability to identify trees for resident removal.
- Ability to work in adverse weather conditions.
- A working knowledge of safety precautions.
- Ability to identify and report stormwater violations.

ESSENTIAL PHYSICAL SKILLS

Tasks require the regular and, at times, sustained performance of moderately physically demanding work, typically involving some combination of driving, twisting, turning, climbing and balancing, stooping, kneeling, crouching, and crawling, and that may involve the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds).

ENVIRONMENTAL CONDITIONS

Performance of essential functions may require exposure to adverse environmental conditions, sometimes during extreme heat or cold, wetness, humidity, rain, temperature extremes, traffic hazards, bright/dim lights, or rude/irate customers.

ADA COMPLIANCE

The City of Madeira Beach, Florida is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, and will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the employer.

THE STATEMENTS NOTED ABOVE ARE INTENDED TO DESCRIBE THE GENERAL NATURE AND LEVEL OF WORK BEING PERFORMED AND ARE NOT TO BE CONSTRUED AS A COMPREHENSIVE LIST OF RESPONSIBILITIES, DUTIES AND SKILLS REQUIRED. THESE STATEMENTS ARE SUBJECT TO CHANGE AT THE DISCRETION OF THE EMPLOYER

Reviewed By:		Date:	
Approved By:		Date:	
Last Updated By:		Date:	

Job Title:	Payroll/Financial Coordinator		
Department/Group:	Finance	Supervisor:	Accounting Manager
Location:	Madeira Beach City Hall 300 Municipal Drive Madeira Beach, FL 33708		
Level/Salary Range:	$17.00 - $27.00 / hour	Position Type:	Full Time
HR Contact:		Date Posted:	
External Posting URL:	www.madeirabeachfl.gov	Posting Expires:	

Applications Accepted By:	
FAX OR E-MAIL: (727) 399-1131 **OR** humanresources@madeirabeachfl.gov **Subject Line**: Payroll/Financial Coordinator **Attention:** Human Resources – Recruiting	**MAIL:** City of Madeira Beach 300 Municipal Drive Madeira Beach, FL 33708

Job Description

ROLE AND RESPONSIBILITIES:

Professional support position involving research, report generation, monitoring capital assets, analyses, grant management and other technical work including billing and fixed asset management under the general supervision of the Accounting Manager. Highly responsible budgetary reporting requiring independent judgment and initiative within established guidelines and procedures.

- Grant management and responsible for State, Federal and Local grant reporting.
- Preparing capital budget and monitoring capital projects.
- Assist in producing the annual budget documents and input of budget data.
- Maintaining and monitoring capital assets and preparing reports to be included in CAFR.
- Completing annual fixed asset inventory.
- Maintains accounts receivable files and records.
- Receives and resolves problems with vendor accounts and purchase orders; provides assistance to Department Head and fellow employees and vendors as necessary; verifies that payments of invoices follow City policies and procedures.
- Billing and reconciliation of monthly invoices, verifies accuracy of general billing account numbers, verifies all proper approvals are secured. Generate and send out monthly invoices. follow up on, collect and allocate payments.
- Carry out billing, collection and reporting activities according to specific deadlines
- Monitor customer account details for non-payments, delayed payments and other irregularities.
- Inputs data into the financial system for processing and/or compilation of reports and documents, etc.
- Ensures all City funds are recorded in compliance with the Uniform Accounting System as issued by the Office of the Comptroller of the State of Florida.
- Review AR Aging Report to ensure compliance and that payments are being made on time.

- Responsible for generating reports and time-sensitive quarterly fuel tax reimbursement requests for the Florida Department of Revenue Refunds Division.
- Maintain customer account details for non-payment and develop a recover system and initiate collection efforts.
- Reconcile and create journal entries for daily deposits from the Marina and Recreation Departments.
- Responsible for issuing and distributing paychecks as well as recording and maintaining employee records and payroll transactions. Preparing statements reflecting earnings, taxes, and deductions.
- Performs other job-related duties as necessary and consistent with the position.

KNOWLEDGE, SKILLS AND ABILITIES:

Proficient in the use of personal computer systems using Excel, Word and other similar programs in the preparation of financial reports, records and spreadsheets. Ability to prepare technical, detail oriented written specifications and documents. Ability to express information clearly and concisely, orally and in writing. Ability to establish and maintain effective working relationships with agencies, associates and departmental staff. Knowledge of governmental finance and purchasing principles, practices and procedures. Ability to analyze, interpret and make decisions in accordance with generally accepted accounting principles and governmental accounting, auditing and financial reporting procedures. Knowledge of laws and regulations governing municipal financial operations and public procurement. Ability to be self-disciplined in the use of time to ensure the timely completion of all assigned activities.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- Bachelor's degree from an accredited four-year college or university, with major course work in finance or accounting and government finance experience preferred. An equivalent combination of training and experience may also be considered.
- Must be bondable.
- Able to work overtime, weekends and holidays as needed.

WORK ENVIRONMENT & PHYSICAL REQUIREMENTS:

- 85% of work is inside a climate-controlled building, 15% outside which includes driving.
- The essential functions of the job require: sitting approximately six (6) hours per day, standing approximately one (1) hour per day, and walking approximately one (1) hour per day.
- Work requires the ability to operate office machines, telephone, fax, scanner, photocopier, and computer and broadcast equipment.

ADA COMPLIANCE*:*

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Reviewed By:		Date:	
Approved By:		Date:	
Last Updated By:		Date:	

Job Title:	**Permit Clerk**		
Department/Group:	Building Department	**Supervisor:**	Building Official
Location:	Madeira Beach City Hall 300 Municipal Drive Madeira Beach, FL 33708		
Level/Salary Range:	$15.00/hr	**Position Type:**	Part Time (10am-2pm)
HR Contact:	Human Resources Coordinator	**Date Posted:**	
External Posting URL:	www.madeirabeachfl.gov	**Posting Expires:**	Open until filled
Applications Accepted By:			
FAX OR E-MAIL (727) 399-1131 or HUMANRESOURCES@MADEIRABEACHFL.GOV **Subject Line**: Permit Clerk **Attention:** Recruiting or Human Resources Department		**MAIL:** City of Madeira Beach 300 Municipal Drive Madeira Beach, FL 33708	
Job Description			

ROLE AND RESPONSIBILITIES

Under general direction of the Building Official, participates in front counter operations. Works alongside Permit Technician to assist with developing and maintaining a working relationship with contractors, developers, consultants, and residents to achieve compliance with all federal, state, county and city codes, and ordinances.

- Main task will be the scanning of all completed permits to archive; 8 ½ x 11 up to 24 x 36 sized sheets.
- Electronic filing and record keeping using M/S Word, Adobe, Excel and Munis permitting software.
- Assists Permit Technician with the intake of permit applications and building plans for new commercial and residential projects.
- Assists in routing inquiries by email, in person over the counter and by telephone from the public.
- Pulling completed permits and organizing them to be scanned.
- Assisting the Permit Technician will be during peak times, including lunch break.
- Position requires approximately 75% of time standing while scanning and for record retention, with approximately 25% of time sitting at front counter while assisting the Permit Technician.
- Related work and/or other duties as required.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

Graduation from high school or possession of an acceptable equivalency diploma. This is an entry level position that requires some administrative and building department experience.

Valid Florida Driver's License.

PREFERRED SKILLS

The following skills are necessary to perform this position:

- Strong customer service orientation and proven organizational and interpersonal skills.
- Experience working in a building department, construction or related field a plus.
- Ability to read and understand blueprints a plus.

- Ability to communicate effectively with the public and other city employees by oral and written means.
- Ability to establish and maintain effective working relationships with contractors, public officials, co-workers and members of the general public.
- Ability to work independently in the absence of supervision.
- Skills in organizing and prioritizing workload.
- Must be detail oriented.
- Ability to operate a variety of office equipment including, but not limited to telephone, fax machine, personal computer and copier and large format electronic scanning.
- Knowledge of M/S Word, Adobe and Excel software and other basic computer programs.
- Knowledge of Munis software program a plus.
- Knowledge of traditional and electronic filing and practices.

ADDITIONAL NOTES

Requires the mobility and manual dexterity to work in a standard office environment, use standard office equipment and attend off-site meetings; speech and hearing to communicate in person and by telephone; vision to read handwritten and printed materials and a computer screen; and strength and agility to lift and carry items weighing up to 20 pounds. On a continuous basis, work in an office environment standing for long periods of time. Some accommodations may be made for some physical demands for otherwise qualified individuals who require and request such accommodations.

Planning Technician/Planner I

Planning Technician Job Description

The position of Planning Technician is entry-level paraprofessional work. Depending on applicant's education and experience this position may be elevated to Planner I. The Planning Technician devotes a significant amount of time on routine administrative tasks. A Planning Technician/Planner I often works closely with the public on a regular basis to provide customer service on planning and zoning issues. Successful Planning Technicians may be asked to perform professional-level (Planner I) duties of limited complexity as a trainee. The position has the potential to grow into a Planner II.

Typical Functions

- Provides technical assistance and information to staff and the public in the administration of specific planning-related programs and ordinances.
- Reviews building plans and zoning permit applications to assure compliance with requirements such as use, setbacks, and impervious surface ratios.
- Performs routine office tasks in designated program areas, including data entry, file management, copying, answering telephone, and responding to e-mails.
- Researches and compiles information on a variety of planning issues from multiple sources.
- Prepares public notices or property owner verifications.
- Prepares charts, tables of limited complexity.
- Investigates violations of planning regulations and ordinances, including site visits.
- Attends public meetings, assisting other planning staff as appropriate.
- Reviews parcel legal descriptions.

Typical Knowledge

- Knowledge of planning principles and practices, including zoning and other pertinent specialties
- Knowledge of principles and practices of research and data collection.
- Knowledge of effective writing techniques.
- Statistical, algebraic or geometric knowledge and ability to apply such knowledge in practical situations.
- Knowledge of computer programs and applications, which may include Microsoft Office, database management and Internet applications.

Typical Skills

- Oral communication and interpersonal skills to explain rules and procedures clearly to the public.
- Problem-solving skills to gather relevant information to solve practical problems and address citizen inquiries and concerns.
- Ability to review plans and apply provisions of the ordinances and codes to determine compliance with such regulations and to apply regulations to field conditions.
- Ability to work on several projects or issues simultaneously.
- Ability to work independently or in a team environment as needed.

Minimum Qualifications

The Planning Technician/Planner I level generally requires, at a minimum, the completion of an associate's degree in urban planning, architecture, construction management, social sciences or related field. One year of experience in plans review, zoning administration, building code issuance of surveying or similar experience. A bachelor's degree is preferred and may substitute for two years of experience.

Job Title:	Programs Coordinator		
Department/Group:	Community Development	Supervisor:	Community Development Director/Building Official
Location:	Madeira Beach City Hall 300 Municipal Drive Madeira Beach, FL 33708		
Level/Salary Range:	17.46-27.50 per hour	Position Type:	Full Time
HR Contact:	Human Resources Coordinator	Date Posted:	6/10/2021
External Posting URL:	www.madeirabeachfl.gov	Posting Expires:	6/17/2021

Applications Accepted By:

FAX OR E-MAIL: (727) 391-1131
humanresources@madeirabeachfl.gov
Subject Line: Programs Coordinator
Attention: Recruiting or Human Resource Department

MAIL:
City of Madeira Beach
300 Municipal Drive
Madeira Beach, FL 33708

Job Description

GENERAL ROLE AND RESPONSIBILITIES

Under the direction of respective Department Director or designee, the Administrative Assistant provides clerical support to the respective City Department:

- Provides information and assistance to residents and other members of the public.
- Familiarity with office programs including Word, Excel, and Publisher.
- Answers telephones, routes calls, and retrieves, and distributing messages for department.
- Scheduling meeting and coordinating necessary documents, equipment, etc.
- Files all correspondences, forms, documents, reports, purchase orders, and other miscellaneous documents.
- Records and data-enters summary minutes for meetings of one board and verbatim on rare occasions for another meeting as required.
- Researches, obtains quotes, orders, and inventories supplies and equipment, and prepares purchase orders for Department Director approval.
- Reviews invoices for receipt of goods and services and verifying appropriate charges.
- Prepares, submits, and reconciles purchase orders and other financial transactions.
- Maintains various administrative records in compliance with records retention requirements.
- Coordinates large mailings and spread sheet entry and tracking.
- Other duties as assigned.

DEPARTMENT SPECIFIC ROLE AND RESPONSIBILITIES

- Prioritizes work according to departmental deadlines.
- Coordinates reviews, mailings and advertising for land use, zoning, and other hearing requirements.
- Respond to all inquiries and convey to the public specific requirements for the business classifications and sub-classifications governed by City ordinances and state statute.
- Inform applicants to see zoning for information relating to the City's sign code regulations on the city website.
- Manage annual certification memberships, dues, and continuing education requirements for department personnel.
- Coordinate with the appropriate parties for the delivery and review of material for the local planning agency and possess the ability to upload the agenda onto I-Compass.

- Serves as clerk to Special Magistrate, Code Enforcement, Variance, and Special Exception Hearings.
- Prepares and manages confidential materials and correspondences such as letters, memoranda, reports, affidavits, and other materials.
- Manages the Department web page.
- Receives, sorts, analyzes, summarizes, and produces material for the countywide coordination of the FEMA Community Rating System program.
- Experience in permitting or other regulatory environment, such as a law office is preferred.

MISCELLANEOUS DUTIES AND RESPONSIBILITIES

- Maintain departmental office supplies inventory by checking stock to determine inventory level, anticipating needed supplies, placing, and expediting orders for supplies, and verifying receipt of supplies for payment.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

High school graduate (or GED equivalent) with course work in rated office processes and procedures. An AA or BA degree is preferred. This position also requires high level of knowledge of office management and organizational skills. Adaptability and time management are also essential. Previous experience as administrative assistant or senior clerical with at least two years experience in position of responsibility in urban planning, community development or other land regulating agency with public notice requirements. The applicant must have demonstrated the ability to perform job functions listed, either through related experience or specialized training.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of administrative and clerical procedures and systems.
- Ability to establish and maintain effective working relationships with the public and other City employees and subordinates.
- Ability to deal with the public effectively, courteously, and tactfully.
- Ability to analyze administrative problems, to make sound recommendations for solutions and to prepare effective work procedures.
- Ability to express oneself logically and concisely, orally, and in writing.
- Familiarity with graphic design programs preferred.

ADDITIONAL NOTES

- Physical Requirements - This job requires 80% of the workday sitting at a desk with 20% of the time spent walking, bending, stooping, twisting, turning, and occasionally lifting weight under 25 lbs.
- Eye-hand coordination is required for the use of calculators, computers, fax and copy machines.

ADA COMPLIANCE

The City of Madeira Beach, Florida is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, and will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the employer.

The statements noted above are intended to describe the general nature and level of work being performed and are not to be construed as a comprehensive list of responsibilities, duties and skills required. These statements are subject to change at the discretion of the employer.

Reviewed By:		Date:	
Approved By:		Date:	
Last Updated By:		Date:	

City of Madeira Beach Position Description

Job Title:	Public Works Director		
Department/Group:	Public Works	**Supervisor:**	City Manager
Location:	Madeira Beach City Hall 300 Municipal Drive Madeira Beach, FL		
Level/Salary Range:	$83,250 - $124,880 DOQ	Position Type:	Full Time
HR Contact:	727-391-9951	Date Posted:	03/01/2021
External Posting URL:	https://madeirabeachfl.gov/jobs	Posting Expires:	03/31/2021
Applications Accepted By: https://madeirabeachfl.gov/jobs			

Job Description

ROLE AND RESPONSIBILITIES:

The City is seeking a disciplined, result oriented, professional and energetic candidate. Under the administrative direction of the City Manager this applicant is responsible for leadership, organization, direction, and coordination of the day-to-day operations of all employees and activities within the Public Works Department. The incumbent utilizes considerable independent judgement and initiative to govern in a manner that ensures compliance with the highest standards as required by state and federal regulatory agencies.

- Providing general oversight and management of multiple public works activities such as the maintenance of streets and other infrastructure, parks, storm water management, facilities maintenance, sanitation/solid water, fleet maintenance, oversees constructions projects oversees contracts, management of outside contractors and beach cleanup maintenance.
- The successful candidate must possess a dedication to providing citizens with the highest quality service and support, using the most innovative and creative service delivery strategies available.
- The director must have a clear and obvious passion for, and be committed to, preserving the City of Madeira Beach as a premier city that strives to protect and preserve the quality of life that is uniformly enjoyed by all those who visit and reside in the community.
- The director will be responsible for ensuring compliance with the City's co-permitee status under the National Pollutant Discharge Elimination System (NPDES), created via the 1972 Clean Water Act.
- Provide and initiates recommendations, presentations, and report on a variety of Public Works functions, projects, plans and operations.
- Supervises Public Works and Sanitation personnel and responsible to assign, review and plan work of employees and maintain service, operational standards and personnel evaluations.
- Directs and participates in the development and administration of the departmental annual budget, prepares reports and recommendations concerning budgetary and staffing requirements.
- Directs contract negotiations for goods and services for Board approval.
- Attends industry-related conferences and legislative meetings as directed or required.
- Ability to manager major road and drainage projects.

QUALIFICATIONS AND EDUCATION REQUIREMENTS:

- Bachelor's Degree is required ideally in Business or Public Administration, Civil Engineering, Construction Management or related field. This degree must be supplemented by 8 years of broad scope, senior level management experience in planning and managing public works programs, resources and operations.
- Master's degree and engineering experience is preferred with 6 years of experience as described above; or an equivalent combination of education, training and/or experience.
- Must have a valid Florida Driver's License; CDL is preferred and/or able to obtain one within 6 mos. of hire date.
- A Florida Board Certified Professional Engineer is highly preferred.
- The successful candidate must have skills related to long-range transportation planning and infrastructure project construction and maintenance.
- Awareness of environmental responsibilities and ability to direct and operate the facility as needed.
- Demonstrated ability to perform job duties listed, either through related experience or specialized course work.
- Required to resolve customer problems, complaints and perform detailed and complex tasks at times with short deadlines.
- Able to respond to civil defense recall including special, emergency and/or disaster situations and the ability to work in adverse weather conditions is required.
- Performs other related work as assigned or required.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of federal, state and local laws that govern all operations of the Public Works Department.
- Knowledge of the principles, practices and procedures of public and business administration.
- Knowledge of budget and accounting principles, practices and procedures.
- Knowledge and demonstrated ability to identify, manager and successfully obtain grants.
- Skill in leadership techniques and practices to evaluate and determine organizational goals and objectives, maximizing effectiveness or organizational work units through staff selection and assignments.
- Ability to interact effectively, establishing good working relationships with staff members, industry leaders, state officials, consultants, contractors and the public.
- Ability to address civic organizations or other public or private groups on subjects relative to department projects.

PHYSICAL/WORKING REQUIREMENTS:

Work is performed in an office setting and outdoors. Hand-eye coordination is necessary to operate a computer, various office equipment, screw driver, and other small hand tools. The employee may be required to operate a vehicle, street sweeper, backhoe, and fork lift or sanitation truck. The stress level for this position could be regarded as moderately "high". While performing the duties, the employee is frequently required to sit, stand, talk, used hand to finger, handle, feel or operates objects and climb stairs. May be required to perform moderate lifting (15-50 lbs.), heavy lifting (over 50 lbs.) is occasionally required.

NOTE: Reasonable accommodation considerable will be made for otherwise qualified individuals with a disability.

Cover letters and resumes may be included but are not accepted in lieu of application form.

All applications will become public record under Florida law.

AA/EOE/DFWP

Submit complete application for employment to: **https://madeirabeachfl.gov/jobs**

Job Title:	Public Works Technician I		
Department/Group:	Stormwater/Streets	Supervisor:	Public Works Director
Location:	Madeira Beach City Hall 300 Municipal Drive Madeira Beach, FL 33708		
Level/Salary Range:	$9.50 - $12.50	Position Type:	Full-Time
HR Contact:		Date Posted:	
External Posting URL:	www.madeirabeachfl.gov	Posting Expires:	Open until filled

Applications Accepted By:

FAX OR E-MAIL: (727) 399-1131 **OR** humanresources@madeirabeachfl.gov **Subject Line**: Public Works Technician I **Attention:** Human Resources – Recruiting	**MAIL:** City of Madeira Beach 300 Municipal Drive Madeira Beach, FL 33708

Job Description

ROLE AND RESPONSIBILITIES:

Under the supervision of the Public Works Supervisor, the Public Works Technician I is responsible for maintaining the City infrastructure to include streets and stormwater facilities including:

- Attending work as schedules.
- Repairing holes in streets by patching of filling.
- Repairing damaged sidewalks, curbing, gutters, seawalls, catch basins, and other concrete repairs and replacements.
- Repairing boardwalk areas, including replacing broken or missing boards.
- Clearing obstructions and debris from streets, beaches, and waterways, including brush, shrubs, trees, fish and seaweed.
- Cleaning storm grates, street guttering, stormwater pipes and related structures.
- Operate heavy equipment, including dump trucks, pay-loaders, backhoes, forklifts, garbage packers, and bucket trucks.
- Operate small hand tools, including measurement devices, hammers, stripers, and chalk liners.
- Operate power tools, including cutters, drills, saws, and jack hammers.
- Repairs to public showers, drinking fountains, etc.
- Minor equipment and building maintenance repairs.
- Stenciling signs
- Assist with sandbagging when necessary.
- Other duties as assigned.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- Graduation from high school or GED equivalent required.
- Must have a valid Florida Driver's License, CDL preferred by not required.
- Skill in operation and determination of the appropriate kind of minor equipment such as power tools and small tools needed to do a job.
- Individuals primarily working in stormwater will be required to obtain a Class "C" (Stormwater Field Technician) within probationary period.

WORK ENVIRONMENT.

- Working knowledge of safety practices, handling and moving objects with proper technique.
- Considerable time performing physical activities like driving, working in confined space, stooping, bending, twisting, turning, climbing, lifting and balancing.
- Able to work occasional weekends, "on-call", overtime and civil defense recall if required.
- Able to work in adverse weather conditions and some extreme temperatures.

ADA COMPLIANCE*:*

The City of Madeira Beach, Florida is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, and will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

The statements noted above are intended to describe the general nature and level of work being performed and are not to be construed as a comprehensive list of responsibilities, duties and skills required. These statements are subject to change at the discretion of the employer.

Reviewed By:		Date:	
Approved By:		Date:	
Last Updated By:		Date:	

Job Title:	Public Works Technician II		
Department/Group:	Stormwater/Streets	Supervisor:	Public Works Director
Location:	Madeira Beach City Hall 300 Municipal Drive Madeira Beach, FL 33708		
Level/Salary Range:	$11.50 - $20.50	Position Type:	Full-Time
HR Contact:		Date Posted:	
External Posting URL:	www.madeirabeachfl.gov	Posting Expires:	Open until filled

Applications Accepted By:

FAX OR E-MAIL: (727) 399-1131 **OR** humanresources@madeirabeachfl.gov **Subject Line**: Public Works Technician II **Attention:** Human Resources – Recruiting	**MAIL:** City of Madeira Beach 300 Municipal Drive Madeira Beach, FL 33708

Job Description

ROLE AND RESPONSIBILITIES:

Under the supervision of the Public Works Supervisor, the Public Works Technician II is responsible for maintaining the City infrastructure to include streets and stormwater facilities including:

- Attending work as schedules.
- Repairing holes in streets by patching of filling.
- Repairing damaged sidewalks, curbing, gutters, seawalls, catch basins, and other concrete repairs and replacements.
- Repairing boardwalk areas, including replacing broken or missing boards.
- Clearing obstructions and debris from streets, beaches, and waterways, including brush, shrubs, trees, fish and seaweed.
- Cleaning storm grates, street guttering, stormwater pipes and related structures.
- Operate heavy equipment, including dump trucks, pay-loaders, backhoes, forklifts, garbage packers, and bucket trucks.
- Operate small hand tools, including measurement devices, hammers, stripers, and chalk liners.
- Operate power tools, including cutters, drills, saws, and jack hammers.
- Repairs to public showers, drinking fountains, etc.
- Minor equipment and building maintenance repairs.
- Stenciling signs
- Assist with sandbagging when necessary.
- Other duties as assigned.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- CDL License required or able to obtain one within 6 months of hire.
- Graduation from high school or GED equivalent required.
- Two years' experience in stormwater system and/or street. Demonstrated ability to perform job duties listed, either through related experience or specialized course work.
- Must have a valid Florida Driver's License
- Skill in operation of heavy equipment, power tools and small tools.

- Individuals primarily working in stormwater and sewer will be required to obtain a Class "C" (Stormwater Field Technician) within probationary period.
- Working knowledge of safety practices.
- Able to work in confined space.
- Able to work occasional overtime and civil defense recall if required.
- Able to work in adverse weather conditions.

ADA COMPLIANCE*:*

The City of Madeira Beach, Florida is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, and will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the employer.

The statements noted above are intended to describe the general nature and level of work being performed and are not to be construed as a comprehensive list of responsibilities, duties and skills required. These statements are subject to change at the discretion of the employer.

AA/EOE/DFWP

Reviewed By:		Date:	
Approved By:		Date:	
Last Updated By:		Date:	

Job Title:	Administrative Assistant I		
Department/Group:	City Clerk's Office	Supervisor:	City Clerk
Location:	Madeira Beach City Hall 300 Municipal Drive Madeira Beach, FL 33708		
Level/Salary Range:	$13.03 - $24.95	Position Type:	Full Time
HR Contact:	HR Director	Date Posted:	11/23/2021
External Posting URL:	www.madeirabeachfl.gov	Posting Expires:	11/28/2021

Applications Accepted By:

FAX OR E-MAIL: (727) 399-1131 **OR** humanresources@madeirabeachfl.gov **Subject Line**: Administrative Assistant I **Attention:** Recruiting or Human Resources Department	**MAIL:** City of Madeira Beach 300 Municipal Drive Madeira Beach, FL 33708

Job Description

ROLE AND RESPONSIBILITIES

Under the direction of respective Department Director or designee, the Administrative Assistant provides clerical support to the respective City Department.

- Answers multi-line telephone, routing calls, retrieving/taking and distributing messages, coordinating meetings and other activities.
- Provides information and assistance to residents and other members of the public.
- Word processing of correspondence, forms, documents, reports and similar text.
- Updates and maintains a records management system
- Performing data entry tasks
- Retrieves information from the filing system when requested
- Files correspondence, forms, documents, reports, purchase orders and other miscellaneous documents.
- Implements department decisions within established parameters.
- Records and types minutes of meetings when needed.
- Reviews invoices for receipt of goods and services and verifying appropriate charges.
- Sorts and distributes incoming mail and preparing outgoing mail.
- Maintains various administrative records in compliance with records retention requirements.
- Performs complex secretarial tasks in an independent nature.
- Performs tasks in a confidential manner when necessary or requested (i.e. HIPPA).
- Archives inactive records.
- Other duties as assigned.
- Interacting with Computers – Using computers and computer systems (including hardware and software) to set up functions, enter data and process information.
- Getting Information – Observing, receiving, and otherwise obtaining information from all relevant sources.
- Performing Administrative Work– Performing day-to-day administrative tasks such as maintaining information files and processing paperwork.

- Getting and Processing Information – Observing, receiving, and otherwise obtaining information from all relevant sources. Compiling, coding, categorizing, calculating, tabulating, auditing, or verifying information or data.
- Documenting/Recording Information – Entering, transcribing, recording, storing, or maintaining information in written or electronic/magnetic form.
- Organizing, Planning, and Prioritizing Work – Developing specific goals and plans to prioritize, organize, and accomplish our work.
- Communicating with Supervisors, Peers, or Subordinates – Providing information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person.
- Communicating with Persons Outside the Organization – Communicating with people outside the organization, representing the City to customers, the public, other government entities, and other external sources. This information can be exchanged in person, in writing, or by telephone or e-mail.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

Previous experience as administrative assistant or senior clerical with at least two years' experience in position of responsibility. The applicant must have demonstrated the ability to perform job functions listed, either through related experience or specialized training. A high school graduate (or GED equivalent) with course work in word processing and related office procedures is required.

PREFERRED SKILLS

Knowledge

- Clerical - Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, designing forms and other office procedures and terminology.
- Customer and Personal Service – Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- English Language – Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
- Computer and Electronics – Knowledge of software including applications. Knowledge of fax machines, postage machines, and copiers.

Skills

- Active Listening – Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Reading Comprehension – Understanding written sentences and paragraphs in work related documents.
- Writing – Communicating effectively in writing as appropriate for the needs of the audience.
- Speaking – Talking to others to convey information effectively.
- Time Management – Managing one's own time and prioritizing work load and schedule.
- Active Learning – Understanding the implications of new information for both current and future problem-solving and decision-making.

Abilities

- Oral Comprehension and Expression – The ability to listen to and understand information and ideas presented through spoken words and sentences.

- Written Expression – The ability to communicate information and ideas in writing so others will understand.
- Special Recognition and Clarity – The ability to identify and understand the speech of another person and the ability to speak clearly so others can understand you.
- Near Vision – The ability to see details at close range (within a few feet of the observers).
- Problem Sensitivity – The ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.

ADDITIONAL NOTES

- Physical Requirements - This job requires 85% of the workday sitting at a desk with 15% of the time spent walking, bending, stooping, twisting, turning, and occasionally lifting weight under 25#.
- Eye-hand coordination is required for the use of calculators, computers, fax and copy machines.
- Reasonable accommodation consideration will be made for otherwise qualified individuals as defined by the Americans with Disability Act.
- Environmental Features – This position requires working indoors in environmentally controlled conditions. May require accepting criticism and dealing calmly and effectively with high stress situations.
- Therefore it is imperative to maintain composure, keeping emotions in check, controlling anger, and avoiding aggressive behavior even in very difficult situations.
- This position requires being open to change (positive or negative) and to considerable variety in the workplace.
- Able to work overtime, civil defense recall and occasional weekend and holidays as required.

Job Title:	Recreation Director		
Department/Group:	Recreation	Supervisor:	City Manager
Location:	Madeira Beach City Hall 300 Municipal Drive Madeira Beach, FL 33708		
Level/Salary Range:	$82,000 - $99,840	Position Type:	Full Time
HR Contact:		Date Posted:	
External Posting URL:	www.madeirabeachfl.gov	Posting Expires:	Open until filled

Applications Accepted By:	
FAX OR E-MAIL: (727) 399-1131 **OR** humanresources@madeirabeachfl.gov **Subject Line**: Recreation Director **Attention:** Recruiting or Human Resources Department	**MAIL:** City of Madeira Beach 300 Municipal Drive Madeira Beach, FL 33708

Job Description

ROLE AND RESPONSIBILITIES

Responsible for assisting in overseeing all things Recreation. Primary duties will be responsibility of managing the budget; programming/managing recreation database software; city-wide recreation programming and Child Services Division (which includes bus transportation coordination and County licensing duties). Responsibilities also include management of social media and City-wide brand management. Other duties will include, but not limited to, assisting in athletics, promotions, special events and liaison with outside consultants/promoters.

- Directs all departmental functions, i.e.: recreation, childcare services, parks/athletic field maintenance, cultural affairs programming and special events.
- Prepare and manage annual budget, developing internal control policies, guidelines, and procedures for activities such as budget administration, cash and credit management.
- Programs, manages and maintains recreation database software and trains staff, when needed.
- Manages the Child Services Division of the Recreation Department and ensures that appropriate staffing, training and paperwork are in accordance with Pinellas County Licensing Board (acts as liaison to the PCLB).
- Handles personnel issues, performance evaluations, purchasing procedures, etc.
- Assists in planning for future park improvements and recreation and cultural affairs activities and programs.
- Evaluates whether current programs are meeting the needs of the citizens and community.
- Attends and conducts meetings, gives oral presentations, prepares reports, maintains records.
- Coordinates capital improvement projects with other City departments.
- Reviews, analyzes and prepares departmental operating and capital budgets.
- Oversees Recreation's social media and overall "brand" management.
- Meets with citizens and outside organizations and answers and investigates complaints.
- Developing Objective and Strategies – Establishing long-range objectives and specifying the strategies and actions to achieve them.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

Graduation from an accredited four year college or university with a Bachelor's Degree in Recreation, Physical Education or a related field. Five (5) years progressively responsible experience in recreational administration with three (3) years in a supervisory role. A comparable amount of training, education or experience can be substituted for the minimum qualifications.

Possession of a valid Florida Driver's License, Class B, with "School Bus", "Passenger" and "Air Brake" endorsements. "Certified Parks and Recreation Professional" designation under NRPA desired, willing and able to attain professional certifications and licenses, when needed. (i.e.: DCF Child Care Director Credential, CDL Class B license and etc.)

PREFERRED SKILLS

- Knowledge of recreational programming, principles and procedures.
- Knowledge of modern personnel management practices.
- Knowledge of turf management and horticulture.
- Knowledge of park maintenance equipment and recreation equipment.
- Ability to motivate and lead subordinate staff.
- Ability to plan the most cost effective use of staff and equipment.
- Ability to develop innovative ways of generating revenues for parks, recreation and cultural arts facilities and programs.
- Skill in developing subordinate staff and holding them accountable to plan and carry out parks and recreation programs and cultural enhancements.
- Skill in use of a computer in a network environment for analysis and report development.

ADDITIONAL NOTES

- Works inside in an office environment and outside reviewing and supervising work.
- (Reasonable accommodations will be made for otherwise qualified individuals with a disability.)

Cover letters and resumes may be included but are not accepted in lieu of application form.

All applications will become public record under Florida law.

AA/EOE/DFWP

Reviewed By:		Date:	
Approved By:		Date:	
Last Updated By:		Date:	

Job Title:	Grounds Maintenance Worker I		
Department/Group:	Recreation	Supervisor:	Recreation Director
Location:	Madeira Beach City Hall 300 Municipal Drive Madeira Beach, FL 33708		
Level/Salary Range:	$15.00 - $20.66 hr.	Position Type:	Full Time
HR Contact:		Date Posted:	
External Posting URL:	www.madeirabeachfl.gov	Posting Expires:	

Applications Accepted By:	
FAX OR E-MAIL: (727) 399-1131 **OR** humanresources@madeirabeachfl.gov **Subject Line**: Grounds Maintenance Worker I **Attention:** Human Resources – Recruiting	**MAIL:** City of Madeira Beach 300 Municipal Drive Madeira Beach, FL 33708

Job Description

ROLE AND RESPONSIBILITIES

Under the direction of Grounds Maintenance Supervisor, this position is responsible for maintaining athletic fields, City grounds and parks and beautification efforts.

Description of the roles and responsibilities. Including:

- Works as a member of staff engaged in the maintenance, repair and improvement of parks, grounds, athletics fields and/or general park areas.
- Repairs and maintains athletic fields, park areas and buildings. Performs, as necessary, minor building, custodial, repair, and maintenance work.
- Mows, edges, blows, waters, weeds, aerates, and fertilizes designated athletic fields, parks and grounds.
- Operates and performs preventative maintenance and general repair of maintenance groundskeeping equipment including but not limited to, mowers, chain saws, tractors, small power equipment and similar equipment.
- Measures, lays out and lines athletic fields and courts to prescribed standards.
- Prepares fields and courts for play. Inspects for safety and maintenance needs. Completes appropriate inspections and maintenance paperwork.
- Helps repair pipes, sprinkler heads, and irrigation repairs as necessary.
- Collects trash, debris, and garbage as necessary.
- Other similar duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

- General knowledge of the methods, materials, and practices used in parks and grounds, golf course, clay/turf athletic field and courts, and general park area maintenance;
- General knowledge of the equipment used to maintain parks and grounds, golf course, clay/turf athletic fields or general park area and its safe operation;
- Ability to establish and maintain effective working relationships with associates, patrons, and the general public;
- Skilled in the operation of parks and grounds, golf course, clay/turf athletic fields and courts and general

park area maintenance equipment;
- General knowledge of the tools, materials, and equipment used in general maintenance work;
- General knowledge of safety precautions applicable to the duties of the class;
- Ability to understand and follow oral and written directions;
- Ability to use common hand tools;
- Ability to operate simple machinery; and
- Ability to perform manual labor for extended periods.
- Ability to compose and send e-mail and basic computer skills to prepare evaluations.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- Valid State of Florida driver's license.
- High school graduate or GED.
- Demonstrated ability to perform job duties listed, either through related experience or specialized course work.
- Skill in use of small hand and power tools, including mowers, edger's, weed eaters, weed diggers, shovels, rakes, brooms, blowers, pitchforks, hoses, chain saws and power pruners.
- Ability to work in adverse weather conditions.
- A working knowledge of safety precautions.
- Ability to work a flexible schedule that includes late nights and weekends.
- Ability to work occasional overtime and civil defense recall if required.

NOTE: Reasonable accommodation considerable will be made for otherwise qualified individuals with a disability.

Reviewed By:		Date:	
Approved By:		Date:	
Last Updated By:		Date:	

Job Title:	Recreation Bus Driver / Seasonal		
Department/Group:	Recreation Department	Supervisor:	Recreation Director
Location:	Madeira Beach City Hall 300 Municipal Drive Madeira Beach, FL 33708		
Level/Salary Range:	$9.50 – $12.00/hr.	Position Type:	Part-Time
HR Contact:	Karen Paulson	Date Posted:	
External Posting URL:	www.madeirabeachfl.gov	Posting Expires:	

Applications Accepted By:

FAX OR E-MAIL: (727) 399-1131 **OR** humanresources@madeirabeachfl.gov

Subject Line: Recreation Leader I

Attention: Human Resources – Recruiting

MAIL:

City of Madeira Beach
300 Municipal Drive
Madeira Beach, FL 33708

Job Description

ROLE AND RESPONSIBILITIES:

An employee in this class is responsible for driving a multi passenger vehicle (bus, van, minivan, etc.) to transport program participants safely from one location to another. Work is normally performed under the general supervision of a higher classified employee who issues written and oral instructions. Work is reviewed by the immediate supervisor; constant supervision is not necessary for routine and repetitive tasks.

- Completes a daily bus trip log, pre-trip and post trip inspections, accident/incident reports
- Performs weekly maintenance of bus including interior and exterior cleaning
- Operates a child safety alarm system, video surveillance system and passenger ADA ramp/lift
- May be required to work nights, weekends and holidays
- Performs related work as required.

QUALIFICATIONS AND EDUCATION REQUIREMENTS:

- High School Diploma or a G.E.D.
- Must possess a Pediatric CPR/First Aid certificate or obtain within 90 days of employment
- Must possess a current and valid State of Florida CDL-B Driver's License with School Bus and Passenger endorsement
- Must maintain an acceptable driving record
- Must pass a medical examination for commercial driver fitness
- Must pass a fingerprinting/background screening process prior to employment
- Ability to inspect and properly use a fire extinguisher
- Completes all licensing in-service training sessions and maintain current licensing requirements for file

ADDITIONAL NOTES:
Reasonable accommodation consideration will be given to otherwise qualified individuals with a disability.

Reviewed By:		Date:	
Approved By:		Date:	
Last Updated By:		Date:	

Job Title:	**Recreation Leader I**		
Department/Group:	Recreation Department	**Supervisor:**	Recreation Director
Location:	Madeira Beach City Hall 300 Municipal Drive Madeira Beach, FL 33708		
Level/Salary Range:	$10.21 - $17.46 hr.	**Position Type:**	Part-Time
HR Contact:		**Date Posted:**	
External Posting URL:	www.madeirabeachfl.gov	**Posting Expires:**	Open until filled

Applications Accepted By:

FAX OR E-MAIL: (727) 399-1131 **OR** humanresources@madeirabeachfl.gov

Subject Line: Recreation Leader I

Attention: Human Resources – Recruiting

MAIL:

City of Madeira Beach
300 Municipal Drive
Madeira Beach, FL 33708

Job Description

ROLE AND RESPONSIBILITIES:

Under the direct supervision of the Recreation Director the Recreation Leader I monitors participants involved in recreation programs.

- Attending work as scheduled
- Registering participants for programs, maintaining all necessary information on each participant.
- Monitoring groups of participants in both indoor and outdoor settings.
- Maintaining a safe recreational environment.
- Teaching skills of various games and sports, such as dodge ball, hockey, tennis, baseball, football, soccer, etc.
- Providing information, in person and on the telephone, regarding the Recreation Department's programs.
- Representing the City to program participants, their families, and City residents.
- Cleaning up activity area, making sure all supplies and equipment are returned to their proper place.
- Maintaining a clean recreation area, both in the building and on the grounds.

QUALIFICATIONS AND EDUCATION REQUIREMENTS:

- Valid State of Florida driver's license.
- Graduation from High School or GED equivalent; course work in early childhood education/recreation or teaching preferred.
- Demonstrated ability to perform job duties listed, either through related experience or specialized course work.
- Previous experience with recreation or childcare.
- Able to work flexible part-time hours, including days, evenings, weekends, and holidays and occasional overtime as required.
- Working knowledge of safety precautions and first aid.
- Must have or able to get CPR certification within 60 days.
- Must meet all applicable state licensing requirements.

ENVIRONMENTAL CONDITIONS

Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, and extreme temperature.

ADA COMPLIANCE

The City of Madeira Beach, Florida is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, and will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the employer.

THE STATEMENTS NOTED ABOVE ARE INTENDED TO DESCRIBE THE GENERAL NATURE AND LEVEL OF WORK BEING PERFORMED AND ARE NOT TO BE CONSTRUED AS A COMPREHENSIVE LIST OF RESPONSIBILITIES, DUTIES AND SKILLS REQUIRED. THESE STATEMENTS ARE SUBJECT TO CHANGE AT THE DISCRETION OF THE EMPLOYER

Cover letters and resumes may be included but are not accepted in lieu of application form.

All applications will become public record under Florida law.

AA/EOE/DFWP

Job Title:	**Recreation Leader II**		
Department/Group:	Recreation	**Supervisor:**	Recreation Director
Location:	Madeira Beach City Hall 300 Municipal Drive Madeira Beach, FL 33708		
Level/Salary Range:	$11.50 - $20.50 per hour	**Position Type:**	Full-Time
HR Contact:		**Date Posted:**	
External Posting URL:	www.madeirabeachfl.gov	**Posting Expires:**	Open Until Filled

Applications Accepted By:

FAX OR E-MAIL: (727) 399-1131 **OR** humanresources@madeirabeachfl.gov **Subject Line**: Rec. Leader II **Attention:** Human Resources – Recruiting	**MAIL:** City of Madeira Beach 300 Municipal Drive Madeira Beach, FL 33708

Job Description

Position Overview: Under the direction of the Recreation Director, project leader of facility rentals (weddings, parties, etc.), assist in special event coordination, assist in developing senior and fitness programs and work as needed as an after care and summer camp counselor. Weekend availability is a **MUST.**

Role and Responsibilities: Keep meticulous scheduling and financial records and act as the City's representative for facility rentals and events. Assist in producing monthly schedules, interviewing instructors and growing Fitness programming.

Description of the roles and responsibilities:

- Attending work as scheduled.
- Registering participants for fitness programs and maintaining all necessary information on each participant.
- Interview potential Fitness Instructors.
- Project leader for Event and Facility Rentals.
- Obtain all necessary Recreation Certifications as determined by the Director.
- Ensuring that all applicable licensing requirements are met.
- Planning, scheduling and coordinating Senior trips and activities.
- Collecting fees and maintaining records of payment for facility rentals.
- Scheduling appropriate staff for all activities.
- Notifying all necessary parties about recreation activities and schedules/reschedules.
- Representing the City to program participants, their families, and City residents.
- Must be available to work weekends when necessary.
- Other similar duties as assigned.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- Valid State of Florida driver's license.
- Graduation from High School or GED equivalent required; College degree in event Planning and /or Recreation preferred.

- Demonstrated ability to perform job duties listed, either through related experience or specialized course work.
- Previous experience with recreation programs.
- Must be bondable.
- Able to work flexible hours, including days, evenings, weekends, and holidays and occasional overtime as required.
- Working knowledge of safety precautions and first aid.
- Must have or able to get CPR certification within 60 days.
- Must meet all applicable state licensing requirements.

NOTE: Reasonable accommodation considerable will be made for otherwise qualified individuals with a disability.

[Type any additional notes if needed.]

Reviewed By:		Date:	
Approved By:		Date:	
Last Updated By:		Date:	

Job Title:	**Recreation Leader III**		
Department/Group:	Recreation	**Supervisor:**	Recreation Director
Location:	Madeira Beach City Hall 300 Municipal Drive Madeira Beach, FL 33708		
Level/Salary Range:	$17.00 - $27.00 hour	**Position Type:**	Full-Time
HR Contact:		**Date Posted:**	
External Posting URL:	www.madeirabeachfl.gov	**Posting Expires:**	Open Until Filled
Applications Accepted By:			
FAX OR E-MAIL: (727) 399-1131 **OR** humanresources@madeirabeachfl.gov **Subject Line**: Recreation Leader III **Attention:** Human Resources – Recruiting		**MAIL:** City of Madeira Beach 300 Municipal Drive Madeira Beach, FL 33708	

Job Description

ROLES AND RESPONSIBILITIES:

Under the direction of the Recreation Director, responsible work, in a lead capacity, involving a variety of recreation activities at a recreation facility and/or adjacent grounds. Assignments may require evening and weekend hours.

- Greets Recreation Center guests and maintains records of specialized classes and attendance; also collects and receipts money for recreation activities and rentals.
- Assists in the organization of athletic leagues which would include scheduling, hiring of officials, registration, etc.
- Assists in the day-to-day operations of the After-School Care Program as needed and helps coordinate recreation programs for youth, which may include day camps.
- Assists in the planning and carrying out of special events and activities.
- Assists in coordinating marketing and promotional activities year-round.
- Conducts research to improve programs and operations.
- Assists with ballfield maintenance, grounds maintenance for City Centre, ROC park and maintenance of all recreation facilities.
- Oversees the use of all equipment and inventory items used in programs.
- Plans, organizes and implements one or more recreational activities of a specialized nature as assigned.
- Performs related work as required.

(Essential job functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class).

MINIMUM QUALIFICATIONS AND REQUIREMENTS

- Knowledge of the principles and practices used in organizing and directing play and recreation activities.
- Knowledge of rules and regulations governing various competitive athletic games.
- Ability to establish and maintain effective working relationships with employees and general public.

- Ability to lead subordinates and volunteers effectively.
- Ability to work effectively with children and young adults.
- Ability to operate a PC in a networked environment.
- Must be able to work within a flexible schedule, which may include flexing hours to work nights and weekends

(A comparable amount of training or experience may be substituted for the minimum qualifications.)

EDUCATION AND EXPERIENCE

- Bachelor's Degree in Parks and Recreation or closely related field preferred.
- One (1) year previous experience relating to recreation program/special event coordination.
- Must possess and maintain a valid Florida Driver's License.
- Must possess and maintain CPR / First Aide certification.
- Must possess and maintain a valid CDL, class B, Driver's License with School Bus Endorsement (or be able to obtain CDL within first 6 months of hire.
- Must be able to pass a Level II Background Check.
- Must possess and maintain DCF Florida Child Care Staff Credential (or be able to obtain Credential within first year of hire).

ESSENTIAL PHYSICAL SKILLS

- Acceptable eyesight and hearing.
- Ability to communicate both orally and in writing.
- Moderate (15 to 44 pounds) lifting and carrying.
- Walking, bending, kneeling, stooping, physical agility.
- Work inside in an office environment and outside in a playground and athletic fields environment, sometimes in extreme heat.

ADA COMPLIANCE

The City of Madeira Beach, Florida is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, and will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the employer.

The statements noted above are intended to describe the general nature and level of work being performed and are not to be construed as a comprehensive list of responsibilities, duties and skills required. These statements are subject to change at the discretion of the employer.

Reviewed By:		Date:	
Approved By:		Date:	
Last Updated By:		Date:	

Job Title:	**Recreation Supervisor**		
Department/Group:	Recreation	**Supervisor:**	Recreation Director
Location:	Madeira Beach City Hall 300 Municipal Drive Madeira Beach, FL 33708		
Level/Salary Range:	$17.46 hr. - $27.50 hr.	**Position Type:**	Full-Time
HR Contact:		**Date Posted:**	
External Posting URL:	www.madeirabeachfl.gov	**Posting Expires:**	Open Until Filled

Applications Accepted By:

FAX OR E-MAIL: (727) 399-1131 **OR**
humanresources@madeirabeachfl.gov
Subject Line: Recreation Supervisor
Attention: Human Resources – Recruiting

MAIL:
City of Madeira Beach
300 Municipal Drive
Madeira Beach, FL 33708

Job Description

ROLES AND RESPONSIBILITIES:
Under the direction of the Recreation Director, responsible work in a lead capacity as the child care director for the recreation afterschool program.

- Maintain Licensing standards set forth by Pinellas County Licensing Board and the State of Florida.
- Responsible for the daily operations of the child care center, including child safety and accountable for student care.
- Manages a staff of counselors, interviewing and recommending hires.
- Provide staff training for all required licensing.
- Review all student enrollment records to make sure they are filled out correctly.
- Keep accurate records of child care attendance as required by PCLS and the State of Florida.
- Responsible for maintaining current staff files, making sure they are up to date and training are completed and recorded in their file as required by the PCLB and the State of Florida.
- Manage staff attendance and schedules so be sure the proper number of counselors are on-site at all times based on required licensing ratios.
- Manage annual budget for child care and summer camp.
- Purchase supplies, equipment and reconcile credit card purchases monthly.
- Responsible to calculate account balances, record payments, prepare deposits and mail invoices.
- Able to assist with specialized classes and attendance; also collects and receipts money for recreation activities, afterschool care and rentals.
- Direct the daily activities for the afterschool program and coordinates all recreation programs for summer youth camps.
- Assists in the planning and carrying out of special events and activities.
- Assists in coordinating marketing and promotional activities year-round.
- Conducts research to improve programs and operations.
- Oversees the use of all equipment, inventory and cleaning and maintenance of items used in programs.
- Required to be available at all times the child care facility is in operation.

MINIMUM QUALIFICATIONS AND REQUIREMENTS

- High School Diploma or GED, and hold a valid Florida Driver's License.
- Knowledge of the principles and practices used in organizing and directing play and recreation activities.
- Knowledge of rules and regulations governing afterschool care programs.
- Ability to establish and maintain effective working relationships with employees and general public.
- Ability to supervise subordinates and volunteers effectively.
- Ability to work effectively with children and young adults.
- Must possess and become CPR / First Aide certified.
- Must be able to work within a flexible schedule.

EDUCATION AND EXPERIENCE

- Associate's Degree required.
- Bachelor's Degree in Parks and Recreation or closely related field preferred.
- Must possess and maintain DCF Florida Child Care Staff Credentials (or be able to obtain Credential within first year of hire).
- Must possess and maintain a valid CDL, class B, Driver's License with School Bus Endorsement (or be able to obtain CDL within first 6 months of hire.
- Must be able to pass a Level II Background Check.

ESSENTIAL PHYSICAL SKILLS

- Acceptable eyesight and hearing.
- Ability to communicate both orally and in writing.
- Moderate (15 to 44 pounds) lifting and carrying.
- Walking, bending, kneeling, stooping and have overall physical agility.
- Work inside in an office environment and outside in a playground and athletic fields environment, sometimes in extreme heat.

ADA COMPLIANCE

The City of Madeira Beach, Florida is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, and will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the employer.

The statements noted above are intended to describe the general nature and level of work being performed and are not to be construed as a comprehensive list of responsibilities, duties and skills required. These statements are subject to change at the discretion of the employer.

Reviewed By:		Date:	
Approved By:		Date:	
Last Updated By:		Date:	

Job Title:	Mechanic		
Department/Group:	Central Services	Supervisor:	Public Works Director
Location:	Madeira Beach City Hall 300 Municipal Drive Madeira Beach, FL 33708		
Level/Salary Range:		Position Type:	Part Time
HR Contact:		Date Posted:	
External Posting URL:	www.madeirabeachfl.gov	Posting Expires:	

Applications Accepted By:

FAX OR E-MAIL: (727) 399-1131 **OR** humanresources@madeirabeachfl.gov

Subject Line: Sanitation Mechanic

Attention: Recruiting or Human Resources Department

MAIL:

City of Madeira Beach
300 Municipal Drive
Madeira Beach, FL 33708

Job Description

ROLE AND RESPONSIBILITIES

Under the limited supervision of the Community Services Director, the Mechanic is responsible for maintaining City vehicles and equipment.

- Attending work as scheduled.
- Examine vehicles to determine extent of damage or malfunctions.
- Test drive vehicles, and test components and systems, using equipment such as infrared engine analyzers, compression gauges, and computerized diagnostic devices.
- Repair, reline, replace, and adjust brakes.
- Review work orders and discuss work with supervisors.
- Follow checklists to ensure all important parts are examined, including belts, hoses, steering systems, spark plugs, brake and fuel systems, wheel bearings, and other potentially troublesome areas.
- Plan work procedures, using charts, technical manuals, and experience.
- Test and adjust repaired systems to meet manufacturers' performance specifications.
- Confer with staff to obtain descriptions of vehicle problems, and to discuss work to be performed and/or future repair requirements.
- Perform routine and scheduled maintenance services such as oil changes, lubrications, and tune-ups.
- Disassemble units and inspect parts for wear, using micrometers, calipers, and gauges.
- Other duties as assigned.
- Performing General Physical Activities – Performing physical activities that require considerable use of your arms and legs and moving your whole body, such as climbing, lifting, balancing, walking, stooping, and handling of materials.
- Repairing and Maintaining Mechanical Equipment — Servicing, repairing, adjusting, and testing machines, devices, moving parts, and equipment that operate primarily on the basis of mechanical (not electronic) principles.
- Making Decisions and Solving Problems — analyzing information and evaluating results to choose the best solution and solve problems.
- Getting Information — observing, receiving, and otherwise obtaining information from all relevant sources.

- Identifying Objects, Actions, and Events — identifying information by categorizing, estimating, recognizing differences or similarities, and detecting changes in circumstances or events.
- Updating and Using Relevant Knowledge — Keeping up-to-date technically and applying new knowledge to your job.
- Inspecting Equipment, Structures, or Material — Inspecting equipment, structures, or materials to identify the cause of errors or other problems or defects.
- Analyzing Data or Information — Identifying the underlying principles, reasons, or facts of information by breaking down information or data into separate parts.
- Operating Vehicles, Mechanized Devices, or Equipment — Running, maneuvering, navigating, or driving vehicles or mechanized equipment, such as forklifts, passenger vehicles, aircraft, or water craft.
- Processing Information — Compiling, coding, categorizing, calculating, tabulating, auditing, or verifying information or data
- Handling and Moving Objects – Using hands and arms in handling, installing, positioning, and moving materials, and manipulating things.
- Operating Vehicles, Mechanized Devices, or Equipment - Running, maneuvering, navigating, or driving vehicles or mechanized equipment, such as forklifts, passenger vehicles, riding lawnmowers, etc.
- Communicating with Supervisors, Peers, or Subordinates – Providing information to supervisors co-workers, and subordinates by telephone, in written form, e-mail, or in person.
- Monitor Processes, Materials, or Surroundings – Monitoring and reviewing information from materials, events, or the environment, to detect or assess problems.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

Skill in operation of heavy equipment, power tools and small hand tools. Demonstrated ability to perform job duties listed, either through related experience or specialized course work. A high school diploma or GED required. Previous experience preferred.

Individuals working primarily in stormwater will be required to obtain a Class "C" (stormwater Field Technician) within one year or as school schedule permits. The applicant must possess valid Florida Commercial Drivers License.

PREFERRED SKILLS

Knowledge

- Mechanical – Knowledge of machines and tools, including their designs, uses, repair, and maintenance.
- Computers and Electronics — Knowledge of circuit boards, processors, chips, electronic equipment, and computer hardware and software, including applications and programming.
- Customer and Personal Service — Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- Education and Training — Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.

Abilities

- Oral Expression and Comprehension – The ability to communicate information and ideas in speaking so others will understand and the ability to listen to and understand information and ideas presented through spoken words and sentences.
- Problem Sensitivity — the ability to tell when something is wrong or is likely to go wrong. It does not

involve solving the problem, only recognizing there is a problem.

- Deductive Reasoning — the ability to apply general rules to specific problems to produce answers that make sense.
- Inductive Reasoning — the ability to combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events).
- Information ordering — The ability to arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations).
- Arm-Hand Steadiness — The ability to keep your hand and arm steady while moving your arm or while holding your arm and hand in one position.
- Near Vision — The ability to see details at close range (within a few feet of the observer).
- Flexibility of Closure — The ability to identify or detect a known pattern (a figure, object, word, or sound) that is hidden in other distracting material.
- Manual Dexterity — The ability to quickly move your hand, your hand together with your arm, or your two hands to grasp, manipulate, or assemble objects.
- Control Precision — the ability to quickly and repeatedly adjust the controls of a machine or a vehicle to exact positions.
- Finger Dexterity — The ability to make precisely coordinated movements of the fingers of one or both hands to grasp, manipulate, or assemble very small objects.
- Speech Clarity – The ability to speak clearly so others can understand you.
- Static Strength – The ability to exert maximum muscle force to life, push, pull or carry objects over 25 lbs.

ADDITIONAL NOTES

[Type any additional notes if needed.]

Reviewed By:		Date:	
Approved By:		Date:	
Last Updated By:		Date:	

Job Title:	Sanitation Supervisor		
Department/Group:	Central Services	Supervisor:	Public Works Director
Location:	Madeira Beach City Hall 300 Municipal Drive Madeira Beach, FL 33708		
Level/Salary Range:		Position Type:	Full Time
HR Contact:		Date Posted:	
External Posting URL:	www.madeirabeachfl.gov	Posting Expires:	

Applications Accepted By:	
FAX OR E-MAIL: (727) 399-1131 **OR** humanresources@madeirabeachfl.gov **Subject Line**: Sanitation Supervisor **Attention:** Recruiting or Human Resources Department	**MAIL:** City of Madeira Beach 300 Municipal Drive Madeira Beach, FL 33708

Job Description

ROLE AND RESPONSIBILITIES

Under the limited supervision of the Central Services Director, the Sanitation Supervisor is responsible for the planning and coordination of the sanitation department to include residential and commercial customers. The Sanitation Supervisor may act as a Sanitation Driver when vacancies require.

- Attending work as scheduled.
- Assists with preparing the budget for the Sanitation Department.
- Directs and assists workers on work to be performed.
- Observes ongoing work to ascertain if work is being performed according to instructions.
- Participates in the recruitment and selection of sanitation workers.
- Performs annual evaluations per City practice.
- Dismounts garbage trucks to collect garbage and mounts trucks to ride to the next collection point.
- Emptying residential trash receptacles into garbage packer by hand.
- Carrying beach trash receptacles to garbage packer and emptying by hand.
- Clearing obstructions and pick up and disposing of refuse and debris by hand.
- Loading and unloading metal debris by hand for scrap.
- Operate automated or semi-automated hoisting devised that raise refuse bins and dump contents into openings in truck bodies.
- Operate equipment that compresses the collected refuse.
- Picking up brush and tree trimmings by hand and loading into truck.
- Steam cleaning and sanitizing receptacles.
- Placing and picking up trash receptacles, including commercial sites.
- Picking up and disposing of dead animals.
- Other duties as assigned.
- Performing General Physical Activities – Performing physical activities that require considerable use of your arms and legs and moving your whole body, such as climbing, lifting, balancing, walking, stooping, and handling of materials.
- Handling and Moving Objects – Using hands and arms in handling, installing, positioning, and moving materials, and manipulating things.

- Scheduling Work and Activities – Scheduling events, programs, and activities, as well as the work of others.
- Establishing and Maintaining Interpersonal Relationships - Developing constructive and cooperative working relationships with others, and maintaining hem over time.
- Communicating with Supervisors, Peers, or Subordinates – Providing information to supervisors co-workers, and subordinates by telephone, in written form, e-mail, or in person.
- Getting Information – Observing, receiving, and otherwise obtaining information from all relevant sources. Identifying information by categorizing, estimating, recognizing differences or similarities, and detecting changes in circumstances or events.
- Resolving Conflicts and Negotiating with Others– Handling complaints, settling disputes, and resolving grievances and conflicts, or otherwise negotiating with others.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

Previous sanitation experience and a high school diploma or GED is required. This position also requires a valid Florida Commercial Driver's License.

PREFERRED SKILLS

Knowledge

- Transportation – Knowledge of principles for personal safety during transport of refuse along established route of collection sites.
- Administration and Management – Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.

Skills

- Operation and Control – Controlling the operations of equipment or systems.
- Active Listening – Giving full attention to what other people are saying taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Speaking – Talking to others to convey information effectively.
- Instructing – Teaching others how to do something.
- Judgment and Decision Making – Considering the relatives costs and benefits of potential actions to choose the most appropriate one.
- Time Management – Managing one's own time and the time of others.

Abilities

- Oral Expression and Comprehension – The ability to communicate information and ideas in speaking so others will understand and the ability to listen to and understand information and ideas presented through spoken words and sentences.
- Speech Clarity – The ability to speak clearly so others can understand you.
- Static Strength – The ability to exert maximum muscle force to life, push, pull, or carry objects in excess of 50 lbs.

ADDITIONAL NOTES

- Physical Requirements - This job requires the majority of the workday spent driving; bending, stooping, twisting, turning, and regularly lifting weight over 50#.
- Eye-Hand Coordination – Eye-Hand coordination is required for the use of machinery.

- Environmental Features – This position requires working outdoors assignments during temperate weather conditions or during extreme heat or cold.
- May require accepting criticism and dealing calmly and effectively with high stress situations.
- Therefore it is imperative to maintain composure, keeping emotions in check, controlling anger, and avoiding aggressive behavior even in very difficult situations.
- This position requires being open to change (positive or negative) and to considerable variety in the workplace.
- Able to work overtime, civil defense recall and occasional weekend and holidays as required.

Reviewed By:		Date:	
Approved By:		Date:	
Last Updated By:		Date:	

Job Title:	Sanitation Worker		
Department/Group:	Sanitation	Supervisor:	Sanitation Supervisor
Location:	Madeira Beach City Hall 300 Municipal Drive Madeira Beach, FL 33708		
Level/Salary Range:	$9.50 - $12.50 hour	Position Type:	Full Time
HR Contact:	HR/Financial Coordinator	Date Posted:	8/05/2020
External Posting URL:	www.madeirabeachfl.gov	Posting Expires:	8/21/2020

Applications Accepted By:	
FAX OR E-MAIL: (727) 399-1131 **OR** humanresources@madeirabeachfl.gov **Subject Line**: Sanitation Worker I **Attention:** Recruiting or Human Resources Department	**MAIL:** City of Madeira Beach 300 Municipal Drive Madeira Beach, FL 33708

Job Description

ROLE AND RESPONSIBILITIES

Under the supervision of the Sanitation Supervisor, The Sanitation Worker/Driver I is responsible for the collection of residential and commercial trash, beach refuse, brush, and other debris. Provides information for residents as required. Trash collection and disposal, recycling of metal, clearing obstructions. May be required to operate heavy equipment, including driving the garbage packer.

- Attending work as scheduled.
- Dismounts garbage trucks to collect garbage and mounts trucks to ride to the next collection point.
- Emptying residential trash receptacles into garbage packer by hand.
- Carrying beach trash receptacles to garbage packer and emptying by hand.
- Clearing obstructions and pick up and disposing of refuse and debris by hand.
- Loading and unloading metal debris by hand for scrap.
- Operate automated or semi-automated hoisting devised that raise refuse bins and dump contents into openings in truck bodies.
- Operate equipment that compresses the collected refuse.
- Picking up brush and tree trimmings by hand and loading into truck.
- Steam cleaning and sanitizing receptacles.
- Placing and picking up trash receptacles, including commercial sites.
- Picking up and disposing of dead animals.
- Cleaning interiors and exteriors of vehicles, cleaning Public Works garage area and grounds around building.
- Communicating with Supervisors, Peers, or Subordinates – Providing information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person.
- Other duties as assigned

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- Valid State of Florida driver's license, Class B commercial driver's license (CDL) preferred.
- A high school diploma or GED is required.

ABILITIES

- Oral Expression and Comprehension – The ability to communicate information and ideas in speaking so others will understand and the ability to listen to and understand information and ideas presented through spoken words and sentences.
- Static Strength – The ability to exert maximum muscle force to lift, push, pull, or carry objects in excess of 50 lbs.
- Physical Requirements - This job requires the majority of the workday spent driving, bending, stooping, twisting, turning, and regularly lifting weight over 50#.
- Eye-Hand Coordination – Eye-Hand coordination is required for the use of machinery.
- Environmental Features – This position requires working outdoors assignments during temperate weather conditions or during extreme heat or cold.
- Ability to work with various odors and materials.
- May require accepting criticism and dealing calmly and effectively with high stress situations.
- Able to work overtime, civil defense recall and occasional weekend and holidays as required

NOTE: Reasonable accommodation considerable will be made for otherwise qualified individuals with a disability.

Cover letters and resumes may be included but are not accepted in lieu of application form.

All applications will become public record under Florida law.

AA/EOE/DFWP

Submit complete application for employment to: **Karen Paulson, Human Resources Coordinator**

Job Title:	Sanitation Worker I		
Department/Group:	Sanitation	Supervisor:	Sanitation Supervisor
Location:	Madeira Beach City Hall 300 Municipal Drive Madeira Beach, FL 33708		
Level/Salary Range:	$9.50 - $12.50 hour	Position Type:	Full Time
HR Contact:	HR/Financial Coordinator	Date Posted:	8/05/2020
External Posting URL:	www.madeirabeachfl.gov	Posting Expires:	8/21/2020

Applications Accepted By:

FAX OR E-MAIL: (727) 399-1131 **OR** humanresources@madeirabeachfl.gov **Subject Line**: Sanitation Worker I **Attention:** Recruiting or Human Resources Department	**MAIL:** City of Madeira Beach 300 Municipal Drive Madeira Beach, FL 33708

Job Description

ROLE AND RESPONSIBILITIES

Under the supervision of the Sanitation Supervisor, The Sanitation Worker/Driver I is responsible for the collection of residential and commercial trash, beach refuse, brush, and other debris. Provides information for residents as required. Trash collection and disposal, recycling of metal, clearing obstructions. May be required to operate heavy equipment, including driving the garbage packer.

- Attending work as scheduled.
- Dismounts garbage trucks to collect garbage and mounts trucks to ride to the next collection point.
- Emptying residential trash receptacles into garbage packer by hand.
- Carrying beach trash receptacles to garbage packer and emptying by hand.
- Clearing obstructions and pick up and disposing of refuse and debris by hand.
- Loading and unloading metal debris by hand for scrap.
- Operate automated or semi-automated hoisting devised that raise refuse bins and dump contents into openings in truck bodies.
- Operate equipment that compresses the collected refuse.
- Picking up brush and tree trimmings by hand and loading into truck.
- Steam cleaning and sanitizing receptacles.
- Placing and picking up trash receptacles, including commercial sites.
- Picking up and disposing of dead animals.
- Cleaning interiors and exteriors of vehicles, cleaning Public Works garage area and grounds around building.
- Communicating with Supervisors, Peers, or Subordinates – Providing information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person.
- Other duties as assigned

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- Valid State of Florida driver's license, Class B commercial driver's license (CDL) preferred.
- A high school diploma or GED is required.

ABILITIES

- Oral Expression and Comprehension – The ability to communicate information and ideas in speaking so others will understand and the ability to listen to and understand information and ideas presented through spoken words and sentences.
- Static Strength – The ability to exert maximum muscle force to lift, push, pull, or carry objects in excess of 50 lbs.
- Physical Requirements - This job requires the majority of the workday spent driving, bending, stooping, twisting, turning, and regularly lifting weight over 50#.
- Eye-Hand Coordination – Eye-Hand coordination is required for the use of machinery.
- Environmental Features – This position requires working outdoors assignments during temperate weather conditions or during extreme heat or cold.
- Ability to work with various odors and materials.
- May require accepting criticism and dealing calmly and effectively with high stress situations.
- Able to work overtime, civil defense recall and occasional weekend and holidays as required

NOTE: Reasonable accommodation considerable will be made for otherwise qualified individuals with a disability.

Cover letters and resumes may be included but are not accepted in lieu of application form.

All applications will become public record under Florida law.

AA/EOE/DFWP

Submit complete application for employment to: **Karen Paulson, Human Resources Coordinator**

Job Title:	Sanitation Worker II		
Department/Group:	Sanitation	Supervisor:	Sanitation Supervisor
Location:	Madeira Beach City Hall 300 Municipal Drive Madeira Beach, FL 33708		
Level/Salary Range:	$11.50 - $20.50 hour	Position Type:	Full Time
HR Contact:		Date Posted:	8/19/2019
External Posting URL:	www.madeirabeachfl.gov	Posting Expires:	Open until filled

Applications Accepted By:

FAX OR E-MAIL: (727) 399-1131 **OR** humanresources@madeirabeachfl.gov **Subject Line**: Sanitation Worker II **Attention:** Recruiting or Human Resources Department	**MAIL:** City of Madeira Beach 300 Municipal Drive Madeira Beach, FL 33708

Job Description

ROLE AND RESPONSIBILITIES

Under the supervision of the Sanitation Supervisor, The Sanitation Worker/Driver Ii is responsible for the collection of residential and commercial trash, beach refuse, brush, and other debris. Provides information for residents as required. Trash collection and disposal, recycling of metal, clearing obstructions, operate heavy equipment, including driving the garbage packer.

- Fills in as back-up driver as needed.
- Attending work as scheduled.
- Dismounts garbage trucks to collect garbage and mounts trucks to ride to the next collection point.
- Emptying residential trash receptacles into garbage packer by hand.
- Carrying beach trash receptacles to garbage packer and emptying by hand.
- Clearing obstructions and pick up and disposing of refuse and debris by hand.
- Loading and unloading metal debris by hand for scrap.
- Operate automated or semi-automated hoisting devised that raise refuse bins and dump contents into openings in truck bodies.
- Operate equipment that compresses the collected refuse.
- Picking up brush and tree trimmings by hand and loading into truck.
- Steam cleaning and sanitizing receptacles.
- Placing and picking up trash receptacles, including commercial sites.
- Picking up and disposing of dead animals.
- Cleaning interiors and exteriors of vehicles, cleaning Public Works garage area and grounds around building.
- Communicating with Supervisors, Peers, or Subordinates – Providing information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person.
- Other duties as assigned

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- Valid State of Florida Class B commercial driver's license (CDL).
- A high school diploma or GED is required.

ABILITIES

- Oral Expression and Comprehension – The ability to communicate information and ideas in speaking so others will understand and the ability to listen to and understand information and ideas presented through spoken words and sentences.
- Static Strength – The ability to exert maximum muscle force to lift, push, pull, or carry objects in excess of 50 lbs.
- Physical Requirements - This job requires the majority of the workday spent driving, bending, stooping, twisting, turning, and regularly lifting weight over 50#.
- Eye-Hand Coordination – Eye-Hand coordination is required for the use of machinery.
- Environmental Features – This position requires working outdoors assignments during temperate weather conditions or during extreme heat or cold.
- Ability to work with various odors and materials.
- May require accepting criticism and dealing calmly and effectively with high stress situations.
- Able to work overtime, civil defense recall and occasional weekend and holidays as required

ADA COMPLIANCE*:*

The City of Madeira Beach, Florida is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, and will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

The statements noted above are intended to describe the general nature and level of work being performed and are not to be construed as a comprehensive list of responsibilities, duties and skills required. These statements are subject to change at the discretion of the employer.

NOTE:

Reasonable accommodation considerable will be made for otherwise qualified individuals with a disability.

Cover letters and resumes may be included but are not accepted in lieu of application form.

All applications will become public record under Florida law.

AA/EOE/DFWP

Submit complete application for employment to: **Karen Paulson, Human Resources Coordinator**

Job Title:	Senior Administrative Assistant		
Department/Group:	Marina / Public Works	Supervisor:	Marina/Public Works Director
Location:	Madeira Beach City Hall 300 Municipal Drive Madeira Beach, FL 33708		
Level/Salary Range:		Position Type:	Full Time
HR Contact:		Date Posted:	
External Posting URL:	www.madeirabeachfl.gov	Posting Expires:	

Applications Accepted By:	
FAX OR E-MAIL: (727) 391-9951 **OR** humanresources@madeirabeachfl.gov **Subject Line**: Assistant to the Public Works Director **Attention:** Recruiting or Human Resources Department	**MAIL:** City of Madeira Beach 300 Municipal Drive Madeira Beach, FL 33708

Job Description

ROLE AND RESPONSIBILITIES

Under the direction of respective Department Director or designee, the Administrative Assistant provides clerical support to the respective City Department.

- Attends work as scheduled.
- Answers multi-line telephone, routing calls, retrieving/taking and distributing messages, coordinating meetings and other activities.
- Provides information and assistance to residents and other members of the public.
- Word processing of correspondence, forms, documents, reports and similar text.
- Enters data into complex specialized software programs and generating reports.
- Files correspondence, forms, documents, reports, purchase orders and other miscellaneous documents.
- Implements department decisions within established parameters.
- Records and types minutes of meetings as required.
- Orders, researches, and obtains quotes and inventories supplies and equipment; prepares purchase orders for Department Director approval.
- Reviews invoices for receipt of goods and services and verifying appropriate charges.
- Sorts and distributes incoming mail and preparing outgoing mail.
- Maintains various administrative records in compliance with records retention requirements.
- Performs complex secretarial tasks in an independent nature.
- Performs tasks in a confidential manner when necessary or requested (i.e. HIPPA).
- Archives inactive records.
- Provides coverage or
- Back-up for the front desk and switchboard as required.
- moved to the end of the roles and responsibilities
- Interacting with Computers – Using computers and computer systems (including hardware and software) to set up functions, enter data and process information.
- Getting Information – Observing, receiving, and otherwise obtaining information from all relevant sources.

- Performing Administrative Work– Performing day-to-day administrative tasks such as maintaining information files and processing paperwork.
- Getting and Processing Information – Observing, receiving, and otherwise obtaining information from all relevant sources. Compiling, coding, categorizing, calculating, tabulating, auditing, or verifying information or data.
- Documenting/Recording Information – Entering, transcribing, recording, storing, or maintaining information in written or electronic/magnetic form.
- Organizing, Planning, and Prioritizing Work – Developing specific goals and plans to prioritize, organize, and accomplish our work.
- Establishing and Maintaining Interpersonal Relationships – Developing constructive and cooperative work relationships with others and maintaining them over time.
- Communicating with Supervisors, Peers, or Subordinates – Providing information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person.
- Communicating with Persons Outside the Organization – Communicating with people outside the organization, representing the City to customers, the public, other government entities, and other external sources. This information can be exchanged in person, in writing, or by telephone or e-mail.
- Other duties as assigned.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

Previous experience as administrative assistant or senior clerical with at least two years experience in position of responsibility. The applicant must have demonstrated the ability to perform job functions listed, either through related experience or specialized training. A high school graduate (or GED equivalent) with course work in word processing and related office procedures is required.

PREFERRED SKILLS

- Clerical - Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, designing forms and other office procedures and terminology.
- Customer and Personal Service – Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- English Language – Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
- Computer and Electronics – Knowledge of software including applications. Knowledge of fax machines, postage machines, and copiers.

ADDITIONAL NOTES

Reviewed By:		Date:	
Approved By:		Date:	
Last Updated By:		Date:	

Job Title:	Senior Marina Attendant		
Department/Group:	Marina	Supervisor:	Marina Manager
Location:	Madeira Beach City Hall 300 Municipal Drive Madeira Beach, FL 33708		
Level/Salary Range:	$13.03-24.95/hour	Position Type:	Full Time
HR Contact:	Sean Lilly	Date Posted:	
External Posting URL:	www.madeirabeachfl.gov	Posting Expires:	Open until filled

Applications Accepted By:

FAX OR E-MAIL: (727) 399-1131 **OR** HTTPS://MADEIRABEACHFL.GOV/JOBS

Subject Line: Senior Marina Attendant

Attention: Human Resources – Recruiting

MAIL:

City of Madeira Beach
300 Municipal Drive
Madeira Beach, FL 33708

Job Description

ROLE AND RESPONSIBILITIES

Under the direction of the Marina Supervisor or designee, this is a responsible skilled worker delivery of services to the boating public.

- An employee in this classification is responsible for the safe and efficient operation of a marine fueling facility, cleaning public docks, bait house and surrounding areas.
- Assists in dispensing marine fuels and lubricants to a variety of watercraft.
- Ensures that all appropriate safety precautions are observed at the marina and pier/bait house.
- Receives and accounts for cash, and processes checks and credit card sales.
- Prepares daily shift reports and records.
- Assigns slip to transient vessels and assists vessels in mooring.
- Monitors docks, piers, and moored watercraft through periodic inspections.
- Adjusts and re-positions mooring lines as needed.
- Answer's telephone calls and provides marine and fishing related information.
- Collects fees for rentals and resale items.
- Performs minor maintenance, custodial assignments, and other marine or pier/bait house tasks as directed.
- Other assignments as directed.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- Graduation from high school or GED equivalent required.
- Previous experience related to customer service, retail and marina operations required.
- Knowledge of local waterways, tides, winds, hurricane tendencies and general weather patterns.
- Knowledge of standard marine practices related to watercraft operations, moorings and docking procedures, and marine fuel handling.
- Demonstrated ability to perform job duties listed, either through related experience or specialized course work.
- Must be able to work weekends and holidays.

- Able to work occasional overtime and civil defense recall if required.

WORK ENVIRONMENT

The work environment is usually quiet in the office and moderate to loud in outdoors. On a daily basis will be exposed to outdoor conditions, in all types of weather situations in managing and coordinating marina operations, sometime in extreme heat.

PHYSICAL DEMANDS

Hand-eye coordination is necessary to operate a computer, calculator, and various office equipment, screw driver, and other small hand tools. The employee may be required to operate a boat, vehicle or truck. While performing the duties, the employee is frequently required to sit, stand, talk, used hand to finger, handle, feel or operates objects and climb stairs. May be required to perform moderate lifting (15-50 lbs.), heavy lifting (over 50 lbs.) is occasionally required.

ADA COMPLIANCE:

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ADDITIONAL NOTES:

The statements noted above are intended to describe the general nature and level of work being performed and are not to be construed as a comprehensive list of responsibilities, duties and skills required. These statements are subject to change at the discretion of the employer. All applications will become public record under Florida law.

AA/EOE/DFWP

To Apply Visit: https://madeirabeachfl.gov/jobs

Reviewed By:		Date:	
Approved By:		Date:	
Last Updated By:		Date:	

Senior Planner

Job Description

The Senior Planner most often requires advanced professional planning experience of high complexity and variety. Some functions are similar to those of the Planner II/Planner III level, though the Senior Planner often leads or is significantly involved with larger, more complex planning assignments. Planners at this level exercise greater independence and judgment, receiving general supervision from senior management. The Senior Planner may supervise the Planning Technician, Planner I or II.

TYPICAL FUNCTIONS

- Performs advanced professional work related to variety of planning assignments.
- Manages complex planning studies, development applications and reviews consultant proposals.
- Reviews and processes complex comprehensive plan amendments, rezonings, potential development projects, site plans, plats.
- Creates and presents amendments to the Land Development Regulations as needed.
- Works and presents at community workshops.
- Provides professional planning assistance to member communities on varied land use projects.
- Works in regional program areas relating to floodplain management, community development, hazard mitigation and others.
- Performs field inspections to gather data relevant to the development review process and/or to verify that development projects comply with approved plans.
- Conducts meetings with residents, developers, architects, and contractors on projects and potential projects.
- Presents reports and other findings to staff, planning and zoning boards and commissions, and elected officials and serves as liaison.
- Attends some evening and weekend meetings.
- Supervises more junior planners within organization.

TYPICAL KNOWLEDGE

- Advanced knowledge of the philosophies, principals, practices & techniques of planning.

- Well-developed knowledge of one or more planning disciplines, such as land use planning/zoning, transportation planning, environmental planning, urban design, housing, historic preservation or economic development.
- Knowledge and experience in construction processes.
- Knowledge of the Community Rating System and floodplain management (building in the floodplain, FEMA 50% Rule).
- Knowledge of principles, methodology, practices of research and data collection.
- Knowledge of effective writing techniques.
- Knowledge of computer programs and applications, which may include Microsoft Office, GIS, and database management.

TYPICAL SKILLS

- Excellent oral and written communication skills for preparing and presenting planning reports and projects.
- Excellent interpersonal skills for facilitating relationships with elected/appointed officials or other decision-makers.
- Creative problem-solving skills to gather relevant information to solve less well- defined planning problems.
- Group facilitation skills for use with community workshops.
- Ability to work on several projects or issues simultaneously.
- Ability to provide effective supervision and staff management.
- Ability to manage projects effectively and meet firm deadlines.
- Ability to facilitate in-person and virtual public participation activities.

MINIMUM QUALIFICATIONS

A master's degree in planning or related field and four years of professional planning experience is preferred, or a bachelor's degree in planning or a related field and six years of professional planning experience. Supervisory experience may be required or preferred. AICP Certification is preferred. The Senior Planner must be a Certified Floodplain Manager (CFM) or become a CFM within one year.

City of Madeira Beach Position Description

Job Title:	**Senior Public Works Technician**		
Department/Group:	Stormwater	**Supervisor:**	Public Works Director
Location:	Madeira Beach City Hall 300 Municipal Drive Madeira Beach, FL		
Level/Salary Range:	$13.03 - $24.94 hr.	Position Type:	Full Time
HR Contact:	727-391-9951	Date Posted:	October 29, 2019
External Posting URL:	www.madeirabeachfl.gov	Posting Expires:	Open until filled
Applications Accepted By:	Fax: 727-399-1131		Email: humanresources@madeirabeachfl.gov

ROLE AND RESPONSIBILITIES:

Under the supervision of the Public Works Supervisor, the Public Works Technician II is responsible for maintaining the City infrastructure to include streets and stormwater facilities including:

- Attending work as schedules.
- Repairing holes in streets by patching of filling.
- Repairing damaged sidewalks, curbing, gutters, seawalls, catch basins, and other concrete repairs and replacements.
- Repairing boardwalk areas, including replacing broken or missing boards.
- Clearing obstructions and debris from streets, beaches, and waterways, including brush, shrubs, trees, fish and seaweed.
- Cleaning storm grates, street guttering, stormwater pipes and related structures.
- Operate heavy equipment, including dump trucks, pay-loaders, backhoes, forklifts, garbage packers, and bucket trucks.
- Operate small hand tools, including measurement devices, hammers, stripers, and chalk liners.
- Operate power tools, including cutters, drills, saws, and jack hammers.
- Repairs to public showers, drinking fountains, etc.
- Minor equipment and building maintenance repairs.
- Stenciling signs
- Assist with sandbagging when necessary.
- Other duties as assigned.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- CDL License required or able to obtain one within 6 months of hire.
- Graduation from high school or GED equivalent required.
- Two years' experience in stormwater system and/or street. Demonstrated ability to perform job duties listed, either through related experience or specialized course work.
- Must have a valid Florida Driver's License
- Skill in operation of heavy equipment, power tools and small tools.

- Individuals primarily working in stormwater and sewer will be required to obtain a Class "C" (Stormwater Field Technician) within probationary period.
- Working knowledge of safety practices.
- Able to work in confined space.
- Able to work occasional overtime and civil defense recall if required.
- Able to work in adverse weather conditions.

THE STATEMENTS NOTED ABOVE ARE INTENDED TO DESCRIBE THE GENERAL NATURE AND LEVEL OF WORK BEING PERFORMED AND ARE NOT TO BE CONSTRUED AS A COMPREHENSIVE LIST OF RESPONSIBILITIES, DUTIES AND SKILLS REQUIRED. THESE STATEMENTS ARE SUBJECT TO CHANGE AT THE DISCRETION OF THE EMPLOYER.

NOTE: Reasonable accommodation considerable will be made for otherwise qualified individuals with a disability.

Cover letters and resumes may be included but are not accepted in lieu of application form.

All applications will become public record under Florida law.

AA/EOE/DFWP

Submit complete application for employment to: **Human Resources Coordinator, 300 Municipal Dr., Madeira Beach, FL 33708**