



**CIVIL SERVICE COMMISSION  
MEETING AGENDA**  
**Tuesday, August 05, 2025 at 4:00 PM**  
**Commission Chambers, 300 Municipal Drive,**  
**Madeira Beach, FL 33708**

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

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**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.](#) April 30, 2025, Civil Service Commission Meeting Minutes

**5. HR REPORT**

**6. NEW BUSINESS**

**7. OLD BUSINESS**

[A.](#) Department Operating Procedures

**8. FUTURE AGENDA ITEMS & PROGRESS REPORT**

[A.](#) Future Discussion Items & Progress Report

**9. NEXT MEETING - Tuesday, October 14, 2025, at 4:00 p.m.**

**10. ADJOURNMENT**

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

*Any person who decides to appeal any decision of the Civil Service Commission with respect to any matter considered at this meeting will need a record of the proceedings and for such purposes may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon*

*which the appeal is to be based. The law does not require the minutes to be transcribed verbatim; therefore, the applicant must make the necessary arrangements with a private reporter or private reporting firm and bear the resulting expense. In accordance with the Americans with Disability Act and F.S. 286.26; any person with a disability requiring reasonable accommodation to participate in this meeting should call City Clerk Clara VanBlargan at 727-391-9951, Ext. 231 or 232 for email a written request to [cvanblargan@madeirabeachfl.gov](mailto:cvanblargan@madeirabeachfl.gov).*



**MINUTES**  
**CIVIL SERVICE COMMISSION**  
**MEETING**  
**APRIL 30, 2025**  
**4:00 P.M.**

The City of Madeira Beach Civil Service Commission meeting was scheduled for 4:00 p.m. on April 30, 2025, in the Patricia Shontz Commission Chambers at City Hall, located at 300 Municipal Drive, Madeira Beach, Florida.

**MEMBERS PRESENT:** Jerry Cantrell, Chair/Commissioner  
 Judithanne McLauchlan, Vice Chair/Commissioner  
 James Paul, Commissioner  
 Clara VanBlargan, Ex-Officio Secretary

**MEMBERS ABSENT:** Paul Tilka, Commissioner

**CITY STAFF PRESENT:** Robin Gomez, City Manager

**1. CALL TO ORDER**

Chair Jerry Cantrell called the meeting to order at 4:07 p.m.

**2. ROLL CALL**

City Clerk Clara VanBlargan called the roll. Commissioner Tilka was absent.

**3. PUBLIC COMMENT**

There were no public comments.

**4. APPROVAL OF MINUTES**

**A. 2025-01-29, Civil Service Commission Meeting Minutes**

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

**ROLL CALL:**

Vice Chair McLauchlan "YES"

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Commissioner Paul  
Chair Cantrell

“YES”  
“YES”

The motion carried 3-0.

## **5. PRESENTATION**

### **A. Gehring Group Project Update**

Kristen Biazar, Gehring Group Senior Consultant, reviewed the Classification and Compensation Study Report. Their team had an initial meeting with the City Manager and the Assistant to the City Manager to review the project goals and the scope of the project. They met with them again to review the results and decided to use the 65<sup>th</sup> percentile of the market data to build the pay plan.

Ms. Biazar said thirty-one employees will be affected by the study. Positions starting at pay grade four and above brought them to exempt status because of their FSLA testing. Based on their recommended pay plan, 18 employees fall below the minimum of the new starting pay range. In order to bring the 18 employees to the proper pay range, it would cost the City \$37,667. One employee is above the maximum new pay ranges. The recommendation is to move the Senior Mechanic position, after attrition, down from pay grade seven to possibly pay grade three and become non-exempt. The total compression cost is \$89,257. The total financial impact to the City to implement, including pension, FICA, and unemployment tax, is \$157,360. Without employer benefits it is \$126,924.

City Manager Robin Gomez said they would present it as recommendations and adjust the recommended positions with the new pay plan as they proceed with the budget process. The presentation will be given at the May 28 workshop.

## **6. HR REPORT**

### **A. HR Report – April 2025**

City Manager Robin Gomez gave the HR Report for April 2025.

## **7. NEW BUSINESS**

The City Manager said in 2023, he requested that each department update their departmental policies and procedures. He thought the Safety and Accident Prevention Manual was created in 2019 or 2020. The Commission reviewed and discussed the following manuals, except for the Public Works Department Policies and Procedures Manual. The manual that was in the packet was not the same manual emailed to them.

### **A. City of Madeira Beach Safety and Accident Prevention Manual**

### **B. Building Department 2023 Policies and Procedures Manual**

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### **C. Public Works Department Policies and Procedures Manual**

### **D. Municipal Marina Policies and Procedures Manual**

After the discussion, Commissioner Paul suggested that each department review their policies and procedures, add what is new in 2025, and remove what does not apply. Chair Cantrell suggested having consistency in the format of the manuals. The Commission will review and discuss them at the October 14 meeting. The Safety and Accident Prevention Manual will be reviewed at the August 5 meeting.

## **8. OLD BUSINESS**

### **FUTURE AGENDA ITEMS & PROGRESS REPORT**

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

- A. Department Specific Rules – *revisit at the October 14 meeting*
- B. Employee Satisfaction Surveys – *review after personnel policy is adopted*
- C. Separation Survey – *review after personnel policy is adopted*
- D. HR Director Position – *address after personnel policy is adopted*
- E. New Job Descriptions Format – *review after personnel policy adopted*
- F. Offer Letter – *review after personnel policy is adopted*
- G. City's Appeal Form – *review after personnel policy adopted*
- H. Safety Manual – *revisit at the August 5 meeting*

### **COMPLETED DISCUSSION ITEMS**

- A. Ordinance 2025-01, New Employee Personnel Handbook – *adopted by BOC 04-02-2025*
- B. Ordinance 2025-02, Civil Service Commission Rules – *adopted by BOC 04-02-2025*
- C. Ordinance 2025-03, Special Magistrate Ordinance regarding Grievance Hearings – *adopted by BOC 04-02-2025*
- D. Implementation Process for making sure that all Rules, Regulations, and Procedures of the Employee Personnel Policy are working and are followed by everyone (City Charter, 5.7, C, 8) – *address in Civil Service Commission rules*

## **6. NEXT MEETING**

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

## **7. ADJOURNMENT**

The meeting was adjourned at 5:47 p.m.

ATTEST:

\_\_\_\_\_  
Jerry Cantrell, Chair

\_\_\_\_\_  
Clara VanBlargan, City Clerk/Secretary Ex-Officio

DRAFT

## Section 5.4 City Manager.

The Board of Commissioners shall appoint a City Manager and fix compensation. The Manager shall be appointed on the basis of executive, professional, and administrative qualifications, with special reference to actual experience in, or knowledge in respect to the duties of the office.

The City Manager must be a member, and maintain membership in good standing, of the International City/County Management Association (ICMA) and Florida City and County Managers Association (FCCMA).

The City Manager will be hired by the Board of Commissioners under a written employment contract.

While it may be preferable that the City Manager live within the City of Madeira Beach, it is not mandatory.

- A. *Removal.* The Commission may remove the Manager from office only after a due process name clearing hearing in accordance with the following procedures:
1. The Board of Commissioners shall adopt by affirmative vote of a majority of all its members a preliminary charging document resolution, which must state with particularity the reasons for removal and may suspend the Manager from duty for a period of time not to exceed forty-five (45) days if good and probable cause is shown.
    - a. If the Board of Commissioners determines immediate suspension is in the best interest of the City and the Board of Commissioners shall appoint an Acting City Manager within 48 hours of suspension.
    - b. If the Board of Commissioners determines immediate suspension is in the best interest of the City, the City Manager may continue to serve until the due process hearing if no good and probable cause is shown for immediate suspension or if immediate suspension is not in the best interest of the City.
    - c. A copy of the resolution shall be delivered promptly to the Manager.
  2. Within five (5) business days after a copy of the preliminary charging document resolution is delivered to the Manager, the City Manager may resign or file with the Board of Commissioners a written request for a public hearing. This hearing shall be held at a Board of Commissioners meeting not earlier than fifteen (15) days nor later than thirty (30) days after the request is filed. The Manager may file with the Board of Commissioners a written reply to the preliminary charging document resolution for removal not later than five (5) days before the hearing.
  3. The Board of Commissioners may accept a resignation or adopt a final resolution of removal, upon the affirmative vote of a majority of all of its members at a noticed hearing any time after five (5) business days from the date when a copy of the preliminary charging document resolution was delivered to the Manager, if the City Manager has resigned or not requested a public hearing, or at any time after the conclusion of the public hearing if the City Manager has requested a due process name clearing hearing.
  4. The Manager shall continue to receive salary and all benefits until the effective date of resignation or final resolution of removal or as specified in the City Manager's contract. In no event shall any severance exceed that which is allowed by Florida Statutes, as may be amended from time to time. The action of the Board of Commissioners in suspending or removing the Manager shall be subject to review by a Court or agency as set forth under state or federal law.
- B. *Acting City Manager.* By letter filed with the City Clerk, the City Manager shall designate, subject to approval of the Board of Commissioners, a qualified City administrative officer to exercise the powers and perform the administrative duties of Manager during an extended temporary absence or debilitating disability. In the event the City Manager fails, or is unable, to make such a designation, the

Board of Commissioners by resolution may appoint a qualified City administrative officer to serve in the extended absence or incapacity of the City Manager. The Board of Commissioners may revoke the City Manager's designation at any time and appoint another officer of the City to serve until the City Manager shall return to duty.

C. *Powers and duties.* The City Manager shall:

Be the chief administrative officer of the City.

Be responsible to the Board of Commissioners for the administration of all City affairs placed in their charge by or under this Charter.

Have the following powers and duties to:

1. Appoint and, when deemed 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 this Charter. The City Manager may authorize any administrative officer who is subject to the City Manager's direction and supervision to exercise those powers with respect to subordinates in that officer's department, office or agency.
2. Direct and supervise the administration of all departments, offices and agencies of the City, except as otherwise provided in this Charter or by law.
3. Attend all Board of Commissioners meetings and shall have the right to take part in discussions but may not vote.
4. See that all laws, provisions of this Charter and directives of the Board of Commissioners, subject to enforcement by him/her or by officers' subject to the City Manager's direction and supervision, are faithfully executed.
5. Recommend to the Board of Commissioners for adoption such measures as he/she may deem necessary or expedient in the interest of the City.
6. Prepare and submit the annual budget and capital program to the Board of Commissioners.
7. Make such other reports as the Board of Commissioners may require concerning the operations of the City departments, offices and agencies subject to direction and supervision.
8. Keep the Board of Commissioners fully advised as to the financial condition and future need of the City and make such recommendations to the Board of Commissioners concerning the financial affairs of the City as the City Manager deems necessary.
9. See that all terms and conditions imposed in favor of the City or its residents in any public utility franchise are faithfully kept and performed; and upon knowledge of any violation thereof, the City Manager shall call the same to the attention of the City Attorney and the Board of Commissioners.
10. Be the purchasing agent of the City, by whom all purchases of supplies shall be made. In the capacity of purchasing agent the City Manager shall also conduct all sales of personal property. The Board of Commissioners shall, by ordinance, establish regulations governing the purchasing and sales criteria of the City Manager. The Board of Commissioners may from time to time prescribe amendments to the purchasing and sales criteria ordinance.
11. Perform such other duties as are specified in the Charter or may be required by the Board of Commissioners.

(Ord. No. 2018-09, § 1, 8-20-2018)



[Florida Association of City Clerks \(FACC\) Municipal Clerks Manual and Resource Guild \(06/22/2020 – current\)](#)

**CITY OF MADEIRA BEACH  
CITY CLERK CLARA VANBLARGAN  
(10/16/2017 – CURRENT)**

**CHARTER OFFICER [\(City Charter, Sections 5.2\)](#)**

The City Clerk is a charter officer appointed by the Board of Commissioners and serves at the pleasure of the Board of Commissioners. The City Clerk must be appointed based on executive, professional, and administrative qualifications with special reference to actual experience in and knowledge with respect to the duties of the City Clerk's Office. The City Clerk must be a member and maintain membership in good standing of the International Institute of Municipal Clerks (IIMC) and the Florida Association of City Clerks (FACC), be a certified municipal clerk through IIMC, and maintain certification in good standing. With the approval of the Board of Commissioners, the City Clerk may appoint Deputy Clerks, who, when appointed, shall have such powers and authority as shall be conferred by the Board of Commissioners. The City Clerk shall give notice of city meetings, keep a journal of those meetings, authenticate by his/her signature and record in full in a book kept for that purpose all Ordinances and Resolutions and perform other duties required by the Charter or by Ordinance.

The City Clerk is the appointed municipal officer to serve as Custodian of Public Records and is charged with the responsibility of maintaining the office having public records or his or her designee [\(F.S., 119.011\(5\)\)](#). The Custodian of Public Records must provide safeguards to protect the contents of public records from unauthorized remote electronic access or alteration and to prevent the disclosure or modification of those portions of public records that are exempt or confidential from subsection of F.S. 119.07(1) or s. 24, Art. I of the State Constitution [\(F.S. 119.07\(2\)\(b\)\)](#).

**INVESTIGATIONS [\(City Charter, Section 4.9\)](#)**

The City Clerk is one of four Charter Officers that the Board of Commissioners can designate to investigate the City's internal affairs and report the findings to the Board of Commissioners.

**LEGAL RESPONSIBILITIES – PROFESSIONAL DEVELOPMENT AND ADVANCEMENT**

The City Clerk must keep abreast of new information and developments to be most effective and ensure proper laws and procedures are followed.

The City Clerk must continually strive to improve the administration of the affairs of the Office of the City Clerk through participation in education programs, seminars, workshops, and the annual meetings of their state, provincial, county, and international professional organizations.

## CITY CLERK'S OFFICE

The City Clerk supervises two (2) full-time employees and is responsible for the lawful, effective, and efficient management of all City Clerk's Office functions. This supervision includes ensuring that the City Clerk's office functions are performed according to the applicable laws and that appropriate training is provided to the employees working in the City Clerk's office [119.011\(5\)](#). The City Clerk's office manages specific software to ensure compliance with public records and election laws [\(F.S. 119.07\(2\)\(b\)\)](#).

## SECRETARY TO THE MUNICIPAL CORPORATION

- **The City Clerk is the Secretary to the Municipal Corporation.** In this role, the City Clerk:
  - Shall maintain custody of the city seal and affix the same to any paper or instrument as required by law.
  - Shall certify and attest to official documents such as ordinances, resolutions, and minutes, and apply the city seal.
  - Shall be the custodian of public records and be responsible for their safety.
  - Shall process public records requests.
  - Shall publish statutorily and code mandated advertisements such as public hearings for adoption of ordinances and election notices.
  - Shall record and index ordinances, charter amendments, and resolutions.
  - Shall manage updates to the City of Madeira Beach City Charter, Code of Ordinances, Land Development Regulations, and Comprehensive Plan, as required.

## SECRETARY TO BOARD OF COMMISSIONERS

- **The City Clerk is the Secretary to the Board of Commissioners.** In this role, the City Clerk:
  - Schedules meetings, when necessary, in coordination with the members of the Board of Commissioners, the City Attorney, and the City Manager.
  - Prepares and publishes meeting agendas and packets on the City's website using electronic meeting management software. Prints copies of the meeting agenda packets for Board of Commissioners members who do not wish to receive them electronically. Post agendas on the City's bulletin board.
  - Attends all meetings, transcribes meeting minutes, records Commission attendance, and records official actions and votes of the Board of Commissioners.
  - Prepares and publishes the Board of Commissioners' Meeting Schedule and Monthly and Annual Meeting Reports.
  - Prepares, manages, and monitors the annual budget for the Board of Commissioners.
  - Prepares and advertises Board of Commissioner member vacancies required by [City Charter, Section 2.2C](#).

- Researching information on various matters and providing data from the official records, including archives upon request.
  - Coordinates and prepares proclamations, awards, certificates of recognition and appreciation, and other ceremonial items to celebrate the achievements of residents, businesses, and organizations, fostering community connection and engagement (Resolution 2025-04, ceremonial items resolution).
  - Provide routine secretarial support and maintain copies of mail to the Board of Commissioners (Resolution 2025-02, BOC Policy Handbook).
- **The City Clerk is the Custodian of Public Records (City Charter, Section 5.2); (F.S., 119.07(5)) and is charged with keeping their safety (City Charter, Section 5.2); (F.S., 119.07(2)(b)).** In this role, the City Clerk:
    - Is the custodian of all public records, including meeting minutes, ordinances, resolutions, and contracts and agreements.
    - Serves as Records Manager Liaison Officer in managing, preserving, and disposing of public records according to state records retention requirements and public records laws, and ensuring compliance with records management requirements.
    - Manages public records requests, ensuring compliance by redacting confidential and exempt information, applying statutory requirements for redaction, and overseeing individuals inspecting and copying public records.
    - Provides annual public records training in records management practices and cybersecurity to the Board of Commissioners, Planning Commission, Civil Service Commission, and City staff.
    - Manages records management software for compliance with public records requests, electronic records document management, email archiving, and email security. This includes texts and social media posts.
    - Scans documents and securely stores them in an automated document system to capture, organize, and centralize digital documents to prevent unauthorized remote electronic access or alteration and to prevent the disclosure or modification of those portions of public records that are exempt or confidential as required by City Charter, Section 5.2; 119.07(2)(b).
  - **The City Clerk serves as the Election Official and Qualifying Officer for the City of Madeira Beach Elections:** In this role, the City Clerk:
    - Serves as the Election Official and Qualifying Officer.
    - Prepares and makes the candidate application packets available to the public before the qualifying period begins.
    - Works closely with the candidates to ensure compliance with qualifying requirements.



- Assists candidates in fulfilling their legal obligations throughout the election process, from pre-planning and certification of results to filing final campaign disclosure documents electronically using campaign finance software.
- Prepares and advertises election notices, charter amendments, and ballot language with the assistance of the City Attorney. Ensures Spanish translation of all required notices.
- Administers Oath of Office to the Board of Commissioners.
- **Secretary ex-officio to the Civil Service Commission ([City Charter, Section 5.2; Ordinance 2025-03](#)).** In this role, the City Clerk:
  - Is the secretary ex-officio of the Civil Service Commission.
  - Schedules meetings, when necessary, in coordination with the Civil Service Commission members, City Manager, City Attorney, and the city's human resources staff.
  - Prepares and publishes meeting agendas and packets for the Civil Service Commission on the City's website using electronic meeting management software. Print copies of the meeting agenda packets for Commission members who do not want to receive them electronically. Post meeting agendas on the City's bulletin board.
  - Attends all meetings, transcribes meeting minutes, records attendance, and records official actions and votes of the Civil Service Commission.
  - Administers Oath of Office to Civil Service Commission members.
  - Prepares and publishes the Civil Service Commission Annual Meeting Report.
- **The City Clerk serves as the Hearing Officer Clerk in employee post-termination hearings ([Ordinance 2025-02](#)).** In this role, the City Clerk:
  - Manages the administrative tasks associated with the hearings presided over by a hearing officer or multiple hearing officers to assist the hearing officers in conducting smooth, efficient proceedings.
  - When multiple hearing officers are involved, assign cases on a rotational basis to ensure that officers receive about the same number of cases.
  - Maintains all hearing documents and transcripts for record keeping.
- **Other Responsibilities of the City Clerk include:**
  - Maintain City board and committee appointment rosters, prepare meeting agendas for board appointments, and advertise board appointment vacancies. Prepares and publishes board member vacancies.
  - Prepares, manages, and monitors the annual budget for the City Clerk.
  - Prepares Proclamations for the Mayor's signature.

- Serves as the Florida Commission on Ethics Organization Coordinator and updates filer information for elected officials, the Planning Commission, and City employees using the Electronic Financial Disclosure Management System (EFDMS) on the Florida Commission on Ethics website.
  - Provides Sunshine Law, Ethics, Public Records Law, Parliamentary, and Cybersecurity training to the Board of Commissioners, Planning Commission, Civil Service Commission, and City staff.
  - Assists other staff members with preparing public hearing notices and advertising in the newspaper when needed.
  - Workflow approver in Municode Meeting & Agenda Management Software – Review staff agenda items for completeness and publish the agenda packets.
  - Notary Public Services.
  - Performs other duties assigned by the City Charter, City Code of Ordinances, City Manager, and Board of Commissioners.
- **Software managed by the City Clerk's Office to ensure compliance with public records laws throughout the Organization ([F.S. 119.07\(2\)\(b\)](#)).**
    - Municode Meeting & Agenda Management Software - A Microsoft Word-based platform that helps create agendas and packets electronically and stores them safely on a public portal for transparency and easy access.  
<https://madeirabeach-fl.municodemeetings.com/>
    - Easy Vote Solutions Software – Makes filing election campaign reports easy through the Easy Campaign Finance Portal. Provides transparency to the public.  
<https://cityofmadeirabeachfl.easyvotecampaignfinance.com/home/publicfilings>
    - JustFOIA Software – A public records tracking software to manage public records requests, ensuring compliance by redacting confidential and exempt information, applying statutory requirements for redaction, and overseeing individuals inspecting and copying public records.
    - Laserfiche – An Automation and document management system to securely capture, organize, and centralize digital documents. An enterprise content management (ECM) platform that allows organizations to digitally manage documents, automate workflows, and streamline business processes through features like customizable forms, no-code development tools, and AI-powered capabilities, enabling efficient document storage, retrieval, and routing across the organization, all while maintaining data security and accessibility. Public Portal:  
<https://portal.laserfiche.com/Portal/Welcome.aspx?repo=r-a9b9ccd6&preview=EQ9FtF2&ref=designer>
    - Barracuda Archiving Solution – A cloud-based solution that securely stores and manages entire email history, allowing for easy access to past emails, meeting compliance requirements, and facilitating e-discovery needs by providing powerful search and retrieval capabilities for public records requests, all while minimizing

data storage on the primary email server; essentially acting as a tamper-proof repository for archived emails that can be accessed anytime, anywhere, from any device.

- Barracuda Email Gateway Defense for Email Security – A cloud-based email security service that filters all inbound and outbound email traffic, protecting against threats like spam, viruses, phishing attacks, and malware by utilizing advanced filtering techniques, including content analysis, reputation checks, and sandboxing, before delivering emails to users; essentially acting as a security barrier to prevent malicious emails from reaching internal systems.
- Aclarian Financial Software – Software managed by the Finance Department and utilized by all departments - A cloud-based Enterprise Resource Planning (ERP) solution to streamline financial processes like budgeting, purchasing, payment processing, and reporting, focusing on automating workflows, eliminating manual data entry, and protecting confidential and exempt financial information.

### **CITY CLERK CODE OF ETHICS (FACC MANUAL, PAGE 2 & on IIMC Website)**

**The City Clerk is a member of the International Institute of Municipal Clerks (IIMC) and Florida Association of City Clerks (FACC) and is bound by the Code of Ethics:**

1. To uphold constitutional government and the laws of the community.
2. To conduct their public and private life as to be an example to their fellow citizens.
3. To impart to their profession those standards of quality and integrity that the conduct of the affairs of their office shall be above reproach and merit public confidence in their community.
4. To be ever mindful of their neutrality and impartiality, rendering service to all and to extend the same treatment you wish to receive yourself.
5. To record that which is true and preserve that which is entrusted to them as if it were their own.
6. To strive constantly to improve the administration of the affairs of their office consistent with applicable laws and through sound management practices to produce continued progress and so fulfill my responsibilities to my community and others.

# **City of Madeira Beach**

## **Community Development Department**

### **Policy & Procedure Manual**



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## Department Summary

The Madeira Beach Community Development Department office is located on the first floor of City Hall, 300 Municipal Drive, Madeira Beach FL, 33708. The Community Development Department provides local comprehensive planning including the collection and analysis of land use, housing, environmental, mobility, recreation, and infrastructure data. The department conducts building and site plan review for consistency with the Madeira Beach Code of Ordinances, Madeira Beach Comprehensive Plan, and floodplain regulations. The staff also manages land development review including Board of Commissioners, Planning Commission, and magistrate support. Other departmental functions include Community Rating System, coordination and participation with the Pinellas County Local Emergency Mitigation Strategy committee, post-disaster assessments and recovery permitting. Staff coordinates with countywide, regional, and state agencies for land use planning. Staff provides support and professional recommendations for both legislative and quasi-judicial functions and coordinates with the City Clerk and the Building Department to maintain the related public record for these departmental activities.

## Workplace Safety

- All employees must read and follow the City of Madeira Beach Safety guidelines.
- Safety is a top priority. If you feel uncomfortable with any task, please discuss it with the Community Development Department Director before continuing.

## Day to Day Operations

### Employee Conduct and Responsibilities

- Employees are expected to conduct themselves in a friendly and professional manner.
- Employees must follow the policies in the City of Madeira Beach employee handbook.
- Employees are expected to show up at 8:00 a.m. and stay until 4:30 p.m. unless discussed and approved with the Community Development Director.
- Employees are expected to attend Planning Commission meetings and any planning workshops unless approved with the Community Development Director.
- Employees are expected to attend Board of Commissioners meetings and workshops only if they are asked of the Community Development Director or would like to attend.
- Employees are expected to follow all tasks and guidelines associated with their position.
- Community Development Department meetings are conducted weekly to discuss any concerns, need for assistance, and updates on projects.

### Customer Service

- We pride ourselves on our exceptional customer service. Everyone is treated with respect and dignity no matter the situation.
- Employees are expected to return calls and email requests in a timely manner.
- Employees are expected to give assistance to all residents and requestors.

### **Medical Emergency**

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

### **Fire Emergency**

#### Structure Fire

- In the event of a structure fire evacuate all occupants from the building immediately. Pull the fire alarm and dial 911.
- If you are capable, use the nearest fire extinguisher to put out the flames. Never put yourself at risk when extinguishing a fire.

### **Hurricane/Severe Weather**

- In the event of a named storm, employees will follow the Emergency Operations Plan for the City of Madeira Beach. Details for the Community Development Department are located on page 24.

## **Cash Handling Policy and Procedures**

**Purpose:** Provide direction for City of Madeira Beach Departments in the collection, custody, and reporting of cash, and outline specific cash handling procedures for department use.

**Policy:**

- All incoming cash should be acknowledged by receipt when accepted or received by mail and forwarded to each Department for processing within one business day, using the Aclarian Cash Receipts form to indicate where the funds should be deposited.
- Cash should never be unattended. This applies to cash registers, desktops, and cash drawers. If an employee leaves his or her workstation for any reason, regardless of how briefly, cash must be appropriately secured in a locked place.
- Unauthorized persons should not be allowed in areas where cash is handled.
- Doors should be locked at all times in areas where cash is handled.
- Large sums of cash should be counted and handled out of sight of the general public.
- Individuals should keep working cash funds to a minimum at all times. Excess funds should be in a locked device or deposited in the Accounting / Finance Office.
- Cash received must not be used for making change, petty cash purposes, etc. Expenditures or refunds cannot be made from cash receipts.
- For overnight storage and during other periods when cash is not being used, it should be kept in a safekeeping device, either a safe or locked container.
- Under no circumstances should an individual keep cash with their own personal funds, deposit City funds in a personal bank account or take funds to one's home for safekeeping.
- Responsibility of each department:
  - a. Ensure appropriate stewardship of public funds.
  - b. Protect employees from risk by following policies and procedures.
  - c. Provide for the safekeeping and timely, accurate deposit of funds.

### **Deposits**

**Persons/Areas Affected:** All City of Madeira Beach departments receiving cash.

- Departments must deposit cash within one business day after collection or receipt of such cash.
- The timely deposit of cash received provides for improved control of funds which reduces the risk of loss due to errors, carelessness, or theft.
- Cash held overnight must be secured in some form of locking device, such as a safe or locking file cabinet.
- All checks must be properly endorsed upon receipt.
- Expenditures or refunds cannot be made from cash receipts.

**Responsibilities:** It is the responsibility of each department receiving any cash to:

- Meet next-business-day deposit requirements.
- Provide appropriate and accurate information when presenting deposits.
- Safeguard deposits.

## General Information

- Cash include currency, coins, checks, credit card settlement reports, and electronic fund transfers. All incoming cash should be acknowledged when accepted by each department for processing by using the Aclarian Cash Receipts form. For help completing the Cash Receipts form, refer to Cash Receipts Entry Form, on page 31-36.
- Cash may be payment for various fees, rebates, or refunds. For a complete list of revenue types, refer to [Aclarian Chart of Accounts](#).
- Departments holding special events, workshops, conferences, repairs from neighboring cities or issuing invoices that are not recorded as a part of an accounts receivable should notify the Finance Department so that incoming checks and transfers can be readily identified for deposit to the proper fund/revenue account.

## Accepting Payments

### CURRENCY PAYMENTS

All currency received from walk-in customers is to be receipted immediately on sequentially prenumbered cash receipts form in Aclarian, CivicRec or through a cash register (Marina). Currency should be counted in the presence of the person presenting it for payment. Currency notes of \$20.00, \$50, and \$100.00 should be checked using a counterfeit Detector pen or machine. A copy of the receipt should be given to a walk-in customer. No foreign currency is ever accepted.

### CHECK PAYMENTS

Checks of all types received in-person or through the mail, should be reported immediately by the Department, and drop to the designated roller safe provided near the Finance Office. Walk-in customers should receive a pre-numbered cash receipts in Aclarian, CivicRec or cash register receipt. Documents enclosed with mail payments are to be date stamped by employee opening the mail. All checks made out to the City of Madeira Beach must be deposited to the City of Madeira Beach fund.

Every check or money order must be reviewed for completeness as follows:

- Verify that account holder's name, address, and phone number is included on the check. A daytime phone number is preferred.
- Verify that the check has a bank name listed, and that the routing number, customer's bank account number, and check number are encoded on the bottom edge of the check.
- Note the date. Do not accept a postdated check (a check with a date in the future), or agree to hold the check for future deposit.
- Verify that amount written in numbers matches amount written in words. If different, make special note on the cash receipt so that the Finance Department can handle appropriately. In general, banks will honor the written amount over the numerical amount.

### CONDITIONS FOR ACCEPTANCE OF CHECKS

There are several different categories of checks. They should all be handled as checks.

- Cashier's Check: A check purchased at a bank for any amount; the bank completes all information on the face of the check with a bank officer signing as the maker.



- **Certified Check:** A personal check that is written by the account holder and then stamped and signed by a bank officer on the front of the check.
- **Money Order:** An item purchased at a bank, post office, or other business establishment for any amount up to \$1,000.00. The bank completes only the amount information.
- **Traveler's Check:** A special check supplied by banks or other companies for the use of travelers; these checks already bear the purchaser's signature and must be countersigned and dated in the cashier's presence.
- **Personal Check:** A written order payable on demand, drawn on a bank by a depositor; a personal check is written against an individual's checking account as opposed to a cashier's check, certified check, money order, or traveler's check, all of which are written against bank funds.
- **Starter Check:** A non-personalized encoded check that a person receives from a bank when they establish a checking account. These are for the person's use prior to receiving encoded checks from the bank. However, they should only be accepted if the bank has encoded the routing number and account number on the bottom of the check.
- **Foreign Check:** A check written on a foreign bank. Even if the check amount is written with "USD" following it, it cannot not be paid in U.S. currency unless it states on the front of the check that it is payable through a U.S. bank. If a foreign check is accepted, make special note on the cash receipt so that the Cashier's Office can handle appropriately. (See also Foreign Currency and Checks)

## FOREIGN CURRENCY AND CHECKS

Only US currency (coins and bills) is accepted. Checks drawn on foreign banks or issued in foreign currencies require special processing by the Finance Department only. Collection on such checks can take the Treasury several days or weeks to receive the funds. The initial deposit to the department's fund will be the amount reflected on the check, even though it is in a foreign currency. The Treasury will process the item and negotiate the exchange rate. Any exchange rate differences will be charged to the depositing department, as a reduction of the deposit (debit to revenue account listed on the original cash receipt).

## SAFEGUARDING CASH

Departments receiving any cash are responsible for safekeeping and timely deposit. Departments should do the following:

- Drop checks to the designated drop box provided at the Finance Office immediately. Not later than 4PM
- Deposit all cash using Brink's 24/SEVEN online portal within one business day not later than 4PM and drop the deposit bags to Brinks' safe.
- Deposits should be made more frequently if the department lacks secure safekeeping for holding funds.
- All cash held overnight should be in a secure area.
- If a department finds isolated events where it is unable to comply with the next business-day deposit requirement due to unusual circumstances beyond its control, it is encouraged that the department document the reasons for the occurrence and retain the documentation in department files, as this may prove beneficial to the department in the event of an audit.

## CASH DEPOSITS

Visual guide on how to create a digital currency and coin deposit to Brink's 24/SEVEN - refer page 23-30.

## CREDIT CARD BATCHES

Credit card payments are completed when a batch settlement is transmitted. All credit card payments must be settled and submitted for deposit daily. A Settlement Report must accompany a completed Cash Receipts Record. The Settlement Report (goes by various names depending on the credit card reader or machine used for processing), is a summary of transactions for a specific date or date range and lists the total number of transactions and the total dollar amount. Most Settlement Reports will subtotal by types of credit cards used, and by charges versus credits/refunds.

## DEPOSITS MADE DIRECTLY TO A BANK BRANCH

There are some instances that the Finance Departments deposit directly to a designated bank. Use a pre-encoded deposit slip. A copy of the deposit slip (yellow or pink or actual copy) is sent as back-up. Scan and file to the W drive.

Guidelines for completing a bank deposit:

- Date the deposit slip.
- Note the department revenue code on the deposit slip.
- List coin and currency separately in area provided.
- List checks.
- Sort all cash in front of checks, faced and in order of denomination.
- Endorse all checks.
- Include Traveler's checks with checks.

## DONATIONS

Donations made to the department, even if for general department use, are considered restricted funds. This money should not be commingled with general funds. These funds are spent in accordance with BOC ordinance and must not be overdrawn.

## CASH AS A REDUCTION OF EXPENSE

Cash receipts which may be deposited as a reduction to expense are very limited. Vendor refunds may be the result of overpayment, returned prepayment, returned defective merchandise, credit for early payment, etc.

Handling NSF returned items:

Non-sufficient funds (NSF) checks are checks that are returned from the bank to the Finance Department, due to lack of funds in the individual account to cover the item. Finance Department calls the attention of the department receiving the checks for them to pursue the customer to settle payments. (refer to Fees and Collection Manual). a Journal Entry will be processed by the Finance Department to reverse the NSF payment (debit to department revenue account).

Additional Sources of Information

- Petty Cash & Change Fund Policies and Procedures – page 6-14.

- Cash Handling for Special Event – page 15-16.
- Cash Handling Process – page 17-18.
- Cash Receipt Entry form by Department – page 19-23.
- Brink's 24/SEVEN Process – page 24-31.
- Cash Receipts Entry Process – page 32-36.
- Accounting Revenue Codes – page 39-43.

DRAFT

## Petty Cash & Change Fund Policies and Procedures

### Article I. General Provisions

#### Section 101. Purpose

These policies and procedures provide for the establishment and use of petty cash funds and change funds and addresses the issues of accountability, security, replenishment, and appropriate uses of petty cash funds and change funds.

#### Section 102. Administration

The (Assistant) Finance Director shall be responsible for the administration and maintenance of the City Petty Cash and Change Fund Policies and Procedures but may delegate responsibilities to the Accounting Manager as he/she sees fit.

### Article II. Definitions

**Custodian:** A Petty Cash Fund Custodian or a Change Fund Custodian.

**Petty Cash Fund:** A supply of cash necessary to make immediate payments for the purchase of authorized items. This fund requires replenishment.

**Change Fund:** A specific amount of money placed in the custody of an individual for the purpose of making change while conducting City business. The amount on hand should remain the same at all times; therefore, these change funds do not require replenishment.

**Accounting Manager:** A staff member in the Finance Department who has the authority to disburse petty cash and change funds and administer the funds according to the policies and procedures established by the City. This staff member must approve issuance of all petty cash and change funds.

**Petty Cash Fund Custodian:** A full-time permanent employee of the City responsible for maintaining the security, accountability, and replenishment of a petty cash fund.

**Change Fund Custodian:** An employee of the City responsible for maintaining the security and accountability of the change fund.

**Finance Department:** Offices are in the City Hall building located at 300 Municipal Drive, Madeira Beach, FL 33708.

**City:** The City of Madeira Beach, Florida.

### Article III. Uses of Funds

#### Section 301. Petty Cash Fund

Use of petty cash funds is encouraged for purchases of low-priced items from local vendors where the costs of establishing a purchase order, processing an invoice, and writing a check would substantially increase the cost of the transaction. The maximum limit for purchases from petty cash funds is \$ 50.00 per purchase unless a Department Director provides prior written approval. Petty cash funds may not be used to avoid other established purchasing procedures, nor may total orders be split into smaller increments to avoid this \$ 50.00 limit. As with all expenditures, petty cash may only be used to obtain goods and services necessary to carry out official City functions. Petty cash transactions must follow City disbursement policies and procedures. Petty cash funds may not be used to:

- Cash checks
- Make loans
- Make advances
- Reimburse travel-related expenditures or to make travel advances
- Pay wages or pay overtime for any employee
- Pay expenses relating to the use of private motor vehicles, including mileage and fuel
- Provide floral tributes, small gifts and other tokens of appreciation, or prizes and awards
- Make purchases that would not be approved under normal policies and procedures

Failure to adhere to these policies will result in the Petty Cash Fund being recalled and/or disciplinary actions up to, and including, termination.

#### Section 302. Change Funds

The use of change funds is limited exclusively for the making of change in receiving amounts due to the City. Change funds are not to be used for check-cashing or loan purposes, making advances for any purpose, or for a petty cash fund.

### Article IV. Establishing Funds

Any City Department which needs to establish a petty cash fund or change fund should complete the Cash Fund Application form. The form is to be submitted to the Accounting Manager, who will review and approve the application. Upon approval, the amount approved will be withdrawn from the City's Operating Account bank account and used to establish the authorized petty cash or change fund.

No petty cash or change funds are to be established by withholding receipts. All receipts are to be brought to the Finance Department for deposit each business day.

## Article V. Securing Funds

Petty cash funds and change funds must be secured at all times. The funds must remain on the premises of the City in a locked box and in a locked location (desk drawer, file cabinet, vault, etc.). Petty cash funds and change funds may not be placed in a bank account, or kept in the Custodian's wallet or purse, or otherwise commingled with personal funds. Change funds may not be used to cash checks or to make loans or advances. It is the direct responsibility of the Custodian, and the Custodian's supervisor, to ensure that proper safeguards are established. Repeated overages and shortages will result in the loss of petty cash fund or change fund privileges and may result in disciplinary actions.

## Article VI. Procedures

### Section 601. Petty Cash Funds

When a request for a petty cash reimbursement is made to the Petty Cash Fund Custodian, the item will need to be listed on the petty cash voucher. A description of the item charged should be recorded together with the amount. A vendor receipt must be received by the Petty Cash Fund Custodian for the amount of the request in order for the request to be approved. The recipient of the petty cash funds must sign the petty cash voucher to indicate receipt of the funds. The paid receipt should be attached to the voucher. All paid information should remain in the locked petty cash box until it is time to replenish the fund. Please see Article VII. Replenishing Funds.

The petty cash box is to be locked at all times when the Petty Cash Fund Custodian is not disbursing or replenishing the fund. The locked petty cash box is to be kept in the locked file cabinets (vault, etc.) within the department.

The total of cash and original itemized receipts for purchases in these funds should remain at the established amount at all times. The fund should be balanced at least monthly, and records kept. The Petty Cash Fund Custodian has sole responsibility for this fund. Any unexplained discrepancies will be resolved by the Accounting Manager through the Petty Cash Fund Custodian.

### Section 602. Change Funds

The change fund cash is to be maintained by the Change Fund Custodian for use in making change. The change fund is to be counted daily and a record maintained for all cash overages or shortages. The Change Fund Reconciliation form is to be used for the daily reconciliation of the change fund. The Cash Over/Short form is to be updated each time the change fund balance increases or decreases due to a cash overage or shortage. All monies received are to be brought to the Finance Department no later than the following business day.

The cash in these funds should remain at the established amount at all times. The Change Fund Custodian has sole responsibility for this fund. Any unexplained discrepancies will be resolved by

the Accounting Manager through the Change Fund Custodian. Cash shortages reduce the amount of the change fund's cash until the shortage is restored. Please see Article VII. Replenishing Funds.

## Article VII. Replenishing Funds

### Section 701. Petty Cash Funds

The petty cash fund shall be operated on an imprest basis. This means that when it is time to replenish the petty cash fund, the Petty Cash Fund Custodian shall total out the expenses incurred and identify those expenses by general ledger account number. When the Petty Cash Fund Reimbursement form is submitted for payment, it should indicate the total amount needed to bring the fund back up to the original balance.

Reimbursements for petty cash funds should be requested as needed, but no later than the last day of each month. The Petty Cash Fund Custodian must complete the Petty Cash Fund Reimbursement form and sign, date, and attach all receipts (originals only) to the form. This form can be found on the City's Workgroup (W:) drive.

### Section 702. Change Funds

The change fund is to be restored and a reconciliation of the change fund completed on a daily basis. The amount in the fund must always balance to its authorized amount.

In the event that a change fund has a shortage and needs to be restored, the Petty Cash Custodian in the Finance Department will restore the funds with a petty cash voucher. The change fund department's expense account should be utilized to restore the fund to its authorized amount. The description area of the petty cash voucher must contain the statement, "Restoring Change Fund #XXX." Please attach a copy of the Change Fund Reconciliation form and Cash Over/Short form to the petty cash voucher. The Change Fund Custodian will sign the petty cash voucher and place the cash in the change fund, thereby restoring the change fund to its authorized amount.

## Article VIII. Increasing, Decreasing, and Closing Funds

The Department Head may request an increase to or decrease to or to close a petty cash fund or change fund by completing the appropriate section of the Cash Fund Application form. In order to decrease or close a petty cash fund or change fund, the Department Head will need to bring the appropriate amount of cash to the Finance Department.

Any time there is a change in the custodian or department head, an updated Cash Fund Application form is required to be submitted to the Accounting Manager for approval.

## Article IX. Periodic Reviews

All petty cash funds and change funds are subject to unannounced audits and/or cash counts by the Finance Department. The Custodian must have the petty cash fund or change fund available at all times. These periodic reviews, performed quarterly, are performed to determine whether the department is in compliance with the City's petty cash and change fund policies and procedures. The review will be performed with the Custodian present. The audit results will be presented to the Finance Director, who will determine the appropriate course of action in the event of any discrepancies.

#### Article X. Infrequent Fund Needs

##### Section 1001. Petty Cash Funds

Infrequent petty cash needs by departments can be accommodated by the Finance Department. Call Ext. 229.

##### Section 1002. Change Funds

Departments needing a change fund for a limited period of time, such as during a special event, are to request a temporary change fund by completing a Cash Fund Application form and sending it to the Accounting Manager. The description is to specify the type of receipts to be collected, the dates the change fund will be needed, the name of the person authorized to receive the change fund from the Finance Department and the denominations and quantity of each coin and currency required.

#### Article XI. Questions

All questions regarding petty cash and change funds are to be referred to the Accounting Manager (727) 391-9951 ext. 243.



## Forms: Petty Cash - Change Fund Reconciliation EZ

**CHANGE FUND RECONCILIATION**

Please complete and forward this form to:

Finance Department, 300 Municipal Drive, Madeira Beach, Florida 33708

\_\_\_\_\_  
(Department)\_\_\_\_\_  
(Change Fund Name)\_\_\_\_\_  
(Date)**CASH ITEMS ON HAND AT CLOSE OF BUSINESS DAY**

Cash \$ \_\_\_\_\_

Checks \$ \_\_\_\_\_

Credit Cards \$ \_\_\_\_\_

Other Cash Items \$ \_\_\_\_\_

A. Total Cash Items \$ \_\_\_\_\_

**RECONCILIATION OF CHANGE FUND AND RECEIPTS**

B. Receipts \$ \_\_\_\_\_

C. Total Cash Items minus Receipts (A-B) \$ \_\_\_\_\_

D. Change Fund Balance at Beginning of the Day \$ \_\_\_\_\_

E. Cash Overage or Shortage (C minus D) \$ \_\_\_\_\_

\_\_\_\_\_  
(Custodian's Signature)\_\_\_\_\_  
(Date)

## Forms: Petty Cash - Change Fund Reconciliation

**CHANGE FUND RECONCILIATION**  
Please complete and forward this form to:  
Finance Department, 300 Municipal Drive, Madeira Beach, Florida 33708

Department \_\_\_\_\_ Change Fund Name \_\_\_\_\_ Date \_\_\_\_\_

CASH AND CASH ITEMS ON HAND AT CLOSE OF BUSINESS DAY		
Currency:	Detail	Totals
1's.....dollars.....	\$	
2's.....two dollars.....	\$	
5's.....five dollars.....	\$	
10's.....ten dollars.....	\$	
20's.....twenty dollars.....	\$	
50's.....fifty dollars.....	\$	
100's.....one-hundred dollars.....	\$	
		\$
Coins:		
\$ 1.00.....dollars.....	\$	
\$ 0.50.....half-dollars.....	\$	
\$ 0.25.....quarters.....	\$	
\$ 0.10.....dimes.....	\$	
\$ 0.05.....nickels.....	\$	
\$ 0.01.....pennies.....	\$	
		\$
Checks, Credit Cards and Other Cash Items in total by category:		
Checks.....	\$	
Credit Cards.....	\$	
Other Cash Items.....	\$	
		\$
Total on hand (enter on line D below)		\$
RECONCILIATION OF CHANGE FUND AND RECEIPTS		
Receipts by category:		
_____	\$	
_____	\$	
_____	\$	
_____	\$	
_____	\$	
_____	\$	
_____	\$	
A. Total Receipts:.....		\$
B. Change Fund Balance at Beginning of the Day.....		\$
C. Total to be Accounted For (A plus B).....		\$
D. Cash and Cash Items on Hand at End of the Day (Total on Hand from above).....		\$
E. Overage or Shortage Today (D minus C).....		\$
F. Change Fund Balance at the End of the Day (B plus E).....		\$

\_\_\_\_\_  
 (Custodian's Signature)

\_\_\_\_\_  
 (Date)

## Forms: Petty Cash – Cash Over/Short

## CASH OVER/SHORT

[illegible]

## Forms: Petty Cash – Cash Fund Application

CASH FUND APPLICATION	
Please complete and forward this form to: Accounting Manager, 300 Municipal Drive, Madeira Beach, Florida 33708	
<b>TO REQUEST A NEW FUND:</b>	
Please indicate action by placing an "X" to the right of the appropriate choice:	
Petty Cash Fund _____	Change Fund _____
Amount \$ _____	
What is the purpose of the fund:	
Physical location of the fund (office & building):	
How will the fund be safeguarded:	
<b>TO MAKE A CHANGE TO AN EXISTING FUND:</b>	
Petty Cash Fund Name _____	Change Fund Name _____
Please indicate action by placing an "X" to the right of the appropriate choice:	
Increase Amount _____	Decrease Amount _____
Change Custodian _____	Change Department Head _____
Close Fund _____	
Change Location _____	
Reason for the change:	
Please increase/decrease cash amount From \$ _____ To \$ _____	
New physical location of the fund (office & building) _____	
Date funds to be Picked Up: _____ Date funds to be Returned: _____	
I certify that I have read and understand the Petty Cash and Change Fund Policies and Procedures:	
Custodian:	_____ (Print Name) _____ (Position)
X _____ (Signature)	_____ (Date)
Department Head:	_____ (Print Name) _____ (Position)
X _____ (Signature)	_____ (Date)
Approval:	
Accounting Manager: X _____ (Signature) _____ (Date)	
Petty Cash Fund Name: _____ Change Fund Name: _____	
General Ledger Account Number: _____	

## CASH HANDLING FOR SPECIAL EVENTS

All events with expected revenue of \$1,000 or more must plan for a secure cash drop and security escort. This must be arranged with the Finance Department, at least 5 working days prior to your event.

1. Notify the Finance Department indicating that you will be collecting cash at a Special Event and notify the cash collection date and time/s.
2. Sign out a drop box cash bag and secure tag with the Finance Department.
3. Notify the Finance Department of the approximate time you would like to arrange your cash drop. If you are expecting to collect a large sum of money or will be taking money for a long period of time, it is recommended that you arrange several different cash drop times.
4. The Finance Department or the Department managing the event will arrange for a security escort to go with you to take your cash bag to the nearest drop box.
5. The cash bag then needs to be picked up from the Finance Department the business day following your event.
6. Funds can then be deposited at the bank; the cash bag is to be returned to the Finance department the business day following your event.

### Cash Handling Basics

- Do - Keep your largest notes in the furthest compartment from where customers stand. These will minimize the risk of a snatch and grab robbery.
- Do - Regularly clear the excess cash from the collection point and lock it away.
- Don't – Count your cash at your event, or where you are visible to customers.
- Never – Leave the cash collection point unattended.
- Never – Store cash in an unsecured area, such as an office or classroom.

### Banking Basics

- Do – Have two employees go to the bank, change this regularly.
- Do – Think about disguising your banking in another bag.
- Do – Bank often to keep your cash holding low.
- Don't – Put your banking in a bank bag and walk out the door. It's too tempting for thieves.

Cash Handlers Certification of Training Department/Organization

\_\_\_\_\_ I certify that I understand the City of Madeira cash handling policy for events. I fully understand the requirements for cash handling and security of all city funds.

I understand as an authorized employee of City of Madeira I am required to follow the cash handling policies for accepting, depositing, recording and safekeeping of cash and cash equivalents. I have reviewed these policies and procedure with my department supervisor and/or the Manager.

I understand that I am required to be re-certified and trained every year. I also understand that if I suspect potentially fraudulent activity or if there is inappropriate activity surrounding the acceptance, storage or transportation of cash or cash equivalents that I must notified the Finance Department, the City Manager or Pinellas County Sheriff.

Name	Signature	Date
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

## Cash Handling Process

1. End of day – count all cash collections – match total cash, checks and credit card sales from your daily report / Z-Out.
  - a. Checks – place all checks in an envelope, write the department’s name, preparer’s initial and supervisor’s or witness’ initial, seal, and drop the sealed envelope to the designated drop box placed at the Finance Department office door.
  - b. Credit Cards – Except for the Marina Store Sales & Recreation, gather all merchant copy of the credit sale. Run end of day report and print. Attached them together and placed in an envelope, sealed, write the name of your department, date, initial, and drop the sealed envelope to the drop box safe placed at the Finance Department office.
  - c. Cash (Brink’s 24Seven Deposit) follow process on page 23-30.
    - a. create a digital deposit online – Brink’s 24Seven website.
      - I. Log in.
      - II. Enter the individual quantity of currency for each denomination.
      - III. Enter the total amount for coins.
      - IV. Enter the bag bar code number.
      - V. Write on Customer Notes:

Department Daily mm-dd-yyyy

Example: Building Daily 07-01-2022

2. Go to Aclarian and create a Receipt Verification form, enter the total sales / collection (cash, checks and credit card) – send to Finance Department for acknowledgement. (for Marina & Recreation only)
3. All cash, checks, and credit cards collections must be reported at the end of the day.
4. All cash must be counted, reported, verified, and placed in a sealed brinks bag and drop to the 24SEVEN safe at the end of the day.
5. All checks must be counted, reported, verified, and placed in a sealed envelope and drop to the roller safe placed near the Finance Department office at the end of the day or not later than the next business day of the following week if the transaction falls on the weekend or Holidays.
6. All credit card collections must be reported at the end of the day. All merchant copy receipts, and Detail Report batch totals receipt can either be scanned and send as attachments to the receipt verification form or drop at the roller safe placed near the Finance Department office at the end of the day or the next day but not later than the next business day of the following week if the transaction falls on the weekend or Holidays.
7. Any errors on payment entry receipt - only the Finance Department can void, reverse, or correct a cash receipt entry. Notify the Finance Department any errors at the time of occurrence. Cashiers may void a credit card transaction payment on the machine and credit the customers on the day of occurrence, but all cashiers are not allowed to void any receipt.
8. Void payments can only be performed on the same day during normal business hours.
  - a. Marina – Monday to Sunday 6:30 am to 7:00 pm. Payments made after 7:00 pm cannot be voided.
  - b. Recreation – Monday to Sunday 8:00 am to 5:00 pm. Payments made after 7:00 pm cannot be voided.
  - c. All other City Departments – Monday to Friday 8:00 am to 5:00 pm. Payments made after 5:00 pm cannot be voided.
9. For voided credit/debit card payments the City department manager/director will request that the transaction be voided (third-party vendor will typically process the voids the same day. However, credit/debit card company will decide when to release the hold on those funds, this can sometimes take up to 30 days after the void is processed. Customers is responsible in contacting their credit/debit card company to determine what their policy is and when they can expect the funds to be released). **Please note:** The convenience fee is collected by the City to offset merchant fees and is therefore **non-refundable**.



## **Cash Receipts Entry Form by Department**

### **MARINA**

1. End of day sales revenue at Marina. Note: count the money in front of the cashier on duty or the Manager / Supervisor to confirm accuracy.
2. Process cash (currency & coins) only deposit to brinks' 24Seven, refer on page 23-30.
3. Checks - Follow Cash Handling process on page 17-18.
4. Receipt Entry Adjustments / voiding / refunds of sale transactions – Marina supervisor/manager must inform the Finance Department any errors, corrections, revision on collection entries at the time of occurrence.
  - a. Cash & Credit Card – a sale transaction most of the time settles immediately. Marina supervisor / manager must issue a refund rather than voiding the transaction at the time of occurrence. Note: Only a supervisor or the next ranking officer can override reversal of sale transaction.
  - b. Checks – Marina manager shall request a check refund in Aclarian.
5. Reporting to Finance Department: Receipt Verification – Aclarian portal:
  - a. Log in
  - b. On the left-hand side of the Aclarian dashboard click > Task Management > Receipt Verification Form.
  - c. Enter your total cash, checks and credit card sales.
  - d. Click on Documents and download files from Marina file folder and attached the following reports:
    - d.1 Marina Daily Sales Z – Out. (PureRetail) Downloaded as pdf and file to Marina PDFs 2022\_folder – Note: be consistent in creating a File name.  
example: Marina Daily 08-01-2022 Z Out
    - d.2 Marina item sales report (PureRetail) - detailed sales by receipt downloaded as excel sheet.
    - d.3 Marina Profit & Loss (QuickBooks) excel format
    - d.4 Marina Sales tax (QuickBooks) excel format
    - d.5 Marina Quickzoom (receipt summary) (QuickBooks) excel format

### **BUILDING (Munis Software)**

1. Receives payment from Permit Applications and all related Building revenue.
2. Permit Clerk / Tech enters all cash, checks and credit card collections in Munis or other software. Enter each transaction in Munis the customer permit information details, amount, correct revenue code, mode of payment: check number, credit card batch and reference number and cash.
3. Receipt Entry Adjustments: Permit Clerk / Tech must inform the Finance Department any errors, corrections, revision on collection entries at the time of occurrence. Only the Finance Department or the Department head can override any reversal of entry, corrections and voiding of a transaction.

4. Permit Clerk / Tech submits end of day report and collections to the Finance Department – Accounting section
5. End of day reporting.
  - Credit card detail report, cash, and checks collections for the day must equal your end of day totals – by batch / station / Clerk reports).
  - Print in pdf all receipts from the Munis system and email to Finance Department.
  - Scan email the credit card Detail Report and email to Finance Department.
  - Follow Cash Handling Process on page 17.

#### **BUILDING (Aclarian Software)**

1. Receives payment from Permit applications and all related Building revenue.
2. Permit Clerk / Tech enters all cash, checks and credit card collections in Aclarian portal> BILLING & AR>Forms>Cash Receipts Form > check on “Is Recurring?” and look for the Building template provided in the dropdown menu. See instructions on page 31-35.
3. Receipt Entry Adjustments: Permit Clerk / Tech must inform the Finance Department any errors, corrections, revision on collection entries at the time of occurrence. Only the Finance Department or the Department head can override any reversal of entry, corrections and voiding of a transaction.
4. Permit Clerk / Tech submits end of day reports and collections in Aclarian to the Finance Department – Accounting section. See instructions on page 36.
5. End of day reporting.
  - Go to Cashiering>Forms>Cashiering Forms> review all your entries and total cash and hit submit. See page 37.
  - Follow Cash Handling Process on page 17.

#### **RECREATION**

1. Receives cash, checks, credit card and other form of payments from Recreation customers.
2. Enter payments in CivicRec portal.
3. Adjustments of entry, voiding, and reversing of any cash transactions – Notify the Finance department at the time of occurrence.
4. End of day reporting. Follow cash handling process on page 17.
6. Reporting to Finance Department: Receipt Verification – Aclarian portal:
  - a. Log in
  - b. On the left side of the Aclarian dashboard click > Task Management > Receipt Verification Form and view the submitted Marina daily sales.
  - c. Enter your total cash, checks and credit card sales.
  - d. Click on Documents and download files from your file folder and attached the following reports in Excel format.
    - i. GL/Revenue Reports> General Ledger Detail
    - ii. Custom Report>Transaction Detail
    - iii. Custom Report>General Ledger Summary
  - e. Leave comments specially if you have voided receipts or any other changes in on your report that the Finance Department need to be informed.
7. Receipt Transaction Errors, voiding and refunds.

- a. Do not void a receipt. Inform the Finance Department to perform a Refund in the Transaction Browser in the CivicRec portal. See instructions on CivicRec Portal. <https://www.civicrec.civicplus.help/hc/en-us/articles/360013449534-Perform-a-Refund-in-the-Transaction-Browser>
- b. Cash & Credit Card – Recreation supervisor / manager must issue a refund rather than avoiding the transaction at the time of occurrence. Note: Only a supervisor or the next ranking officer can override reversal of sale transaction.
- c. Checks – Recreation manager shall request a check refund in Aclarian.

## **COMMUNITY DEVELOPMENT**

1. Receives cash, checks, credit card and other form of payments from customers.
2. Create a receipt and enter payments in Aclarian portal. See page 31-36.
3. Receipt adjustments entry, voiding, and reversal of any cash receipt transactions – Notify the Finance department at the time of occurrence.
4. End of day reporting. Follow cash handling process on page 17.

## **CITY MANAGERS OFFICE**

1. Receives cash, checks, credit card and other form of payments from customers.
2. Create a receipt and enter payments in Aclarian portal. See page 31-36.
3. Receipt adjustments entry, voiding, and reversal of any cash receipt transactions – Notify the Finance department at the time of occurrence.
4. End of day reporting. Follow cash handling process on page 17.

## **CITY CLERK'S OFFICE**

1. Receives cash, checks, credit card and other form of payments from customers.
2. Create a receipt and enter payments in Aclarian portal. See page 31-36.
3. Receipt adjustments entry, voiding, and reversal of any cash receipt transactions – Notify the Finance department at the time of occurrence.
4. End of day reporting. Follow cash handling process on page 17.

## **FIRE DEPARTMENT**

1. Receives cash, checks, credit card and other form of payments from customers.
2. Create a receipt and enter payments in Aclarian portal. See page 31-36.
3. Receipt adjustments entry, voiding, and reversal of any cash receipt transactions – Notify the Finance department at the time of occurrence.
4. End of day reporting. Follow cash handling process on page 17.

**LIEN SEARCH & PARKING FINES**

1. Receives cash, checks, credit card and other form of payments from customers.
2. Create a receipt and enter payments in Aclarian portal. See page 31-36.
3. Receipt adjustments entry, voiding, and reversal of any cash receipt transactions – Notify the Finance department at the time of occurrence.
4. End of day reporting. Follow cash handling process on page 17.

DRAFT

## 24Seven Brink's Deposit Process

### A. DEPOSIT

1. Log In.
2. on the left-hand side of the portal, click My Services dropdown and click on Deposit

Welcome, Geraldine Nilles Customer # 10000146652

**TRACK & TRACE** LAST SYSTEM UPDATED: AUGUST 03, 2022 02:06 PM  
Viewing last 2 days

Search by Order or Bag Number

0 Orders Delivered	0 Orders In Progress	0 Orders Unshipped	0 Orders Completed	1 Orders In Progress	0 Deposit Exceptions
-----------------------	-------------------------	-----------------------	-----------------------	-------------------------	-------------------------

**NOTIFICATIONS**

08/03/2022 COVID-19 Brink's Status  
08/03/2022 24SEVEN Scheduled Maintenance - Tuesday 8/3/22 Noon Central  
08/04/2022 Holiday - Seasonal Letter  
08/20/2021 Cash Orders

**CASE MANAGEMENT** LAST SYSTEM UPDATED: AUGUST 03, 2022 04:04 PM  
Search by Case Number

14 My Closed Cases	21 All Closed Cases	1 My Open Cases	1 All Open Cases
-----------------------	------------------------	--------------------	---------------------

**Brink's Featured Products**

**Logistics**

Brink's specializes in the secure transportation and handling of valuable goods throughout the logistics value chain, from raw materials and components to finished products within the mining, bank note, precious metals, jewelry, security, art and...

**Cash Management**

Brink's offers services to a wide variety of industries, but financial institutions around the world especially depend on Brink's to securely and reliably manage the currency supply chain. With Brink's, financial institutions gain efficiencies and...

**Payments**

Through our Global Payments group, Brink's provides convenient financial services, including bill payment processing, mobile top-up, prepaid cards, digital money and other services.

Welcome, Geraldine Nilles Customer # 10000146652

**TRACK & TRACE** LAST SYSTEM UPDATED: AUGUST 03, 2022 02:06 PM  
Viewing last 2 days

Search by Order or Bag Number

0 Orders Delivered	0 Orders In Progress	0 Orders Unshipped	0 Orders Completed	1 Orders In Progress	0 Deposit Exceptions
-----------------------	-------------------------	-----------------------	-----------------------	-------------------------	-------------------------

**NOTIFICATIONS**

08/03/2022 COVID-19 Brink's Status  
08/03/2022 24SEVEN Scheduled Maintenance - Tuesday 8/3/22 Noon Central  
08/04/2022 Holiday - Seasonal Letter  
08/20/2021 Cash Orders

**CASE MANAGEMENT** LAST SYSTEM UPDATED: AUGUST 03, 2022 04:04 PM  
Search by Case Number

14 My Closed Cases	21 All Closed Cases	1 My Open Cases	1 All Open Cases
-----------------------	------------------------	--------------------	---------------------

**Brink's Featured Products**

**Logistics**

Brink's specializes in the secure transportation and handling of valuable goods throughout the logistics value chain, from raw materials and components to finished products within the mining, bank note, precious metals, jewelry, security, art and...

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Brink's offers services to a wide variety of industries, but financial institutions around the world especially depend on Brink's to securely and reliably manage the currency supply chain. With Brink's, financial institutions gain efficiencies and...

**Payments**

Through our Global Payments group, Brink's provides convenient financial services, including bill payment processing, mobile top-up, prepaid cards, digital money and other services.

## 3. Click on Create New Deposit

**My Deposit Activity**

Viewing: Last 7 Days  
Status: Show All

**DEPOSITS**

Location Name	Location Number	Prepared Date	Status	Bag Number	Total Expected Amount
Madeira Beach - City Hall	20074887	Aug 10, 09:26 AM	IN PROGRESS	BC881482860	\$ 342.38 USD
Madeira Beach - City Hall	20074887	Aug 10, 09:19 AM	IN PROGRESS	BC881482859	\$ 506.00 USD
Madeira Beach - City Hall	20074887	Aug 09, 11:05 AM	SENT TO CREDIT	BC881482858	\$ 25.00 USD
Madeira Beach - City Hall	20074887	Aug 09, 10:50 AM	SENT TO CREDIT	BC881482857	\$ 114.00 USD
Madeira Beach - City Hall	20074887	Aug 09, 08:57 AM	SENT TO CREDIT	BC881482856	\$ 68.31 USD
Madeira Beach - City Hall	20074887	Aug 08, 09:22 AM	SENT TO CREDIT	BC881482855	\$ 3086.74 USD
Madeira Beach - City Hall	20074887	Aug 05, 08:57 AM	SENT TO CREDIT	BC881482854	\$ 680.31 USD
Madeira Beach - City Hall	20074887	Aug 04, 10:18 AM	SENT TO CREDIT	BC881482853	\$ 736.78 USD
Madeira Beach - City Hall	20074887	Aug 03, 09:11 AM	VERIFIED	BC881482852	\$ 443.77 USD

Showing 1 to 9 of 9 entries

First Previous 1 Next Last

**Create New Deposit**

4. Enter the currency Quantity ONLY – the amount automatically populate.

**Create new Deposit**

Location: Maderia Bech - City Hall Address: 300 MUNICIPAL DRIVE, MADEIRA BEACH, FL, 33708-1916

Grand Total: **\$ 40.00 USD**

**U.S. Dollars**

**Currency**

Enter Individual quantity for each item

Denomination	Quantity	Amount
1 dollar		
2 dollar		
5 dollar		
10 dollar	4	40.00
20 dollar		
50 dollar		
100 dollar		

Currency Total: 40.00

Enter Bag Number: BCIBB1482863 Confirm Bag Number: BCIBB1482863

Prepared by: Geraldine T Nilles

Customer Notes: 226  
Parking Fines 08-11-2022

Go Back Continue to Review

5. Click on coins and enter the total coins, leave blank if you have zero entry. Make sure to enter zero and period if it is less than 0.99 cents.
6. Enter the Brinks blue bag number. Confirm the bag number. Enter customer notes in the following format sample: Marina Daily 08-10-2022 (Department Daily mm-dd-yyyy)

## 7. Click Continue to review

**Create New Deposit**

Location: Maderia Bech - City Hall Address: 300 MUNICIPAL DRIVE, MACERIA BEACH, FL 33708-0105

Grand Total: **\$ 0.00 USD**

Currency: U.S. Dollars

Denomination: Mixed Coin

Quantity:

Amount:

Coin Total:

Enter Bag Number:

Confirm Bag Number:

Prepared by: Geraldine T Nilles

Customer Notes:

Go Back **Continue to Review**

## 8. After you review your entry and you're sure that all information's are correct, click on "Submit Deposit".

**Deposit Summary**

Bag Number: BCIBB1482863 Location Name: Maderia Bech - City Hall Location Number: 20074887

Prepared By: Geraldine T Nilles Prepared Date: 08-11-2022

Total Expected Deposit Amount: **40.00 USD**

EXPECTED DETAILS

Products	Denomination	Quantity	Amount
10 U.S. Dollars - Currency	10 dollar	4	40.00 USD

Go Back Cancel **Submit Deposit**



## B. Printing the Prepared Deposit.

After submitting the deposit, the system will automatically bring you to “My Deposit Activity”

1. Click on the desired activity you want to print by clicking the arrow as circled below

customerportal.brinksinc.com/en/group/customerportal-us/deposit-new

GERALDINE NILLES  
Customer # 15005148852

My Deposit Activity

Viewing: Last 3 Months  
Status: Show All

Create New Deposit

DEPOSITS

Location Name	Location Number	Prepared Date	Status	Bag Number	Total Expected Amount
Maderia Bech - City Hall	20074887	Aug 11, 09:36 AM	PREPARED	BCIBB1482863	\$ 40.00 USD
Maderia Bech - City Hall	20074887	Aug 11, 09:09 AM	PREPARED	BCIBB1482862	\$ 148.46 USD
Maderia Bech - City Hall	20074887	Aug 10, 09:26 AM	SENT TO CREDIT	BCIBB1482860	\$ 242.38 USD
Maderia Bech - City Hall	20074887	Aug 10, 09:19 AM	SENT TO CREDIT	BCIBB1482859	\$ 506.00 USD
Maderia Bech - City Hall	20074887	Aug 09, 11:05 AM	SENT TO CREDIT	BCIBB1482858	\$ 25.00 USD
Maderia Bech - City Hall	20074887	Aug 09, 10:50 AM	SENT TO CREDIT	BCIBB1482857	\$ 114.00 USD
Maderia Bech - City Hall	20074887	Aug 09, 08:57 AM	SENT TO CREDIT	BCIBB1482856	\$ 66.31 USD
Maderia Bech - City Hall	20074887	Aug 08, 09:22 AM	SENT TO CREDIT	BCIBB1482855	\$ 3086.74 USD
Maderia Bech - City Hall	20074887	Aug 05, 08:57 AM	SENT TO CREDIT	BCIBB1482854	\$ 680.31 USD
Maderia Bech - City Hall	20074887	Aug 04, 10:18 AM	SENT TO CREDIT	BCIBB1482853	\$ 736.78 USD
Maderia Bech - City Hall	20074887	Aug 03, 09:11 AM	VERIFIED	BCIBB1482852	\$ 443.77 USD
Maderia Bech - City Hall	20074887	Aug 02, 09:44 AM	VERIFIED	BCIBB1482849	\$ 1031.41 USD
Maderia Bech - City Hall	20074887	Aug 01, 02:33 PM	VERIFIED	BCIBB1482848	\$ 196.00 USD
Maderia Bech - City Hall	20074887	Aug 01, 10:19 AM	VERIFIED	BCIBB1482847	\$ 110.00 USD
Maderia Bech - City Hall	20074887	Aug 01, 09:40 AM	VERIFIED	BCIBB1482846	\$ 4028.79 USD
Maderia Bech - City Hall	20074887	Jul 29, 08:06 AM	VERIFIED	BCIBB1482845	\$ 641.96 USD

Showing 1 to 100 of 112 entries

2. Click on the printer icon

GERALDINE NILLES  
Customer # 15005148852

Prepared Deposit

Bag Number: BCIBB1482862  
Location Name: Maderia Bech - City Hall  
Location Number: 20074887  
Prepared By: Geraldine T Nilles  
Prepared Date: 08-11-2022

Total Expected Deposit Amount  
**\$ 148.46 USD**

EXPECTED DETAILS

Products	Denomination	Quantity	Amount
U.S. Dollars - Currency	1 dollar	3	\$ 3.00 USD
U.S. Dollars - Currency	5 dollar	1	\$ 5.00 USD
U.S. Dollars - Currency	10 dollar	1	\$ 10.00 USD
U.S. Dollars - Currency	20 dollar	4	\$ 80.00 USD
U.S. Dollars - Currency	50 dollar	1	\$ 50.00 USD
U.S. Dollars - Coins	Mixed Coin	-	\$ 0.46 USD

DEPOSIT EVENTS

Status	Reason/Notes	DateTime
Prepared	Marina Daily 08-10-2022	08/11/2022 09:09 AM

Go Back

Void this Deposit

## 3. Print 1-3 copies.

1<sup>st</sup> copy – for brinks' bag insert – **a must.**

2<sup>nd</sup> copy – your copy (can be save to your file folder drive. Attach to Aclarian in the Cash Receipt Report)

3<sup>rd</sup> copy – Finance copy (acknowledge receipt verification in Aclarian and compare to Brinks report)

Deposit - Brink's Customer Portal

customerportal.brinksinc.com/en/group/customerportal-us/deposit-new?p\_p\_id=brinksdeposits&p\_p\_lifecycle=0&p\_p\_state=no...

**Prepared Deposit**

**Bag Number**  
BCBB1482862

**Location Name**  
Madoria Bech - City Hall

**Location Number**  
20074887

**Prepared By**  
Geraldine T Niles

**Prepared Date**  
08-11-2022

**Total Expected Deposit Amount**  
**\$ 148.46 USD**

**EXPECTED DETAILS**

Product	Description	Quantity	Amount
U.S. Dollars - Currency	1 dollar	3	\$ 3.00 USD
U.S. Dollars - Currency	5 dollar	1	\$ 5.00 USD
U.S. Dollars - Currency	10 dollar	1	\$ 10.00 USD
U.S. Dollars - Currency	20 dollar	4	\$ 80.00 USD
U.S. Dollars - Currency	50 dollar	1	\$ 50.00 USD
U.S. Dollars - Coins	Mixed Coin	-	\$ 0.46 USD

**DEPOSIT EVENTS**

Status	Reason/Notes	Date/Time
Prepared	Mobile Daily 08-10-2022	08/11/2022 08:08 AM

**Print**

1 sheet of paper

**Destination**  
City Hall - Geraldine Inv

**Pages**  
All

**Copies**  
1

**Color**  
Color

**More settings**

**Print** **Cancel**

## Brinks Deposit Status

“Prepared” means the bag is still on hand and not yet drop to the safe.

“Process” means the bag was dropped to Brinks safe.

“Sent to Credit” means it was collected by Brinks armored car and for counting and verification.

“Verified” Brinks counting department received, counted the bills & coins, and verifies the correctness of the total exact amount, overage, or shortage of the deposit.

My Deposit Activity

Viewing: Last 7 Days  
Status: Show All

[Create New Deposit](#)

Location Name	Location Number	Prepared Date	Status	Bag Number	Total Expected Amount
Madera Beach - City Hall	20074887	Aug 19, 04:21 PM	PREPARED	BOBB1482872	\$ 10.00 USD
Madera Beach - City Hall	20074887	Aug 19, 08:00 AM	IN PROGRESS	BOBB1482871	\$ 25.00 USD
Madera Beach - City Hall	20074887	Aug 19, 07:51 AM	IN PROGRESS	BOBB1482870	\$ 96.52 USD
Madera Beach - City Hall	20074887	Aug 18, 07:55 AM	SENT TO CREDIT	BOBB1482869	\$ 703.72 USD
Madera Beach - City Hall	20074887	Aug 17, 06:48 AM	SENT TO CREDIT	BOBB1482868	\$ 446.89 USD
Madera Beach - City Hall	20074887	Aug 16, 11:36 AM	SENT TO CREDIT	BOBB1482867	\$ 25.00 USD
Madera Beach - City Hall	20074887	Aug 16, 09:08 AM	SENT TO CREDIT	BOBB1482866	\$ 3238.19 USD
Madera Beach - City Hall	20074887	Aug 16, 08:44 AM	SENT TO CREDIT	BOBB1482865	\$ 766.00 USD
Madera Beach - City Hall	20074887	Aug 12, 08:54 AM	VERIFIED	BOBB1482864	\$ 210.30 USD

Showing 1 to 9 of 9 entries

First Previous 1 Next Last

### Sample of Brinks' Deposit Bag

ONCE SEALED, ANY ATTEMPT TO REOPEN THIS BAG WILL INDICATE SIGNS OF TAMPERING.  
 ATENCIÓN: UNA VEZ SELLADA, CUALQUIER INTENTO DE REABRIR ESTA BOLSA INDICARÁ SEÑALES DE VIOLACIÓN.

NO NOT CUT HERE TO OPEN NO CORTE AQUÍ PARA ABRIR

BCIBB1482863  
 PROD: 11-2021

RECEIVER - DO NOT OPEN  
 If sealed area is torn, distorted or appears tampered with  
 NOTIFY SENDER IMMEDIATELY

AL DESTINATARIO - NO ABRIR  
 Si la cinta de alta seguridad está rota, distorsionada o alterada  
 NOTIFICAR INMEDIATAMENTE AL REMITENTE

**BRINKS**

**24 SEVEN**

DATE: 8/11/2022  
 FECHA

ACCOUNT NAME: CITY OF MADEIRA BEACH  
300 MUNICIPAL DRIVE  
 NOMBRE DE LA CUENTA MADEIRA BEACH, FL 33708

LOCATION: 2607487  
 UBICACIÓN

AMOUNT: \$ 40.00  
 CANTIDAD

## Cash Receipt Entry Process

1. Log in to Aclarian Client Portal.
2. On the left-hand side of the portal, click on BILLING & AR> FORMS> Cash Receipt Form
3. Check on “Is Recurring?” and click on the “Recurring Template” dropdown and select the appropriate template you want to use.
4. Enter only the Customer, Receipt Date, Description, Payment Mode, Amount, attach supporting document and click save.

The screenshot shows the Aclarian Client Portal interface. On the left is a sidebar with navigation links: ISSUES REPORT, DASHBOARD, FORM SEARCH, BILLING & AR, FORMS, Cash Receipt Form, Customer Form, Invoice Form, Quick Invoice Form, DATA MANAGEMENT, REPORTS, BUDGETING, CAPITAL ASSETS, CASHIERING, GENERAL LEDGER, LICENSING, PAYMENTS, PERMITTING, PROJECTS & GRANTS, PURCHASING, TASK MANAGEMENT, TREASURY MANAGEMENT, and USERS. The main content area is titled 'Cash Receipt Form'. It includes a 'Back' button and a 'Logout' link. The form fields are as follows:

- Is Recurring?**: Checked
- Recurring Template**: Lien Search
- Title**: (empty)
- Requested By**: gnilles@madeirabeachfl.gov
- Customer**: Gold Star Title
- Receipt Date**: (empty)
- Description**: Lien Search
- Payment Mode**: Credit Card
- Payment Processor**: Heartland
- Account Type**: Increase in Revenue
- Fund Name**: General Fund
- GL Account Number**: 001.1400.369905 - Indebtedness Searches
- Amount**: \$0
- Account Type**: Increase in Revenue
- Fund Name**: General Fund
- GL Account Number**: 001.1400.369910 - Credit Card Convenience Fee
- Amount**: 3

At the bottom of the form, there is a 'Total Amount: \$53.00' and a 'Drag and drop file here' area with a 'Browse for file' button. A 'SAVE' button is located at the bottom left of the form area.

Note: Before you start entering any cash receipts for the day in Aclarian, make sure you don't have any unsubmitted Cash from previous days.

5. All saved "Cash Receipts" are in-draft form.
6. Click "SUBMIT FOR APPROVAL"

Geraldine Nilles

- ISSUES REPORT
- DASHBOARD
- FORM SEARCH
- BILLING & AR
- FORMS
  - Cash Receipt Form
  - Customer Form
  - Invoice Form
  - Quick Invoice Form
- DATA MANAGEMENT
- REPORTS
- BUDGETING
- CAPITAL ASSETS
- CASHIERING
- CUSTOM REPORTING
- GENERAL LEDGER
- LICENSING
- PAYMENTS
- PERMITTING
- PROJECTS & GRANTS

Back

Logout

EDIT

### Cash Receipt Form (In-Draft)

Requested By  
gnilles@madeirabeachfl.gov

Customer  
Proplogix, LLC

Receipt Date  
09/07/2022

Description  
Lien Search

Payment Mode  
Check

Check No  
137272

ACCOUNT TYPE	FUND	GL ACCOUNT	AMOUNT
R	General Fund	001.1400.369905 - Indebtedness Searches	\$50.00
Total			\$50.00

Total Amount: \$50.00

Documents (0)

Approver List (0)

Comments (0)

SUBMIT FOR APPROVAL


Workflow

APPROVE
DECLINE
DELETE

7. A warning sign “Are you sure?” will prompt. If you are sure all your entries are correct, click “I AM SURE!”. If you need to correct your entry, click “NO, CANCEL IT!” and correct any necessary item.

The screenshot shows the ACLARIAN web application interface. On the left is a dark sidebar with the ACLARIAN logo and a menu including: Geraldine Nilles, ISSUES REPORT, DASHBOARD, FORM SEARCH, BILLING & AR (highlighted), FORMS (with sub-items: Cash Receipt Form, Customer Form, Invoice Form, Quick Invoice Form), DATA MANAGEMENT, REPORTS, BUDGETING, CAPITAL ASSETS, CASHIERING, CUSTOM REPORTING, GENERAL LEDGER, LICENSING, PAYMENTS, PERMITTING, and PROJECTS & GRANTS. The main content area is titled "Cash Receipt Form (In-Draft)" and includes an "EDIT" button. The form fields are: Requested By (gnilles@madeirabeachfl.gov), Customer (Proplogix, LLC), Receipt Date (09/07/2022), Description (Lien Search), Payment Mode (Check), and Check No (137272). Below these is an "Accounts" table with two rows: "Lien Searches" for \$50.00 and another row for \$50.00. A white modal box with an orange exclamation mark icon is centered over the form, asking "Are you sure?" and "Do you want to submit this form for approval?". It has two buttons: "I AM SURE!" (green) and "NO, CANCEL IT!" (orange). Below the modal, the form continues with "Approver List (0)", "Comments (0)", a "SUBMIT FOR APPROVAL" button, and a "Workflow" section with "APPROVE" (green), "DECLINE" (grey), and "DELETE" (orange) buttons. A blue chat bubble icon is in the bottom right corner.

8. Generate Receipt. Once you click “I AM SURE!”, the system will generate a receipt. Click on “GENERATE RECEIPT” and



Geraldine Nilles

- ISSUES REPORT
- DASHBOARD
- FORM SEARCH
- BILLING & AR
- BUDGETING
- CAPITAL ASSETS
- CASHIERING
- CUSTOM REPORTING
- GENERAL LEDGER
- LICENSING
- PAYMENTS
- PERMITTING
- PROJECTS & GRANTS
- PURCHASING
- TASK MANAGEMENT
- TREASURY MANAGEMENT
- USERS

Back

Logout

GENERATE RECEIPT

### Cash Receipt Form

Workflow Started

2 Completed

Requested By

gnilles@madeirabeachfl.gov

Customer

Proplogix, LLC

Receipt Date

09/07/2022

Description

Lien Search

Payment Mode

Check

Check No

137272

#### Accounts

ACCOUNT TYPE	FUND	GL ACCOUNT	AMOUNT
R	General Fund	001.1400.369905 - Indebtedness Searches	\$50.00
Total			\$50.00


Total Amount: \$50.00

Documents (0)

Approver List (0)



9. The system will automatically download the receipt in pdf format. Click and Print.



Geraldine Nilles

- ISSUES REPORT
- DASHBOARD
- FORM SEARCH
- BILLING & AR
- BUDGETING
- CAPITAL ASSETS
- CASHIERING
- CUSTOM REPORTING
- GENERAL LEDGER
- LICENSING
- PAYMENTS
- PERMITTING
- PROJECTS & GRANTS
- PURCHASING
- TASK MANAGEMENT
- TREASURY MANAGEMENT
- USERS

[Back](#)
[Logout](#)

### Cash Receipt Form

☒ Workflow Started
 ☒ 2 Completed

Requested By

Customer

Receipt Date

Description

Payment Mode

Check No

Receipt Url  
[See Receipt](#)

#### Accounts

ACCOUNT TYPE	FUND	GL ACCOUNT	AMOUNT
R	General Fund	001.1400.369905 - Indebtedness Searches	\$50.00
<b>Total</b>			<b>\$50.00</b>


**Total Amount: \$50.00**


Documents (0) ✓

---

Approver List (0) ✓

---



 miscellaneous-billi...pdf
 Show all
×

10. At the end of the day (No more payment transaction to enter) go to your Aclarian dashboard and click CASHIERING>FORMS>Cashiering Forms and review all your entries.

Back Logout

PRINT

Cashiering Form

Show 25 entries Search records

TRANSACTION TYPE	TENDER TYPE	CHECK NO	AMOUNT	CREATED BY	CREATED DATE	SOURCE
No data available in table						

Showing 0 to 0 of 0 entries FIRST PREVIOUS NEXT LAST

Workflow

APPROVE DECLINE

SEND BACK TO ADDRESS COMMENTS

Totals

In Cash	In Check	Grand Total
\$0.00	\$0.00	\$0.00

Comment

SUBMIT

11. Match all your total cash, checks, and credit card and verify as to the correctness. Click submit.

## FINANCE DEPARTMENT – CASH UNIT

- First hour of the day – opens the drop box and collects all checks, and credit card detail report.
- Verifies as to the accuracy and validity of each collection against the report.
- Open Aclarian Client Portal and Click on “BILLING & AR” and look for any cashiering forms submitted by the different departments that “Needs Your Approval”.
  - City Manager’s Office – Front Desk, Mary Ann Hearn
  - Cit Clerk’s Office – Lara
  - Parking – Jamal Yahia
  - Building – for Lien Searches – Holden Pinkard
  - Building – Building Permit – Barbara Scott & Lisa Scheuermann
  - Community Development – Sue Portal
  - Marina – Brian Crabtree
  - Recreation – Jay Hatch
- Open “TASK MANAGEMENT” and click on “Receipt Verification Form” and look for reports that “Needs Your Approval” submitted the Marina and Recreation department
- on the view form, verify as to the validity of deposits made and click “Approve”. If the reports need additional information, click on “SEND BACK TO ADDRESS COMMENTS”. Note: Avoid Declining an entry.
- In the Receipt Verification from, verify as to the accuracy and validity of the report by matching the totals reported against:
  - Cash – Brink’s Finance Report.
  - Checks – Hancock Bank Report.
  - Credit Card – Merchant Detail Report submitted and Hancock ACH Report.
- Approve Cash Receipt Forms.
- Journal Entry - Run a report for each department and create a journal entry.
  - Building
    - Daily Munis Batch Totals – PDF & Excel Format
    - Daily Munis Journal Inquiry – PDF & Excel Format
    - Daily Munis Receipts – PDF format
    - Credit Card Detail Report
    - Verify as to the accuracy of each receipts using pivot tools and match totals and revenue code.
    - Journal Inquiry Excel format – enter cc for credit card, ca for cash and ck for check information in Column V “Comment” on each receipt line item.
    - Create a filter and identify and segregate Permit Surcharge Fee 1.0% & 1.5%
    - Identify Building Permit Initial Fee of \$50.00
    - Create a pivot and click on REF2, COMMENT, ACCOUNT and AMOUNT
    - Create a Journal Entry in template
    - Upload JE template in Aclarian
    - Attached all necessary supporting documents.
    - Submit Journal Entry to the Finance Manager / Assistant Director/ Director for approval.

- Marina
  - Download reports submitted by Marina in Aclarian.
    - Daily Cash Register Z-Out
    - Daily Gas Tank Inventory Detail – Closed out & Beginning of the following day
    - Daily Item Sales Report
    - Daily Profit & Loss Report
    - Daily Sales tax Liability Report
    - Daily Sales Tax Revenue Report
    - AR (Invoice) Reports – Monthly
    - Batteries – Monthly
    - Voided Items - daily
    - Store Inventory Report – twice a year
  - Verify as to the accuracy of each using pivot tools and match total items, and revenue code from Z-out, credit card report, cash deposit report and checks deposit reports.
  - Create a Journal Entry template
  - Upload template in Aclarian
  - Attached all necessary supporting documents.
  - Submit Journal Entry to the Finance Manager / Assistant Director/ Director for approval.
- Recreation
  - Download reports in CivicRec (Excel Format & PDF).
    - Daily GL Detail Ledger
    - Daily GL Summary Ledger
    - Daily Transaction Details.
    - Daily Voided Receipts
  - Verify as to the accuracy of each transaction from the GL Detail Ledger & Transaction Details. Look for any credit and or voided receipts.
  - Create a Journal Entry template
  - Upload template in Aclarian
  - Attached all necessary supporting documents.
  - Submit Journal Entry to the Finance Manager / Assistant Director/ Director for approval.

**Accounting Revenue Code**

Type	Account Number	Account Name	Status
Revenue	001.1000.366000	Donations	Active
Revenue	001.1000.369900	Other Miscellaneous Revenues	Active
Revenue	001.1050.316000	Local Business Tax Receipts	Active
Revenue	001.1050.322901	Plan Review	Active
Revenue	001.1050.329501	Applications/Fees	Active
Revenue	001.1050.331391	FEMA Flood Mitigation Program	Active
Revenue	001.1050.331392	Fema Grant Revenues	Active
Revenue	001.1050.334390	FDEP Agreement R2107	Active
Revenue	001.1050.335150	Alcoholic Beverage License Tax	Active
Revenue	001.1050.341300	Zoning Adjustment Applications	Active
Revenue	001.1300.341302	Public Records Request Fees	Active
Revenue	001.1400.311000	Ad Valorem Taxes	Active
Revenue	001.1400.311001	Ad Valorem Taxes - Delinquent	Active
Revenue	001.1400.311002	Ad Valorem Taxes - Tax Sale	Active
Revenue	001.1400.314100	Utility Service Tax - Electric	Active
Revenue	001.1400.314300	Utility Service Tax - Water	Active
Revenue	001.1400.314400	Utility Service Tax - Gas	Active
Revenue	001.1400.314800	Utility Service Tax - Propane	Active
Revenue	001.1400.314900	Utility Service Tax - Other	Active
Revenue	001.1400.315200	Communications Services Tax	Active
Revenue	001.1400.323100	Progress Energy Franchise	Active
Revenue	001.1400.323400	Peoples Gas Systems Franchise	Active
Revenue	001.1400.329102	Rental Inspection Fees	Active
Revenue	001.1400.329502	Reciprocals - Contractor Reg.	Active
Revenue	001.1400.332000	ARPA NEU Grant Proceeds	Active
Revenue	001.1400.335125	State Revenue Sharing	Active
Revenue	001.1400.335180	Half Cent Sales Tax Revenue	Active
Revenue	001.1400.335210	Firefighters Supplemental Income	Active
Revenue	001.1400.335301	State Appropriation - FDOT Gulf Blvd Resurfacing	Active
Revenue	001.1400.335450	Fuel Tax Refund	Active
Revenue	001.1400.338000	Pinellas County	Active
Revenue	001.1400.341301	Election Qualifying Fees	Active
Revenue	001.1400.344900	FDOT Maintenance Agreements	Active
Revenue	001.1400.347201	Beach Concession - County Park	Active
Revenue	001.1400.347202	Beach Walkover Chair Rentals	Active
Revenue	001.1400.347400	Special Event Fee	Active

Revenue	001.1400.354000	Fines & Forfeitures	Active
Revenue	001.1400.354001	Parking Fines	Active
Revenue	001.1400.354002	Code Enforcement Fines	Active
Revenue	001.1400.361100	Interest Earnings	Active
Revenue	001.1400.361101	Interest - Tax Collector	Active
Revenue	001.1400.361102	Interest Payment from Marina	Active
Revenue	001.1400.362000	Rent	Active
Revenue	001.1400.362001	Facility Rental- Cost Recovery	Active
Revenue	001.1400.362002	Facility Rentals	Active
Revenue	001.1400.362003	Rent PW Complex - Beach Mason.	Active
Revenue	001.1400.362004	Rental Income - Chamber Bldg.	Active
Revenue	001.1400.362005	Bell South Cell Tower	Active
Revenue	001.1400.364000	Sale/Disposition of Capital Assets	Active
Revenue	001.1400.366000	Donations	Active
Revenue	001.1400.366001	Donations - Fire Department	Active
Revenue	001.1400.366002	JPV Donations	Active
Revenue	001.1400.366003	9/11 Donations	Active
Revenue	001.1400.366004	Local Grants & Contributions	Active
Revenue	001.1400.369300	Lawsuit Settlement	Active
Revenue	001.1400.369900	Other Miscellaneous Revenues	Active
Revenue	001.1400.369901	Copy Charges	Active
Revenue	001.1400.369902	Notary Fee	Active
Revenue	001.1400.369903	Refund Prior Year Expenses	Active
Revenue	001.1400.369904	Sales Tax Collection Allowance	Active
Revenue	001.1400.369905	Indebtedness Searches	Active
Revenue	001.1400.369908	Civil Review Fees	Active
Revenue	001.1400.369909	Purchase Card Rebate	Active
Revenue	001.1400.369910	Credit Card Convenience Fee	Active
Revenue	001.1400.380000	Other Sources	Active
Revenue	001.1400.380001	Fund Balance/Net Position Carryover Used	Active
Revenue	001.1400.381005	Transfer from Building Fund	Active
Revenue	001.1400.382000	Administrative Services Alloc	Active
Revenue	001.3100.324310	Impact Fees - Residential - Transportation	Active
Revenue	001.3100.324320	Impact Fees - Commercial - Transportation	Active
Revenue	001.4000.322900	Fire Plan Review Fees	Active
Revenue	001.4000.324110	Impact Fees - Residential - Public Safety	Active
Revenue	001.4000.324120	Impact Fees - Commercial - Public Safety	Active
Revenue	001.4000.329101	Fire Inspection Fees	Active
Revenue	001.4000.342200	Redington Beach Fire Contract	Active

Revenue	001.4000.342400	Pinellas County EMS	Active
Revenue	001.4000.369900	Other Miscellaneous Revenues	Active
Revenue	001.4000.369906	Insurance Proceeds	Active
Revenue	001.4000.369907	CPR Training Revenue	Active
Revenue	001.5000.324610	Impact Fees - Residential - Culture/Recreation	Active
Revenue	001.5000.324620	Impact Fees - Commercial - Culture/Recreation	Active
Revenue	001.5000.347501	Recreation Programs	Active
Revenue	001.5000.347502	After School Program	Active
Revenue	001.5000.347503	Summer Program	Active
Revenue	001.5000.347504	Field Rentals	Active
Revenue	001.5000.347505	Sponsorships	Active
Revenue	001.5000.347506	MB Little League	Active
Revenue	001.5000.347507	Adult Leagues	Active
Revenue	001.5000.347508	Youth Leagues	Active
Revenue	001.6000.344501	John's Pass Village	Active
Revenue	001.6000.344502	City/South Beach	Active
Revenue	001.6000.344503	Non-Resident Parking Permits	Active
Revenue	001.6000.344504	Village Blvd. Parking	Active
Revenue	001.6000.344505	Misc. Lot Parking	Active
Revenue	001.6000.344508	Business Parking Permit	Active
Revenue	001.8000.335380	State Appropriations - Physical Environment	Active
Revenue	103.1400.380000	Fund Balance/Net Position Carryover Used	Active
Revenue	103.1400.380001	Fund Balance/Net Position Carryover Used	Active
Revenue	103.9000.312600	7th Cent Sales Tax Revenue	Active
Revenue	103.9000.361100	Interest Earnings	Active
Revenue	110.9910.335380	State Appropriations - Physical Environment	Active
Revenue	110.9910.344507	Archibald Beach Parking Meters	Active
Revenue	110.9910.347509	Concession-Snack Shack	Active
Revenue	110.9910.361100	Interest Earnings	Active
Revenue	110.9910.369900	Other Miscellaneous Revenues	Active
Revenue	110.9910.369903	Refund Prior Year Expenses	Active
Revenue	110.9910.380000	Other Sources	Active
Revenue	110.9910.380001	Fund Balance/Net Position Carryover Used	Active
Revenue	125.5240.322000	Building Permits	Active
Revenue	125.5240.322901	Plan Review	Active
Revenue	125.5240.329103	Reinspection Fees	Active
Revenue	125.5240.329501	Applications/Fees	Active
Revenue	125.5240.361100	Interest Earnings	Active
Revenue	125.5240.369900	Other Miscellaneous Revenues	Active

Revenue	125.5240.369903	Refund Prior Year Expenses	Active
Revenue	125.5240.369906	Insurance Proceeds	Active
Revenue	125.5240.380000	Other Sources	Active
Revenue	125.5240.380001	Fund Balance/Net Position Carryover Used	Active
Revenue	150.5410.312410	Local Option Gas Tax	Active
Revenue	150.5410.335125	State Revenue Sharing	Active
Revenue	150.5410.361100	Interest Earnings	Active
Revenue	150.5410.380000	Other Sources	Active
Revenue	150.5410.380001	Fund Balance/Net Position Carryover Used	Active
Revenue	170.5170.361100	Interest Earnings	Active
Revenue	170.5170.380000	Other Sources	Active
Revenue	170.5170.380001	Fund Balance/Net Position Carryover Used	Active
Revenue	170.5170.381001	Transfer from General Fund	Active
Revenue	170.5170.381006	Transfer from LGIS Fund	Active
Revenue	402.7000.343400	Sanitation Charges	Active
Revenue	402.7000.343401	Recycling Service Fee	Active
Revenue	402.7000.343402	Late Fees	Active
Revenue	402.7000.361100	Interest Earnings	Active
Revenue	402.7000.362006	Container Rent	Active
Revenue	402.7000.364000	Sale/Disposition of Capital Assets	Active
Revenue	402.7000.369900	Other Miscellaneous Revenues	Active
Revenue	402.7000.369903	Refund Prior Year Expenses	Active
Revenue	402.7000.369906	Insurance Proceeds	Active
Revenue	402.7000.380000	Other Sources	Active
Revenue	402.7000.380001	Other Sources	Active
Revenue	402.7000.381003	Transfer from Stormwater Fund	Active
Revenue	402.7000.381004	Transfer from Marina Fund	Active
Revenue	402.7000.389401	Pinellas County Recycling Grnt	Active
Revenue	402.7000.389801	Asset Transfer In from Governmental Activities	Active
Revenue	404.9200.334391	Stormwater Grant	Active
Revenue	404.9200.335380	State Appropriations - Physical Environment	Active
Revenue	404.9200.338000	Pinellas County	Active
Revenue	404.9200.343700	Stormwater Service	Active
Revenue	404.9200.361100	Interest Earnings	Active
Revenue	404.9200.364000	Sale/Disposition of Capital Assets	Active
Revenue	404.9200.369900	Other Miscellaneous Revenues	Active
Revenue	404.9200.369903	Refund Prior Year Expenses	Active
Revenue	404.9200.380000	Other Sources	Active
Revenue	404.9200.380001	Fund Balance/Net Position Carryover Used	Active



Revenue	404.9200.381001	Transfer from General Fund	Active
Revenue	404.9200.381002	Transfer from Sanitation Fund	Active
Revenue	404.9200.381004	Transfer from Marina Fund	Active
Revenue	404.9300.389801	Asset Transfer In from Governmental Activities	Active
Revenue	405.9300.347500	ATM Service Charge	Active
Revenue	405.9300.347901	Unleaded Fuel Sales	Active
Revenue	405.9300.347902	Diesel Sales	Active
Revenue	405.9300.347903	Diesel - Commercial	Active
Revenue	405.9300.347904	Purchases Fuel	Active
Revenue	405.9300.347905	Propane Sales	Active
Revenue	405.9300.347906	Propane - Exempt	Active
Revenue	405.9300.347907	Purchases Propane	Active
Revenue	405.9300.347908	Misc Store Income-Taxable	Active
Revenue	405.9300.347909	Misc Store Income-Non Taxable	Active
Revenue	405.9300.347910	Purchases Store	Active
Revenue	405.9300.347911	Dry Storage Fees	Active
Revenue	405.9300.347912	Transient Rentals	Active
Revenue	405.9300.347913	Marina Slip Rent	Active
Revenue	405.9300.347914	Annual Fishing Tournament	Active
Revenue	405.9300.347915	Land & Sea Sales	Active
Revenue	405.9300.347916	Late Fees	Active
Revenue	405.9300.347917	Boat Ramp Parking	Active
Revenue	405.9300.361100	Interest Earnings	Active
Revenue	405.9300.364000	Sale/Disposition of Capital Assets	Active
Revenue	405.9300.369900	Other Miscellaneous Revenues	Active
Revenue	405.9300.369903	Refund Prior Year Expenses	Active
Revenue	405.9300.369904	Sales Tax Collection Allowance	Active
Revenue	405.9300.369912	Boat Ramp Fees	Active
Revenue	405.9300.369913	Commission - Laundry Equipment	Active
Revenue	405.9300.380000	Other Sources	Active
Revenue	405.9300.380001	Fund Balance/Net Position Carryover Used	Active
Revenue	405.9300.381002	Transfer from Sanitation Fund	Active
Revenue	405.9300.381003	Transfer from Stormwater Fund	Active
Revenue	405.9300.389201	Federal Grant - Clean Vessel	Active
Revenue	405.9300.389801	Asset Transfer In from Governmental Activities	Active
Revenue	901.1400.364000	Sale/Disposition of Capital Assets	Active
Revenue	901.1400.366000	Donations	Active
Revenue	901.1400.382001	Transfer from Enterprise Funds	Active

**MBFD Payscale (FY25)****Firefighter/Paramedic**

Step			1	2	3	4	5	6	7	8	9	10
Rate			\$ 22.12	\$ 23.23	\$ 24.39	\$ 25.61	\$ 26.89	\$ 28.23	\$ 29.64	\$ 31.13	\$ 32.68	\$ 34.32
Annual (2912hrs)			\$ 64,413.44	\$ 67,634.11	\$ 71,015.82	\$ 74,566.61	\$ 78,294.94	\$ 82,209.69	\$ 86,320.17	\$ 90,636.18	\$ 95,167.99	\$ 99,926.39

**Driver/Paramedic**

Step			1	2	3	4	5	6	7	8	9	10
Rate			\$ 23.41	\$ 24.58	\$ 25.81	\$ 27.10	\$ 28.46	\$ 29.88	\$ 31.37	\$ 32.94	\$ 34.59	\$ 36.32
Annual (2912hrs)			\$ 68,169.92	\$ 71,578.42	\$ 75,157.34	\$ 78,915.20	\$ 82,860.96	\$ 87,004.01	\$ 91,354.21	\$ 95,921.92	\$ 100,718.02	\$ 105,753.92

**Lieutenant/Paramedic**

Step			1	2	3	4	5	6	7	8	9	10
Rate					\$ 26.76	\$ 28.10	\$ 29.50	\$ 30.98	\$ 32.53	\$ 34.15	\$ 35.86	\$ 37.65
Annual (2912hrs)					\$ 77,925.12	\$ 81,821.38	\$ 85,912.44	\$ 90,208.07	\$ 94,718.47	\$ 99,454.39	\$ 104,427.11	\$ 109,648.47

**Fire Inspector**

Step			1	2	3	4	5	6	7	8	9	10
Rate			\$ 32.77	\$ 34.41	\$ 36.13	\$ 37.94	\$ 39.83	\$ 41.82	\$ 43.91	\$ 46.11	\$ 48.42	\$ 50.84
Annual (2080hrs)			\$ 68,161.60	\$ 71,569.68	\$ 75,148.16	\$ 78,905.57	\$ 82,850.85	\$ 86,993.39	\$ 91,343.06	\$ 95,910.22	\$ 100,705.73	\$ 105,741.01

**MBFD Payscale (FY26)****Firefighter/Paramedic**

Step			1	2	3	4	5	6	7	8	9	10
Rate			\$ 23.45	\$ 24.62	\$ 25.85	\$ 27.15	\$ 28.50	\$ 29.93	\$ 31.43	\$ 33.00	\$ 34.65	\$ 36.38
Annual (2912hrs)			\$ 68,286.40	\$ 71,700.72	\$ 75,285.76	\$ 79,050.04	\$ 83,002.55	\$ 87,152.67	\$ 91,510.31	\$ 96,085.82	\$ 100,890.11	\$ 105,934.62

**Driver/Paramedic**

Step			1	2	3	4	5	6	7	8	9	10
Rate			\$ 24.81	\$ 26.05	\$ 27.35	\$ 28.72	\$ 30.16	\$ 31.66	\$ 33.25	\$ 34.91	\$ 36.66	\$ 38.49
Annual (2912hrs)			\$ 72,246.72	\$ 75,859.06	\$ 79,652.01	\$ 83,634.61	\$ 87,816.34	\$ 92,207.16	\$ 96,817.51	\$ 101,658.39	\$ 106,741.31	\$ 112,078.38

**Lieutenant/Paramedic**

Step			1	2	3	4	5	6	7	8	9	10
Rate					\$ 28.37	\$ 29.79	\$ 31.28	\$ 32.84	\$ 34.48	\$ 36.21	\$ 38.02	\$ 39.92
Annual (2912hrs)					\$ 82,613.44	\$ 86,744.11	\$ 91,081.32	\$ 95,635.38	\$ 100,417.15	\$ 105,438.01	\$ 110,709.91	\$ 116,245.41

**Fire Inspector**

Step			1	2	3	4	5	6	7	8	9	10
Rate			\$ 34.73	\$ 36.47	\$ 38.29	\$ 40.20	\$ 42.21	\$ 44.33	\$ 46.54	\$ 48.87	\$ 51.31	\$ 53.88
Annual (2080hrs)			\$ 72,238.40	\$ 75,850.32	\$ 79,642.84	\$ 83,624.98	\$ 87,806.23	\$ 92,196.54	\$ 96,806.36	\$ 101,646.68	\$ 106,729.02	\$ 112,065.47

**MBFD Payscale (FY27)****Firefighter/Paramedic**

Step			1	2	3	4	5	6	7	8	9	10
Rate			\$ 25.09	\$ 26.34	\$ 27.66	\$ 29.04	\$ 30.50	\$ 32.02	\$ 33.62	\$ 35.30	\$ 37.07	\$ 38.92
Annual (2912hrs)			\$ 73,062.08	\$ 76,715.18	\$ 80,550.94	\$ 84,578.49	\$ 88,807.41	\$ 93,247.79	\$ 97,910.17	\$ 102,805.68	\$ 107,945.97	\$ 113,343.27

**Driver/Paramedic**

Step			1	2	3	4	5	6	7	8	9	10
Rate			\$ 26.55	\$ 27.88	\$ 29.27	\$ 30.73	\$ 32.27	\$ 33.89	\$ 35.58	\$ 37.36	\$ 39.23	\$ 41.19
Annual (2912hrs)			\$ 77,313.60	\$ 81,179.28	\$ 85,238.24	\$ 89,500.16	\$ 93,975.16	\$ 98,673.92	\$ 103,607.62	\$ 108,788.00	\$ 114,227.40	\$ 119,938.77

**Lieutenant/Paramedic**

Step			1	2	3	4	5	6	7	8	9	10
Rate					\$ 30.36	\$ 31.88	\$ 33.47	\$ 35.15	\$ 36.90	\$ 38.75	\$ 40.69	\$ 42.72
Annual (2912hrs)					\$ 88,408.32	\$ 92,828.74	\$ 97,470.17	\$ 102,343.68	\$ 107,460.87	\$ 112,833.91	\$ 118,475.60	\$ 124,399.38

**Fire Inspector**

Step			1	2	3	4	5	6	7	8	9	10
Rate			\$ 37.17	\$ 39.03	\$ 40.98	\$ 43.03	\$ 45.18	\$ 47.44	\$ 49.81	\$ 52.30	\$ 54.92	\$ 57.66
Annual (2080hrs)			\$ 77,313.60	\$ 81,179.28	\$ 85,238.24	\$ 89,500.16	\$ 93,975.16	\$ 98,673.92	\$ 103,607.62	\$ 108,788.00	\$ 114,227.40	\$ 119,938.77

City of Madeira Beach and  
Pinellas County Professional Firefighters  
IAFF Local 4966



October 1, 2024 thru September 30, 2027

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# ARTICLE 1

## PREAMBLE

- Section 1.** Pursuant to Florida Statutes § 447.309, this Agreement is entered into by and between the City of Madeira Beach, a Florida municipal corporation, hereinafter called the “City” and the Pinellas County Professional Firefighters Association, IAFF, Local 4966, hereinafter called “the Union.”
- Section 2.** The purpose of this Agreement is to promote and maintain harmonious and cooperative relationships between the City and employees represented by the Union, both individually and collectively, to provide an orderly and peaceful means for resolving differences which arise, and to set forth the agreement between the Parties concerning wages and other terms and conditions of employment.
- Section 3.** The Parties recognize that the best interests of the community will be served by assuring the public, at all times, of the orderly and uninterrupted provision of fire protection services in the most efficient manner possible.

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## ARTICLE 2

# RECOGNITION

- Section 1.** The City of Madeira Beach hereby recognizes the Pinellas County Professional Firefighters Association Local 4966 as the exclusive representative for the purpose of collective bargaining with respect to wages, hours and other terms and conditions of employment for all employees represented by the Union, which currently consists of all Firefighter/EMTs, Firefighter/Paramedics, Driver Engineer/Paramedics, Fire Inspectors, Fire Lieutenant/EMTs, and Fire Lieutenant/ Paramedics.
- Section 2.** The Union hereby recognizes the City Manager or his/her representative as the public employer's representative for the purpose of collective bargaining. It is recognized by both Parties that the designation of authority vested in the Fire Chief pursuant to the terms of this Agreement shall also be fully vested without limitation in the City Manager who, by the City's Charter, serves as the City's chief executive officer.
- Section 3.** For purposes of this Agreement, the terms member, bargaining unit employee, and employee shall be synonymous.
- Section 4.** Should the City establish new job classifications within the Fire Department that are recognized by the Florida Public Employee Relations Commission as being represented by the Union, the City shall, not less than thirty (30) days prior to staffing such classifications, initiate bargaining with the Union concerning the wages and other terms and conditions of employment for the newly created classifications.

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## ARTICLE 3

# REPRESENTATIVES OF PARTIES

- Section 1.** The City agrees that, during the term of this Agreement, it will deal only with the authorized representatives of the Union in matters requiring mutual consent or other official action called for by the Agreement. Authorized representatives shall be defined as elected Officers of the Union and duly elected or appointed stewards, provided that notification has been provided in writing to the Office of the Fire Chief within 72 hours of any change in elected Officers or appointed stewards. The Union agrees to notify the City of the name of such authorized representatives as of the execution of this Agreement and replacement thereof during the term of this Agreement.
- Section 2.** The Union likewise agrees that, during the term of this Agreement, it shall deal only with the City Manager or his/her representative in matters requiring mutual consent or other official action.
- Section 3.** The City, the Union, and the bargaining unit members agree that from time to time, issues may arise which are not specifically addressed by this Agreement or on which this Agreement is ambiguous. The bargaining unit employees and the City do hereby designate and vest with their authorized representatives the ability to execute memoranda of understanding addressing such situations or clarifying ambiguous contract language. All such memoranda of understanding shall be signed by the City Manager and Union President. This section shall apply only in the event of consent by both Parties and neither Party is obligated to execute a memorandum of understanding the Party does not accept.

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# ARTICLE 4

## MANAGEMENT RIGHTS

- Section 1.** Except as expressly provided for in the Agreement, the City retains the sole right to manage its operations and direct the working force, including the rights to decide the number and location of stations, the acquisition and operation of vehicles and equipment, the scope of service to be performed, the method of service, the scheduling of work time; to contract and sub-contract existing and future work, to determine whether and to what extent the work required in its operations shall be performed by employees covered by this Agreement; to maintain order and efficiency in its stations and locations; to curtail or discontinue temporarily or permanently, in whole or in part, operations whenever, in the opinion of the employer, good business judgment makes such curtailment or discontinuance advisable; to hire, lay off, assign, transfer, promote and determine the qualifications of employees; to suspend, demote, discharge or take other disciplinary action against employees for just cause; to determine the starting and quitting time and the number of hours to be worked; to establish, change or modify duties, tasks, responsibilities or requirements within job descriptions in the interest of economy, efficiency, technological change or operating requirements; and to have complete authority to exercise those rights and powers incidental thereto, subject only to such regulations governing the exercise of these rights as are expressly and specifically provided in this Agreement.
- Section 2.** If a local state of emergency covering the City is declared by the Mayor or Governor, the provisions of this Agreement may be suspended by the City Manager during the time of the declared emergency, providing that the wages and benefits provided for under this Agreement shall not be suspended as a result of such declaration.
- Section 3.** The above rights of the employer are not all-inclusive but indicate the type of matters or rights which belong to and are inherent to the employer in its capacity as management of the Fire Department of the City of Madeira Beach. Any of the rights, powers, and authority the employer had prior to entering this Collective Bargaining Agreement are retained by the employer, except as expressly and specifically abridged, delegated,

granted, or modified by the Agreement. Those inherent and common law management functions and prerogatives which the employer has not expressly modified or restricted by a specific provision of this Agreement are not in any way, directly or indirectly subject to the grievance procedure.

**Section 4.** The Parties acknowledge that during the negotiations which resulted in this Agreement, each had the unlimited right and opportunity to make demands and proposals with respect to any subject or matter not removed by law from the area of collective bargaining, and that the understandings and agreements arrived at by the Parties after the exercise of the right and opportunity are set forth in this Agreement. Therefore, the Employer and the Union for the life of this Agreement, each voluntarily and unqualifiedly, waives the right and agrees that the other shall not be obliged to bargain collectively with respect to any subject or matter referred to or covered in this Agreement or with respect to any subject matter not specifically referred to or covered in this Agreement, even though such subject or matter may not have been within the knowledge or contemplation of either or both parties at the time that they negotiated or signed this Agreement.

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# ARTICLE 5

## NON-DISCRIMINATION

- Section 1.** Neither the City nor the Union will in any way discriminate against a member because of membership or non-membership in the Union, or on the basis of race, creed, color, national origin, religion, age, or sex. A member's claim of unlawful discrimination based on race, color, national origin, religion, age, marital status, or sex, as well as any other categories covered by state or federal anti-discrimination laws, shall be pursued by that member pursuant to the City's policies and procedures regarding the filing and investigation of such claims. If the member is dissatisfied with the outcome of any such investigation, the member may further pursue his or her claim in a court of appropriate jurisdiction, as provided for in the Florida Civil Rights Act, Title VII of the Civil Rights Act, the Americans with Disabilities Act, or the Age Discrimination in Employment Act. Nothing herein shall prohibit the Union from providing such advocacy and assistance to its complaining member as it and the member deems necessary.
- Section 2.** The City and the Union agree that the provisions of this Agreement shall be applied equally to all members of the bargaining unit, except as is otherwise specified herein.
- Section 3.** The City and the Union agree to abide by the laws of the State of Florida and the rules and regulations of the Public Employees Relations Commission.
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# ARTICLE 6

## NO STRIKES / NO LOCK-OUT

- Section 1.** The Union and its members agree to this no strike pledge in return for a full and fair hearing of disputes as a peaceful means of resolving differences as outlined in the Grievance Procedure.
- Section 2.** The Union and the City will attempt to settle any future contract disputes in a fair and reasonable manner in accordance with applicable laws.
- Section 3.** There shall be no strikes, picketing, job action, work stoppage, slowdowns, boycotts, or concerted failure to perform assigned work during the term of this Agreement. Picketing as used herein shall mean any action which has the intent or effect of prohibiting members from reporting to work or continuing to perform their normally assigned work. "Strike" means the concerted failure to report for duty, the concerted absence of members from their positions, the concerted stoppage of work, the concerted submission of resignations, the concerted abstinence in whole or in part of any group of members from the full and faithful performance of their duties of employment with the City, for the purpose of inducing, influencing, condoning or coercing a change in the terms and conditions of employment or the rights, privileges, or obligations of their employment or participating in a deliberate and concerted course of conduct which adversely affects the services of the City, and the concerted failure to report for after the expiration of a collective bargaining agreement and picketing in furtherance of work stoppage.
- Section 4.** Any member to be found in violation of the above shall be subject to discipline, up to and including discharge, and only the question of whether or not the member instigated, ratified, sanctioned, or participated in such action shall be subject to the Grievance and Arbitration Procedure and Florida Statute 447.
- Section 5.** Further it is understood and agreed by the parties that the nature of the work in this Department bears directly upon the safety and welfare of the

public at large and that any violation would give rise to irreparable damage. To that end, the Union agrees that neither it nor any of its agents, representatives or members shall sanction, ratify, approve, condone, or participate in any of the above activities and that if such prescribed activities take place that the Union through its representatives and agents will make every reasonable effort to ensure that such action immediately ceases.

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# ARTICLE 7

## GRIEVANCE PROCEDURE AND ARBITRATION

**Section 1.** The purpose of this Article is to establish a procedure for the orderly, fair, and expeditious adjustments of grievances and for settlement of disputes between the City, Union and employees involving the interpretation or application of this Agreement. A grievance is defined as a complaint arising out of alleged violations concerning wages, rates of pay and other terms and conditions of employment addressed by this Agreement, whether or not the terms or conditions of employment are also covered by other employer documents. Should the City contend that a filed grievance is not grievable under this Agreement, the issue of grievability shall be ruled on by an arbitrator prior to the arbitration of the underlying grievance.

**Section 2.** A grievance shall be presented within ten (10) calendar days of the date on which the action supporting the grievance occurred. In the event the grievant is a Fire Lieutenant, the grievance shall be initiated in writing at the level of the Fire Chief.

1. An employee or the Union may discuss the complaint orally with any Fire Officer. The Officer shall attempt to adjust the complaint within the shift within the range of authority granted to him or her by the Fire Chief. It is understood that because the Fire Officers are part of this bargaining unit, the interpretation or application of this Agreement by such persons are not binding upon the City, but rather are subject to independent review and determination by the Fire Chief.
2. If the complaint is not resolved, a grievance may be submitted in written form using the agreed upon form incorporated into this Agreement to the Fire Chief within ten (10) calendar days from the time of discussion in Step one. The written grievance should set forth the following:



A. A statement of the grievance and the facts upon which it is based.

1. How did you determine these facts?
2. How does the grievance affect the member?
3. What rule or article is being grieved?
4. The remedy or adjustment requested.
5. The signature of the aggrieved employee.

B. A meeting shall be set up with the Fire Chief, aggrieved employee, and Union Officer within ten (10) calendar days of the submission of the written grievance. If the matter is not resolved at this meeting, the Fire Chief shall give his or her written response to the grievance within ten (10) days to the aggrieved employee and the Union.

**Section 3.** If the matter is not resolved, the aggrieved employee or the Union may appeal the grievance to the City Manager within ten (10) calendar days from the date of the written response from the Fire Chief. The City Manager shall schedule a meeting with the Union, Management, and Grievant within ten (10) calendar days after receipt of the grievance in order to discuss and seek a solution. A written response from the City Manager shall be given within ten (10) calendar days after the meeting. In the event the City Manager, Fire Chief, or Union President is unable to meet any of the deadlines set forth herein due to illness, business, conference, etc.), the relevant deadline shall be appropriately extended to allow the relevant meeting or response to occur as soon as reasonably possible after the return of the absent official.

#### **Section 4.**

- A. If the matter is not resolved as provided in Step 3, the grievance may be submitted to arbitration by the Union or the aggrieved employee. Written notification of intent to arbitrate the grievance shall be provided to the City Manager within ten (10) calendar days of her or his written Step 3 response.
- B. The Parties shall attempt to agree upon an independent arbitrator. If this cannot be accomplished within ten (10) calendar days, a panel of seven (7) arbitrators will be requested from the Federal Mediation and Conciliation

Service. To limit expenses of arbitration, arbitrators shall either be based in Florida, or agree to waive travel expenses or to conduct the arbitration via remote video. The Parties shall alternately strike with the grievant striking first until one name remains. The arbitration shall be conducted under the Florida Arbitration Code (Florida Statutes Chapter 682) and the rules of the FMCS, except as modified by this Agreement. Subject to the following, the arbitrator shall have the jurisdiction and authority to hear a grievance as defined in this Article.

1. The arbitrator shall have no authority to change, amend, add to, subtract from, or otherwise alter or supplement this Agreement or any part thereof or any amendment thereto.
  2. The arbitrator shall have no authority to consider or rule upon any matter which is stated in this Agreement not to be subject to Arbitration, which is to be pursued under applicable state or federal law, which is not a grievance as defined in this Article or which is not specifically covered by this Agreement.
  3. The arbitrator shall confine him/herself exclusively to the question(s) presented to him/her, which question(s) may not be hypothetical, and which must have been set forth in the grievance form.
- C. Copies of the award of the arbitrator made in accordance with the jurisdictional authority under this Agreement shall be furnished to both parties within thirty (30) calendar days of the hearing and shall be final and binding on both parties subject only to either party's right of appeal as provided by law.
- D. The Arbitrator's decision shall be implemented by the appropriate parties immediately upon becoming final.

**Section 5.** Each Party shall pay its own expenses for its representative, counsel, and witnesses. The fee of the Arbitrator shall be borne by the losing Party as determined and invoiced by the Arbitrator. Where the Union represents the aggrieved employee in the Arbitration proceeding and the Arbitrator determines in favor of the City, the Union will be considered the losing

party. In the event of a compromise award, the Arbitrator's fee shall be borne equally by the Parties to the arbitration.

**Section 6.** An employee having a complaint shall have the right to take the matter up with his/her Union Officers during working hours if it does not interfere with normal operations.

**Section 7.** The time limits established in this Article may be extended by mutual written agreement between the City Manager and the Grievant or Union President. Grievances not appealed in writing to the next step as provided in this Article shall be considered resolved on the basis of the last decision. A grievance not answered within the limits prescribed for the employer at each step shall entitle the employee to advance the grievance to the next step.

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# UNION GRIEVANCE

## CITY OF MADEIRA BEACH

Grievance No. \_\_\_\_\_

Please attach any statements or information to support your grievance. Type or print neatly.

EMPLOYEE NAME: \_\_\_\_\_ Work Telephone: \_\_\_\_\_

Classification/Rank: \_\_\_\_\_ Shift: \_\_\_\_\_ Division: \_\_\_\_\_

Date of Occurrence of Grievance: \_\_\_\_\_

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Article and section of Agreement alleged to have been violated:

Please check appropriate box:    ☐ Step 2-Fire Chief    ☐ Step 3-City Manager

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DESCRIBE all of the facts concerning the grievance (date, time, place, persons involved, etc.)

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

REQUESTED REMEDY:

\_\_\_\_\_  
 \_\_\_\_\_

EMPLOYEE/UNION:

DEPARTMENT/CITY:

\_\_\_\_\_

\_\_\_\_\_

Signature (*Employee filing grievance*) Time/Date

Grievance received by (Signature)

\_\_\_\_\_

\_\_\_\_\_

Union Rep Signature

Time/Date

Time/Date of receipt

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As provided by the Pinellas County Professional Firefighters Association, IAFF, Local 4966, contract, I wish to appeal my grievance to Step 2 or 3, as applicable.

\_\_\_\_\_

\_\_\_\_\_

Signature (*Employee filing grievance*) Time/Date

Grievance received by (Signature)

\_\_\_\_\_

\_\_\_\_\_

Union Rep Signature

Time/Date

Time/Date of receipt

# UNION GRIEVANCE CITY OF MADEIRA BEACH RESPONSE

Grievance No. \_\_\_\_\_

This form is to be used by the Fire Chief/Designee and the City Manager to respond to Step 2, and Step 3 Union Grievances.

To: \_\_\_\_\_

Employee/Grievant or Union Rep

From: \_\_\_\_\_

Fire Chief/Designee or City Manager

Date Grievance Filed: \_\_\_\_\_

Date of Hearing: \_\_\_\_\_

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The following is in response to the above-referenced grievance. (Attach additional sheets if necessary.)

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\_\_\_\_\_  
Hearing Officer's Signature: (Fire Chief/Designee or City Manager)

\_\_\_\_\_  
Date:

# ARTICLE 8

## REPRESENTATION/CONSULTATION

- Section 1.** Neither party, in negotiations, shall have any control over the selection of the negotiating or bargaining representatives of the other party. The Union will furnish the City Manager with a written list of the Union's bargaining team, prior to the first meeting, and substitution changes thereto, if necessary.
- Section 2.** Fire Department Management in the spirit of cooperation will notify the officers of the Union of anticipated major changes in formal operating or working conditions within a reasonable time but not less than thirty (30) days prior to implementation.
- Section 3.** Copies of tactical orders or training bulletins affecting Union members shall be made available to the Union when issued.
- Section 4.** Members shall have the right to meet and consult with any supervisory or managerial official via the appropriate chain of command. The member shall explain to his or her immediate supervisor the nature of his or her request (personal or departmental business). Members shall have the right to Union representation in those meetings and consultations.
- Section 5.** The City shall recognize a maximum of four (4) Union representatives who are City employees, who may be released from duty without pay to negotiate a collective bargaining agreement between the City and/or Fire Department and the Union. The release of such on-duty employees shall be at the sole discretion of the Fire Chief, it being understood that the intent of this Section is to not negatively impact service levels or to cause any direct or indirect cost to the City. Employees so released may use compensatory time, accrued annual or holiday leave, and/or Union time if available, for the time they are released.
- Section 6.** The name of the Union representative shall be given in writing to the City Manager as well as any change prior to the effective date of the representative assuming duties of office. Such notification shall be made by the Union.

**Section 7.** There shall be one (1) Union representative on each shift whenever possible.

**Section 8.** An aggrieved employee shall have the right to take the grievance up with his or her shift union officer during working time, provided that the employee and the union official shall not interfere with the normal operations of the department.

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# ARTICLE 9

## DISCIPLINE AND DISCHARGE

**Section 1.** The City shall have the right to discipline any employee for the violation of any City or Department Rule or Regulation for just cause. Initial probationary employees do not have grievance and arbitration rights for disciplinary actions up to and including termination of employment. Promoted employees do not have arbitration rights over a decision by the City to demote the newly promoted employee to his or her prior position based on failure to satisfactorily complete the promotional probationary period. However, the reasons for a demotion decision shall be documented by the Fire Chief and can be grieved up to the City Manager level pursuant to Article 7. The probationary periods referred to above shall be one year from the date of hire and six calendar months from date of promotion as applicable, with the option at the City's sole discretion to extend up to an additional three calendar months or, in the case of a new hire with experience from another agency, reduce the established period.

Employees may be disciplined by written warning, demotion, suspension or discharge for violation of the City or Department Rules and Regulations or any action or failure to act which in the opinion of the Fire Chief adversely affects the ability of the employee and/or fellow employees to efficiently perform their job responsibilities and/or adversely affects the efficient operation of the City Government or any department, division, or area of the City.

The City recognizes the following types of disciplinary action:

1. Written warning
2. Suspension without pay
3. Demotion
4. Combination of the above
5. Discharge



**Section 2.** Disciplinary notices shall not be placed in the employee's personnel file before the employee has been informed of such action. The employee shall be asked to date and sign all written reprimands and notices of misconduct; however, the signature does not imply agreement. If the employee refuses to sign a written reprimand or notice of misconduct, this action shall be noted on the document. The absence of an employee's signature does not diminish the status of the action. The City will furnish to the Union representative upon request copies of the forms prepared by the City covering personnel action which are subject to disclosure under the Public Records Act.

**Section 3.** When conducting an investigation of a member covered by the Firefighters' Bill of Rights (part VIII of Chapter 112, Florida Statutes), any interrogation of the member shall be conducted following the procedures set forth in Florida Statutes § 112.82.

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# ARTICLE 10

## PRE-TERMINATION HEARINGS

- Section 1.** Pre-Termination Hearing, as used in this Article, shall mean a meeting between the Fire Chief, City Manager, or designee, for the purpose of informing the employee of the disciplinary violations the City believes the employee has committed, and that termination is being considered. The employee shall be afforded the opportunity to present such facts, documents, and arguments as he or she may desire in response to the charges and the proposed disciplinary action. Once completed, the Chief, Manager or designee shall conduct such further investigation or review as may be necessary to follow up on the information and arguments presented by the employee in his or her defense.
- Section 2.** Notice of a Pre-Termination Hearing shall be given 72 hours in advance to any member who is brought up on charges that could lead to termination.
- Section 3.** The member shall be afforded due process during the Pre-Termination Hearing.
- Section 4.** No member shall be terminated without being afforded the opportunity to attend a Pre-Termination Hearing unless waived by the member.
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# PRE-TERMINATION NOTICE

DATE OF NOTICE: \_\_\_\_\_

EMPLOYEE NAME: \_\_\_\_\_

DEPARTMENT: \_\_\_\_\_ CLASSIFICATION: \_\_\_\_\_

VIOLATION: \_\_\_\_\_

FACTS/circumstances/reasons for termination:

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You have the right to respond in writing to the charges, and the right to respond orally before the official charged with the responsibility of making the termination decision.

\_\_\_\_\_ is the date on which the official charged with the responsibility of making the termination decision will hear or consider any oral or written presentation that you desire to present. Said date will be not sooner than seventy-two (72) hours, said time not to include holidays or weekends, from the time this Notice is delivered to you. You may submit any written material prior to or at the interview and may appear and make any desired oral presentation at such interview.

Your failure to present any written statement or oral presentation at the pre-termination interview above referred to will result in a decision being made to terminate you, and at that point all employee rights and benefits will cease.

This pre-termination procedure will be supplemental to any other grievance procedures which may be available to you, and this procedure is a required initial step prior to any other procedure by the Employee Service System Rules, Union Contract, department rules or administrative procedures.

The "official charged with the responsibility of making termination decisions" will consist of the City Manager or her/his designee.

My signature below indicates only that I have received and read the above notice.

\_\_\_\_\_  
(Employee)

\_\_\_\_\_  
(Date)

# ARTICLE 11

## WORK WEEK AND OVERTIME

- Section 1.** The Fire Department duty hours for shift employees shall be twenty-four (24) hours on, and forty-eight (48) hours off, unless otherwise assigned as permitted by this Agreement. Shifts will begin at 7:00 a.m. and end at 7:00 a.m. on the following day. Annual, sick and holiday time shall be counted for the purpose of computing overtime pay. The work period for twenty-four (24) hour shift employees is fourteen (14) consecutive days. Employees will be compensated at the overtime rate of one and one-half times their regular rate of pay for each hour of time worked (as defined herein) in excess of one hundred six (106) hours in the work period. Shift employees may be assigned to a schedule other than the 24/48 schedule outlined above for light duty, to accommodate training and special assignments, and for other legitimate reasons.
- Section 2.** Employees covered by this Agreement shall be considered on duty when required by the City to respond to an emergency, performing firefighting functions and performing directed extra duty assignments during the employee's normal off duty time.
- Section 3.** Overtime shall be paid at the rate of one and one-half times the employee's straight time hourly rate of pay. Employees shall be compensated a minimum of two (2) hours overtime pay for each court appearance which occurs during regular scheduled off duty hours.
- Section 4.** Employees shall be required to work overtime when requested unless excused by the City. In the event any employee is required to work overtime, he/she will not be required to use annual leave nor be placed in a "leave without pay" status during the basic work week in order to compensate or offset the overtime hours worked or to be worked, nor shall it be the intent of the City to assign work hours to avoid the payment of overtime; however, nothing in this section shall prohibit the City from scheduling the work week to make best use of available manpower to minimize overtime.

## Section 5. Call Back Pay

- A. Call back pay is provided to compensate employees ordered to return to work on an unexpected basis after completing a regularly assigned shift of work or a regularly assigned week of work.
- B. Call back work is work to be performed which is of an emergency or unexpected nature and should not be associated or confused with the monthly department shift/work schedule or anticipated additional work requirements.

Call back pay shall be granted as follows:

- 1. The minimum total hours paid, including regularly scheduled hours, per call back occurrence shall be two (2) hours. Call back time will include no more than one half ( $\frac{1}{2}$ ) hour travel time.
  - 2. An employee shall not receive call back pay for more than two (2) occurrences in a twenty-four (24) hour period. If the employee is called back to work more than two (2) times in a twenty-four (24) hour period, the employee shall be paid for the number of hours from the beginning of the first call back period to the end of the last call back period.
  - 3. Call back pay shall be at the overtime rate. The employee shall be responsible for correctly documenting call backs on the payroll time sheets.
- C. An employee who has not left the premises and is required to continue working after the completion of his/her shift shall be ineligible for call back pay.

## **Section 6. Shift Exchange**

Upon approval of the Fire Chief or designee, employees covered by this Agreement shall be permitted to exchange shift assignments on a day-to-day basis, as well as for an entire shift period. Approval for any shift exchange shall be in accordance with Departmental policy.

## **Section 7. Light Duty Policy**

Light duty is defined as those activities an employee can perform which do not require a type of physical activity that may aggravate an injury or illness. An employee must be released by the treating physician for light duty and must have the approval of the Fire Chief and City Manager. The City may, at its option, seek a second opinion from a physician of its choice regarding an employee's ability to work light duty or in his/her regular job. The City is not obligated to provide light duty for off-the-job-related injuries and/or illness. Employees with on-the-job related injury, illness or other medical condition may be assigned to light duty based on the needs of the Fire Department and the City. Any employee who is required to be on light duty due to on-the-job-related injuries or illness shall be compensated at his/her normal salary. The City will make every reasonable effort to provide an employee with light duty although it is not required to create work, or to relieve an existing employee from his or her duties to provide such work.

Compensation for non-job-related injuries or illness will be at the discretion of the City Manager. It shall be the goal of the City to return the light duty employee to full time status as soon as possible, based on competent medical evaluation.

## **Section 8. Compensatory Time**

Employees who work beyond the allowable hours within a work period will be paid at the overtime rate. The City will not grant compensatory time in lieu of overtime unless the employee requests it in writing and in advance to working the overtime hours and it is approved by the Fire Chief. The Fire Chief may approve the request consistent with work requirements provided the granting or use of this compensatory time will not result in additional overtime or otherwise unduly interfere with the efficient and cost-effective operation of the

Department. All compensatory time accrued will be exhausted prior to using any vacation days. The payout of any accrued compensatory time will be in accordance with FLSA provisions.

## **Section 9. Minimum Staffing of Suppression Vehicles**

The minimum staffing on fire suppression vehicles shall be the levels specified in NFPA 1710, as may be amended from time to time.

## **Section 10. Work Week and Overtime for Members in Minimum Standards Academy or Paramedic School.**

### **A. Minimum Standards Academy**

1. The work week for members attending a full time 40hr/week minimum standards academy will consist of the class schedule only with no shift requirements until the completion of their training.
2. The member shall be compensated at his/her normal salary while attending the 40hr/week minimum standards academy.

### **B. Paramedic School**

1. Members in paramedic school will work their normal shift schedule, however, they will be excused with Education Leave any time class occurs while on duty.
2. No overtime will be paid for class or clinical hours occurring off duty.

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# ARTICLE 12

## PAY

### Section 1. Pay

- A. Effective October 1, 2024, employees will be paid pursuant to the Step Plan (**Appendix "A"**), which plan will be effective until September 30, 2027.
- B. Employees will advance to the next highest step in the Step Plan on their anniversary dates.
- C. Any change in the Step Plan which resulted from the negotiation of this Agreement will be reflected in **Appendix A**.

### Section 2. Progression/Reclassification within the Pay Plan

- A. Employees accepting a promotion in rank will be paid at their corresponding step in the Driver, Fire Inspector, or Lieutenant Pay Scale. Drivers, Fire Inspectors, and Lieutenants will be placed on probation status during the first six (6) months following promotion.
- B. The bi-weekly pay for members of the bargaining unit will be an equal amount for each pay period based on 106 hours at the regular hourly rate and 6 hours at a rate of 1.5 of the regular rate.
- C. The Fire Inspector position is a 40-hour work week, all hours worked in excess of forty (40) hours in a seven (7) day period shall be compensated at the rate of time and one half. Paid absences shall not be counted in the computation of overtime.

### Section 3. Staff Assignments

- A. Any employee who meets the required state certification guidelines and is assigned by the Fire Chief to perform Fire Inspections or Public Education



functions as a part of her or his normal duties shall receive an additional \$50 per pay period.

- B. Any employee assigned by the Fire Chief to serve as Fitness Trainer shall receive an additional \$25 per pay month.
- C. Any Lieutenant that is assigned by the Fire Chief to function as Operations Officer, Training Officer, and/or EMS Officer shall receive an additional \$70.00 per pay period.

Any meetings and/or other related activities as approved by the Fire Chief that must be done by employees assigned under this Section on hours other than the normally assigned shift will be compensated in accordance with Article 11, Section 3 of this Agreement.

#### **Section 4. Acting Assignments**

- A. Any Paramedic assigned as a Preceptor to a Student shall receive an additional 2.5% of their hourly rate being earned at the time for each hour functioning in that capacity.
- B. Any employee who is certified as a Fire Service Apparatus and Pump Operator in the State of Florida shall receive an additional 5% of their hourly rate being earned at the time for each hour acting as Driver/Engineer. This does not prevent other firefighters from driving and operating the engine/pumper, nor shall the lack of a certified driver cause shift overtime.
- C. Any Firefighter assigned by the Fire Chief to work in the capacity of "Acting Lieutenant" shall receive an additional 7.5% of their hourly rate being earned at the time for each full hour which he or she serves in the acting capacity. Acting Officer pay does not apply to scheduled shift exchanges between Lieutenants and Acting Lieutenants.

#### **Section 5. Lead Paramedic "Seat Pay"**

Any time that a member functioning as the Driver/Engineer or Lieutenant is tasked with being the Lead Paramedic in addition to their normal duties they will receive a 5% increase to their hourly rate of pay being earned at that time.

## **Section 6. Salary Deduction for Education**

Anyone hired that requires either:

A. Paramedic licensure

Or

B. Minimum Standards Certification

will have their salary deducted by the costs of the associated school distributed over two (2) years for Paramedic and one (1) year for Minimum Standards. The establishment chosen to provide the required licensure or certification is at the discretion of the Fire Chief so as to not limit the department and to ensure the employee completes this process in an expeditious manner. Starting salary will be step one as outlined in the Collective Bargaining Agreement (CBA) with deductions beginning once The City of Madeira Beach makes the initial payment to the institution, either partial or in full.

If a candidate is unsuccessful in completing the required education related to employment with Madeira Beach Fire Department within a three (3) year period from the date of hire, the employee can be terminated while also required to reimburse The City of Madeira Beach for any and all funds made payable to the institution. The decision for termination will be on a case-by-case basis dependent on varying factors with input provided by Human Resources and City Administration. This pay reduction does not replace the reimbursement obligation as outlined in Article 36, #13 in the CBA.

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# ARTICLE 13

## HOLIDAYS AND LEAVE

### Section 1. Holidays

A. The following are the recognized holidays for bargaining unit employees of the City.

- (1) New Year's Day
- (2) Employee's Birthday
- (3) Memorial Day
- (4) Independence Day (July 4th)
- (5) Labor Day
- (6) Veteran's Day
- (7) Thanksgiving Day
- (8) Christmas Eve
- (9) Christmas Day
- (10) New Year's Eve
- (11) Two (2) Floating Holidays
- (12) Martin Luther King's Day
- (13) Any Recognized City Holiday

B. Firefighters will be paid at the rate of 12 hours per holiday on their next bi-weekly payroll which will be computed at the regular pay rate. Firefighters who are on duty for that holiday will be paid 18 hours on their next-bi-weekly payroll which will be computed at the regular pay rate. Employees on a forty-hour work week covered by this agreement shall be paid the equivalent of a normally scheduled day's pay (at their regular straight-time rate) for the above designated holidays as observed by the city. Should any designated holiday fall on a Sunday, the following Monday shall be observed as the official holiday. Holidays falling on Saturdays shall be observed on the preceding Friday. If an employee uses sick leave on a holiday, the employee will not be eligible to receive the holiday hours provided for herein. In the

event the employee's sick leave use on a holiday is less than 24 hours, the employee will be eligible for a prorated amount of the holiday hours provided for herein.

- C. Individual firefighters may elect to take holiday hours in lieu of receiving holiday pay. No employee shall be allowed to accrue more than 144 hours of holiday time. Any holiday hours accrued in lieu of receiving holiday pay carry no cash value.
- D. Floating Holidays (one Floating Holiday equals 12 hours) must be taken in the calendar year earned and are forfeited if unused during that year. No compensation shall be paid in lieu of taking floating holidays or at separation. Employees hired on or after July 1 of a given year shall receive only one (1) Floating Holiday in their initial year of hire and shall be able to use the time during probation. Floating Holidays may be used in the same manner as sick leave with one (1) hour notification and used in one (1) hour increments.

## **Section 2. Annual Leave**

- A. The Annual Leave accrual for Firefighters of the City of Madeira Beach is as follows:
  - 1. Employees with less than five (5) years of uninterrupted service shall receive fourteen (14) hours of Annual Leave per month beginning with the month following the first month of employment. This provides one hundred sixty-eight (168) hours of annual leave credit per year or the equivalent of seven (7) working days. For forty-hour employees with less than five (5) years of uninterrupted service shall receive six point six seven (6.67) hours of Annual Leave per month beginning with the month following the first month of employment. This provides eighty (80) hours of annual leave credit per year or the equivalent of ten (10) working days.
  - 2. Employees with five (5) or more years of uninterrupted service but less than ten (10) or more years of uninterrupted service shall receive sixteen

(16) hours of Annual Leave per month beginning with the month following the 5th year anniversary date. This provides one hundred ninety-two (192) hours of Annual Leave credit per year or the equivalent of eight (8) working days. For forty-hour employees with five (5) or more years of uninterrupted service but less than ten (10) or more years of uninterrupted service shall receive ten (10) hours of Annual Leave per month beginning with the month following the 5th year anniversary date. This provides one hundred and twenty (120) hours of Annual Leave credit per year or the equivalent of seven (15) working days.

3. Employees with ten (10) or more years of uninterrupted service but less than fifteen (15) or more years of uninterrupted service shall receive eighteen (18) hours of Annual Leave per month beginning with the month following the 10th year anniversary date. This provides two hundred sixteen (216) hours of Annual Leave credit per year or the equivalent of nine (9) working days. For forty-hour employees with ten (10) or more years of uninterrupted service but less than fifteen (15) or more years of uninterrupted service shall receive thirteen point three three (13.33) hours of Annual Leave per month beginning with the month following the 10th year anniversary date. This provides one hundred fifty-nine point ninety-six (159.96) hours of Annual Leave credit per year or the equivalent of twenty (20) working days.
4. Employees with fifteen (15) or more years of uninterrupted service but less than twenty (20) or more years of uninterrupted service shall receive twenty (20) hours of Annual Leave per month beginning with the month following the 15th year anniversary date. This provides two hundred forty (240) hours of Annual Leave credit per year or the equivalent of ten (10) working days. Forty-hour employees will continue accruing the same time as in step 4.
5. Employees with twenty (20) or more years of uninterrupted service shall receive twenty-two (22) hours of Annual Leave per month beginning with the month following the 20th Anniversary date. This provides two hundred sixty-four (264) hours of Annual Leave credit per year or the

equivalent of eleven (11) working days. For forty-hour employees with twenty (20) or more years of uninterrupted service shall receive twenty (20) days plus one day per year of service over twenty (20) years with the maximum of twenty-five (25) days annual leave per year.

- B. Annual Leave may be accumulated from year to year up to a maximum accrual based on the schedule set forth below:

<b>Uninterrupted Service</b>	<b>Maximum Allowable Accrual</b>
Less than 5 years	288 Hours
5 years or more but less than 10 years	336 Hours
10 years or more but less than 15 years	384 Hours
15 Years or more but less than 20 years	432 Hours
20 years or more	480 Hours

- C. Persons who have been employed by the City for a period of 1 year or more shall receive payment of unused annual leave accumulated to the date of separation upon termination of City employment.
- D. Annual Leave shall not be granted in amounts less than one (1) hour increments for all 24-hour shift personnel. Employees may only take annual leave with a minimum of three (3) days advance notice and as long as no overtime is required to complete the shift. The Fire Chief, or his/her designee, has the discretion to allow an employee annual leave without the required advance notice.
- E. Employees who have annual leave accrual in excess of 92 hours may sell back 24 hours to the City once per year in November. Employees who have annual leave in excess of 200 hours may sell back 48 hours to the City once per year in November. Election to sell hours must be made prior to September 30. If the employee's accrued leave balance falls below the

minimum at the time of the check disbursement, the request shall be modified (48 hours down to 24 hours) or denied if the balance falls below 92 hours.

### **Section 3. Sick Leave**

A. Sick leave may be granted for the following reasons:

1. Personal illness;
2. Personal medical or dental appointments;
3. For light duty time off;
4. For personal illness or injury of immediate family residing in the same household.

B. Sick leave will be earned by Firefighters at the rate of fourteen (14) hours per month beginning with the month following the month of employment and continuing each month thereafter up to a maximum accrual of 720 hours. Sick leave will be credited twelve months per year. Absence from a day of duty due to illness will be charged on an hourly basis. Sick leave may be used to the extent that it has been accumulated but may not be advanced to employees who have no sick leave credit balance. This program provides 168 hours of sick leave credit per year. For forty-hour employees sick leave will be earned by Firefighters at the rate of eight (8) hours per month.

C. An employee must notify the Fire Chief or designee of illness or any other reason for which sick leave may be granted, but leave must be requested from the Fire Chief or designee no later than thirty (30) minutes from the scheduled start of the employee's normal shift. An employee must notify the Chief or designee of illness or any other reason for which sick leave may be granted before departing at any other time of day. Failure to comply with the above-mentioned procedures may result in a loss of pay for sick leave.

D. The Fire Chief may request a doctor's certificate of proof of illness after the second consecutive shift of illness or where otherwise necessary to verify the employee's condition and/or fitness for duty.

- E. Upon separation from City employment, employees will be paid 50% of accrued sick leave provided that separation is under "good terms." "Good Terms" is defined as providing two weeks written notice prior to resigning and not pursuant to any disciplinary action.

Employees who retire under the FRS program meeting the 25 years or age 55 requirement, disabled employees, and line of duty death employees will be paid 75% of their accrued sick leave.

- F. In the event an employee is laid off for lack of work and re-employed by the City within a two-year period, he/she shall be credited with the sick leave accumulated as of the day of such layoff minus any sick leave paid out at the time of separation.
- G. If a bargaining unit employee has exhausted all of his or her sick leave, other bargaining unit employees may upon request make donations of sick leave pursuant to City policy.

#### **Section 4. Leave with Pay**

- A. Leave with pay shall be authorized by the Fire Chief in order that employees may serve required jury duty, military training, or active military duty.
- B. An employee called for jury duty shall be paid, for the period during which such employee is called for jury duty, the difference between the employee's daily or hourly pay from the City and the amount of daily jury duty pay the employee received while on jury duty for all days or periods for which such employee was scheduled to work for the City. Such leave with pay shall commence on the first day such employee is called for jury duty.
- C. An employee called to military training or active military duty shall be paid the difference between the employee's daily or hourly pay from the City and the amount of such employee's daily or hourly military pay while engaged in military training or active military duty for all days or periods for which such employee is scheduled to work for the City for a maximum of thirty (30) calendar days per year. For the purpose of this subsection, a calendar



year will begin on the first day the employee is entitled to leave with pay under this subsection. Leave with pay under this subsection will commence on the first day of military training or active military duty.

- D. Employees will accrue Annual and Sick Leave while in a leave with pay status.
- E. There shall be no exceptions to the above without prior written approval of the City Manager.

## **Section 5. Leave Without Pay**

- A. A leave of absence without pay may be granted by the City Manager to a regular full-time employee for any of the following reasons:
  - 1. Illness or disability.
  - 2. Maternity.
  - 3. To engage in a course of study.
  - 4. For other good reasons which are considered to be in the best interest of the employee and the City.
- B. In no instance shall a leave of absence exceed a period of one year, unless approved by the Board of Commissioners.
- C. Employees will not accrue Annual or Sick Leave while in a leave without pay status.

## **Section 6. Disability Leave**

An employee who sustains a job-connected disability shall be entitled to the following benefits, but only after a thorough investigation by the Fire Chief.

- A. An employee shall be entitled to receive his/her salary less all worker's compensation benefits due him/her for a period not to exceed three (3) months beginning with the date of disability.

- B. If an employee is unable to return to work at the end of the period to which he/she is entitled, his/her case shall be reviewed by a committee comprised of the Fire Chief, the City Manager, and the Human Resource Manager. After thirty (30) days, an employee is not entitled to earn sick leave or annual leave while he/she is receiving workers' compensation benefits.
- C. All members of the bargaining unit shall receive the same benefit of Long-Term Disability Insurance as all other full-time city employees receive.

## **Section 10. Bereavement Leave**

- A. Employees covered by this Agreement may be granted time off with pay at the straight time rate, not to exceed one (1) shift, to attend the funeral of an employee's immediate family member. Bereavement leave must be taken within the seven consecutive calendar days surrounding the date of the funeral.

If the funeral is to be held outside the state of Florida, the employee may be granted two (2) shifts under the same terms. Such leave shall be granted by the Fire Chief. Bereavement Leave shall be counted for the purposes of computing overtime.

- B. For the purpose of this Article, the employee's immediate family shall be defined as the employee's spouse, father, mother, son, daughter, brother, sister, aunts, uncles, father-in-law, mother-in-law, brother-in-law, sister-in-law, grandparents, grandchildren, stepchildren, nieces and nephews, domestic partners, first cousins, any person cohabitating in the same household.
- C. Bereavement leave shall not be charged to annual leave.
- D. Should an employee require additional time other than provided in Section 1 of this Article, he may request the additional time from the Fire Chief. Any additional time used shall be charged to annual leave or leave without pay.

- E. The employee shall, at the discretion of the Fire Chief, provide the department with proof of death in his immediate family as defined in Section 2 of this Article before compensation is approved.

## **Section 8. Military Leave**

Military leave shall be as provided by City policy.

The employee shall be required to submit an order or statement from the appropriate military commander as evidence of such duty unless excused by law. Such an order or statement must accompany the formal request for military leave.

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# **ARTICLE 14**

## **ANNUAL PARKING PASS**

Each employee shall receive at no charge a parking pass for the City of Madeira Beach which shall be valid for one calendar year upon ratification of this contract.

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# ARTICLE 15

## INSURANCE AND PENSION

### Section 1. Life Insurance

Accidental Death and Dismemberment Insurance will be provided as required by F.S. 112.191, or any successor thereto.

### Section 2. Other Insurance

The City provides life and accident insurance, health insurance, and dental insurance on all full-time employees. Accident and health insurance policies for the employee's dependents may be purchased by the employee. The City will contribute fifty percent (50%) of the health and dental premium associated with an employee's spouse, child, or family. Information on the insurance policies is available in the City's administrative office. An employee becomes eligible for insurance during the second full calendar month of employment.

### Section 3. FRS Enrollment

The City provides retirement benefits through the Florida Retirement System (FRS) for all full-time firefighters at no cost to the employee. Contribution rates and available benefits are established by the Florida Retirement System.

### Section 4. Supplemental Cancer Coverage

The City will fund supplemental cancer coverage for each actively employed and future members of this collective bargaining unit for employee only coverage.

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# ARTICLE 16

## PHYSICAL FITNESS

### Section 1. Physical Fitness Goal

The goal of the physical fitness program is to improve the health and physical endurance of firefighters in all ranks. Reaching this goal will increase safety and reduce injury. All bargaining unit employees shall participate in a departmental physical fitness program developed by the Department Fitness Coordinator and approved by the Fire Chief. Participatory requirements will be in accordance with established departmental policies. In the event the Fire Chief decides to effectuate changes to the existing physical fitness program, the changes will first be reviewed with the Union and an opportunity for impact bargaining afforded to the Union upon request at least thirty (30) calendar days before implementation.

### Section 2. Physical Examinations

- A. Employees covered by this Labor Agreement will be allowed as a benefit to undergo an Annual Physical Examination by a licensed M.D., either as part of a department wide program of annual physicals as scheduled by the Fire Department or when the City has reason to question the physical or mental ability of an employee to perform his or her job duties. The City shall determine the extent of the examination, the physician, and bear the cost.
- B. The physical findings will become a matter of the employee's official physical records. The physical findings will remain as sealed documents and be retained in the Human Resource Office. The City will maintain those records in a confidential fashion as required by law.
- C. All follow-up medical work will occur through the employees' health plan or at the employees' expense.

### **Section 3. Minimum Fitness Standards**

All staff must be able to maintain the following performance standards:

#### **Job Performance Requirements**

The JPR below is the basic entry level tasks that a firefighter is expected to be able to accomplish agreed to by Local 4966 and the City of Madeira Beach. NFPA will be used as a guideline to determine pertinent, job-related skills. These are the minimum job performance requirements (JPR).

#### **Station 1: Donning of Bunker Gear**

Firefighter shall don all protective gear and SCBA. Firefighter shall not be on air at this point. Mask is not required to be worn during this evolution.

#### **Station 2: Ladder Raise**

The firefighter will remove a 24' extension ladder from the designated area. The firefighter will walk the ladder in a shoulder carry to the designated area.

The firefighter will then raise and fully extend the ladder in a safe and controlled manner. Safe climbing angle must be confirmed as well as tying of the halyard and dogs are locked.

Firefighter will then ascend the ladder, touch the top rung, and descend the ladder once completed.

\*Safety personnel will heel the ladder when the firefighter is ascending and descending the ladder.

#### **Station 3: Stair Climb**

Near the base of the stairs at the designated area, the firefighter will pick up the high-rise bag, containing its normal contents, and a section of 50' of 1 3/4" hose, pre-folded for a shoulder carry.

The firefighter will then walk an equivalent of four (4) stories. When all laps are completed the hose and high-rise bag will be placed back at the bottom of the steps. The firefighter will then proceed to the next station.

#### **Station 4: Forcible Entry**

The firefighter will pick up the sledgehammer and strike the forcible entry prop 15 times.

All strikes must be made in a convincing manner.

### **Station 5: Attack Line**

At this point, the firefighter will don their mask and go on air.

At the attack line station there will be a charged 50' section of 1 ¾" hose with a nozzle flaked and ready for advancement.

The firefighter will then advance the charged line forward, maintaining a low profile.

No walking will be permitted during the advancement of the hose. The firefighter will then advance the hose 25'.

Once the nozzle reaches the 25' mark this will complete this station.

This will complete the JPR testing. Candidates can now doff their SCBA masks and bunker gear.

If the firefighter was able to complete all five (5) stations in 11:00 minutes or less they have successfully completed the job simulation assessment.

Failure of the member to demonstrate the ability to perform the standards during the initial test will not result in the member's being pulled from duty. However, once the inability to perform is noted, the member must be re-tested within sixty (60) days and must, at that time, be able to demonstrate full ability to perform the standards.

Failure of the member on the first re-test to demonstrate the ability to perform the standards will require a second re-test which must be conducted within thirty (30) days. At that time, the member must be able to demonstrate full ability to perform the standards.

Failure of the member on the second re-test to demonstrate the ability to perform the standards will require a third re-test which must be conducted within fifteen (15) days. At that time, the member must be able to demonstrate full ability to perform the standards.

Effective October 1<sup>st</sup>, 2022, if the member fails on the third re-test to demonstrate the ability to perform the standards, then the member will be deemed to be not qualified to continue in her or his position with the department.



# **ARTICLE 17**

## **SUBSTANCE ABUSE AND TESTING**

It is acknowledged that the parties intend for the City's Drug Free Workplace Program to be maintained and updated as necessary to be in accordance with the guidelines set forth by Florida Statutes. The City agrees to provide the Union with advance notice (at least thirty (30) calendar days before implementation) of any update to the City's Drug Free Workplace program. Upon prompt request of the Union within ten (10) calendar days of receiving notice, the City also agrees to meet with the Union during the advance notice period in order to discuss any questions or concerns of the Union regarding the update.

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# ARTICLE 18

## UNIFORMS AND PERSONAL PROPERTY

### Section 1. Uniforms

The City will be responsible for selecting and providing all uniforms and equipment necessary for the performance of the required duties. At a minimum, bargaining unit employees at the time of hire shall be provided with the following: \* will be replaced as needed due to wear and tear.

- One NFPA approved set of bunker gear
- 1 SCBA mask
- 4 each of duty pants, duty golf shirts, and duty t-shirts\*
- 2 sets of work-out shorts\*
- 1 pair of work shoes
- 1 pair of athletic shoes
- long sleeve dress shirt 1 short sleeve dress shirt, pair of dress pants, and tie 1 badge and name plate
- 2 jumpsuits\*
- 1 light windbreaker
- 1 heavy winter jacket
- 1 pair of safety glasses (prescription if necessary)
- 1 hearing protector
- 1 set of twin size sheets
- 1 fanny pack
- 1 baseball style cap

The City reserves the right to issue such other uniform items and equipment as it deems appropriate in its sole discretion. Uniforms and shoes issued by the City are for on duty use only and will be replaced by the City where necessary due to normal wear and tear. Replacement due to an employee's own carelessness or negligence shall be at the employee's expense. The above items at all times remain the property of the City, and

employees shall return to the City all the above items at the time of separation.

**Section 2.** An employee shall be reimbursed for loss or damage to personal property necessary in the performance of his/her duty subject to the following restrictions:

The maximum reimbursement for items of personal necessity, such as prescription eyeglasses, shall be the full replacement cost up to a maximum of \$200 (two hundred dollars) per occurrence.

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# ARTICLE 19

## PERSONNEL RECORDS

- Section 1.** There shall be only one official record for each member, and it will be maintained in the personnel office.
- Section 2.** When any formal disciplinary action is taken, the summary of the investigation or events upon which the discipline is based shall be included in the record.
- Section 3.** All personnel records shall be held in accordance with State Law.
- Section 4.** All members shall have the right to inspect and make copies of their personnel records. No records will be hidden from a member's inspection.
- Section 5.** Letters of complaint from citizens will not be inserted in a member's personnel record unless sustained.
- Section 6.** A member shall have the right to include in the member's official personnel record a written and signed refutation (including signed witness statements) of any material the member considers to be detrimental.
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## ARTICLE 20

# SENIORITY AND REDUCTION IN FORCE

**Section 1.** City seniority is understood to mean a member's most recent date of employment or re-employment. Seniority will continue to accrue during all types of leave except for 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. Leaves of absence without pay for periods of less than thirty (30) calendar days shall not cause the City seniority date to be adjusted.

**Section 2.** City seniority/anniversary date shall be used for purposes of computing vacations, pensions, service awards and other benefits based on length of service.

**Section 3.** Members shall lose their seniority as a result of the following:

- A. Voluntary termination
- B. Retirement
- C. Termination for legitimate reasons
- D. Absence without authorized leave for one (1) shift
- E. Failure to report to the Fire Chief or his designee intention of returning to work within five (5) days of return receipt verification of certified mail.
- F. Failure to return from military leave within the time limits prescribed by law.

**Section 4.** Layoff -When it becomes necessary to reduce a class of members in the department because of lack of funds, shortage of work, the abolition of a position because of changes in organization or other causes, members in that class shall be laid off on the basis of the following:

Members will be laid off in the inverse order of their length of time in City seniority except when the Fire Chief believes that a certain employee is

essential to the efficient operation of the department because of special skills or abilities, and wishes to retain this individual in preference to a person with greater length of service in seniority. The Fire Chief must submit a written request to the City Manager for permission to do so. This request must set forth in detail the specific skills and abilities possessed by the individual and the reasons why such an individual is essential to the effective operation of the department. If the City Manager approves the request, the individual may be retained.

**Section 5.** Lieutenants accepting a reduction in rank to firefighter shall retain full departmental seniority.

**Section 6.** Lieutenants accepting a reduction in rank will be paid at the corresponding step in the Firefighter scale and have their pay reduced by the percentage difference between the Lieutenant's pay grade and the pay grade of the accepted new position.

**Section 7.** Recall - Members in layoff status will retain recall rights and shall have preference to work over applicants on eligibility lists as long as they are qualified to perform the work available at time of recall. Recall will be made by certified mail to the last address in the member's records. Within fifteen (15) workdays of the certified receipt date, laid-off members must signify their intention of returning to work to the Human Resource Office.

**Section 8.** Recall will be offered to laid-off members provided they are qualified to perform the duties of the job. A laid-off member, when offered recall, who is temporarily unable to accept due to medical reasons may request an extension of time in which to accept or decline recall not to exceed thirty (30) days.

**Section 9.** Lieutenants reduced in rank under the provisions of this Article shall retain recall rights to their former position over any eligibility list. When members are recalled from layoff, the members with the greatest classification seniority shall be recalled in order of seniority or in inverse order of layoff, when time in classification was equal. When recalled, a member's classification seniority date shall remain the same.

**Section 10.** The City shall prepare a seniority list and furnish the same to the Union representative. Such list shall be considered correct unless objection is raised within ten (10) days of posting.

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# ARTICLE 21

## SAFETY OF VEHICLES AND EQUIPMENT

- Section 1.** The purpose of this Article is to eliminate from use any vehicle or equipment that is dangerous to the operator or the public.
- Section 2.** No member shall be required to operate any vehicle or equipment that is determined to be in an unsafe operating condition. The Fire Chief/ranking shift officer will be responsible for the safe operation of all vehicles under their authority and will make the final determination of whether the vehicle is safe or not.
- Section 3.** Employees may receive safety instructions.
- Section 4.** At the request of the Union, the Fire Chief shall make himself reasonably available to discuss safety issues and consider suggestions from the Union in that regard.
- Section 5.** No employee shall be asked or required to perform construction.

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# ARTICLE 22

## INDEMNIFICATION

**Section 1.** Legal defense of members and/or the payment of judgments shall be available as provided under Chapter 111, Florida Statutes and subject to provisions of Florida Statutes Chapter 768.

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# ARTICLE 23

## BULLETIN BOARDS

- Section 1.** The Union shall be entitled to reasonable use of one bulletin board in a work location established by the Fire Chief.
- Section 2.** The bulletin board shall be used for posting Union notices as follows:
- A. Notices of Union social or recreational affairs.
  - B. Notices of Union elections and results of such elections.
  - C. Notices of Union appointments and other official Union business.
- Section 3.** All notices shall be signed by a duly recognized officer of the Union.
- Section 4.** Any Union material not meeting the criteria of Section 2 and 3 of this Article may be removed by any member of management.
- Section 5.** All costs incidental to preparing and posting Union materials will be borne by the Union. The Union is responsible for posting and removing approved material on the designated bulletin board and for maintaining such bulletin board in an orderly condition.
- Section 6.** All costs related to acquiring and installing the bulletin board will be borne by the Union. The size of the bulletin board shall not exceed 24" x 36".
- Section 7.** Duplicate copies of all notices posted shall be submitted to the Fire Chief prior to posting.
- Section 8.** If the Fire Chief feels that the material to be posted is inappropriate he will notify the Union and the notice will not be posted. However, if the Union feels that permission to post any Union notice has been unfairly withheld, it may resort to the grievance procedure up to and including the City Manager.

**Section 9.** No material will be posted on the Union bulletin board which is defamatory or obscene.

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# ARTICLE 24

## CHECKOFF/DUES DEDUCTION

**Section 1.** Employees covered by this agreement may authorize, on the prescribed form, the deduction of Union dues by execution of the Notice forms in Section 2.

**Section 2.** For the purpose of putting this Article into effect, the Treasurer of the Union will furnish forms to employees that desire to authorize payroll deduction of Union dues.

The form shall be as follows:

NOTICE TO CITY OF MADEIRA BEACH AUTHORIZATION  
FOR DEDUCTION OF UNION DUES

I hereby authorize the City of Madeira Beach to deduct from my paycheck each pay period m union dues as certified to the employer by the Pinellas County Professional Firefighter Association, IAFF, Local 4966 in the amount specified by the Local. I understand that this authorization is voluntary, and I may revoke it at any time by giving the City of Madeira Beach notice in writing.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Job Title: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

Date Submitted: \_\_\_\_\_

**Section 3.** Payroll dues assessment authorizations are revocable at the employee's request upon thirty (30) days written notice to the employer and the Union.

**Section 4.** The employer is expressly prohibited from any involvement in the collection of fines, penalties or special assessments and shall not honor any requests of this nature.

- Section 5.** The Union agrees to pay the employer an annual fee of \$30.00 for the service of dues deductions.
- Section 6.** The City will transmit the dues deducted in any month to the Union within ten (10) calendar days of the following month except in the case of reasonable delays.
- Section 7.** In any pay period in which there is insufficient pay to cover all other duly authorized deductions, Union dues will not be deducted from an employee's pay.
- Section 8.** The Union will initially notify the City as to the amount of dues. Such notification will be certified to the City in writing with the signature of an authorized officer of the Union. Changes in Union membership dues will be similarly certified to the City and shall be done at least thirty (30) days in advance of the effective date of such change.
- Section 9.** The Union will indemnify, defend, and hold the City harmless against any and all claims, demands, suits, or other forms of liability that shall arise out of, or by payroll deduction of dues assessments. The Union agrees that in case of error, proper adjustment, if any, will be made by the Union with the affected employees.
- Section 10.** In the event the Union fails to deposit the City's check for union dues in a timely manner and it becomes necessary to stop payment and reissue the missing check, the Union will be charged all applicable third-party fees plus a Twenty-Five Dollar (\$25) handling fee by the City.
- Section 11.** The Union shall notify the City within seven (7) days of any change in address.
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## **ARTICLE 25**

### **UNION BUSINESS**

The Union Representative or his designee will be granted time off for attendance at conferences, conventions or seminars held outside the City of Madeira Beach from a Union business pool time account. All time off for the above Union business will be scheduled in advance and subject to operational requirements. On the first paycheck in March and September each bargaining unit employee who has completed a six-month probation shall place three (3) hours of leave time - annual or holiday- to the Union pool time account when union pool reaches 112 hours or below.

The proper form shall be filled out and signed each city fiscal year and is to be handled by the union.

Employees covered under this Agreement will be allowed to wear their union pin on their uniform.

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## **ARTICLE 26**

### **EDUCATIONAL REIMBURSEMENT**

Bargaining unit employees shall be entitled to tuition reimbursement under the same terms and conditions as established for City employees under the City's Employee Manual with the approval of the Fire Chief.

#### **Education Leave**

Each permanent employee will be eligible for education leave upon having full staffing. All classes will be approved by the Chief or his designee before receiving time off. At any time during the term of this contract, the city wishes to increase this benefit, all members will be covered under this agreement. Education leave must be approved by the Fire Chief subject to budget availability.

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## **ARTICLE 27**

### **PRINTING OF AGREEMENT**

The City agrees to make a written copy of the final Agreement available at the Fire Station. The City also agrees to provide the Union with a final written copy and an electronic copy of the Agreement within twenty-one (21) calendar days of final ratification and signature of all parties. Each party shall bear their own costs of printing and distributing the Agreement.

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## ARTICLE 28

### PREVAILING RIGHTS

All wages, hours, and terms and conditions of employment enjoyed by bargaining unit employees as of the date of ratification of this Agreement and which are not included in the Agreement shall not be changed arbitrarily and capriciously.

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## **ARTICLE 29**

### **MAINTENANCE OF CONDITIONS**

The City recognizes that certain conditions of general application to all City employees exist which are not covered by this Agreement. Consequently, the City agrees that it will maintain those conditions for the employees in the bargaining unit to the extent it maintains them for all other City employees; provided, however, nothing here shall in any way inhibit the City's rights to change, modify or eliminate said conditions, where said action is deemed appropriate for efficient operation of City government.

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## ARTICLE 30

### DURATION

- Section 1.** This Agreement shall be effective on October 1, 2024, and shall remain in full force and effect until September 30, 2027.
- Section 2.** Should either party desire to terminate, change or modify this Agreement or any portion thereof, it shall notify the other party in writing one hundred eighty (180) days prior to the expiration except if mutually agreed to otherwise.
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## ARTICLE 31

### SAVINGS CLAUSE

If any article or section of this Agreement should be found invalid unlawful, or not enforceable, by reason of any existing or subsequently enacted legislation or by judicial authority, all other articles and sections of this Agreement shall remain in full force and effect for the duration of this Agreement.

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## **ARTICLE 32**

### **DEFERRED COMPENSATION PROGRAM**

Employees of Local 4966 shall be afforded the option of entering a retirement program governed by the Internal Revenue Code 457. A company with an established program shall administer the deferred compensation program. It is however understood that the Employer will make available the IAFF Financial Corporation 457 Plan as either the sole option, or one of the options that the bargaining unit members may participate in. Bargaining unit members will be entitled to transfer 457 plan assets to the plan of choice without penalty.

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## **ARTICLE 33**

# **NO TOBACCO USE AS A CONDITION OF EMPLOYMENT FOR NEW HIRES**

The Surgeon General of the United States has determined that tobacco, particularly cigarettes, contributes to the development of a number of heart and lung diseases.

The State of Florida enacted a presumption law which treats certain conditions, such as heart disease, hardening of the arteries, and hypertension as work-related.

Due to documented effects of smoking and the special hazards and exposures associated with the occupation of firefighting, the City and Union agree to the following:

1. As of October 1, 2001, the City of Madeira Beach will hire as firefighters only individuals who do not smoke or chew tobacco.
2. Smoking and chewing will not be permitted on or off-duty for all uniformed employees hired on or after October 1, 2001.
3. A uniformed employee hired on or after October 1, 2001, who smokes or drinks on or off-duty will be subject to discipline, up to and including discharge.
4. Although employees have the right to grieve disciplinary actions after their initial probationary periods have been completed, the Union agrees that the policy itself will not be grieved.
5. All uniformed employees of the Fire Department represented by their bargaining unit who were hired before October 1, 2001, will not be affected by the no-tobacco condition of employment.

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## ARTICLE 34

### FITNESS FOR DUTY

The physical fitness of Life Safety employees is vital to the level of service provided to the public in time of need. The City of Madeira Beach provides annual wellness physicals for all firefighters in addition to a fitness program specifically developed for firefighters. In the event a firefighter's fitness for duty is questioned, the following procedures will be implemented.

A. The employee has been seen by their medical provider:

1. If the employee is injured while not working for the City of Madeira Beach, the employee shall notify the Fire Chief, or her/his designee, as soon as possible. The employee shall state that he or she was injured and that he or she has been seen by a physician.
2. The employee shall not be eligible to return to duty unless he/she provides a physician's statement that reads the employee may return to work as a firefighter with no restrictions. The City reserves the right to require a second opinion and shall determine the extent of the examination, the physician, and the cost for the second opinion. If the opinions differ, the employee and the City shall select a third physician whose opinion shall be binding.
3. If, in the opinion of the Chief or his/her designee, an employee is not able to perform the essential functions of his or her position, the City has the right to send the employee to the City's physician at the City's cost. If the resulting evaluation provides that the employee cannot perform his or her duties as a firefighter without restrictions, the employee shall be put on sick leave until he or she provides the City a letter from a physician stating the employee is released to work without restrictions.

B. The employee has not been seen by any medical provider:

1. The Chief or his/her designee may send the employee to the City's physician, or local emergency room, if appropriate.
2. The time spent in receiving medical evaluation is charged to Administrative Leave.

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.
- 

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# ARTICLE 35

## PROMOTION POLICY

### Lieutenant

**Section 1.** To be considered for promotion to Lieutenant, the member must meet the following criteria:

- Minimum of three (3) years fire service experience
- Minimum of one (1) year service with the City of Madeira Beach Fire Department
- Possess a Florida State Fire Officer 1 (FO1) certificate at the time of the exam.

**Section 2.** Testing parameters shall include, but are not limited to:

- Written exam
- Tactical scenario
- Employee conflict resolution
- Public Presentation

**Section 3.** Additional points shall be awarded as follows:

Seniority -  $\frac{1}{2}$  point per year to a maximum of 5 %.

Education -  $\frac{1}{2}$  point per FSFC Fire Certification to a maximum of 5%.

**Section 4.** If less than two members are eligible, the one year of service with the City of Madeira Beach may be waived and applicants may be solicited from outside the Department.

**Section 5.** Promotion testing shall be conducted as soon as practicable in each instance where a promotion position becomes open. The promotion shall not be made until the results of the testing are finalized and published by the Fire Chief.

**Section 6.** For every available position, the Fire Chief will have the choice of the top two candidates.

**Section 7.** All promotions are subject to six (6) months' probation.

## Driver/Engineer

**Section 1.** To be considered for promotion to Driver Engineer, the member must meet the following criteria:

- Minimum of three (2) years fire service experience
- Minimum of one (1) year service with the City of Madeira Beach Fire Department
- Possess a Florida State Pump Operator certificate at the time of the exam.

**Section 2.** Testing parameters shall include, but are not limited to:

- Written exam
- Practical scenario

**Section 3.** Additional points shall be awarded as follows:

Seniority -  $\frac{1}{2}$  point per year to a maximum of 5 %

Education -  $\frac{1}{2}$  point per FSFC Fire Certification to a maximum of 5%

**Section 4.** If less than two members are eligible, the one year of service with the City of Madeira Beach may be waived and applicants may be solicited from outside the Department.

**Section 5.** Promotion testing shall be conducted as soon as practicable in each instance where a promotion position becomes open. The promotion shall not be made until the results of the testing are finalized and published by the Fire Chief.

**Section 6.** For every available position, the Fire Chief will have the choice of the top two candidates.

**Section 7.** All promotions are subject to six (6) month probation.

# ARTICLE 36

## CONDITIONS OF EMPLOYMENT FOR NEW HIRES

I, \_\_\_\_\_ in accepting a position as a Probationary Employee, understand fully that I will be tested monthly on training modules and undergo a final exam at the end of my probationary period. The monthly exams will be in accordance with Department Standards, and I will be expected to pass all exams including the final exam with a minimum score of 80. The final exam will consist of both written and practical exercises. During my probation period, my general performance, appearance, attitude, initiative, and dependability will be evaluated.

In order to maintain a permanent position with the City of Madeira Beach Fire Department, I will be required to maintain all Firefighter/EMS and related certifications I now possess or acquire during the course of my employment. As a condition of employment, I am to maintain such certifications as I have at the time of employment. Additionally, I must maintain any certifications I obtain during the course of my employment. Failure to maintain certifications may result in termination.

I am fully aware of what is expected of me during my probation period or course of employment.

\_\_\_\_\_  
Signature of Probationary Employee

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Date

\_\_\_\_\_  
Fire Chief

ACCEPTED \_\_\_\_\_ REFUSED \_\_\_\_\_

DATE \_\_\_\_\_

## FIRE RESCUE DEPARTMENT REGARDING CONDITIONS OF EMPLOYMENT

NAME \_\_\_\_\_ DATE \_\_\_\_\_

CONDUCTED BY Chief \_\_\_\_\_

### 1. Management

Are you aware that the Fire Department is a semi-military organization and that you will be managed by an individual giving you orders?

YES \_\_\_\_\_ NO \_\_\_\_\_

Do you have any reservations about taking such direction or orders while working in this type of emergency environment?

YES \_\_\_\_\_ NO \_\_\_\_\_

### 2. Work Schedule

Are you aware that firefighter/firemedic personnel work a 24-hour shift while on duty, with 48 hours off after a duty shift?

YES \_\_\_\_\_ NO \_\_\_\_\_

Are you able to work the 24/48-hour schedule?

YES \_\_\_\_\_ NO \_\_\_\_\_

### 3. Appearance

Are you aware the Department has a uniform code and policy for personal appearance and hygiene for all personnel?

YES \_\_\_\_\_ NO \_\_\_\_\_

Do you have any problems with conforming to Department code and policy?

YES \_\_\_\_\_ NO \_\_\_\_\_

#### 4. Tardiness

Are you aware that our work shifts commence at 7:00 a.m. and that it is necessary that you be at your duty station and ready to begin work at that prescribed time?

YES \_\_\_\_\_ NO \_\_\_\_\_

Tardiness is not acceptable; therefore, strict discipline will be applied according to the regulations of the Department. Do you understand that tardiness will result in dismissal?

YES \_\_\_\_\_ NO \_\_\_\_\_

#### 5. Tobacco Products

Are you aware of, and able to comply with, Section 633.34(6), Florida Statutes which requires you to be a nonuser of tobacco or tobacco products for at least one (1) year immediately preceding application?

YES \_\_\_\_\_ NO \_\_\_\_\_

Do you additionally understand that the use of tobacco, on or off duty, is prohibited throughout the term of your employment?

YES \_\_\_\_\_ NO \_\_\_\_\_

Are you aware that if you use any tobacco products, on or off duty, you will sever your employment with the Department?

YES \_\_\_\_\_ NO \_\_\_\_\_

#### 6. Physical Fitness

Are you aware the Department has a physical fitness program and evaluations designed to protect the health of every employee, and that it will continue throughout your term of employment?

YES \_\_\_\_\_ NO \_\_\_\_\_

Are you aware that by not complying with the physical fitness requirements, as stated in SOP 100-90, you will sever your employment with the Department?

YES \_\_\_\_\_ NO \_\_\_\_\_

## 7. Alcohol

Are you aware that you are not permitted to consume alcohol while on duty or within four (4) hours prior to reporting for duty?

YES \_\_\_\_\_ NO \_\_\_\_\_

Are you aware that if you consume alcohol as stated above you will be subject to termination?

YES \_\_\_\_\_ NO \_\_\_\_\_

## 8. Personal Conduct

Are you aware that while off duty you are considered a representative of the City of Madeira Beach and City's Fire Department, and you are to maintain proper conduct which does not adversely affect the City of Madeira Beach and/or Madeira Beach Fire Department?

YES \_\_\_\_\_ NO \_\_\_\_\_

Do you agree to maintain a personal code of conduct as outlined in SOP 100-01 that does not reflect unfavorably on the City of Madeira Beach or its Departments, and if you fail to do so, may be cause for termination?

YES \_\_\_\_\_ NO \_\_\_\_\_

## 9. Holiday Schedules

Are you aware that your work schedule will require you to work on holidays?

YES \_\_\_\_\_ NO \_\_\_\_\_

Are there any religious holidays that would prevent you from meeting your work obligation?

YES \_\_\_\_\_ NO \_\_\_\_\_

If you answered "yes" above, please list the religious holidays that would prevent you from meeting your work obligation: \_\_\_\_\_

### 10. Driver's License

Are you aware that you must possess a valid Florida Class E driver's license and maintain it during your probationary period, as well as during your term of employment?

YES \_\_\_\_\_ NO \_\_\_\_\_

Do you understand that the loss of this license can be cause for termination?

YES \_\_\_\_\_ NO \_\_\_\_\_

### 11. Training

Are you aware that your position requires a great deal of training and studying to maintain your position?

YES \_\_\_\_\_ NO \_\_\_\_\_

Are you aware that the City of Madeira Beach Fire Department provides funding for pre- approved classes and at times you will be expected to attend seminars that are related to your duties?

YES \_\_\_\_\_ NO \_\_\_\_\_

You will be expected of your own volition to meet continuing education recertification requirements and improve your skills within your working profession via classes, seminars, etc. There will be a Training Record set up on you and any certificates should be submitted to us for documentation. Do you accept this requirement?

YES \_\_\_\_\_ NO \_\_\_\_\_

### 12. Illegal Substances

Are you aware that you are not permitted to use or consume any substance, which may affect your ability to perform your job functions, operate a motor vehicle, or interact with the public?

YES \_\_\_\_\_ NO \_\_\_\_\_

Are you aware that if you do use or consume any amount of any illegal substance you will be subject to termination?

YES \_\_\_\_\_ NO \_\_\_\_\_

Are you aware that if you are involved with anyone who uses or consumes any illegal substance that you may be subject to termination?

YES \_\_\_\_\_ NO \_\_\_\_\_

### 13. Reimbursement Obligation

If the employee voluntarily terminates the application process, declines employment, fails to successfully complete the probation period or separates from employment within three (3) years of the employee's date of hire, the employee will be responsible for reimbursing the City for all costs incurred in processing the application for employment to include, but not necessarily limited to the following estimated charges.

- A. Physical Examination \$850.00
- B. Firefighter Bunker Jacket & Pants \$2500.00
- C. Firefighter Boots \$300.00
- D. Uniforms \$950.00
- E. FDLE Background Investigation \$24.00
- F. Motor Vehicle Report (up to) \$18.35
- G. Employment Verification Services \$15.00 to \$25.00 per employer

Further, the employee hereby authorizes the City to deduct any and all such costs from any pay due employee for service rendered. Any remaining reimbursement obligation balance shall be paid by the separated employee to the City within sixty (60) days of the official separation date.

If court action is required after sixty (60) days of separation to collect any reimbursement obligation balance remaining after deduction from final pay, the separated employee also agrees to reimburse the city for any court and legal fees required to collect any remaining balance.



EMPLOYEE'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

FIRE CHIEF'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

State of Florida

County of Pinellas

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_,

By \_\_\_\_\_

Personally known \_\_\_\_\_ or Produced Identification

Type of Identification Produced \_\_\_\_\_

My Commission expires \_\_\_\_\_ (Seal)

Notary Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# ARTICLE 37

## MISCELLANEOUS

### Section 1. Heat stress activity schedule.

- A. The heat stress index to be used will be the chart from the National Fire Academy, with daily temperature readings to be taken from the weather channel.
- B. As outlined in the above-mentioned chart, when the humidity reaches 90-105, which falls into the extreme caution category. When outdoor activities are conducted it will be under controlled conditions with breaks provided every 30 minutes in shaded areas with fluids available for all personnel.
- C. When the humidity reaches the danger category (105-130), outdoor training should be limited. When outdoor activities are conducted it will be under controlled conditions with breaks provided every 30 minutes in areas with fluids available for all personnel.
- D. When the humidity reaches the Extreme Danger category (Above 130) all outdoor training will be halted.

**Heat Stress Index**

		<b>Relative Humidity</b>								
		10%	20%	30%	40%	50%	60%	70%	80%	90%
<b>Temperature Degrees Fahrenheit</b>	104	98	104	110	120	132				
	102	97	101	108	117	125				
	100	95	99	105	110	120	132			
	98	93	97	101	106	110	125			
	96	91	95	98	104	108	120	128		
	94	89	93	95	100	105	111	122		
	92	87	90	92	96	100	106	115	122	
	90	85	88	90	92	96	100	106	114	122
	88	82	86	87	89	93	95	100	106	115
	86	80	84	85	87	90	92	96	100	109
	84	78	81	83	85	86	89	91	95	99
	82	77	79	80	81	84	86	89	91	95
	80	75	77	78	79	81	83	85	86	89
	78	72	75	77	78	79	80	81	83	85
	76	70	72	75	76	77	77	77	78	79
	74	68	70	73	74	75	75	75	76	77

Note: Add 10 Degrees F when protective clothing is worn & 10 Deg. when in direct sunlight

Humiture Degrees Fahrenheit	Danger Category	Injury Threat
Below 60 Degrees	None	Little or no danger under normal Circumstances
80 - 90 Degrees	Caution	Fatigue possible if exposure is prolonged and there is physical activity
90 - 105 Degrees	Extreme Caution	Heat cramps and heat exhaustion possible if exposure is prolonged and there is physical activity
105 - 130 Degrees	Danger	Heat cramps or exhaustion likely, heat stroke possible if exposure is prolonged and there is physical activity

**Section 2.** Each member shall be entitled to register her or his children in the City-run summer camp program, to the extent such a program is offered to the public, and to the extent the program has slots available. Members may register their children at no cost to the member but must still complete the program's registration and release forms, and their children must adhere to all rules of conduct and participation established for program participants.

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**Intentionally left blank.**

Now therefore the Parties have caused this Agreement to be executed by their duly authorized representatives on this \_\_\_\_\_ day of October, 20\_\_\_\_.

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City of Madeira Beach

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Pinellas County Professional  
Firefighters Association,  
Local 4966

**Madeira Beach Fire Department  
Standard Operating Protocol****Date Issued: 4/1/02****Change Order: Original****SOP Number: 100-90****Subject: Wellness Program**

---

**Purpose:** High intensity work at sporadic intervals, long duty hours and events involving significant emotional involvement relating to human trauma and suffering make fire-fighting one of the most demanding occupations. This contributes to and results in a substantial number of life altering illnesses and deaths annually. In accordance with the agreement between the City of Madeira Beach and the Saint Petersburg Association of Firefighters Local #747, it is the intent of this program to offer fire personnel an opportunity to help effectively cope with the physical stress associated with the industry. This will be accomplished through a series of educational programs, regular physical evaluations and a fitness program that focuses on cardiovascular endurance, muscle tone, flexibility and nutrition.

**Scope:** All levels of the Department must support and commit to the program to be effective and successful. There are costs and expenses associated with the program, but the long term benefits and achievement will provide significant savings to the Fire Department and to the longevity to our emergency members.

**General:** Every shift day beginning at 0700 hours, all personnel shall report for duty prepared to participate in the fitness program. It should be assumed that the apparatus and station are being received from the off-going shift in an acceptable manner. Members must maintain a readiness to participate and to respond. Readiness to participate will include the appropriate attire and readiness to respond will include having a Class D uniform available for immediate response. It is the Officer's responsibility to insure participation and progressive compliance with the program.

If due to emergency operations and/or scheduled events, at the Officer's discretion, the morning fitness component can be delayed until later in the afternoon or postponed for the entire shift. However, the postponed fitness component may not be on consecutive shifts and shall not exceed two shifts per month. When the fitness task is postponed, justification will be provided to the Fire Chief prior to the end of that tour of duty.

The Fitness Component is designed to be completed within a 30-45 minute time period, depending on individual fitness level and workout intensity. Ideally, the entire company should participate as a unit. All exercises should begin with a warm-up regiment and end with a cool-down segment. While variations are appropriate, every member is expected to complete the entire program as outlined. This program is not all-inclusive or totally encompassing; members are encouraged to expand and elaborate on the program. Remember, this is a minimal fitness level program.

Following the fitness task, all members are expected and required to shower and don the appropriate uniform of the day.

The Peer Fitness Trainer (s) will schedule quarterly evaluations and every effort will be made to plot these intervals as evenly as possible. These evaluations will consist of the annual physical, the annual wellness evaluation and/or the semi-annual fitness profiles. The fitness profiles will include, but are not necessarily limited to: body height/weight, body fat composition profiles, push-ups, sit-ups or crunches, and a 1 ½ mile cardiovascular component or equivalent. The intent of this program is to exhibit a progressive improvement toward maintaining an appropriate level of wellness that promotes a healthy lifestyle. As per the Fire Service Joint Labor Management Wellness-Fitness Initiative, this is a "non-punitive program".



## Madeira Beach Fire Department Standard Operating Protocol

**Date Issued:** 1/1/01  
**Change Order:** 8/06, 1/21/09, 5/19  
**SOP Number:** 100-02  
**Subject:** Chain of Command

---

**Purpose:** To set forth and establish a well-defined organizational structure for the formal exchange of information & communications, the delegation of responsibilities, and proper flow of facts and detail.

**Scope:** The Madeira Beach Fire Department shall make every effort to respect and utilize the proper Chain of Command. This will assist with keeping all levels of the Organization informed with factual, timely information and decrease the overall uses and dissemination of misinformation. Compliance with the Chain of Command is essential for the maintenance of discipline and the development of teamwork and morale

**General:**

- All Department members, both on and off duty, should follow their Chain of Command and report to their direct supervisor, whenever possible. A non-typical situations and special duties may alter the normal Chain of Command.
- Lieutenants shall maintain and direct their shift using the Standard Operating Procedures as a guideline, while keeping the Fire Chief informed of issues occurring within his/her Department.
- Conflicting orders should be clarified with the personnel involved, addressed in a timely fashion and never ignored.
- When off-duty personnel are called to duty, the senior ranking officer will assume the lead role and function as the station officer. If the highest ranking officer, regardless of seniority, is the same as the officer that is on-duty, then Command will remain with the on-duty officer. The senior qualified person shall have the option to fill the vacant position or pass the position to another qualified person.
- Written correspondence concerning Department business will not be conducted with any person, firm, company or corporation without authorization from the Fire Chief. When this type of correspondence is conducted with persons through the mail, the official Madeira Beach letterhead will be used. When correspondence



of this type is conducted through email, a copy is to be submitted to the Fire Chief or his designee for approval.

- During emergency or non-emergency events, the City's PIO should be notified as soon as possible and when appropriate.



## Madeira Beach Fire Department Standard Operating Protocol

**Date Issued:** 10/1/01  
**Change Order:** 1/09, 8/15  
**SOP Number:** 100-03  
**Subject:** S.O.P. Administration

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**Purpose:** To set forth and establish a standard, written source of departmental policies and procedures which will promote the effective and efficient operation of the Madeira Beach Fire Department.

**Scope:** The Madeira Beach Fire Department shall establish a Standard Operation Protocol which shall be used and utilized by the Department's personnel as an official source of guidelines pertaining to operations of organizational, routine, and/or emergency in nature. Pursuant to the authority vested in the Fire Chief by Federal, State, and Local laws and ordinances, this document, in conjunction and in harmony with the City of Madeira Beach Employee's Manual and the Agreement between Pinellas County Professional Firefighters Local #4966, establishes a written reference source of rules, regulations, policies, procedures, and operational instructions. The establishment of policies shall be a management prerogative. However, member participation may be sought in the development of those policies concerning conditions of employment and/or procedures and methods of an operational nature. These policies are intended to provide internal consistency. The contents of this document shall supersede any conflicting information contained in any other departmental publication.

**Responsibility:** It shall be the responsibility of all members to familiarize themselves with, conform to, and comply with the policies and procedures contained within this document. It shall be the responsibility of all Fire Officers to supervise and command their subordinates within the guidelines and philosophies contained within this document. Knowledge of these policies and procedures by all Fire Department members is essential for the maintenance of discipline and the development of teamwork and morale.

**Philosophy:** Policies in the form of reasonable guidelines are necessary for the proper operation of any organization. Such policies must be standardized in a workable, readable format which is available to all levels of the organization. The policies, procedures and regulations contained within this Manual are intended to be reasonable and workable guidelines of a positive nature. Periodic review and revision of policies and operational procedures, recognized as necessary, will be completed in a timely manner.

While this document cannot be expected to provide a solution to every question or problem which may arise in an organization established to provide an emergency service delivery system, it is expected that it will be sufficiently comprehensive to cover, either in a specific or general way, the majority of operational and administrative activities which involve the members of the Madeira Beach Fire Department.

The existence of these written guidelines is not intended to limit any member in the exercising of good judgment or initiative in taking the action a reasonable person would take in extraordinary situations which may arise in the fire service. Much, by necessity, must be left to the professionalism, integrity, dedication to public safety, and discretion of the membership. Members are encouraged to exercise initiative and ingenuity in the mitigation of situations with the best interest of the citizenry with the emphasis on customer service.

**Distribution:** The Fire Chief or his/her designee shall be responsible for the distribution of all policies and procedures. These documents shall be distributed to each member via their City e-mail address. For reference purposes, a hard copy will be provided and maintained in Lieutenant's Office and in the Administration Office. In addition, the Standard Operating Protocol will be available on the City's "T" drive. The Department's Administration shall be responsible for the maintenance and updating of the copy of the Standard Operating Protocol.



## Madeira Beach Fire Department Standard Operating Protocol

**Date Issued:** 10/1/01  
**Date Changed:** 11/03, 1/09, 8/15, 5/19  
**SOP Number:** 100-04  
**Subject:** Memo Distribution

---

**Purpose:** To establish a procedure to distribute, track, and monitor the distribution of Department Issued Memorandums.

**Scope:** All Department Memorandums will be numbered sequentially and by year. To insure that each member of the Department is properly apprised of changes in policy and procedure, all pertinent changes will be discussed and reviewed during our regularly scheduled meetings prior to implementation and in accordance with our Union Contract. Also, individual email accounts have been established for each career member of the Department. Each account is password protected and is the responsibility of the person assigned to the account. These accounts are accessible from remote locations by going to the Madeira Beach website (<http://www.madeirabeachfl.gov>) and logging on to the "Employee Only E-Mail Access" area. Members should check these accounts at the beginning of their shift and use the files on the "T" drive as a reference source.

**Responsibility:** It is each member's responsibility to stay abreast of change / additions / deletions to Department correspondences / memorandums / SOPs. Upon returning from leave, a review of information sources should be conducted (i.e. station journal, "T" drive etc...)



## Madeira Beach Fire Department Standard Operating Protocol

**Date Issued:** 10/1/01  
**Change Order:** 1/09, 8/15  
**SOP Number:** 100-05  
**Subject:** Meetings

---

**Purpose:** To establish a procedure for relaying the short-term information, operational changes and general bulletins that are needed to be knowledgeable and to function effectively and efficiently; to provide a pathway for consistent leadership and supervision of personnel through the open exchange of ideas, definitions of operational issues and policy interpretation.

**Scope:** Lieutenant and Department meetings will be held as needed to ensure the proper flow of information in all directions of the Organization and to maintain clear, consistent information to all Department members. Anyone having a topic that they would like to have discussed should submit it through the proper chain of command.

The Lieutenant, or the Officer of the Day, will meet with the Chief each shift for any exchange of information necessary.



## Madeira Beach Fire Department Standard Operating Protocol

**Date Issued:** 10/1/01  
**Change Order:** 1/21/09; 5/19  
**SOP Number:** 100-06  
**Subject:** Expenditures

---

**Purpose:** To establish a process and practice that insures fiscal responsibility and allows general accepted accounting procedures (G.A.A.P.) to be followed.

**Scope:** All Department purchases and repair authorizations will be coordinated through the Fire Chief's office. Equipment that is out of service should be reported to the Fire Chief, thru the Chain of Command, in a timely fashion depending on the severity and impact to public safety and the service. All repair and purchase requests should be accompanied by the proper paperwork and completed with sufficient detail to delineate the problem, the needed correction, and the possible associated cost. An equipment repair form (sample attached) should be completed with a detailed description of the problem.

When a new item is purchased that costs \$1,000 or more, 3 written proposals must be obtained prior to approval.

Any Department approved purchase for less than \$20.00 personally be made and will be reimbursed.

All purchases must be documented and receipts submitted for reimbursement and/or processing.

## EQUIPMENT REPAIR FORM

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Equipment or Apparatus: \_\_\_\_\_  
\_\_\_\_\_Problem: \_\_\_\_\_  
\_\_\_\_\_Attempted Repair \_\_\_\_\_  
\_\_\_\_\_  

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## EQUIPMENT REPAIR ACTION TAKEN

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Action Taken: \_\_\_\_\_  
\_\_\_\_\_  

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## EQUIPMENT REPAIR FORM REPLY

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Equipment or Apparatus: \_\_\_\_\_  
\_\_\_\_\_Problem: \_\_\_\_\_  
\_\_\_\_\_Final Outcome \_\_\_\_\_  
\_\_\_\_\_  

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**RESOLUTION 2025-05****A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE CITY OF MADEIRA BEACH, FLORIDA, PROVIDING FOR THE ADOPTION OF THE CITY OF MADEIRA BEACH EMERGENCY OPERATIONS PLAN DATED JUNE 11, 2025; AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, City Staff has reviewed the current Emergency Operations Plan and desires to amend the same; and

**WHEREAS**, the Board of Commissioners has reviewed the revised Emergency Operations Plan, dated June 11, 2025, and wishes to adopt it.

**NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE CITY OF MADEIRA BEACH, FLORIDA THAT:**

**Section 1.** The City of Madeira Beach Emergency Operations Plan, dated June 11, 2025, attached hereto as an exhibit to the resolution, is hereby adopted.

**Section 2.** This resolution shall take effect upon its passage and adoption.

**INTRODUCED AND ADOPTED BY THE BOARD OF COMMISSIONERS OF THE CITY OF MADEIRA BEACH THIS 11<sup>th</sup> DAY OF June, 2025.**

  
Anne-Marie Brooks, Mayor

**ATTEST:**

  
Clara VanBlargan, MMC, MSM, City Clerk







**City of Madeira Beach  
and the Redington Communities**

**EMERGENCY OPERATIONS PLAN**

**2025 / 2028**

**Adopted 6/11/2025**

**The City of Madeira Beach  
300 Municipal Drive  
Madeira Beach, FL 32708  
(727) 391-9951**

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## EMERGENCY OPERATIONS PLAN – IN GENERAL

### Introduction

The preservation of life and property is an inherent responsibility of all levels of government. Since disasters in many devastating forms may strike at any time, the City of Madeira Beach Emergency Operations Plan must provide safeguards, which will save lives and minimize property damage through prior planning, preparedness measures and training. Sound emergency plans carried out by knowledgeable and well-trained personnel can and will minimize losses from any disasters that may occur.

Each department within the organization with a role in the implementation of the Emergency Operations Plan needs to be familiar with this plan to ensure efficient and effective execution of emergency responsibilities. Each department must develop and maintain related departmental emergency plans and/or standard operating procedures.

This Emergency Operation Plan will continue to be evaluated, updated, and refined to meet the City's changing needs.

### Purpose

The City of Madeira Beach Emergency Operations Plan establishes planned response to extraordinary emergency situations associated with natural disasters. It establishes procedures and an emergency management organization and assigns roles and responsibilities to ensure the effective management of emergency operations within the City of Madeira Beach. The plan was created by a collaboration of City departments and adopted by the City of Madeira Beach Board of Commissioners.

The term “disaster” refers to a calamitous event, especially one occurring suddenly and causing great loss of life, damage, or hardship, as a flood, freeze, windstorm, hurricane, tornado, major fires, and explosions and other catastrophes resulting, or likely to result, in loss of life and/or significant property damage.

### Goal

The overall goal of the Emergency Operations Plan is to ensure life safety, property protection, response and recovery capabilities, and continuity of City operations.

### Preparedness

Planning makes it possible to manage the entire life cycle of a potential crises and determine capability requirements. It ensures that the organization has complied with the preventive measures; is in a state of readiness to contain the effects of a forecasted disastrous event to minimize loss of life, injury, and damage to property; can provide rescue, relief, rehabilitation, and other services in the aftermath of the disaster; and has the capability and resources to continue to sustain its essential functions without being overwhelmed by the demand placed on them.



## Legal Authority

In accordance with Florida Statutes, Chapter 252, a state of emergency shall be declared by executive order or proclamation of the Governor if determined that an emergency has occurred or that the occurrence or the threat thereof is imminent. The state of emergency shall continue until the Governor finds that the threat or danger has been dealt with to the extent that the emergency conditions no longer exist or the Governor terminates the state of emergency by executive order or proclamation, but no state of emergency declared pursuant to the Florida Emergency Management Act may continue for longer than 60 days unless renewed by the Governor.

It is within the discretionary powers conferred upon the Governor by Chapter 252, Florida Statutes to direct and compel the evacuation of all or part of the population from any stricken or threatened area within the state if he or she deems this action necessary for the preservation of life or other emergency mitigation, response or recovery. Chapter 252, Florida Statutes together with Executive Order 80-29 authorizes local governments to order or direct the evacuation of its citizens when threatened by a disaster in the absence of a directive from the Governor. Nothing in the Order prevents local jurisdictions from taking prompt and necessary action to save lives and protect the property of their citizens, including the authority to compel and direct timely evacuation when necessary in the absence of the Governor's directive.

The same power to order evacuation from an approaching hurricane conferred upon the Governor by statute is delegated to the governing body of each political subdivision of the State by Executive Order 80-29. The term "political subdivision" is defined under the statute as "any county or municipality created pursuant to laws." This delegation of authority by Executive Order empowers the chief elected official of Pinellas County (Chairman of the Board of County Commissioners) and the 24 municipalities (Mayor) to order evacuation from an approaching hurricane or other threatening phenomenon.

The City of Madeira Beach Code of Ordinances, Chapter 38, Section 38-1, adopts the National Fire Code (NFPA), 2015 edition, which state that the Fire Chief or his designee shall enforce these Codes.

The City Manager or his designee shall have the authority to determine what constitutes an immediate hazard of life and/or property, the authority to take any action he/she deems necessary while coordinating with the City's Building Official and the Sheriff's Office.

The City Manager or his designee shall have the authority to place personnel on standby.

The Emergency Operations Plan is adopted by reference (Sec. 22-46) and is continually in effect. It is on file in the City Clerk's Office.

## Organization

- A. The City Manager may take command and govern the City by resolution under the direction of the Board of Commissioners during the times of grave public danger or emergency. The Board of Commissioners shall be the judge of what constitutes “grave public danger or emergency”, in accordance with the City of Madeira Beach City Charter.

The Board of Commissioners may adopt an ordinance enacting an emergency management ordinance during a state of local emergency to establish a curfew and declare certain areas off limits; establish regulations of use of water; establish a prohibition of price gouging and over charging; and establish restriction on sale of alcohol, firearms, explosives, and combustibles. The ordinance authorizes the Mayor and, in the absence of the Mayor, the line of succession to declare a State of Local Emergency. Should the Mayor be unavailable or become incapacitated, the authority and responsibilities of the Mayor, under this Emergency Operations Plan shall be passed first to the Vice-Mayor and thereafter to the District Commissioners in numerical order (Commissioner of Districts 1, 2, 3 and 4).

The City Manager shall continue as Chief Administrative Official and shall manage the Departments of the City for the accomplishment of the above stated purpose. The City Manager’s Officer or designees shall act as the official spokespersons for the City, providing all information to the media pertaining to the disaster. The City Manager will assign a designee who shall be responsible for operation and answering City’s telephones.

The assignments of responsibility made to the City Manager and the Department Directors for the management of the City during normal times will be preserved during an emergency or disaster. <https://library.municode.com/>

- B. The Pinellas County Sheriff’s Office, under the terms of its contract with the City of Madeira Beach, shall be responsible for law enforcement, as well as special traffic control, crowd control, and aiding in evacuation.
- C. The Fire Department shall be responsible for firefighting and rescue service as well as for evacuation and initial disaster assessment.
- D. The Public Works Director and PCSO Deputies shall be responsible for the maintenance of City property and securing same against the possibility of physical damage due to wind, water, vandalism, or looting. When requested, Director and Deputies shall aid in evacuation. Director and deputies shall also be responsible for preservation and/or restoration of public areas and services before, during and after a disaster. The Director and deputies will also provide barricades to block off hazardous roads and to assist in identifying the evacuation routes when instructed by the law enforcement agency.
- E. The City Clerk shall coordinate with all Department Directors to ensure all records will be safe and sheltered in place. It may be necessary that some records be stored in the City’s off-site records center, a contracted service. Records will be backed up electronically.



- F. The Community Development Director shall be responsible for establishing communication with the Community Development Department.
- G. The Marina Manager shall be responsible for notification of boat owners moored at the City Marina, so they may secure their property.
- H. Each Department Director will ensure in advance that all assigned employees understand that it may be mandatory to report to their department.
- I. The City Manager or his designee shall be responsible for public education on:
  - 1. Hurricane preparedness
  - 2. Local emergencies
  - 3. Communications with the public
- J. Annually, the City Manager and Fire Chief (Emergency Management Coordinator) shall conduct a minimum of one full scale (city-wide) emergency exercise, prior to June 1st (except for moving furniture), followed by a critique, recommendations, and corrective action.

## Communications

The City Manager and Fire Chief shall maintain communication with Pinellas County Emergency Management by radio (see Appendix A), by telephone 727-464-3800 and/or by e-mail

[ema@co.pinellas.fl.us](mailto:ema@co.pinellas.fl.us).

## Transportation

- A. Each resident is expected to provide his or her own transportation out of the city. Persons who cannot comply with this expectation should contact Pinellas County Emergency Management at 727-464-3800 or the Madeira Beach Fire Department at 727-391-3400 to be placed on a Special Needs list <http://www.pinellascounty.org/emergency/specialneeds.htm> for evacuation assistance that is maintained by the Fire Department and Pinellas County.
- B. Evacuation traffic will follow marked evacuation routes.
- C. City vehicles, capable of operating on flooded streets, and their operators shall remain on duty until completion of evacuation. Other City vehicles may be moved to the parking garage of Cambria Hotel or other location set by partnership with neighboring mainland cities.
- D. City employees will park private vehicles nose to nose at the Fire Station and/or parking garage of the Cambria Hotel and will report to the location assigned.

## Other Affiliations

- A. The City Manager or designee may contract with public agencies or private contractors for the exclusive use of equipment and supplies to aid during the recovery phase of a disaster. Equipment suppliers shall be under the direction of the Public Works Director while working in Madeira Beach.
- B. The EOC will be occupied, when necessary, by Fire Chief, City Manager as well as essential staff of Public Works, Finance, and Building as well as the representative of the PC Sheriff's Office.

## Evacuation

- A. All residents shall leave the City immediately when an evacuation is ordered.
- B. Evacuation orders shall be announced by City staff and/or local law enforcement and provided to all major media outlets.
- C. Pinellas County Emergency Management will alert the media (radio and television). For a local emergency, the Commission will be informed, and the City Manager or designee will alert the media (radio and television) as necessary.
- D. The City will provide all media outlets with information to broadcast over its existing cablevision system to notify residents of evacuation or other emergency information as necessary. Contact Bay News 9 Assignment Desk 727-329-2400.

## Recovery

- A. When re-entry to the City is authorized after a disaster, the first activity of the Fire Department and Sheriff's Office shall be search and rescue operations. The Fire Chief will coordinate this effort.
- B. After completing the initial search and rescue operation, and clearing the immediate life-threatening hazards, all Departments will concentrate upon restoring normal services to the City.
- C. As soon as it is practical after re-entering the City, damage survey teams will inspect and report damage to public and private property. The damage survey team will also decide whether to apply to the State (Chapter 252, F.S.) and Federal (Public Law 93-288, Sect. 404) governments for disaster relief for private property owners. This will be coordinated with Pinellas County Emergency Management.

Upon determining the area is safe for residents, the City will be re-opened to pre-designated business employees and the citizens of Madeira Beach, all must present Emergency Access Permit at the point of entry set by PCSO. Employers who have employees that are not Madeira Beach residents may obtain the Emergency Access Permit to ensure they have access to assist with their specific business recovery operation. These passes will be made available at the City Hall or through Pinellas County Sheriff Office visit: <https://pcsoweb.com/emergency-access-permit>



## EMERGENCY ACCESS PERMIT

### *Available for Madeira Beach Residents and Business Employees*

Under disaster conditions and the following recovery operations, access to Madeira Beach will be restricted to persons with identification showing they are a resident or property owner. This is to prevent sightseers and other unauthorized people from hindering emergency operations and provide safety/security for our resident's property.

Pinellas County Sheriff's Office's Emergency Access Permit tags will be issued to residents (owners and tenants) and business owners/property management companies year-round. This program offers 2 tags per household and up to 15 to local businesses. These tags are for Madeira Beach addresses, locations in surrounding barrier islands must be obtained in the specific municipality. Residents and business owners of Madeira Beach may obtain their tags at City Hall or visit PCSO website. Once a mandatory evacuation order has been lifted, the tags will be required to re-enter the evacuated area. There are nine points to barrier islands, access will be limited based on the closest entry point of one's residence/business. PCSO will be posted at city entrances will scan the barcode of the permit which is required to be displayed by hanging from a vehicle's rearview mirror. This is a Pinellas County Sheriff's Office program, all rules/mandates associated with the tags are regulated by PCSO. To register visit <https://pcsoweb.com/emergency-access-permit>

**Anyone without the emergency access pass will be denied entry.**



**Sample Publication not for Official Use.**

## LEVELS OF POTENTIAL OR ACTUAL DISASTER

### Level I

- A. Activated to inform City Administration and Board of Commissioners of emergency events potentially impacting the City.
- B. Emergency procedures may be initiated for situations to include, but not limited to, hurricanes, tropical storms, flooding, significant fire, storm surge, hazardous material (Haz-Mat) incidents, Etc.
- C. Notification will be via text message, cell phone or other means as deemed appropriate (see phone list). The City will comply with all public records laws concerning the distribution of information.
- D. Upon notification, a call back to City Hall may be required by the following people: City Manager, Emergency Management Coordinator, City Clerk, and Department Directors.
  - 1. If activation is informational, a briefing can be done by telephone. If decision making is necessary, a briefing will be held in City Hall or other appropriate means.
- E. Upon Level I activation, all Department Directors will:
  - 1. Notify their personnel, via phone or other means as deemed appropriate, early so they can secure and prepare their homes first.
  - 2. Activate individual Department Level I Standard Operating Procedures to include:
    - a. Check vehicles, equipment, communication procedures.
    - b. Cancel all leaves based on the potential and severity of the event.
    - c. Place all personnel on standby. (Note: When notified about standby status, the employee must make sure to leave a contact number if they will be unavailable by phone for activation.) Department Directors to provide a list of essential employees/list in order of primary essential/secondary (in case primary not available for emergency reasons)
    - d. Take immediate steps to secure personal property and family safety.
    - e. Identify and prepare all essential records and office equipment for transport to Fire Station.

### Level II

- A. Activated for more serious situations: hurricane warning, tornado, manmade disaster, immediate life threatening conditions/situations.
- B. Upon notification, a call back to City Hall, with an estimated time of arrival (ETA), is required where a briefing will take place to include the following people: City Manager, City Clerk and Department Directors.



C. Subsequent briefings will take place at six (6) hour intervals or as deemed appropriate.

D. Upon Level II activation, all Department Directors will:

1. Notify their essential personnel via text message, phone or other means as deemed appropriate. Primary personnel is to report to duty as soon as possible, in uniform, and to bring enough clothing & supplies for an extended stay (up to 72 hours).
2. Brief their personnel with EOC Incident Action Plan.
3. Remove all non-essential vehicles to parking garage of Cambria Hotel or other location determined by partnership with surrounding municipalities, they are to include: Any vehicle not designated to operate in water over one foot and employee's private vehicles. Parking should be nose-to-nose, or in a manner to protect the engine compartment.
4. Implement each department's Level II Standard Operating Procedures (SOP).

NOTE: Any outside work may require a minimum of a safety hat, goggles, gloves, and personal floatation device, depending on the severity and type of the event.

### Level III

- A. Activated for major incidents and/or evacuation.
- B. Notification will be via text message, phone or other means as deemed appropriate (see phone list).
- C. Upon notification, if not already on duty, a call back to City Hall, with an estimated time of arrival (ETA), a briefing will take place and include the following people: City Manager, City Clerk, and Department Directors.
- D. Subsequent briefings will take place at two (2) to four (4) hour intervals or as deemed appropriate.
- E. Upon Level III activation, all Department Directors will:
  1. Brief their personnel with EOC Incident Action Plan.
  2. Aid in evacuation of residents where needed.
  3. Evacuate when ordered.

**Note: The Board of Commissioners will be briefed by the Emergency Management team throughout the emergency activation process.**

## **DEPARTMENT RESPONSIBILITIES**

Prior, during and after a potential or actual disaster, Department responsibilities are listed below:

### **A. CITY MANAGER**

1. Continue all City business within the parameters of the disaster.
2. Monitor the conditions and keep City Commission advised.
3. Coordinate City Departments in Disaster Operations.
4. Inform the public and media on the City's emergency response tactics and strategies.
5. In conjunction with the Fire Department, conduct emergency preparedness exercises.
6. Secure essential records and equipment. All equipment removed from the primary EOC will be tested and ready to operate at the remote location, if necessary. If available, the Network People, a contracted IT service, will perform this task.

### **B. FIRE DEPARTMENT**

1. Notify and or recall necessary personnel.
2. Continue all firefighting and EMS activities within the parameters of the disaster.
3. Oversee and aid the evacuation of residents, who are unable to do so on their own (Special Needs).
4. Monitor the disaster and alert/mobilize the appropriate City personnel.
5. Activate and operate the Emergency Operation Center or alternate Emergency Operations Center set in partnership with surrounding municipalities or organizations on mainland. The decision to activate the Alternate EOC will be made based off many factors to include path and strength of storm, anticipated flooding, etc.
6. Obtain and maintain equipment for extended work cycles for all Fire Department employees.
7. Re-enter and establish essential Fire/EMS operations and search/rescue.
8. Educate the public for disaster preparedness.
9. Organize and conduct damage assessment (tracking, etc.)

10. Compile damage reports and present to Finance.
11. In conjunction with the City Manager, conduct a city-wide emergency preparedness exercise.
12. Coordinate with Pinellas County to determine if bridges have been inspected and opened again for vehicle traffic.
13. Coordinate with Pinellas County the review and maintenance of traffic signals within City limits.
14. Coordinate with Duke Energy power issues, downed power poles, and electrical plans.

### C. CITY CLERK

The City Clerk shall coordinate with all Department Directors to ensure that all records are safe and sheltered in place during a disaster. It may be necessary to store some records in the City's off-site records center, a contracted service.

The Network People, a contracted service, confirmed that all electronic public records stored on the City's server are backed up Monday through Friday on a schedule of every hour starting at 8 am and ending at 6 p.m. On Saturdays and Sundays, the backups are taken at 11 a.m., 3 p.m., and 7 p.m. Backups are replicated to redundant off-site data centers daily.

1. Assist in the activation and operation of the EOC.
2. Prepare to aid the City at the City Hall.
3. If a special meeting of the Board of Commissioners is called during a state of emergency, the City Clerk's office shall notice the meeting and take the minutes.

### D. FINANCE DEPARTMENT

1. The Finance Director will be responsible for all finance functions during an emergency. In the absence of the Finance Director, the Assistant Finance Director will assume this responsibility.
2. The Finance Director, in conjunction with each Department, will compile and submit the necessary information to FEMA.
3. Obtain and maintain equipment for extended work cycles for all Finance Department employees.
4. Submit reports for FEMA reimbursement.



## **E. COMMUNITY DEVELOPMENT DEPARTMENT/BUILDING DEPARTMENT**

1. Secure essential records and equipment.
2. Coordinate/Install flood panels for lower level of City Hall/Building Dept.
3. Test City Hall generator and check fuel levels.
4. Maintain normal operations and implement emergency repair procedure post disaster.
5. Obtain and maintain equipment for extended work cycles for all Community Development/Building Department employees.
6. Assist with loading & transporting of records and equipment.
7. Assist in City-wide damage assessment, post incident.
8. Inform all active permit holders of City disaster response and require contractors and residents to secure all construction sites.

## **F. PUBLIC WORKS DEPARTMENT**

1. Secure all City property, including City Hall.
2. Secure essential department records and bring them to City Hall.
3. Aid in evacuation, when needed.
4. All non-essential vehicles and private vehicles will be located at the secondary location set in partnership with surrounding municipalities on mainland.
5. Maintain the City roads in passable condition if possible, prior to evacuation.
6. Inspect and clean out all stormwater outfalls to maximize potential flood control during event.
7. Open roads as soon as possible on re-entry.
8. Secure contracts with outside suppliers for heavy and other essential equipment for maintenance and re-entry to the City before hurricane season.
9. Aid the Sheriff's Department in evacuation.
10. Maintain and store necessary equipment for emergency deployment, and other related equipment.
11. Maintain and store necessary supplies to secure City property.
12. Stage necessary equipment and operators at locations to provide First Push operations.

13. Obtain and maintain equipment for extended work cycles for all Public Work's/Marina employees.
14. Manage and coordinate debris management and debris monitoring contractors.

## G. MARINA

- 1) Notify all owners of boats and recreational vehicles so they may properly secure their property.
- 2) Secure essential records and equipment.
- 3) Maintain and store necessary supplies to secure City property.
- 4) Maintain normal operations.
- 5) Obtain and maintain equipment for extended work cycles for all Marina employees.
- 6) Report to Manager for re-assignment.
- 7) Supply fuel to City and County equipment used during an emergency. Department Director must confirm with Finance Director that purchasing limits for fuel will be removed during the lifetime of the disaster.

## H. RECREATION DEPARTMENT

1. Secure all essential records.
2. Suspend all recreational activities and inform the public of such actions.
3. Secure outside facilities to minimize damage.
4. Staff the City buses, as required.
5. Report to the City Manager for re-assignment.

### **Departmental Standard Operating Procedures (SOP's) in the Event of a Potential or Actual Disaster.**

Standard Operating Procedures (SOP's) for each department on following pages.

## Contact Numbers City of Madeira Beach

TITLE	NAME	WORK	CELL	OTHER
City Manager	Robin Gomez		[REDACTED]	
City Clerk	Clara VanBlargan	x 231	[REDACTED]	
City Attorney	Tom Trask		[REDACTED]	
Finance Director	Andrew Laflin		[REDACTED]	
Assistant Finance Director	Patrick Cade	x 237	[REDACTED]	
Building Official		x242		
Community Development Director	Jenny Silver	x255	[REDACTED]	
Fire Chief	Clint Belk	x248	[REDACTED]	
Public Works Director	Megan Wepfer		[REDACTED]	
Recreation Director	Jay Hatch	x 505	[REDACTED]	
PCSO; Community Officer	Deputy Cory Snyder Deputy Alex Siem		[REDACTED] [REDACTED]	PCSO PCSO
Marina Manager	Brian Crabtree		[REDACTED]	
Mayor	Anne-Marie Brooks		[REDACTED]	
Commissioner 1	David Tagliarini		[REDACTED]	
Commissioner 2	Ray Kerr		[REDACTED]	
Commissioner 3	Eddie McGeehan		[REDACTED]	
Commissioner 4	Housh Ghovae		[REDACTED]	

## Important Numbers

PCSO	727-582-6200	
Duke Energy		
Community Relations Manager Jeff Baker	727-409-0580	Jeff.Baker3@duke-energy.com
Animal Control	727-582-2600	
Pinellas County Utilities	727-464-4000	



**Town of Redington Beach Emergency Phone Numbers**

Job Title	Name	Home #	Cell #
Mayor	David Will		

**Town of N. Redington Beach Emergency Phone Numbers**

Job Title	Name	Home #	Cell #
Mayor	Jay Super		

**Town of Redington Shores Emergency Phone Numbers**

Job Title	Name	Home #	Cell #
Mayor	Tom Kapper		

## STANDARD OPERATING PROCEDURES

### City Manager: Level I Activation (to include a Hurricane Watch)

1. Maintain normal operations. In the absence of the City Manager, the Chain of Command will be in the following order: Fire Chief, Public Works Director, Finance Director, Community Development Director, Building Official, Recreation Director, Marina Manager.
2. Notify Board of Commissioners and Department Directors of Level I activation.
3. Notify all departments and personnel of Level I activation.
4. Cancel all leave based on potential severity of the event.
5. Personnel shall take immediate steps to secure personal belongings and family safety.
6. Maintain communications between City Hall Information Center.
7. Prepare all essential records and office equipment for transport to a safe area in event of a Level II activation.
8. Coordinate EOC Meetings.
9. Begin FEMA forms and gather back up documentation.

### City Manager: Level II Activation (to include a Hurricane Warning)

1. Maintain essential operations.
2. Assist in setting up the City Hall as a center for public information and operation.
3. Notify Board of Commissioners of Level II activation.
4. Prepare to implement Level II.
5. Ingetriss/ Network People, a contracted service, confirmed that all electronic data stored on the City's servers are backed up on an hourly basis.
6. Coordinate EOC Meetings.

### **City Manager: Level III Activation (to include a Hurricane Evacuation)**

1. Maintain communications between Board of Commissioners.
2. Maintain communications with Department Heads.
3. Monitor news sources and weather bulletins; make any necessary media responses.
4. Evacuate the City Hall.
5. Coordinate EOC Meetings.
6. Continue FEMA forms and gather back up documentation.

### **City Manager: Recovery Phase**

1. Prepare for special meeting of the Board of Commissioners.
2. When a safe headquarters has been established, return essential records and resume normal operations.
3. Establish work cycles allowing employees to check their personal property and families.
4. Continue FEMA forms and gather back up documentation.

### **Fire Department: Level I Activation (to include a Hurricane Watch)**

1. Maintain normal operations. In the absence of the Fire Chief Clint Belk, the Chain of Command will be in the following order: Deputy Chief, followed by the on-duty company officer.
2. Notify City Manager of Level I Activation.
3. Notify all Fire Department personnel of a Level I Activation:
  - a. Cancel all leave based on potential severity of the event.
  - b. Place all personnel on standby. Note: If unavailable by personal phone for longer than 20 minutes, personnel must call the station with a contact number where they can be reached.
  - c. Personnel shall take immediate steps to secure personal belongings and family safety.
4. Activate EOC and maintain continuous incident information.
5. In conjunction with City Manager, prepare appropriate informational message for residents of Madeira Beach.



- a. Determine appropriate message with necessary information and inform switchboard personnel.
- 6. Start evacuation preparations. Evacuation process:
  - a. Contact and verify evacuation need of residents on the “Special Needs List”.
- 7. Check all emergency equipment: test (i.e.: radios, flashlights, power tools, etc.)
- 8. Re-check and issue all emergency safety equipment and gear Fire Department: Level II Activation (to include a Hurricane Warning)
- 9. Begin FEMA forms and gather back up documentation

### **Fire Department: Level II Activation (to include a Hurricane Warning)**

- 1. Develop Incident Action Plan (I.A.P.) for the next operating period.
- 2. Maintain essential Fire/EMS operations. When involved with outside operations, all personnel should wear a minimum of helmet, gloves, and personal floating device when required.
- 3. Notify City Manager, Board of Commissioners and Department Directors of Level II activation via text message, cell phone or other means as deemed appropriate.
- 4. Prepare station for increased personnel (IE, beds/cots, quiet zone, etc.)
- 5. Pre-deploy an engine company to Redington Beach area (Commission Chamber @ North Redington Beach Town Hall).
- 6. Recall off-duty personnel for maximum efficiency in staffing as follows:
  - a. Personnel will report to duty as soon as possible.
  - b. Personnel will bring all necessary supplies in preparation for extended stay; prepare for 72 hours.
- 7. The Fire Chief, in conjunction with City Manager and Pinellas County E.O.C. prepare appropriate message for residents of Madeira Beach. Message to public: Message given by switchboard operators and possibly local cable television. (Note: If a Hurricane Warning is in place, include recommendation to non-residents to leave the city).
- 8. Monitor water and prepare for final Fire Department stand down.
- 9. Be prepared on order to immediately begin evacuation operations:
  - a. Complete notification of Special Needs “Evacuation List.” An area of the City Center Complex may be a staging area for evacuees waiting for bus.

10. Remove all non-essential vehicles to parking garage of the Cambria Hotel other location determined by partnership with surrounding municipalities. Non-essential vehicles: Any vehicle that will not handle water more than 1 foot deep to include employee's vehicles.
11. Continue FEMA forms and gather back up documentation.

### **Fire Department: Level III Activation (to include a Hurricane Evacuation)**

1. Develop I.A.P. for the next operating period.
2. Maintain essential Fire/EMS operations.
  - a. At Lieutenant's discretion, ground ladder operations will be discontinued.
  - b. At sustained winds of 35 mph, aerial operations will discontinue.
  - c. At sustained winds of 50 mph only critical operations will be conducted and only T-25 and/or E-25 will respond.
  - d. At sustained winds of 60 mph, all equipment will be sheltered.
  - e. All personnel will wear appropriate PPE per the Incident Action Plan (IAP).
3. Notify City Manager and Department Directors of Level III activation via text message, cell phones or other means as deemed appropriate.
4. Message to public. In conjunction with City Manager and Pinellas County E.O.C., prepare appropriate message to be delivered by switchboard, cable television, radio, mobile P.A. systems or other means as deemed necessary.
5. Await County briefing results for determination of when to set up EOC communications and/or phone lines.
6. Begin evacuation process: utilize mobile P.A. systems using S.O. & F.D. as needed.
7. Evacuate non-essential employees and establish time and location for recovery operations.
8. Continue FEMA forms and gather back up documentation.

### **Fire Department: Recovery Phase**

1. Develop an I.A.P. with maps for the next 24-hour period.
2. In conjunction with Pinellas County Emergency Management, begin a citywide initial damage assessment.
3. Begin search and recovery operations.
4. Mitigate hazards in preparation for re-occupation by general citizenry.

5. Maintain normal Fire/EMS Operations.
  6. Assess personnel for signs of fatigue.
  7. Establish work cycles allowing employees to check their personal property and families.
- 9.8. Continue FEMA forms and gather back up documentation.

#### **City Clerk: Level I Activation (to include a Hurricane Watch)**

1. Take immediate steps to secure personal belongs and ensure family safety.
2. Maintain normal operations. In the absence of the City Clerk, a City Clerk employee will assume responsibilities for the City Clerk's Office.
3. Begin FEMA forms and gather back up documentation

#### **City Clerk: Level II Activation (to include a Hurricane Warning)**

1. Assist in the setting up of the City Hall as the center for public information and operation.
2. Prepare to implement Level III.
3. Prepare for a special Board of Commissioners meeting if necessary.
4. Continue FEMA forms and gather back up documentation.

#### **City Clerk: Level III Activation (to include a Hurricane Evacuation)**

1. Prepare for a special meeting of the Board of Commissioners if necessary.

#### **City Clerk: Recovery Phase**

1. When a safe headquarters has been established, return essential records and resume normal operations.
2. Establish work cycles allowing employees to check their personal property and families.
3. Continue FEMA forms and gather back up documentation.



### **Finance Department: Level I Activation (to include a Hurricane Watch)**

1. Maintain normal operations. In the absence of the Finance Director the Chain of Command will be in the following order: Assistant Finance Director and HR/Financial Coordinator.
2. Notify department personnel of the possible need to report via the other means as deemed appropriate and depending upon the actual circumstances.
3. Once notified, employees shall take immediate steps to secure personal belongings and ensure family safety.
4. Determine procedure for emergency disbursement of City funds (i.e. payroll, resource procurement, etc.).
5. Make sure all data on finance computers is backed up/secured in the "Cloud."
6. Begin FEMA forms and gather back up documentation.

### **Finance Department: Level II Activation (to include a Hurricane Warning)**

1. Notify essential/primary personnel of the need to report to duty; report to primary EOC.
2. Continue FEMA forms and gather back up documentation.

### **Finance Department: Level III Activation (to include a Hurricane Evacuation)**

1. Follow Level II response procedures; await briefing results from the Finance Director for determination of when to set up necessary finance functions.
2. Continue FEMA forms and gather back up documentation.

### **Finance Department: Recovery Phase**

1. Monitor communications.
2. Establish work cycles allowing employees to check their personal property and families.
3. Continue FEMA forms and gather back up documentation.

**Items not available for quick retrieval from the “Cloud” must be available on hand prior to storm.**

### **Essential City Finance Records**

1. Personnel Records (present and past) – coordinate with City Clerk’s office
2. Purchase Order copies.
3. Insurance Policies

### **Essential Items to Have on Hand**

1. Cash drawers.
2. Payroll and General Fund checks.
3. Fax machine.
4. Stationary – envelopes, pens, pencils, notebooks.
5. Workers’ Compensation Notice of Injury Report forms, wage reports.
6. Flashlights and batteries.
7. Phone list for City Hall.

### **Emergency Personnel Contacts**

Workers’ Compensation Office  
Governmental Insurance Trust  
Policy #001000000023099  
P.O. Box 16-6005  
Altamonte Springs, FL 32716  
800-237-6617 phone  
407-682-6850 fax  
First Notice of Injury – 800-275-4646

### **Health Insurance**

Blue Cross Blue Shield of FL Preferred  
1-800-352-2583



### **Community Development/Building Department: Level I Activation (to include a Hurricane Watch)**

1. On notification, take immediate steps to secure personal belongings and family safety. In the absence of the Community Development Director and Building Official, the remaining Chain of Command will be in the following order: Community Development Engineer, Planner I-III, Building Compliance Supervisor, Office Manager, Building Inspector, Permit Technician, Long Range Planner.
2. Cancel all annual leave requests based on potential & severity of the event.
3. Secure essential records and equipment.
4. Maintain normal operations.
5. Begin FEMA forms and gather back up documentation.

### **Community Development/Building Department: Level II Activation (to include a Hurricane Warning)**

1. Recall off-duty personnel.
2. Maintain essential operations.
3. Continue FEMA forms and gather back up documentation.

### **Community Development/Building Department: Level III Activation (to include a Hurricane Evacuation)**

1. Standby to evacuate.
2. Evacuate when released.
3. Begin FEMA forms and gather back up documentation.

### **Community Development/Building Department: Recovery Phase**

1. Begin damage survey of all property in the city.
2. Establish work cycles allowing employees to check their personal property and families.
3. Assess employees for signs of fatigue.
4. Coordinate reimbursement efforts.

5. Public and Implement emergency repair permitting process and fee schedule.
6. Publish and implement all adopted post disaster redevelopment plans.
7. Continue FEMA forms and gather back up documentation.

#### **Public Works: Level I Activation (to include a Hurricane Watch)**

1. Maintain normal operations. In the absence of the Public Works Director, the command will fall upon the Stormwater Supervisor.
2. On notification, take immediate steps to secure personal belongings and family to safety.
3. Cancel all time-off leaves based on potential and severity of the event.
4. Notify and Identify Primary personnel.
5. Check all emergency equipment, supplies; and fuel.
6. Public Works Director shall prepare to direct additional manpower.
7. Begin FEMA forms and gather back up documentation.

#### **Public Works: Level II Activation (to include a Hurricane Warning)**

1. Recall off-duty personnel.
2. Maintain essential operations.
3. Prepare to set up evacuation routes. Assist PCSO in setting up evacuation routes.
4. Secure fences by removing signs; secure other potential flying objects on City property.
5. Fuel and prepare all City vehicles.
6. Secure City facilities and property.
7. Activate Debris Management and Debris Monitoring Contracts for pre-event prep.
8. Continue FEMA forms and gather back up documentation.

**Public Works: Level III Activation (to include a Hurricane Evacuation)**

1. Standby to evacuate.
2. Evacuate to EOC.
3. Continue FEMA forms and gather back up documentation.

**Public Works: Recovery Phase**

1. Establish headquarters.
2. In conjunction with the Fire Department, begin opening roads for search and recovery operations.
3. Implement Debris Management contractors, activate Debris sites through County requirements.
4. Establish a Debris Management Incident Command with the Debris Monitoring Contractor.
5. Begin damage survey of City owned property, lift stations, and other facilities.
6. Establish work cycles allowing employees to check their personal property and families.
7. Assess employees for signs of fatigue.
8. Use established safety procedures.
9. Continue FEMA forms and gather back up documentation.

**Marina: Level I Activation (to include a Hurricane Watch)**

1. On notification, take immediate steps to secure personal belongings and family safety. In the absence of the Marina Manager (the Chain of Command will be in the following order: Marina Manager Assistant.
2. Cancel all annual leave requests based on potential & severity of the event.
3. Notify all owners of moored boats at City facilities, so they may properly secure their property. (See detailed Marina operations).
4. Check fuel levels to ensure a minimum of 4000 gallons of REC-90 and Off-Road diesel.
5. Begin FEMA forms and gather back up documentation.

### **Marina: Level II Activation (to include a Hurricane Warning)**

1. Complete securing of equipment and records.
2. Recall off-duty personnel.
3. Maintain essential operations.
4. Complete removal of equipment to City Hall.
5. Continue FEMA forms and gather back up documentation.

7.6. Maintain information on owners of boats at City facilities. (See detailed marina operations – Appendix E).

### **Marina: Level III Activation (to include a Hurricane Evacuation)**

1. Seal fuel tanks (See detailed marina operations).
2. Secure all equipment at marina.
3. Standby to evacuate.
4. Evacuate.
5. Continue FEMA forms and gather back up documentation.

### **Marina: Recovery Phase**

1. Establish headquarters.
2. Begin damage survey of City owned property (ships store, docks, etc.).
3. Establish work cycles allowing employees to check their personal property and families.
4. Assess employees for signs of fatigue.
5. Refill fuel tanks for use by Marina patrons and City staff as quickly as possible.
6. Use established safety measures.
7. Continue FEMA forms and gather back up documentation.



### **Recreation Department: Level I Activation (to include a Hurricane Watch)**

1. On notification, take immediate steps to secure personal belongings and family safety. In the absence of Parks and Recreation Director (Jay Hatch) the Chain of Command will be in the following order: Rec Leader III (Max Michalski), Rec Leader II (Chris Mecko), Rec Leader III (Carol Kepics).
2. Cancel all annual leave requests based on potential & severity of the event.
3. Notify all families of cancellation of recreation program before, during and after the storm event.
4. Continue FEMA forms and gather back up documentation.

### **Recreation Department: Level II Activation (to include a Hurricane Warning)**

1. Complete securing of equipment and records.
2. Recall off-duty personnel.
3. Maintain essential operations.
4. Maintain information on all recreation program participants.
5. Continue FEMA forms and gather back up documentation.

### **Recreation Department: Level III Activation (to include a Hurricane Evacuation)**

1. Secure all equipment.
2. Standby to evacuate
3. Evacuate.
4. Continue FEMA forms and gather back up documentation.

### **Recreation Department: Recovery Phase**

1. Establish headquarters.
2. Begin damage survey of City owned property.
3. Establish work cycles allowing employees to check their personal property and families.
4. Assess employees for signs of fatigue.

5. Use established safety measures.
6. Continue FEMA forms and gather back up documentation.

## EMERGENCY OPERATIONS CENTERS

### STAFF

Pinellas County Sheriff's Office  
10750 Ulmerton Road  
Largo, FL 34648  
727-582-6200

One Representative from the Board of  
Commissioners

## SHELTERS IN PINELLAS COUNTY

To locate a current list of shelters refer to Pinellas County Emergency Management website

**Shelter Options**      <http://www.pinellascounty.org/emergency/shelteroptions.htm>

**Public Shelter List**      <http://www.pinellascounty.org/emergency/shelters.htm>

By Telephone      (727) 464-3800

TDD      (727) 464-3009

## ZONE / TALKGROUP LIST

ZONE-A		
1	2-1	FIRE-DISP
2	2-2	TAC-B
3	2-3	TAC-C
4	2-4	TAC-D
5	2-5	TAC-E
6	2-6	TAC-F
7	2-7	TAC-G
8	2-8	TAC-H
9	2-9	TAC-I
10	2-10	BAYFLT
11	2-11	ADMIN
12		-----
13		-----
14		-----
15		-----
16	C01	FD-TA

ZONE-B		
5-1	MED-DIR-A	
5-2	MED-DIR-B	
5-3	MED-DIR-C	
5-4	MED-D	
5-5	MED-E	
5-6	MED-F	
5-7	MED-G	
5-8	MED-H	
5-9	MED-I	
5-10	MED-J	
5-11	MED-K	
5-12	MED-L	
5-13	MED-M	
		-----
		-----
C01		FD-TA

ZONE-C		
3-1	F-LP-A	
3-2	F-LP-B	
3-3	F-LP-C	
3-4	F-LP-D	
3-5	F-LP-E	
3-6	F-LP-F	
3-7	F-LP-G	
3-8	F-LP-H	
3-9	F-LP-I	
3-10	F-LP-J	
11-1	PTRL-1	
11-2	PTRL-2	
11-3	PTRL-3	
		-----
		-----
C01		FD-TA

ZONE-D		
4-1	SS-A	
4-2	SS-B	
4-3	SS-C	
4-4	SS-D	
4-5	SS-E	
4-6	SS-F	
4-7	SS-G	
4-8	SS-H	
		-----
		-----
		-----
		-----
		-----
C01		FD-TA

ZONE-E		
1-2	PCW-1	
1-3	PCW-2	
1-10	FD-PD1	
1-11	FD-PD2	
1-4	EOC-A	
1-5	EOC-B	
1-8	EOC-C	
		-----
		-----
		-----
		-----
		-----
		-----
C01		FD-TA

ZONE-F		
1	C03	FL-MA
2	C04	SCALL-90
3	C05	BTAC-91
4	C06	BTAC-92
5	C07	BTAC-93
6	C08	BTAC-94
7	C09	FL-MA2
8	C10	MA-CALL
9	C11	MA-TAC1
10	C12	MA-TAC2
11	C13	MA-TAC3
12	C14	MA-TAC4
13		-----
14		-----
15		-----
16	C01	FD-TA

ZONE-G		
23-1	TR1-FD1	
23-2	TR1-FD2	
23-3	TR1-FD3	
23-4	TR1-EMS1	
23-5	TR1-EMS2	
23-6	TR1-PD1	
23-7	TR1-PD2	
23-8	TR1-PD3	
23-9	TR1-PD4	
		-----
		-----
		-----
		-----
		-----
C01		FD-TA

ZONE-H		
24-1	TR2-FD4	
24-2	TR2-FD5	
24-3	TR2-FD6	
24-4	TR2-EMS3	
24-5	TR2-EMS4	
24-6	TR2-PD5	
24-7	TR2-PD6	
24-8	TR2-PD7	
24-9	TR2-PD8	
		-----
		-----
		-----
		-----
		-----
C01		FD-TA

ZONE-I		

ZONE-J		

## APPENDIX A



## APPENDIX B

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ICS 214

## APPENDIX C

### Detailed Marina Emergency Operations Plan - Madeira Beach Municipal Marina

Madeira Beach Municipal Marina is both a dry storage and wet slip marina with 7 live-aboards. If a hurricane threatens the Pinellas coastline, Madeira Beach Municipal Marina will operate according to the following three- stage plan.

#### Level 1

1. Maintain normal operations. In the absence of the Marina Manager the Chain of Command will be in the following order: Marina Supervisor
2. Notify all Marina personnel of a Level 1 activation:
  - a. Cancel all leave based on severity
  - b. Place personnel on notice and obtain current contact information/numbers
  - c. All personnel should secure their personal belongings and provide for their family's safety, should the condition worsen.
3. Meet with the Finance Director for information report.
4. Post status report and information to boat owners of potential and current status.
5. Check emergency equipment.

#### Level 2

Level 2 will go into effect in the event a hurricane watch is issued by the national Hurricane Center. All employees will report to the Marina Supervisor as soon as possible. The Marina Manager will:

1. Have the employees inform any customers that the Marina Manager is in charge of all operations at the marina including all boat movements. Boat owners are also to be informed that there is the possibility that an evacuation may be ordered.
2. Not allow any boats to be placed in the water from dry storage except for boat owners who wish to weather the storm at another location.
3. Direct the employees to remove any loose equipment that may be on the docks or on the uplands and store the equipment in the storage building.

Should wind velocity reach or exceed sustained 40 mph during the securing of the marina, the employees are to wear life vests when going onto the boat ramp, fixed docking or floating docks.

Also, any customers or live-aboards who are removing their boats by water from the marina are to wear life vests.

### Level 3

Level 3 will go into effect when an evacuation of Madeira Beach is ordered or when a hurricane watch is upgraded to a hurricane warning. The Marina Manager and his employees will inform all owners, live-aboards, and customers that may be at the marina that they must begin evacuation. The Marina Supervisor will direct the employees to disconnect all fuel pumps from the fuel storage tanks and will have the water mains and the electric turned off. The Marina Supervisor will release his employees in time for them to safely secure their homes and evacuate their families and will lock all valuables in the safe and secure the premises. The Public Works/ and Marina Manager shall determine a minimum fuel amount for the fuel tanks, recommended at 3,000 gallons prior to event.

### Preparations Prior to Hurricane Season

Always make sure that your boat is in good repair.

1. Examine the structural condition of your vessel and repair as needed.
2. Check all through hull fittings, shafts, props, stuffing boxes etc. In the event of a storm, everything except the bilge outlets and the cockpit drains should be securely closed.
3. Make sure your vessel has proper grounding for lightning protection.
4. Disconnect antennas from electronics before the storm.
5. Make sure bilge pumps are in working order and batteries are properly charged.
6. Prepare a checklist of equipment needed to secure the vessel before the storm and store the equipment in a readily accessible location.
7. Purchase any supplies or equipment well in advance. Stock additional lengths of mooring lines, fenders, fender boards, chafing gear and anchors with chain. Limited supplies will run out quickly once a storm warning is announced.
8. Make an inventory sheet of things to be removed from your vessel.

### Available Options

1. You may simply plan to better secure the vessel when a storm is threatening.
2. You may consider an alternate and "safer" dockage site.
3. You may relocate to a "hurricane anchorage" which is a more reasonable alternative for larger vessels.

Regardless of the chosen alternative, prepare a written plan for what you are going to do when a hurricane is threatening. Also have another person ready to follow up with your plan in case you are absent. Rehearse your plan with your family. Try to think through what you will need to adequately secure your boat for a hurricane and how much time to allow.

### **Choose Your Option**

If you plan to secure your boat at the Madeira Beach Municipal Marina:

1. Make plans to double your dock lines before a storm.
2. The second set should be one size larger.
3. The dock lines should be nylon to allow for stretch. Chafing is the main cause of line failure. Make sure you install chafe protection, such as leather or old garden hose; anywhere a line might touch the boat, dock or another line.
4. Place fenders at appropriate locations.
5. Strip the boat decks of all sails, including roller furling jibs.
6. Remove any booms, moveable deck equipment, bimini tops, ventilators, anchors, and any other loose gear. Reduce wind age on your boat to reduce the strain on your lines and the docking system.
7. Secure all hatches and tape shut.
8. Turn off all electricity (except for the bilge pumps) and disconnect power cables and hoses from the dock. Safely stow hoses and cables.
9. Shut off the power to your dock and boat lift

If you plan to move to a safer dock site, make sure:

1. You have extra dock lines, chafing gear and fenders, and take all precautions noted above.
2. You allow ample time to get to the dock and to evacuate the area. Remember you may be fighting wind and rain.

If you plan to move to a hurricane anchorage:

1. Select possible sites well in advance (before hurricane season) and make a trial run to your site.
2. Verify water depth, size of anchor, chain and anchor scope required. Sufficient anchor chain and line for at least six times the normal (7:1) scope should be carried laying out the anchors. At least two anchors of the proper size for the vessel should be used.

3. Verify time required to get to the site.
4. Determine how to get off the boat and get to a car.

Things to remember:

1. The marina staff will be busy taking care of the marina property in the event of a storm. They will not have time to secure your boat.
2. The boat owner will be responsible for any damage caused by his boat if it should break loose. Make sure that it is properly secured.
3. If the presence of any boat in the marina should present a hazard to any other boat or marina equipment, the Marina Manager will notify the owner that the boat must leave the marina and if the owner is not available or fails to comply, the marina may take any action necessary without liability to the marina or its representatives.
4. No one will be allowed to remain on his or her boat during a hurricane.
5. Lifejackets must be worn when walking on the docks when the wind velocities are in excess of 40 mph.
6. Extreme caution should be exercised in all outdoor activities. In the event of an injury, outside help may not be immediately available.
7. Any request for assistance must be made to the Marina Manager.
8. The marina staff will be released at least 12 hours before the storm's estimated time of arrival to secure their homes and families. Everyone must evacuate the marina at the order of the Marina Manager.

For your protection, we recommend stocking last year's cooler with emergency provisions and placing it in a readily accessible location. Consider purchasing a cigarette lighter plug and emergency antenna for your VHF marine radio. This will give you weather bulletins and telephone capability. Do not forget a broadcast radio, flashlight, fire extinguisher, water and water purification tablets, food and utensils, medical supplies and sanitary facilities.

Again, careful planning, preparation and rehearsal will go a long way toward preventing damage or injury because of a hurricane, and the exercise will come in handy the next time you ride out a tropical storm.



## APPENDIX D

## Master List of City Vehicles

Department Make and Model	Vin/ID/Serial	Title No.	City No.	Tag No.	Employee
Updated 4/07/2025					
<b>125-5240 BUILDING/ ZONING &amp; CODE ENFORCEMENT</b>					
2022 Ford Mustang Mach-E	3FMTK1RM1NMA32071	147430697	99	CJ7594	
2023 Ford Mustang Mach-E	3FMTK1R48PMA74255	152378975	101	XK8050	
2008 21Ft. Carolina Skiff	EKH1J139F809	100967554	102	No Tag	
2008 Loadmaster Boat Trailer	4YPAB20168T047871		T-102	XK0940	
2015 FORD F150 4X2 Pickup	1FTEW1CG8FFA90197	118345896	103	XD8806	BLDG. DEPT.
2023 FORD F015 Lightning Truck Electric	1FT6W1EV4PWG34289	153090334	104	XL0237	
<b>110-9910 ARCHIBALD</b>					
2016 John Deere 825IS4 GATOR XUV - Off Road	1M0825GFCGM111224		109	No Tag	
2018 CHEVY SILVERADO 1500 4X4	1GCVKNEH1JZ126263	128810319	112	XF2894	McKinnish
2019 Chevy 1500 - 4X2 reg. cab	3GCNWAEH6KG163050	135337843	36	XG8394	Kromrey
2022 Barber Surf Rake/600hd - Off Road	NO VIN	61882	108	No Tag	
2022 Scag V Ride II 52" deck, 37HP lawn mower - Off Road	SVRII52V-37BVEFI	S4400265	30	No Tag	
2023 6X16 Trailer -Open damaged in hurricane	1XNBU1621P1136287	70820	T-15	XJ5818	Open Trailer
2023 7x12 Enclosed Trailer for the Scag Mower	50ZBE1222PP040459	43779	T-30	XJ6056	
2023 7X14 Enclosed Trailer- Diamond Crown 7000LBS	53NBE1421P1103173	103173	T-16	XK1425	Enclosed Trailer
2023 Ford F-150	1FTEX1CB9PKF72249	153525817	31	XL0641	Johnson
2023 O'Dell Dump Trailer - Down to Earth 14000lbs	1XNBD1424P3097668	97668	T-14	XJ5817	Dump Trailer
Mobile Bathroom Trailer 8x20	2C9C1202XRS325055		T-BR		

**3000 / 3100 - PUBLIC WORKS ADMINISTRATION**

1990 Trailer/#4 Gen. MGS- damaged in hurricane	16MG10915LD017115	61258141	T-4	CY 104032	
1987 John Deere/ 016608-JD410LDER - damaged in hurricane	L02355F608088	6891	43	No Tag	Forklift
2009 FORD Truck F350 Pickup 4X4 Dump Truck	1FDWF37549EA47457	102279586	40	CY XB8270	Johnson
2014 Polaris Off-Highway Vehicle - Off Road	4XARH76A9EE237676	114641864	106	XD5408	
2018 Caterpillar 416F backhoe - Off Road	0HWB01739		44	No tag	Johnson
2021 ASV Skid Steer - Off Road	ASVRT025CNDS01503		56	NO TAG	
2021 Kubota M6-091HDC-1 Tractor - Off Road	KBUM4DDCAK8F55730	55730	9	NO TAG	Schimmer
2022 K&K Systems Digital Message Board Trailer	1K9BM8010NT244345		T-11	XI1223	
2022 K&K Systems Digital Message Board Trailer	1K9BM8014NT244347		T-13	XK0931	
2023 Chevrolet Silverado 5500 Reg. Cab 2WD	1HTKHPVK1PH624540	154138671	New 19	XL0684	Johnson
2023 Diamond Cargo 5X8 enclosed trailer	53NBE081P1105106		T-17	XL0311	Thermoplastic trailer
<b>4000 - FIRE</b>					
1998 LMTV High Water Military Vehicle Agreement	AT008722BDCG	145227905	B-25	CS32918	Brush/Highwater
2017 Ford Utility Truck	1FM5K8D89HGE25522	129523840	U-25	XF2896	FD
2017 Rosenbauer Aerial Truck	54F2CC619HWM11703	127937661	T-25 (1)	XF2890	Ladder Truck
2022 Rosenbauer Aerial Truck	54F2FCCL0MWM13105	148572467	T-25 (2)	XI1224	Ladder Truck
2022 Toyota Tacoma	3TMCZ5ZN8NM464880	148158820	MB400	XI1225	Fire Marshal
2022 Zodiac Defender Pro 650DP - Off Road	XCDF65AHJ122	144655949	Marine 25	FL4628TC	Rescue Boat
2022 Zodiac Defender Pro 650DP Boat Trailer	47GBD2118MB005020	Marine 25	M-25 Trailer	XJ1580	Trailer for Rescue Boat
2023 Chevrolet Silverado 4WD Crew Cab Pickup	3GCUDAED1PG272456	153403553	MEDIC-25	XK9733	Quick Response Vehicle
<b>POLARIS / ATV</b>	4XAT6E991P8039614	151125987	SR-25	NO TAG	Special Rescue
2025 Dodge Durango	1C4SDJFT0SC508135	2046945457	MB100	XL1959	Fire Chief
2025 Dodge Durango	1C4SDJFT2SC508136	2046955119	MB200	XL1960	Deputy Fire Chief



5000 - RECREATION					
2010 BLUB (Bluebird) BUS Hp 43 6cyls	1BAKGCPA8AF271515	103744954	55	XC1448	Barkat
2011 HP-Kehler-Command Lawn-Mower - damaged by hurricane					damaged by hurricane
2012 3-wheel Hydro Bunker Sand Rake	1TC1200HHCT050074		57	NO TAG	
2016 TX Gator - Off Road	1M0TURFJEGM111250		51	NO TAG	no fuel card
2019 Chevy 1500 LD Truck 4X4	2GCVKNEC2K1171288	135150869	20	XH2871	
2019 Ford Van - Transit Pass 350 Cargo XL	1FBZX2CMXKKA19938	135415130	97	XH2880	Shaw
2019 John Deere TX Gator - Off Road	1M04X2XDAKM142322		95	NO TAG	was marina
2020 TX Gator - Off Road	1M04X2XDJMM160530		54	NO TAG	Mecko
2023 Bluebird Vision Bus	IBAKGCSA3PF391142	147156136	52	XJ4883	Barkat
2023 Scag Tiger Cat Mower - Off Road	STC1152V-28VEFI		53	NO TAG	no fuel card
2023 Starcraft Allstar XL - ADA Bus	5WEEZC8M1PH269590	154724811	58	XL3599	Michalski
2024 Advantage Diamond Cargo Trailer 7x14	53NBE1420R1105855	1908960197	T-2	XK9731	in rec department
2025 Ford F250 4x4 Crew Cab	1FT7W2BA8SEC35556	158260375	59	XL7937	
2025 Sure-Trac Utility Trailer	5JW1U1423S1452249	2107788093	T-20	XK8822	
6000 - PARKING ENFORCEMENT					
2024 Ford Maverick 4X2 Crew Cab Pickup	3FTTW8B92RRB66054	156892427	92	XL7625	new parking truck
2023 Kubota RTV (rough terrain vehicle) - damaged in hurricane	A5KC2GDBHPG084628		94	NO TAG	still usable
2024 Ford Maverick 4X2 Crew Cab Pickup	3FTTWBA94RRA89527	155170623	93	XL5538	new parking truck
7000 - PUBLIC WORKS / SANITATION					
2014 RUSH PETERBILT CLAW TRUCK	2NP3JM8X7EM212741	111730189	18	CY XD0738	Pierucci
2019 CHEVY 1500 LD Truck - 4X4	2GCVKNEC9K1172390	135099639	5	CY XG8409	A.Miller
2019 CHEVY 1500 LD Truck - 4X4	2GCVKNEC8K1171148	135150775	24	CY CKP0229	Pierucci
2019 F250 Truck 3YD Easy Dump	1FTBF2B62KEF19917	92452186	3	CY224802	Plympton
2019 F250 Truck 3YD Easy Dump	1FTBF2B62KEF19918	135984748	68	XH5868	3YD Easy Dump
2020 Kenworth Packer	1NKZLJ0X5LJ430170	139098421	26	XH4387	Doss
2020 Kenworth T880 Packer	1NKZLJ0X9LJ7410505	1121213244	29	XH4377	T880 Garbage Truck



2021 Broyhill Load & Pack -Off Road & Equipment	BMC-LPTD3.6-2101220- 5.13		21	NO TAG	Pierucci
2023 Sparking Bins Tandem Trailer	1M9BT1224PM642032	1933824359	T-18	XL0682	listed under Parking fund
2024 Battle Motor ASL Garbage Truck LEASED from RDK	ICYAADAC6R1002245		New 33	DD32AB	garbage Truck
2024 Battle Motor ASL Garbage Truck	ICYABDACXR1002228	154870706	New 23	XL1810	Garbage Truck
<b>9200 - PUBLIC WORKS STORMWATER UTILITY</b>					
2016 CHEVY Truck	1GC2KUEG1GZ321499	123862360	110	XE1038	Wepfer
2016 CHEVY Truck	1GC2KUEG5GZ319481	8783	111	XE1037	Schimmer
2021 Ford F-250 Truck	1FTBF2A69MED54324	146955593	70	XC4690	Johnson
2021 US Jetting Trailer	1U9FS1626MA044679	148387733	T-10	XJ6050	High Pressure Jetting Unit
2024 Briggs Mini Excavator	JCB8EBA7PP3354125		71		
<b>9300 - MARINA</b>					
2015 DODGE RAM 4X4 DJ7L92	3C6UR5HL9FG577902	117734450	107	XD8803	Marina
1981 WAYM Enclosed Trailer	71509	1908963209	T-107	XK9732	Marina

# **City of Madeira Beach**

## **Madeira Beach Municipal Marina**

### **Policy & Procedure Manual**

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## **Workplace Safety**

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

## **Day to Day Operations**

### **Employee Conduct and Responsibilities**

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

## Customer Service

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

## Cash Handling Policies

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

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

### **Proper Fueling Practices**

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

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

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

### **Medical Emergency**

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

## **Fire Emergency**

### **Structure Fire**

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

### **Dock Fire**

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

### **Panic File**

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

### **Hurricane/Severe Weather**

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

### **Marina Outline**

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

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

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





# POLICIES AND PROCEDURES

## Parking Department



FY'2023

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# OVERVIEW

The Parking Department oversees the operations of the Parking Enforcement Division to provide a safe, effective, and efficient use of City parking resources. The Parking Enforcement Division performs the following services:

- Maintain pay stations located throughout the city.
- Issue parking tickets for parking violations throughout the City.

The basis for this document is Florida and Madeira Beach ordinances.

The Madeira Beach employee handbook takes precedence over anything written in this document.

## special parking exemptions

On occasion, special parking exemptions are given by the City Manager or staff. An up-to-date list will be maintained in the parking supervisor's office and distributed to the enforcement staff. Some examples of special exemptions are as follows, Saturday morning Yoga, AA meetings, Fantasy Planet staff, and veteran's boat rides.

# EMPLOYEE OVERVIEW

## Enforcement Officers

Will wear Madeira Beach-issued parking attire and maintain a professional appearance while patrolling/interacting with the public.

Enforcement Officers will use care when interacting with the public. Officers will not engage in confrontations with the public. You will always have the Parking Supervisors' business cards on hand and give the card to any public member who has a dispute with you.

Officers will err on the side of caution and leave a situation before it has a chance to escalate.

## Vehicles and Maintenance

City-owned vehicles are for business use only. Cars are not to be driven to and from eating establishments during breaks. Unless expressly authorized by the Parking Supervisor, city vehicles will not be driven past the maintenance barn (across the bridge on Bay Pines Blvd into St Petersburg).

Before breaks, return the city vehicle to city hall, keys, and handheld to the parking supervisors' office.

Pay station maintenance will occur according to the schedule posted in the supervisor's office.

Vehicle maintenance will be coordinated with the public works department.

## SECURITY

Keys will not be left unattended in the vehicle.

Two keys are used to open various compartments of the pay stations. A white key is used to open the top compartment to access all electronic components and primarily to refill ticket paper. A blue key is used to open the bottom compartment to gain access to the battery.

#### Handhelds

1. Stored on the charger in the parking supervisor's office when not used.
2. Will be kept from the vehicle during breaks/lunch.

# PARKING LOTS/SPACES

City owned parking spaces FY'23	HOO	No. of kiosk	Zone #	Paid spaces	Disabled	Comp. spaces/motorcycl	City workers only	Employees	Pay-to-park signs	
ARCHIBALED PARK	6AM-12AM	3	110093	129	6	0	1	2	44	
KITTY ST PARK	24/7	1	110094	14	1	2	0		3	
136TH W	24/7	1	110094	7	1	0	0		4	
135TH W	24/7	1	110094	5	0	0	0		4	
134TH	24/7	1	110094	9	0	0	0		5	
134TH E	24/7	1	110094	7	1	0	0		4	
133RD W	24/7	1	110094	5	0	0	0		6	
133RD E	24/7	1	110094	12	1	0	0		6	
132ND W	24/7	1	110094	26	2	0	0		17	
131ST W	24/7	1	110094	6	0	0	0		4	
130TH A&B	24/7	2	110094	75	2	0	0		20	
129TH SOUTH BEACH	6AM-12AM	3	110092	98	10	0	0		37	
VILLAGE BLV	6AM-12AM	9	110090	109	3	0	1		100	
JPL	6AM-12AM	3	110091	53	3	0	1	2	30	TOTAL SPACE
TOTAL		29	4 TOTAL ZONES	555	30	2	3	4	284	594

John's Pass Village parking lot at Village Boulevard and 129th Avenue East. John's Pass Park (South Beach on the northwest side of John's Pass Bridge), Gulf Boulevard and 129th Avenue West. 130<sup>th</sup> Ave is located west of Gulf Boulevard at 130<sup>th</sup> Avenue.

City parking lots – Located on the west side of Gulf Boulevard at 131st, 132<sup>nd</sup>, 133rd, 134th, 135th and 136th Avenues, and on the east side of Gulf Boulevard at 133rd and 134th Avenue E.

Archibald Memorial Beach Park, 15100 Gulf Boulevard

# PARKING FEES AND EXEMPTIONS

Madeira Beach only uses pay stations to collect parking fees of \$3:00/hr. Seven days a week unless specified.

Handicap parking permits or tags must be displayed appropriately and only used when the vehicle is transporting the person to whom the displayed permit is issued. If the permit holder is not exiting the vehicle, then the permit may not be used. A permit is valid at any metered parking space without any time restrictions. All other rules of the spaces/lot must be followed.

## Military / Veteran Plates

The following exemptions are statutory and can be referenced in the city (Sec. 66-71) and the state ordinance section of this document.

- 1 Ex-prisoner of war
- 2 Pearl Harbor survivor
- 3 Medal of Honor
- 4 Purple Heart
- 5 Disabled Veteran

## PARKING FINES

1. Receives cash, checks, credit card and other form of payments from customers.
2. Create a receipt and enter payments in Aclarian portal.
3. Receipt adjustments entry, voiding, and reversal of any cash receipt transactions – Notify the Finance department at the time of occurrence.

4. End of day reporting. Follow cash handling process on

E. Parking fines and penalties. Parking fines and penalties shall be as follows:

(Res. 06.29, 11/28/2006; Res. 04.09, 08/10/2004; Code 1983, §5-19)

(1) Overtime Parking .....	\$60.00
(2) Double Parking .....	\$80.00
(3) Parking in a "NO PARKING" Zone .....	\$90.00
(4) Other Improper Parking .....	\$90.00
(5) Delinquency Fee(15/d) .....	\$30.00



# SUPERVISORS RESPONSIBILITY

## Record Keeping

The parking supervisor will maintain all records in accordance with established standards set by the city clerk.

## Revenue tracking

## Disputes

- *Close/dismissed ticket – void tickets.*
- *Ticket file – list of written tickets in a chosen time frame.*
- *Entry – manually enter a ticket. Usually written by sheriffs.*
- *Dec Fine – decrease a fine amount / remove late fee. Will only last until midnight then returns to original amount.*
- *Hold – set a timeframe for decreased tickets.*

## Side menu /Main Formats

- The supervisor will maintain a digital and posted schedule for enforcement officers. Intent of schedule is to ensure at least one enforcement officer is on duty seven days per week.

# City Ordinances

Sec. 66-52. - Public and private parking spaces for disabled persons.

a) Parking spaces for disabled persons. Parking spaces for the exclusive use of those severely physically disabled individuals who have permanent mobility problems which substantially impair their ability to ambulate shall be specially designed and marked in accordance with the provisions of Florida Statutes § 316.1955. (b) Violation. It is a violation of this section to stop, stand, or park a vehicle within any such specially designated and marked parking space pursuant to subsection (a) of this section unless such vehicle displays a parking permit issued pursuant to Florida Statutes § 320.0848 (exemption entitlement parking permit issued to handicapped persons by the state department of highway safety and motor vehicles) or Florida Statutes § 316.1958 (special license plate or parking permit issued to a handicapped person by any other state provided such state grants reciprocal recognition for handicapped residents of Florida), and such vehicle is transporting a person eligible for the parking permit, except that momentary parking in such a space for the purpose of unloading a disabled person is permitted. (c) Penalty. The civil penalty for noncriminal traffic infraction pursuant to a violation of Florida Statutes § 316.1955 or for parking in violation of subsection (b) of this section shall be \$250.00.

Sec. 66-53. - Parking on unpaved lots or unpaved portion of lots in commercial districts prohibited.

(a) Prohibited parking. It shall be unlawful for any person to park a motor vehicle, trailer, boat, recreational vehicle, motor home or motorized equipment on that portion of any lot in a commercially zoned district which does not have parking spaces which meet or exceed the parking requirements of chapter 110, article VII of this Code. (b) Exceptions. This section shall not apply to: (1) Motor vehicles owned or leased by the owner or lessor of the lot; and (2) Motor vehicles, trailers and motorized equipment necessarily placed upon the lot during construction. (c) Vacant lots in commercially zoned districts. Property owners of vacant lots in commercially zoned districts will be responsible for posting of signs which will notify the public of the provision of this section. These signs will be required to be posted within 60 days of the enactment of the ordinance from which this section is derived. (d) Penalty. Any person violating

this section shall be cited for improper parking and upon conviction shall be punished as provided in section 1-16 of this Code.

## DIVISION 2. - METERS

Sec. 66-71. - Purpose, applicability and hourly rate.

(a) The purpose of this division is to establish uniform standards for parking of motor vehicles in city-owned and operated metered parking lots and beach access easements. The requirements established in this division are applicable to the following parking locations. (1) Metered parking beach access lots, 130th Avenue, West through 136th Avenue, West. (2) City parking lot, 130th Avenue, West and Gulf Boulevard. (3) City parking lot, 132nd Avenue, West and Gulf Boulevard. (4) City parking lot, 133rd Avenue, East and Gulf Boulevard. (5) John's Pass Park at 129th Avenue, West and Gulf Boulevard. (6) Archibald Memorial Beach at 152nd Avenue and Gulf Boulevard. (7) John's Pass Village metered parking lot. (b) The hourly rate to be charged for metered parking at the following locations shall be \$2.00 per hour: (1) Metered parking beach access lots, 130th Avenue, West through 136th Avenue, West. (2) City parking lot, 130th Avenue, West and Gulf Boulevard. (3) City parking lot, 132nd Avenue, West and Gulf Boulevard. (4) City parking lot, 133rd Avenue, East and Gulf Boulevard. (5) John's Pass Park at 129th Avenue, West and Gulf Boulevard. (6) Archibald Memorial Beach at 152nd Avenue and Gulf Boulevard. (7) John's Pass Village metered parking lots. (c) A municipal parking fee exemption shall be provided to any veteran whose vehicle displays one of the following special veterans license plates issued by the state division of motor vehicles: (1) Ex-prisoner of war; (2) Pearl Harbor survivor; (3) Medal of Honor; (4) Purple Heart.

Sec. 66-72. - Limitations on parking in city parking lots and beach access easements.

Parking of any type motor vehicle is allowed in the city parking lots and beach access easements subject to the following limitations:

(1) All vehicles must park within the designated metered spaces; (2) No part of the vehicle may extend beyond the limits of the marked parking space; (3) Backing of vehicles into metered spaces is prohibited; (4) Parking is only allowed during the hours of 6:00 a.m. to 12:00 midnight, unless otherwise posted; (5) Meters are in effect on all lots during the allowable hours of operation, seven days a week; and (6) Parking is prohibited in all areas during the hours of 12:00 midnight to 6:00 a.m. daily, unless otherwise posted.

Sec. 66-73. - Resident parking permits.

(a) Definitions.

Resident means a person who owns or leases real property within a residential area of the city and who maintains either a voting residence or bona fide occupancy or both at that address, as evidenced by a voter's registration card, real estate tax bill, lease agreement, or other proof of residency satisfactory to the city.

Resident parking permit means a special permit issued under this section for the privilege of parking in selected metered parking lots of the city without paying the hourly rate for the meter.

(1) A resident parking permit shall not guarantee or reserve to the holder of the permit a parking space within a designated parking lot or beach access easement. (2) A resident parking permit shall not authorize the holder to stand or park a motor vehicle in such places or during such times as the stopping, standing or parking of a motor vehicle is prohibited or set aside for specified types of vehicles, nor shall it exempt the holder from the observance of any parking regulations posted in a designated parking lot or beach access easement. (3) No person, other than the permittee named on the permit shall use the resident parking permit or display it on a vehicle operated or parked, and any such use or display by a person other than the permittee shall constitute a violation of this division by the permittee and by the person who so used or displayed such parking permit. (4) It shall constitute a violation of this division for any person to falsely represent himself as eligible for a resident parking permit or to furnish any false information on the form to obtain a resident parking permit. (5) The city is authorized to revoke the resident parking permit of any permittee found to be in violation of this division and, upon written notification thereof, the permittee shall surrender such permit to the city. Failure, when so requested, to surrender a resident parking permit so revoked shall constitute a violation of this division. (6) Any permit issued under this division is nontransferable to another person or another vehicle. (7) The city shall be authorized to adopt all reasonable rules and regulations necessary for the enforcement and administration of this division, including rules and regulations providing for specific time and day parking restrictions.

(b) Residents will be issued annual permits by the city upon showing proof of residency, as described in the definition of resident, and vehicle ownership. Resident parking permits will be issued free of charge. Resident parking permits will only be valid in the: (1) City parking lot at

130th Avenue West and Gulf Boulevard; 6:00 a.m. to 12:00 midnight. (2) John's Pass Village; 6:00 a.m. to 12:00 midnight. (3) City parking lot, 133rd Avenue, East and Gulf Boulevard; 6:00 a.m. to 12:00 midnight. (4) Along the street-end beach access easements on the west side of Gulf Boulevard, only during the hours of 6:00 a.m. to 12:00 midnight. (5) City parking lot, 15100 Gulf Boulevard (at Archibald Memorial Beach/Park); 6:00 a.m. to 12:00 midnight. (6) City parking lot, 12801 Gulf Boulevard (John's Pass Park); 6:00 a.m. to 12:00 midnight. (c) The city parking lot at 14400 Gulf Boulevard (County Park) is excluded from this section.

Sec. 66-74. - Public parking permits.

Privately owned motor vehicles, up to 18 feet in length, will be permitted to park in the following city parking lots:

(1) City parking lot, 130th Avenue, West and Gulf Boulevard. (2) City parking lot, 131st Avenue, West and Gulf Boulevard. (3) City parking lot, 132nd Avenue, West and Gulf Boulevard. (4) City parking lot, 133rd Avenue, East and Gulf Boulevard. (5) City parking lot, 133rd Avenue, West and Gulf Boulevard. (6) City parking lot, 134th Avenue, West and Gulf Boulevard. (7) City parking lot, 135th Avenue, West and Gulf Boulevard. (8) City parking lot, 136th Avenue, West and Gulf Boulevard. (9) City parking lot, John's Pass Park (South Beach) at 129th Avenue, West and Gulf Boulevard.

Subject to the following limitations:

(1) A public parking permit shall not guarantee or reserve to the holder of the permit a parking space within a designated parking lot or beach access easement. (2) Vehicle owners may purchase a parking permit from the city. (3) Parking permits must be properly displayed as directed at the time of issuance. (4) The city reserves the right to limit the number of available permits at any one time. (5) Monthly and weekly permit fees will be as provided in the city fees and collection procedure manual. (6) The city manager may issue special parking permits on a case-by-case basis. (8) Permits will not be issued for boats and recreational vehicles in excess of 18 feet in length or commercial vehicles. (9) Sleeping within any vehicle parked in the lot will not be permitted. (10) Permit holders will be provided copies of these parking regulations as part of the permitting process.

Sec. 66-75. - Enforcement.

Citations in a form approved by the designated law enforcement agency for violations of this division may be issued by both law enforcement officers and properly qualified parking enforcement officers of the city.

#### Sec. 66-76. - Penalties.

Penalties for violations of this division are provided in the fees and collection procedures manual.

### DIVISION 3. - NONMETERED PARKING SPACES

#### Sec. 66-96. - Purpose and applicability.

The purpose of this division is to establish uniform standards for parking of motor vehicles on city owned nonmetered property in John's Pass Village. The requirements established in this division are applicable to the following parking locations:

- (1) Nonmetered parking spaces on Gulf Boulevard East from 128th Avenue to 130th Avenue.
- (2) Nonmetered parking spaces on 129th Avenue East and West.

#### Sec. 66-97. - Limitations.

Parking motor vehicles are allowed at the noted locations subject to the following limitations:

- (1) All vehicles must park within the designated nonmetered space;
- (2) No part of the vehicle shall extend beyond the limits of the marked parking space;
- (3) Parking in areas marked by diagonal yellow lines is strictly prohibited;
- (4) Parking in designated spaces will be limited to a total of three hours during the period of 6:00 a.m. to 11:00 p.m. daily.

#### Sec. 66-98. - Reserved spaces; identifying authorized users; revocation or amendment.

(a) One parking space will be reserved and marked for the exclusive use of the occupant residing in the apartment located at 13003 Gulf Boulevard, East. (b) Property owners will be responsible for identifying authorized users. Violators who unlawfully use these designated parking spaces will be subject to the penalty provisions of this section. (c) The city, at its sole discretion, may revoke or amend the provisions of this section. This section does not create any right, title, interest or property interest on the part of affected property owners and affected property owners shall have no legal recourse against the city or its agents, employees, officers and officials as the result of any revocation or amendment of this section.

#### Sec. 66-99. - Enforcement.

Citations in a form approved by the designated law enforcement agency for violations of this division may be issued by both law enforcement officers and properly qualified parking enforcement officers of the city.

#### Sec. 66-100. - Penalties.

Penalties for violations of this division are provided in the fees and collection procedures manual.

## State Ordinances

Florida Statutes 316.1964 – Exemption of vehicles transporting certain persons who have disabilities from payment of parking fees and penalties

(1) A state agency, county, municipality, or any agency thereof, may not exact any fee for parking on the public streets or highways or in any metered parking space from the driver of a vehicle that displays:

(a) A disabled parking permit or a license plate issued under s. 316.1958 or s. 320.0848;

316.1945 Stopping, standing, or parking prohibited in specified places.

(1) Except when necessary to avoid conflict with other traffic, or in compliance with law or the directions of a police officer or official traffic control device, no person shall:

(a) Stop, stand, or park a vehicle:

1. On the roadway side of any vehicle stopped or parked at the edge or curb of a street.

2. On a sidewalk.

3. Within an intersection.

4. On a crosswalk.

5. Between a safety zone and the adjacent curb or within 30 feet of points on the curb immediately opposite the ends of a safety zone, unless the Department of Transportation indicates a different length by signs or markings.

6. Alongside or opposite any street excavation or obstruction when stopping, standing, or parking would obstruct traffic.

7. Upon any bridge or other elevated structure upon a highway or within a highway tunnel.

8. On any railroad tracks.

9. On a bicycle path.

10. At any place where official traffic control devices prohibit stopping.

11. On the roadway or shoulder of a limited access facility, except as provided by regulation of the Department of Transportation, or on the paved portion of a connecting ramp; except that a vehicle which is disabled or in a condition improper to be driven as a result of mechanical failure or crash may be parked on such shoulder for a period not to exceed 6 hours. This provision is not applicable to a person stopping a vehicle to render aid to an injured person or assistance to a disabled vehicle in obedience to the directions of a law enforcement officer or to a person stopping a vehicle in compliance with applicable traffic laws.

12. For the purpose of loading or unloading a passenger on the paved roadway or shoulder of a limited access facility or on the paved portion of any connecting ramp. This provision is not applicable to a person stopping a vehicle to render aid to an injured person or assistance to a disabled vehicle.

(b) Stand or park a vehicle, whether occupied or not, except momentarily to pick up or discharge a passenger or passengers:

1. In front of a public or private driveway.

2. Within 15 feet of a fire hydrant.

3. Within 20 feet of a crosswalk at an intersection.



4. Within 30 feet upon the approach to any flashing signal, stop sign, or traffic control signal located at the side of a roadway.

5. Within 20 feet of the driveway entrance to any fire station and on the side of a street opposite the entrance to any fire station within 75 feet of such entrance (when property signposted).

6. On an exclusive bicycle lane.

7. At any place where official traffic control devices prohibit standing.

(c) Park a vehicle, whether occupied or not, except temporarily for the purpose of, and while actually engaged in, loading or unloading merchandise or passengers:

1. Within 50 feet of the nearest rail of a railroad crossing unless the Department of Transportation establishes a different distance due to unusual circumstances.

2. At any place where official signs prohibit parking.

(2) No person shall move a vehicle not lawfully under his or her control into any such prohibited area or away from a curb such a distance as is unlawful.

(3) A law enforcement officer or parking enforcement specialist who discovers a vehicle parked in violation of this section or a municipal or county ordinance may:

(a) Issue a ticket form as may be used by a political subdivision or municipality to the driver; or

(b) If the vehicle is unattended, attach such ticket to the vehicle in a conspicuous place, except that the uniform traffic citation prepared by the department pursuant to s. 316.650 may not be issued by being attached to an unattended vehicle.

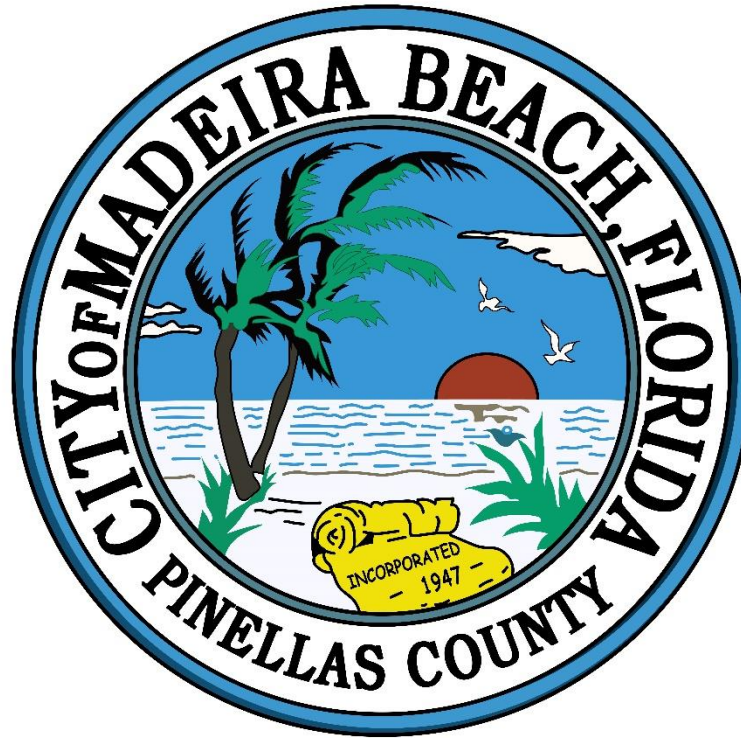
The uniform traffic citation prepared by the department pursuant to s. 316.650 may not be issued for violation of a municipal or county parking ordinance.

316.1964 Exemption of vehicles transporting certain persons who have disabilities from payment of parking fees and penalties.

(1) A state agency, county, municipality, or any agency thereof, may not exact any fee for parking on the public streets or highways or in any metered parking space from the driver of a vehicle that displays:

320.084 Free motor vehicle license plate to certain disabled veterans. —

(5) A county or municipality, or any agency thereof, may not impose upon any person who is issued a license plate with the international accessibility symbol, under this section, any fee or penalty for parking in any metered or timed parking space.



# **City of Madeira Beach**

## **Public Works Department**

### **POLICIES AND PROCEDURES MANUAL**

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## Section One: Public Works Department Purpose

Item 7A.

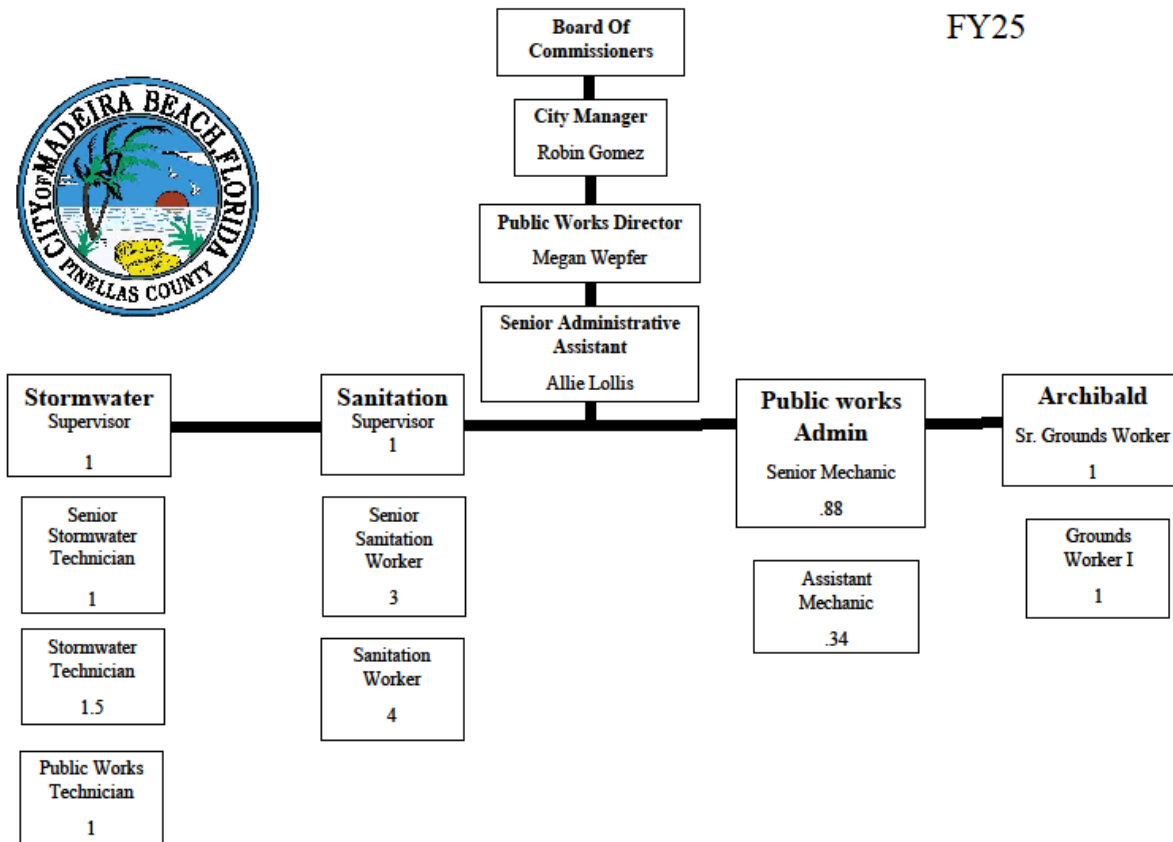
The City of Madeira beach Public Works Department is responsible for the management and maintenance of all city facilities, parks, fleet, roads, stormwater, and sanitation.

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

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

## Section Two: Public Works Organizational Chart

FY25



## Section Three: Safety

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

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

### Use Personal Protective Equipment

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

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

Item 7A.

### **Types of Personal Protective Equipment**

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

### **High Visibility Clothing**

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

### **Use of Tools and Equipment**

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

### **Vehicle Safety - Standard Operating Procedures**

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

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

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

### **Safety Items for Public Works Vehicles**

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

Item 7A.

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

### **Weather Safety**

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

### **Heat Stress Prevention and Monitoring**

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

### **Symptoms and Treatment of Heat Exposure**

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

#### **Heat Stroke**

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

#### **Heat Exhaustion**

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

### **Fall Prevention Procedures**

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

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

### **Evaluation of Excavation Hazards**

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

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

## **Temporary Traffic Control Policy**

Item 7A.

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

## **Worker Considerations and Training Requirements**

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

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

## **Motorist Assistance**

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

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

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

# **Section Four: Facility Maintenance**

## **Purpose**

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

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

## **Maintenance, Repair and Minor Alterations**

Maintenance can be divided into the following categories:

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

## **Work Order System**

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

## **City Facility Cleaning Contract services:**

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



## **City HVAC Contracted services:**

Item 7A.

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

## **Section five: Grounds & Parks Maintenance**

### **Purpose**

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

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

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

## **Section six: City Vehicle Use and Maintenance**

### **Purpose**

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

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

## **Section seven: Vehicle & Equipment Purchasing**

### **Overview**

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

### **Acquisition**

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

### **Vehicle and Equipment Replacement Program**

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

### **Development of Guidelines/Procedures**

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

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

## **Section eight: Roads Maintenance**

## Purpose

Item 7A.

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

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

## Safety

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

## **Section nine: Utilities Maintenance**

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

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

## Enforcement

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

## Inspection Frequencies

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

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

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

\* Continue Frequency Until Chronic Problems are Resolved

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

### ***Functionality Inspection***

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

For below-grade structures (Stormwater Collection Structures)

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

For closed conveyances (Major Outfalls)

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

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

### ***Advanced Inspection***

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

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

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

For closed conveyances (Pipes / Culverts & Major Outfalls)

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

For open conveyances (Ditches / Swales & Detention Facilities)

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

For pump stations

1. Ensure electrical safety protocol is followed.

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

### Inspection/Maintenance Reporting Procedures

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

### Maintenance Procedures

#### *Dry Detention / Retention Systems*

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

#### *Exfiltration Trench*

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

#### *Grass Treatment Swales (Dry)*

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

#### *Wet Detention Systems*

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

#### *Pollution Control Boxes*

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

#### *Major Stormwater Outfalls*

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

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

#### *Pipe / Culverts & Stormwater Collection Structures*

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

#### *Control Structures*

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

#### *Pump Stations*

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

#### *Other Stormwater Conveyance Facilities*

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

#### Development Project Review Procedures – Stormwater Treatment – Private Sites

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

#### Development Project Review Procedures – Stormwater Treatment – Permittee Sites

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

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

Item 7A.

### Inspection Procedures

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

### Eligible Facilities

#### *Public Works*

503 150<sup>th</sup> Avenue, Madeira Beach, FL 33708

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

#### *Sanitation Yard*

5000 94th St, Seminole, FL

Activities: Storage of sanitation vehicles

# MUNICIPAL YARD INSPECTION CHECKLIST

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

Facility Name:

Facility Address:

Drainage Basin:  Standard Industrial Code (SIC):

YES	NO	NA	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>1. Discharge point to the Municipal Separate Storm Sewer System (MS4) .</b> If yes, indicate: (1) Latitude/Longitude of discharge point: _____ (2) Receiving water: _____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>2. Industrial ONLY: MSGP Notice of Intent (NOI) (FDEP Form 62-621.300(5)(b)) was submitted to DEP.</b>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>3. Industrial ONLY: The Stormwater Pollution Prevention Plan (SWPPP) is on site and is being adhered to, as per the MSGP.</b>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>4. Industrial ONLY: The required SWPPP inspection and maintenance report forms are always completed, as per the MSGP.</b>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>5. Materials/chemicals are stored, handled, or discarded in a manner to reduce the potential risk of spills entering the MS4. Is a spill kit on site?</b>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>6. Outfalls, inlets and outlets of stormwater treatment systems are free of debris/pollutants.</b>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>7. Chemical storage tanks (new and used fluids) are clearly marked, properly contained (i.e., tightly closed, no potential to leak pollutants), and protected from potential accidental damage.</b>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>8. Loading, unloading, and transfer areas are neat and free of spills/debris/pollutants.</b>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>9. Vehicle maintenance areas are properly maintained and draining to the treatment system or sanitary sewer line.</b>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>10. Outdoor manufacturing areas are properly maintained and free of spills/debris/pollutants.</b>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>11. Outdoor stockpile/material handling areas are properly maintained and the materials are properly contained (i.e., no potential to leak or leach pollutants).</b>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>12. Trash and debris areas are conspicuous and properly protected from stormwater runoff.</b>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>13. Fueling stations are free of petroleum product spills/leaks.</b>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>14. Vehicle wash and rinse areas are draining to the treatment system or sanitary sewer line.</b>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>15. Visual observation of potential illicit connection/illicit discharge to the MS4. (Note where observed.)</b>
			Odor <input type="checkbox"/> Color <input type="checkbox"/> Foam <input type="checkbox"/> Sheen <input type="checkbox"/> Surface Scum <input type="checkbox"/> Solids <input type="checkbox"/> Turbidity <div style="display: flex; justify-content: flex-end; align-items: center; gap: 5px;"> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> </div> <div style="display: flex; justify-content: flex-end; align-items: center; gap: 5px;"> <span>0</span> <span>1</span> <span>2</span> <span>3</span> <span>4</span> <span>5</span> </div>

Comments:

Verbal/written Notification Given To:

Name/title:

Phone/e-mail:

Inspector Name:

Date:



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

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

#### Litter Control Plan Implementation Procedure (Element 1)

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

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

activities. Litter Control Plan Implementation Procedure (Element 2)

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

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

#### Litter Control Plan Implementation Procedure (Element 3)

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

#### Litter Control Plan Implementation Procedure (Element 4)

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

#### Litter Control Plan Implementation Procedure (Element 5)

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

#### Litter Control Plan Implementation Procedure (Element 6)

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

[Chapter 54 - Solid Waste](#)

#### Litter Control Plan Implementation Procedure (Element 7)

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

#### Frequency Determination Factors

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

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

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

All publicly owned roadways within the City shall be

subject to sweeping. Disposal Requirements

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

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

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

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

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

#### Recording Requirements

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

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

#### Reduction of Use

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

#### Mixing

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

Application

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

Storage

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

Training

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

Program Goals & Objectives

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

fertilizers Topics to be Addressed

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

fertilizer application Target Audience

- Residents
- Business Owners
- Contractors

Identification of Notification Techniques

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

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

### Responsible Authority

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

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

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

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

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

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

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

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

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

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

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

### Inspection Schedule & Prioritization

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

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

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

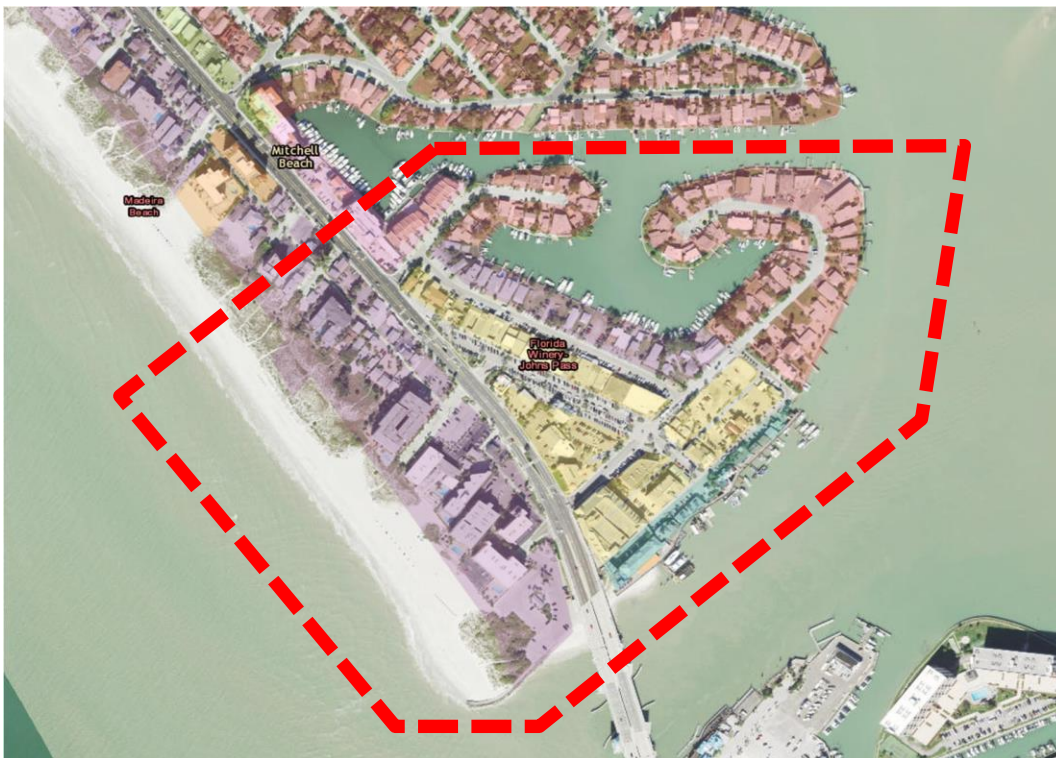
Conduct proactive inspections in conjunction with stormwater structural controls. Multiple staff members may perform these inspections.

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

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

Zones, if used, are identified below:

Section 1 – John's Pass



Section 2 – Central

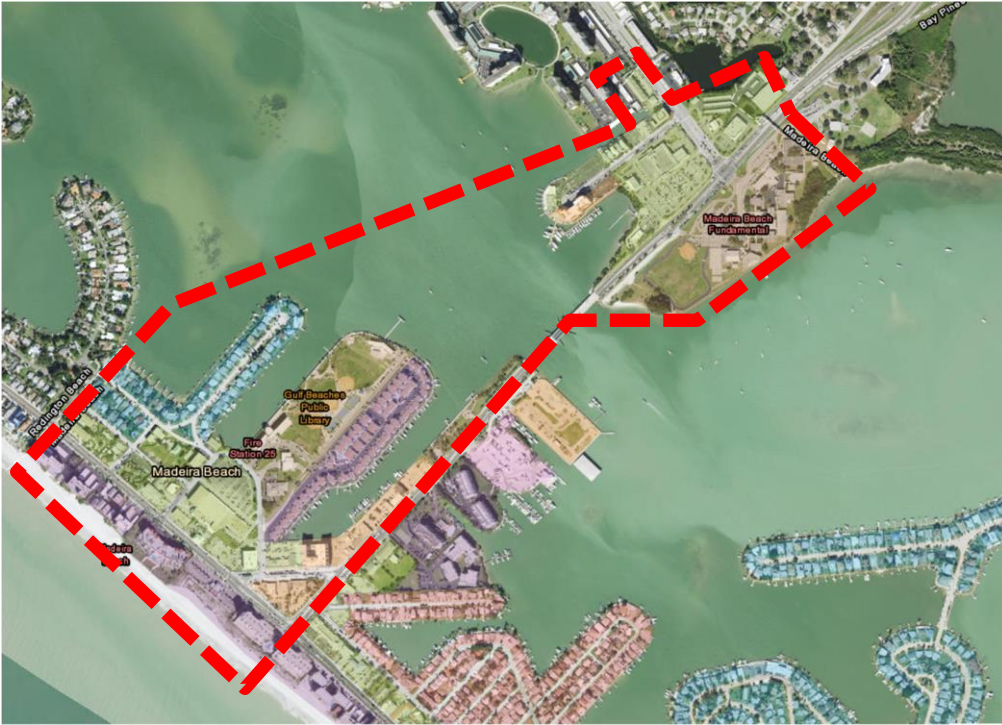




Section 3 – Crystal Island



## Section 4 – City Center (South)



## Section 5- City Central (North)



Scheduling proactive inspections shall be done as follows:

Approach 1 ☐ Follow inspection cycle of stormwater structural controls.



Approach 2 □ Inspect one “zone” per year.

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

#### Preparation

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

#### Inspection

1. The inspector shall document the conditions observed.
2. Where signs of illicit discharge are present:
  - a. Stop and investigate
  - b. Record property addresses
  - c. Determine source, if possible, and contain non-hazardous illicit discharge
  - d. Determine clean up method. Inform immediate supervisor and initiate cleanup with supervisor approval.
  - e. Record inspection per below guidance
3. If an illicit discharge is suspected or found, follow administrative / enforcement procedures outlined within the City’s ordinances  
[https://library.municode.com/fl/madeira\\_beach/codes/code\\_of\\_ordinances?nodeId=PTIICOOR\\_CH70U\\_T\\_ARTIVST\\_DIV2ADEN](https://library.municode.com/fl/madeira_beach/codes/code_of_ordinances?nodeId=PTIICOOR_CH70U_T_ARTIVST_DIV2ADEN)
4. If tracing activities extend into the right-of-way of Gulf Blvd., contact Pinellas County (Joseph Thames, 727-464-3946, jthames@pinellascounty.org).

#### Follow-Up & Documentation

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

#### Inspection Report Requirements (Approach 2):

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

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

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

#### Preparation

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

#### Inspection

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

#### Follow-Up & Documentation

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

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

#### Topics to be Covered

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

#### Personnel and Contractors Identified for Training

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

#### Training Materials

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

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

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

#### Training of New Employees

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

#### Spill Prevention Efforts

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

#### Cleanup of Spills

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

#### Reporting

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

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

#### Topics to be Covered

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

#### Personnel to be Trained

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

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

#### Training of New Employees

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

#### Training Materials

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

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

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

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

[https://www.youtube.com/watch?v=NSXT\\_OGueIw](https://www.youtube.com/watch?v=NSXT_OGueIw)

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

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

#### Documentation

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

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

#### Program Goals & Objectives

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

#### Topics to be Addressed

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

collection drives Target Audience

- Residents
- Business Owners
- Contractors

#### Identification of Notification Techniques

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

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

### Responsible Authority

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

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

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

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

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

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

### Site Plan Review

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

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

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

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

**Construction General Permit (CGP)**

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

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

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

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

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

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

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

### **Environmental Resource Permit (ERP)**

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

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

[https://www31.swfwmd.state.fl.us/maps/pages/viewer\\_erp.html](https://www31.swfwmd.state.fl.us/maps/pages/viewer_erp.html)

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

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

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

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

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

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

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



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

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

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

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

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

#### Prioritization & Frequency of Inspections

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

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

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

#### Inspection Methods, Techniques, Tracking & Recording

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

Inspection methods and techniques shall focus on the following elements:

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

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

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

Public Works shall utilize their tracking and inspection process

currently in-place. Enforcement Measures

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

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

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

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

Topics to be Covered

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

Personnel and Contractors Identified for Training

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

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

Training Materials

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

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

Training of New Employees

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

training concepts.

#### Documentation

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

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

## **Section ten: Emergency Plan for the Utility Systems**

### **Emergency Contacts**

#### **Water/Sewer/Reclaimed Water                      Phone Number**

1) Pinellas County Utilities    727-464-400

### **Public Works Department Contact Information**

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

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

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

City Mechanic                      Leroy Walker    Cell: 727-409-6062

Sanitation Supervisor                      Steve Pierucci    Cell: 727-600-2362

### **Emergency Call Out Procedure**

#### **Regular office hours:**

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

#### **After hours:**

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

On Call Phone: Cell: 727-409-0431

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

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

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

Life-threatening emergency:    9-1-1

### **Emergency Procedures**

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

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

## **Section eleven: Sanitation**

### **1. Purpose**

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

### **2. Scope**

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

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

### **3. Daily Operations**

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

### **4. Collection Procedures**

#### **Residential Garbage:**

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

#### **Recycling:**

- Wednesday collected by Waste Pro or designated Contractor

#### **Yard Debris and Bulk Waste:**

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

#### **Missed Pickups:**

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

### **5. Use of Equipment and Maintenance**

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

### **6. Safety and PPE**

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

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

#### **7. Emergency Response**

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

#### **8. Customer Service and Public Interaction**

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

#### **9. Recordkeeping and Reporting**

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

#### **10. Training and Certification**

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

#### **11. Review and Updates**

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



## City of Madeira Beach PW / Parks Department Inventory

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

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

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

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

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

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

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

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

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

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

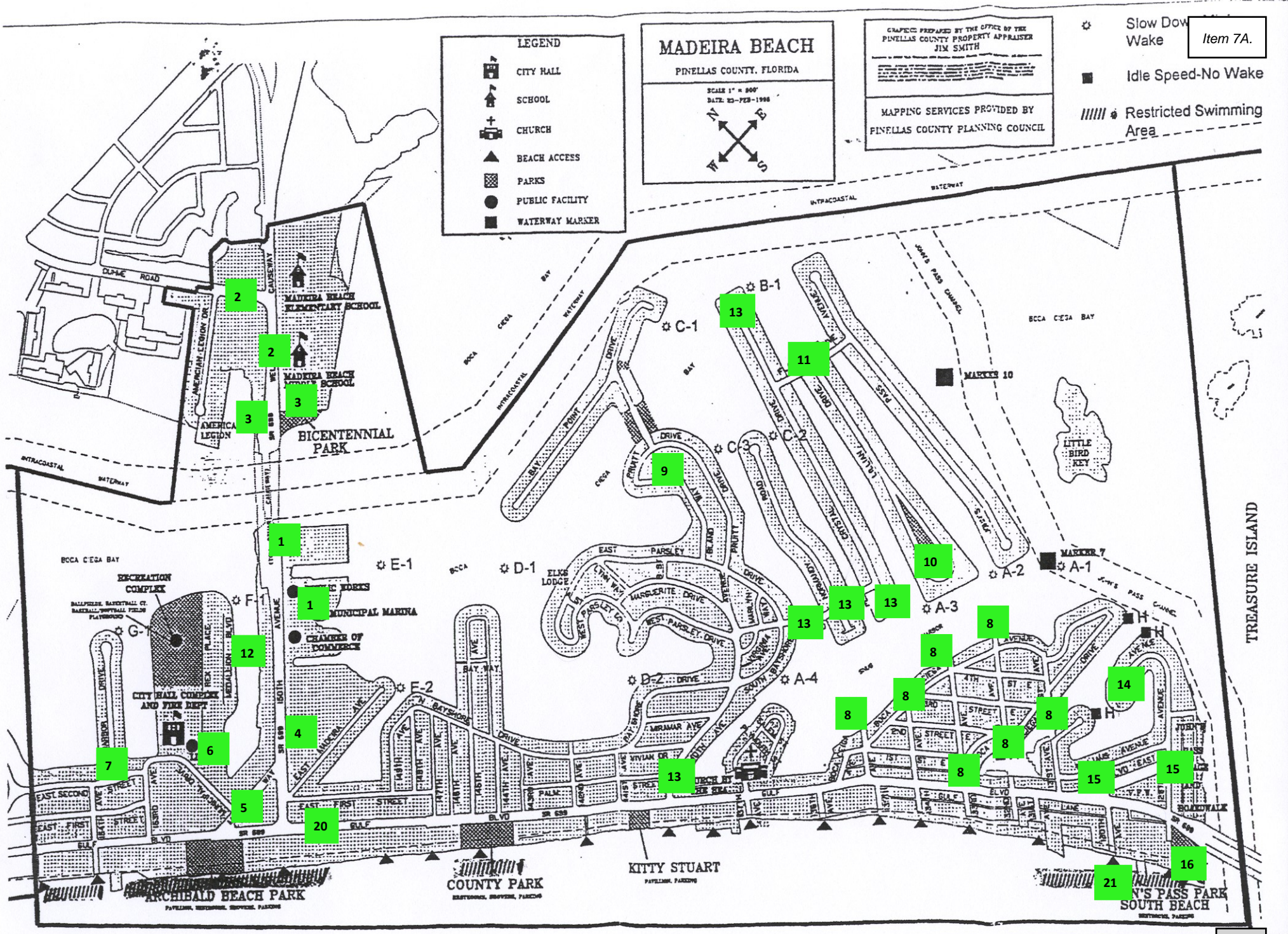
**15- John's Pass Village:** Blow parking areas, pick up trash, pickup palm fronds, pull dead shrubs. Weed control and trim hedges as needed.

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

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

**18- 130<sup>th</sup> Ave Parking lot:** Trim Sea grapes to 36"









## City Park Inspection Form

### Location: (check one)

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


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


### Inspection Checklist:

#### General Site Inspection:

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

Yes	No	N/A

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

[illegible]

**If there are any other issues, please describe.**

[illegible]

**Inspection Completed by:** \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

**Follow Up Inspection Completed by:** \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

## BUILDING INSPECTION FORM

Location: \_\_\_\_\_

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

NOTES: \_\_\_\_\_

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Inspector Name: \_\_\_\_\_ Date: \_\_\_\_\_

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

Item 7A.

Month of \_\_\_\_\_, 20\_\_\_\_

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

Record additional comments on backside of log

All entries will be made in blue or black ink only



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

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

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

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

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

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

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

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

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



## ILLICIT DISCHARGE FIELD REPORT

Item 7A.

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

### NAME OF BUSINESS / NAME OF EVENT / LOCATION:

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### EVIDENCE OBSERVED:

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### CONDITION OF WATER:

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

Color: (describe) \_\_\_\_\_

Clarity: ☐ Clear ☐ Cloudy ☐ Opaque

Floatables: ☐ Oily sheen ☐ Trash ☐ Sewage ☐ Other \_\_\_\_\_

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

Vegetation condition: ☐ None ☐ Dead ☐ Discolored ☐ Normal  
☐ Other \_\_\_\_\_

Biological: ☐ Algae/green scum ☐ Dead fish  
☐ Other \_\_\_\_\_

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

Physical evidence: ☐ Drums ☐ Other containers (describe)  
☐ Other \_\_\_\_\_

### OTHER OBSERVATIONS:

Is a discharge occurring now? ☐ Yes ☐ No

Do you see the source? ☐ Yes ☐ No

### SUMMARY OF COMPLAINT OR ADDITIONAL INFORMATION:

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### RESULTING ENFORCEMENT ACTIVITY:

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NAME/SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

Year: \_\_\_\_\_



## Stormwater System Inspection and Maintenance

[illegible]



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

Item 7A.

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Project Name: \_\_\_\_\_

Project Location: \_\_\_\_\_

Contractor: \_\_\_\_\_

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

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

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

**Notes:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Inspector Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

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

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**COMPLIANCE STATEMENT TO RESUME CONSTRUCTION**

Inspector Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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## **ARTICLE V. PURCHASE AND CONTRACTS<sup>1</sup>**

### **Sec. 2-181. Definitions.**

The following words, terms and phrases when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

*Bidder* means all persons or businesses who may bid or who have bid upon contracts proposed by the city.

*Bidding authority* means the officer or employee of the city having authority to obtain bids.

(Code 1983, § 18-101)

Cross reference(s)—Definitions generally, § 1-2.

### **Sec. 2-182. When bids required.**

The city shall be required to advertise and seek sealed bids from bidders for all contracts wherein the city shall be obligated to pay a sum in excess of \$30,000.00. The city shall not be required to seek bids for contracts for which bids are not required under general law (Florida Statutes) or the ordinances of the city. Further, this article shall not apply to the purchase of items or goods and services at a bona fide public action when such purchases have the prior approval of the board of commissioners.

(Code 1983, § 18-102; Ord. No. 1054, § 1, 9-14-05; Ord. No. 2021-03, § 1, 4-14-21; Ord. No. 2023-08, § 1, 2-8-23)

### **Sec. 2-183. Notice of bidding.**

- (a) Whenever bids are being sought as provided by this article, the bidding authority shall be required to give notice to bidders in the manner set forth in this section.
- (b) Notice may be given by advertisement, in which case the bidding authority will cause to be published a notice conforming to the requirements of this article on the city's website. Such notice shall be published at least one time at least ten days prior to the opening of the bids.
- (c) Notice may be given by posting a request for proposals on a web-based notification and delivery system used for public solicitations.

(Code 1983, § 18-103; Ord. No. 2021-03, § 2, 4-14-21; Ord. No. 2023-08, § 2, 2-8-23)

### **Sec. 2-184. Requirements of notice.**

Any notice given by advertisement or by posting shall conform to the requirements of this section.

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<sup>1</sup>Cross reference(s)—Any ordinance providing for contract or obligation assumed by the city saved from repeal, § 1-11(1).

- (1) All notices, whether posted or advertised, shall contain a statement of the purpose for which bids are being sought. Such statement shall be sufficiently particular so as to give interested bidders adequate notice of the purpose for which bids are being sought.
- (2) All notices, whether posted or advertised, shall also state:
  - a. That bidding shall be by sealed bid;
  - b. That plans, specifications and bidding forms may be obtained and the location where they may be obtained;
  - c. The date and time when bidding shall be closed;
  - d. The location where bids shall be submitted;
  - e. The date, time and location where bids shall be opened;
  - f. That all bids submitted will be read publicly.
- (3) In addition to any other matter set forth in any notice by advertising or posting, every notice shall contain the following statement:  
 "The city reserves the right to reject any or all bids, to waive any technical defects, and to accept any bid which the bidding authority believes to be in the best interest of the city. This request for bids and all bids submitted are subject to the city ordinances."

(Code 1983, § 18-104; Ord. No. 2021-03, § 3, 4-14-21; Ord. No. 2023-08, § 3, 2-8-23)

#### **Sec. 2-185. Prerequisites to notice.**

- (a) No notice by advertisement or posting shall be given until the bidding authority has prepared plans, specifications and descriptions of the work to be done under the contract for which bids are being sought. Such plans, specifications, and descriptions shall be located at the place designated in the notice where plans, specifications and descriptions may be obtained.
- (b) No notice by advertisement or posting shall be given until the bidding authority has prepared forms for the submission of bids or, in the alternative, has prepared directions for the manner in which bids should be submitted.

(Code 1983, § 18-105)

#### **Sec. 2-186. Plans, specifications and descriptions.**

- (a) It shall be the duty of the bidding authority to prepare plans, specifications, and descriptions of the work to be done under the contract for which bids are being sought. Such plans shall be sufficiently definite to afford a basis for fair competitive bidding on a common standard.
- (b) The bidding authority shall have the discretion to provide alternate plans, specifications and descriptions for work to be done under the same contract for which bids are being sought.
- (c) The bidding authority shall have the discretion to require that bidders submit bids based upon proposals by the bidder for alternate plans, specifications, materials, or methods. In this case, the bidding authority shall prepare guidelines setting forth the object for which bids are being sought, any standards or criteria which must be observed and all other things which are necessary so that bidders can prepare proposals for alternate plans, specifications, materials, or methods.

- (d) All plans, specifications, descriptions and guidelines shall include a section dealing with all terms, conditions and provisions which the city shall require to be included in any contract awarded a successful bidder. Such section will include, where applicable, any provisions dealing with liquidated damages, actual damages, penalties, time deadlines, indemnification, liability, method of payment and security for work.

(Code 1983, § 18-106; Ord. No. 2021-03, § 4, 4-14-21; Ord. No. 2023-08, § 4, 2-8-23)

### **Sec. 2-187. Manner in which bids shall be submitted.**

- (a) All bids submitted shall be sufficiently definite to allow the bidding authority to make a fair comparison between bids submitted.
- (b) Where the bidding authority has prescribed the manner in which work will be done, including the materials and methods to be used and the standards by which such work will be done, all bids shall indicate that work shall be performed in the prescribed manner.
- (c) Where the bidding authority indicates that the bidder is to submit proposals for alternate plans, specifications, materials and methods, or where the bidding authority does not specify in its plans and specifications the manner in which work is to be done or the methods and materials to be used, all bids submitted shall clearly indicate the manner in which work shall be done, including, where applicable, the materials and methods to be used.
- (d) Bids which are found to be non-responsive to the requirements set forth in the invitation to bid shall not be eligible for award. Bidders found to be not responsible when evaluated against the minimum qualifications and background information required to be provided in the bid shall not be eligible for award. The city reserves the sole discretion to waive minor irregularities in a bid to the extent allowed by law.

(Code 1983, § 18-107; Ord. No. 2021-03, § 5, 4-14-21; Ord. No. 2023-08, § 5, 2-8-23)

### **Sec. 2-188. Security.**

- (a) The bidding authority shall have the discretion to require that all bids be submitted under a bid bond and to determine the amount of such bond. However, the bidding authority must make the determination that a bid bond is required prior to giving notice by advertisement or posting and inform all bidders of the requirement. Where the bidding authority determines that a bid bond is required, the bond shall be required of all bidders on a particular contract. The amount of a bid bond shall not exceed five percent of the estimated contract value or, if no value has been assigned, to the amount budgeted for the acquisition.
- (b) The bidding authority is expressly disallowed from altering or modifying the terms of any bid for the purpose of providing additional monies in order to aid a bidder in obtaining any security as required by this article. This subsection shall not be construed as preventing the city or the bidding authority from doing all other things necessary to satisfy the requirements of any surety.

(Code 1983, § 18-108; Ord. No. 2021-03, § 6, 4-14-21; Ord. No. 2023-08, § 6, 2-8-23)

### **Sec. 2-189. Qualification of bidders.**

- (a) Where state or county law provides for the licensing or certification of any person or firm engaged in the business of the bidder and such licensing or certification is related to the capacity in which a bidder submits a bid under this article, all bidders shall present proof of such licensing or certification at the time of the award. All bidders shall be licensed or certified as provided by law.

- (b) The bidding authority shall have the discretion to require that bidders submit financial and other records with their bids in order to aid the bidding authority in awarding the contract. Moreover, the bidding authority shall have the discretion to require that bidders submit documents or other materials showing the bidder's qualifications to perform under the contract, including, but not limited to, documents demonstrating the bidder's degree of expertise, reputation for performance, and possession of facilities.

(Code 1983, § 18-109; Ord. No. 2021-03, § 7, 4-14-21; Ord. No. 2023-08, § 7, 2-8-23)

### **Sec. 2-190. Nature of the bid.**

- (a) Notwithstanding a bidder's failure to sign any form contract document contained in an invitation to bid, a bidder's submission of a bid shall constitute an offer inviting and authorizing acceptance by the city in the manner provided in this article. In no way shall any action by the city or the bidding authority be deemed an offer. No contractual relationship between the city or the bidding authority and any bidder shall arise until the bid is accepted in the manner provided in this article.
- (b) Unless the invitation to bid provides that award will be made to the lowest responsive, responsible bidder, the city shall not be obligated to award a contract to the lowest bidder. However, if award will be based on factors other than or in addition to price, those factors shall be set forth in the invitation to bid. The city reserves the right to waive any defects in the bid.

(Code 1983, § 18-110; Ord. No. 2021-03, § 8, 4-14-21; Ord. No. 2023-08, § 8, 2-8-23)

### **Sec. 2-191. Award of the contract.**

- (a) When evaluating a bidder's responsibility, the city shall consider the quality of the bidder's work on other similar projects, the bidder's expertise and experience related to the project's scope of work, the bidder's reputation for performance as evaluated by the bidder's listed references and other information the city independently acquires, the bidder's financial, legal and technical abilities to perform, the bidder's ability to timely fulfill its obligations under the contract in light of other current or awarded work, whether the bidder or its officers or key personnel to be performing the work have been indicted or convicted of bribery, extortion, collusion, fraud, or any other crime which, in the city's sole discretion, is reasonably related to the bidder's contracting practices, whether the bidder has been suspended or debarred by the city or any other governmental agency, the bidder's historical performance of prior work for the city, as well as any other criteria or minimum qualifications set forth in the invitation to bid.
- (b) Notwithstanding any term in an invitation to bid or any action of any city official to the contrary (including a staff recommendation of a bidder as the lowest responsive, responsible bidder, the issuance of a notice of intent to award, or a vote by the board of commissioners to authorize award), only the execution of a contract (including the issuance of a purchase order) by an authorized city official shall constitute acceptance of a bid and the formation of a contract.

(Code 1983, § 18-111; Ord. No. 2021-03, § 9, 4-14-21; Ord. No. 2023-08, § 9, 2-8-23; Ord. No. 2023-17, § 1, 6-14-23)

### **Sec. 2-192. Modification of the contract.**

- (a) In no event shall plans, specifications, descriptions, guidelines or the proposed contract be modified after notice by advertisement or posting and before the award of the contract.
- (b) After the contract has been awarded, the city may, in its discretion, supplement or modify the contract as awarded subject, however, to the following requirements:

- (1) A contract may be modified by supplemental agreement or change order only. Supplemental agreements shall be reduced to written contract form, approved by the bidder's surety (if applicable) and executed by the city and the bidder in the same manner that the original contract was executed. Change orders shall be in writing and approved by the city manager, consulting engineer, or other authorized city official.
- (2) Supplemental agreements may be entered into only for the purpose of clarifying the plans or specifications of a contract, providing for unforeseen work, changes or alterations in plans which could not reasonably have been contemplated or foreseen in the original plans, changing the limits of construction to meet field conditions, or to make the project functionally operational in accordance with the intent of the original contract.
- (3) Written change orders may be issued by the city or the bidding authority and accepted by the bidder in order to make minor changes in the plans, specifications, or quantities of work, within the scope of the contract, but in no event shall such change orders extend the physical limits of the work.

(Code 1983, § 18-112; Ord. No. 2021-03, § 10, 4-14-21; Ord. No. 2023-08, § 10, 2-8-23)

## **Sec. 2-193. Regulations governing the purchasing and sales criteria of the city manager and department heads.**

The following regulations regarding the purchasing of goods and services are hereby established:

- (1) Items with a cost of less than \$5,000.00 may be purchased by telephone call or other contact between the city manager, department head, or his/her designee and supplier, based on the buyer's experience and knowledge.
- (2) Items with a cost from \$5,000.00 to \$30,000.00 will be purchased by the city manager, department head, or his/her designee requesting quotations via a formal sales quote or similar proposal from the supplier. After quotations are received, purchase orders will be issued to the vendor who has quoted the most acceptable products or services at the lowest cost.
- (3) Items with a cost in excess of \$30,000.00 shall be competitively bid as required by section 2-182 of this article, except under the following circumstances:
  - a. When such proposed expenditure may be consummated through use of state, county, district or other municipal contract lists, such as piggybacking or cooperative purchase agreements, the competitive process shall be waived. To comply with this exception, the contract upon which the city seeks to piggyback must contain language which authorizes subsequent parties to piggyback on it and must be for the same prices and material conditions as are contained in the original contract. Any cooperative purchasing agreement relied upon to support a purchase without competition must provide that the city is a party to the agreement, and demonstrate that the lead agency engaged in a competitive solicitation on behalf of the agreement's parties.
  - b. Where the commodities or contractual services are available only from a single source. When the city believes that desired commodities or contractual services are available only from a single source, the city manager or designee shall electronically post a description of the commodities or contractual services sought for a period of at least five business days. The description must include a request that prospective vendors provide information regarding their ability to supply the commodities or contractual services described. Posting shall not be required for desired commodities or contractual services below \$5,000.00. If it is determined in writing by the city manager or designee, after reviewing all relevant information including information received from prospective vendors as a result of a required posting, that the commodities or contractual services are in fact available only from a single source, the city is authorized to enter a sole

source purchase contract. In any case where the city seeks to purchase materials for the construction, modification, alteration, or repair of any city-owned facility from a sole source, the board of commissioners must first make the written findings required by Florida Statutes § 255.04.

- c. Reserved.
  - d. Emergency purchases, which shall be awarded as provided in subsection (9).
  - e. Purchases of used equipment, including equipment acquired at a lawfully-conducted public auction.
  - f. Insurance policies, utilities, and real property.
  - g. Procurements where the city attorney confirms that the use of a different vendor would void an existing warranty the city desires to maintain.
  - h. Purchases made pursuant to a state or federal grant contract where the terms of the contract require the city to use a procurement method inconsistent with this Code.
- (4) The city manager will secure the board of commissioners approval for the purchases which have not previously been approved by the commission or when such purchases exceed \$30,000.00.
  - (5) The board of commissioners, upon recommendation of the city manager, may waive the above procedures by four-fifths vote whenever the strict imposition of these procedures would not be in the best interests of the city. Such waiver shall be by motion and shall occur at a public meeting. All rental of city-owned property, whether personal or real property, shall be by motion of the board of commissioners and shall be done at a public meeting.
  - (6) All contracts for construction of any project by the city shall be in accordance with the procedures set forth above for the purchase of other property, unless other procedures are required by state statute.
  - (7) The city may either participate in, sponsor, conduct or administer a cooperative purchasing program involving the combining of requirements of two or more public entities to obtain the advantages of volume purchases, a reduction in expenses, or other public benefits. Such cooperative purchasing may include, but is not limited to, joint or multiparty contracts between the public entities and open-ended state or county contracts which are available to political subdivisions. This cooperative purchasing subsection shall be independent of and in lieu of subsections (1) and (2).
  - (8) The city manager, as purchasing agent of the city, may designate a representative of the city who shall be authorized to issue purchase orders for approved expenditures on his/her behalf.
  - (9) When a state of emergency is declared in Pinellas County in the event of, or in anticipation of, a natural or manmade disaster including, but not limited to, a hurricane, tornado, flood, fire, riot or other act of God, or an act of domestic terrorism, the city manager shall have the authority to suspend all normal purchasing policies and to waive the procedures and formalities otherwise required by law or ordinance pertaining to:
    - a. Performance of public work and taking whatever prudent action is necessary to ensure the health, safety and welfare of the community;
    - b. Entering into contracts;
    - c. Incurring obligations;
    - d. Employment of permanent and temporary workers;
    - e. Utilization of volunteer workers;
    - f. Rental of equipment;

- g. Acquisition and distribution, with or without compensation, of supplies, materials and facilities;
- h. Appropriation and expenditure of public funds.

(Ord. No. 1022, § 1, 6-8-04; Ord. No. 1054, § 2, 9-14-05; Ord. No. 1121, § 1, 10-23-07; Ord. No. 2021-03, § 11, 4-14-21; Ord. No. 2023-08, § 11, 2-8-23; Ord. No. 2023-17, §§ 2, 3, 6-14-23)

Editor's note(s)—Ord. No. 2021-03, § 11, adopted April 14, 2021, amended the title of § 2-193 to read as herein set out. The former § 2-193 title pertained to regulations governing the purchasing and sales criteria of the city manager.

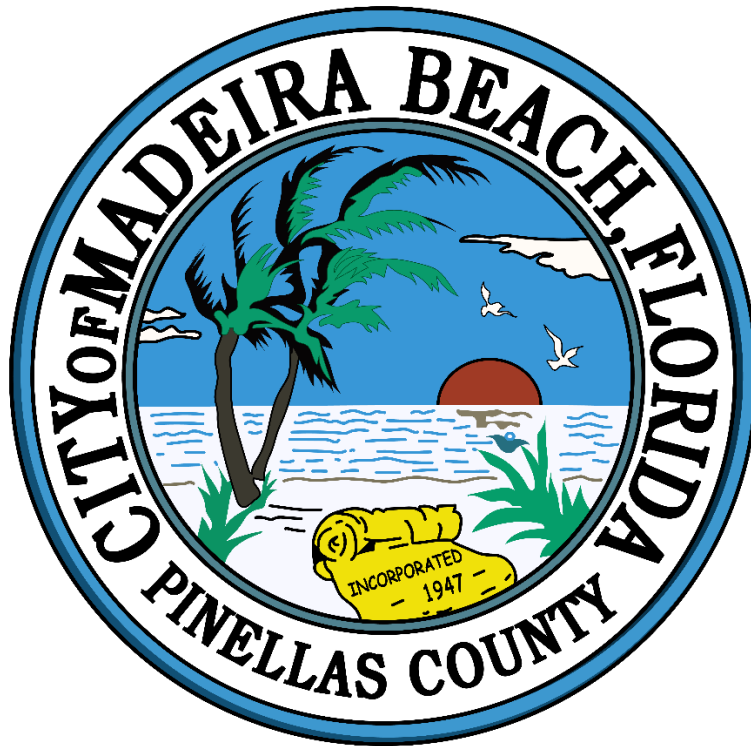
### **Sec. 2-194. Reserved.**

Editor's note(s)—Ord. No. 2023-17, § 4, adopted June 14, 2023, repealed § 2-194, which pertained to personal and professional services and derived from Ord. No. 2021-03, § 12, adopted April 14, 2021; and Ord. No. 2023-08, § 12, adopted Feb. 8, 2023.

### **Secs. 2-195—2-210. Reserved.**



City of Madeira Beach  
Recreation Department  
POLICIES AND PROCEDURES MANUAL



As of 5/16/2025

## **Tables of Contents**

- Mission Statement
- Department Summary
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### **Mission Statement**

The Madeira Beach Recreation Department is committed to enriching the lives of residents through inclusive, engaging, and sustainable recreational programs, events, and athletic opportunities. We strive to build a stronger community by promoting health, safety, and connection—while also welcoming visitors and supporting local partnerships.

### **Department Summary**

The Madeira Beach Recreation Department is dedicated to enriching the lives of residents through inclusive, engaging, and sustainable recreational services. With a focus on community well-being, we provide a wide range of youth and adult programs, athletic leagues, and special events designed to foster connection, promote healthy lifestyles, and enhance the overall quality of life in Madeira Beach.

We proudly serve all members of our community—including youth, families, seniors, and partner organizations—while also welcoming visitors and supporting local tourism through dynamic public events and accessible facilities.

Our department manages the 14-acre Madeira Beach Recreation Complex, which includes three softball fields, two tennis courts, a basketball court, dog park, splash pad, fishing pier, and scenic observation deck. These amenities provide year-round opportunities for play, relaxation, and connection with nature.

Guided by values of inclusivity, health, safety, engagement, and innovation, the Recreation Department remains committed to delivering responsive and high-quality services that reflect the needs of the Madeira Beach community.

### **Staff Expectations**

- Employees of the City of Madeira Beach are expected to conduct themselves in a friendly and professional manner.
- Employees must follow the policies in the City of Maderia Beach employee handbook.
- Recreation Staff are expected to show up for their shift on time and ready to perform their duties.
- Recreation staff are expected to follow all Federal and State Laws governing the operation of childcare facilities in the State of Florida.
- Employees are expected to follow all tasks and guidelines associated with their role and responsibility within the Department.

### **Daily Procedures**

- The Madeira Beach Recreation Center is open to the public daily from 8:30am – 4:30pm. Variance in the hours of the Recreation Building may occur to do scheduled programs, events or activities.
- Opening Procedure
  - Enter the Recreation Building, either through the front door utilizing provided staff ID or other building door if provided key for access to the building.
  - Check all exterior doors for proper locking and ensure they were closed overnight. If any door is left open, contact the Pinellas County Sheriff's Office to assist in sweep of the building.
  - Check all rooms for safety and cleanliness. Ensure common areas, restrooms, and assembly rooms are clean as well as make sure the trash cans have been emptied from the day prior. In the event the building is not properly cleaned, notify the supervisor or department director to ensure documentation and proper reporting to the department overseeing janitorial contract.
  - Ensure all interior lights in front lobby and office area are turned on.
  - Report to workstation and begin your workday.
- Closing Procedure
  - Ensure sure all exterior doors are properly shut and locked for safety.
  - Turn off any television or similar electronic devices with the building.
  - Turn off lights in all rooms and common areas.
  - Ensure rooms and common areas are clear of large debris and/or lost and found items.
  - Ensure cash box is properly locked and store away in locked cabinet or drawer.

### **Customer Service**

- The City of Madeira Beach, Recreation Department, and other departments within the City of Madeira Beach pride ourselves on exceptional customer service. All customers

are to be treated with respect and dignity no matter the situation. Should problems arise to a level of which assistance is needed, please notify the appropriate department supervisor for assistance.

- All participants, vendors, community partners or other stakeholders are expected to follow the terms and conditions of the Madeira Beach Recreation Department Facilities. Anyone not following Recreation Department Policies should be reported to a Recreation Supervisor.
- Employees should be knowledgeable of the safety conditions of all Recreation Facilities and notify a Recreation Supervisor if conditions do not meet minimum safety standards.
- Employees should be knowledgeable of any dangerous weather conditions for participants, vendors, community partners or other stakeholders. The Recreation Department utilizes ThorGuard software and hardware for monitoring weather conditions, the safety standards set forth through this software shall be observed to ensure the safety of staff.

### **Cash Handling Policies**

- Only Recreation and other authorized City Employees are allowed to handle cash paid to the Recreation Center for goods and services.
- Cash is to be counted at the beginning and end of every workday, Any overages/shortages should be reported Recreation Director and/or Finance Department.
- All cash should be locked in the safe at the end of the workday.
- End of the day cash should be recorded into the financial software program each night.
  - o Cash should be recorded in CivicRec to match GL Codes to Transactions
  - o Cash should be deposited according to Brinks policies and procedures.
- All bills \$20 and up should be checked with the provided counterfeit bill detector for verification. If there is a bill which seems fraudulent, alert a supervisor immediately. If a supervisor is unavailable, inform the customer that “you do not feel comfortable with the authenticity of the bill and will not accept it”.
- All doors should be locked while counting cash at the end of the day.
- The Recreation Director and designated employee are responsible for the reporting, handling, and depositing of the Recreation Daily Cash into the Brinks safe deposit box located at City Hall.
- Staff is to follow the Fees Associated with Programs, Activities, and Rentals which are identified in the City of Madeira Beach Fees and Collection Manual.

### **Software**

Madeira Beach Recreation Department uses various software solutions for Programs, Rentals and Childcare:

Registration and Facility Rentals – CivicRec – For complete instructions on navigation of the software, see the Civic Rec User Guide

Childcare – ProCare – For complete instructions on navigation of the software, see the Procare User Guide.

### **Group Fitness Instructors Policies and Procedures**

- Instructors of our programs are in one of the most visible and valuable positions which affect the image of the department and the City of Madeira Beach. Professionalism in their actions, appearance and attitude is expected.
- Instructors are responsible for assuring proper care of equipment used during classes and activities. This includes providing participants with instruction about care of the equipment, proper use, and returning of equipment to proper location.
- Interested parties looking to operate as an instructor with the Recreation Department are to be directed to the Recreation Director or his/her designee.

### **Recreation Center, Facility & Field Rentals.**

Refer to the Fee & Collection manual for more information regarding rates, rules and regulations. Requests can be completed online utilizing CivicRec or by Contacting the Madeira Beach Recreation Center at 727-392-0665.

### **Medical Emergency**

- In the event of any Medical Emergency, remain calm and Dial 911. The Address for the Recreation Center is 200 Rex Place, Madeira Beach FL 33708.
- If needed, an AED is in the front lobby of the building.
- Make sure you or someone else remains with the person in distress so you/they can relay important medical information to the 911 operator.
- Send a bystander/staff member, if possible to the street and instruct them to direct emergency vehicles and personal to the distressed individual/s.

### **Fire Emergency**

- In the event of a structure fire, all occupants from the building immediately. Pull the fire alarm and dial 911.
- If you are able, use the nearest fire extinguisher to put out the fire. Never put yourself at risk when extinguishing a fire.
- Assign someone to direct emergency vehicles from the main road to the emergency area.
- If possible, cut off the power to the building. Shut of the main breaker located on the power box near the road.

## CIVIL SERVICE COMMISSION

### FUTURE DISCUSSION ITEMS & PROGRESS REPORT

#### FUTURE DISCUSSION ITEMS

- A. Department-Specific Rules
- B. Employee Satisfaction Surveys
- C. Separation Survey
- D. HR Director Position
- E. New Job Descriptions Format
- F. Offer Letter
- G. City's Appeal Form
- H. Safety Manual
  - Pg. XIX-1 of New Personnel Policy, XIX. Safety (2):  
The City Manager is authorized to develop and publish a Madeira Beach Safety Manual to provide safety policies and procedures to be used by all departments for the safety of City employees and protection of City property.
- I. Continue monitoring the personnel policy implementation process to make sure that all Rules, Regulations, and Procedures of the Employee Personnel Policy are working and are followed by everyone; recommend changes as needed:
  - City Charter, Section 5.7, Personnel Systems; Civil Service Commission  
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.

#### PROGRESS REPORT - COMPLETED ITEMS

- A. Ordinance 2025-01, New Employee Personnel Handbook – *BOC adopted 04/02/2025*
- B. Ordinance 2025-02, Civil Service Commission Rules – *BOC adopted 04/02/2025*
- C. Ordinance 2025-03, Special Magistrate Ordinance regarding Grievance Hearings – *BOC adopted 04/02/2025*