



BOARD OF COMMISSIONERS REGULAR WORKSHOP MEETING AGENDA

**Wednesday, August 26, 2026 at 4:00 PM
Commission Chambers, 300 Municipal Drive,
Madeira Beach, FL 33708**

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

1. CALL TO ORDER

2. ROLL CALL

3. PUBLIC COMMENT

Public participation is encouraged. If you are addressing the Commission, step to the podium and state your name and address for the record, and the organization or group you represent. Please limit your comments to five (5) minutes and do not include any topic on the agenda. Public comment on agenda items will be allowed when they come up.

If you would like someone at the City to follow up on a comment or question made at the meeting, you may fill out a comment card with the contact information and give it to the City Manager. Comment cards are available at the back table in the Commission Chambers. Completing a comment card is not mandatory.

4. PROCLAMATION

A. Purple Heart Month Proclamation; August 2026

5. BOARD OF COMMISSIONERS

A. Pinellas County Sheriff's Office Contract with the City of Madeira Beach

B. Abandoned Swimming Pools

C. 2026 Board of Commissioners Meeting Calendar

D. Key to the City Plaque Language

E. Review Ordinances for Keys, Coins, Awards, etc.

F. Board Appreciation Dinner Planning

6. COMMUNITY DEVELOPMENT

A. Ordinance 2026-16 Temporary Parking Use – Parking lots along Gulf Boulevard and within John’s Pass Village Activity Center

B. Code Enforcement – General Overview

7. RESPOND TO PUBLIC COMMENTS/QUESTIONS

8. ADJOURNMENT

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

Any person who decides to appeal any decision of the Board of Commissioners 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 the City Clerk at 727-391-9951, ext. 231 or 232 or email a written request to cvanblargan@madeirabeachfl.gov.

**PROCLAMATION
PURPLE HEART MONTH AUGUST 2026**

WHEREAS, the Purple Heart is the oldest military decoration in present use and traces its origins to the Badge of Military Merit established by General George Washington on August 7, 1782; and

WHEREAS, the Purple Heart is awarded in the name of the President of the United States to members of the Armed Forces of the United States who have been wounded or killed as a result of enemy action while serving our nation; and

WHEREAS, the Purple Heart is a solemn symbol of the courage, sacrifice, patriotism, and devotion to duty demonstrated by the brave men and women who have served in defense of the United States of America; and

WHEREAS, Purple Heart recipients have made extraordinary sacrifices in preserving the freedoms and liberties enjoyed by all Americans, and their service and sacrifice deserve our enduring gratitude, respect, and recognition; and

WHEREAS, the City of Madeira Beach proudly honors all members of the United States Armed Forces who have received the Purple Heart and remembers with profound gratitude those who made the ultimate sacrifice in service to our country; and

WHEREAS, August is an appropriate time to recognize Purple Heart recipients, as **Purple Heart Day is observed annually on August 7**, commemorating the establishment of the Badge of Military Merit by General George Washington on August 7, 1782; and

WHEREAS, the observance of Purple Heart Month provides an opportunity for the citizens of Madeira Beach to recognize Purple Heart recipients and their families and to express appreciation for their courage, sacrifice, and dedicated service to our nation.

NOW, THEREFORE, I, Anne-Marie Brooks, Mayor of the City of Madeira Beach, Florida, on behalf of the Board of Commissioners, do hereby proclaim the month of August 2026 as **PURPLE HEART MONTH**

in the City of Madeira Beach and encourage all residents, businesses, and visitors to join us throughout the month in honoring and remembering the courageous men and women who have been awarded the Purple Heart and recognizing the sacrifices they and their families have made in defense of our nation and the freedoms we cherish.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the official seal of the City of Madeira Beach, Florida, to be affixed this 26th day of August 2026.



Mayor Anne-Marie Brooks

CONTRACT FOR LAW ENFORCEMENT SERVICES

THIS AGREEMENT is made and entered into by and between the CITY OF MADEIRA BEACH, FLORIDA, a municipal corporation of the State of Florida, hereinafter referred to as "CITY"; and BOB GUALTIERI, as Sheriff, Pinellas County, Florida, hereinafter referred to as "SHERIFF".

WITNESSETH:

WHEREAS, the CITY is a municipality within the boundaries of Pinellas County, Florida and wishes to purchase municipal law enforcement services for that area of land within its municipal boundaries in addition to those required to be provided by the SHERIFF prior to the execution of this Agreement; and

WHEREAS, the CITY is desirous of providing a high level of competent law enforcement service in conjunction and in harmony with its fiscal policies of sound, economical management; and

WHEREAS, the CITY has requested that the SHERIFF furnish law enforcement protection to its inhabitants and citizens; and

WHEREAS, the CITY desires that the SHERIFF furnish law enforcement protection on a full-time basis and duly perform any and all necessary and appropriate functions, actions, and responsibilities of a law enforcement force for the CITY; and

WHEREAS, the SHERIFF has indicated his desire and willingness to accept and fulfill the responsibilities hereinbefore mentioned; and

WHEREAS, the CITY desires to retain its ability to determine whether law enforcement services shall be provided by a City Police Department, by contract with another law enforcement agency or otherwise; and

WHEREAS, the SHERIFF is an independent constitutional officer of the State of Florida; and

WHEREAS, it is further the desire of the CITY that the full, complete and entire responsibility for law enforcement within the CITY be turned over to and be performed by the SHERIFF;

NOW, THEREFORE, in consideration of the mutual promises contained herein and given by each party to the other, the parties do hereby covenant and agree as follows:

1. That the recitations set forth above are incorporated herein by reference in their entirety.
2. PURPOSE: The purpose of this Agreement shall be to provide the citizens of the CITY with high quality law enforcement services by the Sheriff's Office.

It is expressly acknowledged and agreed that all services provided by the SHERIFF under the terms of this Agreement are completely paid for by the consideration paid by the CITY under the terms of this Agreement and are completely separate and in addition to any and all ad valorem taxes or any other revenues paid by or received on behalf of the citizens of the CITY to the Pinellas County Board of County Commissioners. In light thereof, the SHERIFF shall continue to have the obligation to provide normal services to the same degree that such services are provided to the rest of Pinellas County and the CITY is not to be charged extra for these normal services.

PATROL SERVICES:

The SHERIFF hereby agrees to provide all necessary and appropriate law enforcement

services in and for the CITY by providing two (2) deputies with patrol automobile for twenty-four (24) consecutive hours each day, seven (7) days a week, to serve as law enforcement officers of the CITY. It is the obligation of the SHERIFF to ensure that two or more deputies are present within the city limits of the CITY at all such times except under emergency circumstances when backup assistance may be required from other Sheriff's deputies or municipal law enforcement officers.

COMMUNITY POLICING:

The SHERIFF further agrees to furnish one (1) deputy specifically for performing community oriented policing services. Said deputy shall be provided forty (40) hours per week excepting holiday leave, vacation leave, required training, court appearances, authorized sick leave, and such other absences as may be authorized by the SHERIFF or his designee. The specific hours of work of the community policing deputy shall be determined by his or her supervisor after consultation with the CITY.

- a. The Community Policing Deputy will perform interactive and proactive foot and bicycle patrols whenever transportation by a patrol vehicle is not necessary.
- b. The Community Policing Deputy will actively make personal contacts with both citizens and businesses to solve community crime problems.
- c. The Community Policing Deputy will meet with community leaders to explain crime prevention techniques.
- d. The Community Policing Deputy shall utilize business cards, voice mail, and cellular phones to ensure citizen contact regarding public safety concerns.

The SHERIFF further agrees to furnish one (1) deputy specifically for performing code enforcement services. This community policing deputy will also be provided forty (40) hours per

week excepting holiday leave, vacation leave, required training, court appearances, authorized sick leave, and such other absences as may be authorized by the SHERIFF or his designee. The specific hours of work of this community policing deputy shall be determined by his or her supervisor after consultation with the CITY.

- a. The Community Policing Deputy/Code Enforcement will investigate and take enforcement actions for violations of the CITY'S Code of Ordinances.
- b. The Community Policing Deputy will track and prepare statistical reports for the CITY concerning the numbers and types of violations issued on a monthly basis.
- c. The Community Policing Deputy will interact with both citizens and businesses to address and resolve code violation related issues.
- d. The Community Policing Deputy will, in conjunction with the CITY'S attorney, prepare and present code violation cases before the CITY'S Special magistrate as necessary.
- e. The Community Policing Deputy will, in conjunction with the CITY'S administrative/clerical staff, prepare citations, send notices of violations and Special Magistrate hearings, and perform other related administrative tasks.
- f. The Community Policing Deputy shall utilize business cards, voice mail and cellular phones to facilitate citizen contact regarding code violation concerns and questions.

While the CITY anticipates the code violation related work will occupy all or most of this Community Policing Deputy's time, this Deputy will also assist and work with the other Community Policing Deputy, if and when time allows and the need arises. Likewise, the other

Community Policing Deputy may, from time to time as the need arises, assist this Community Policing Deputy with work related to the enforcement of the City's Code of Ordinances.

The CITY agrees that it will provide the following at its expense:

- a. Both Community Policing Deputies will be provided with the necessary code enforcement training, which currently consists of four (4) separate courses.
- b. The Community Policing Deputy performing full-time code enforcement service will be provided the assistance of CITY administrative and clerical staffs, who will perform research, prepare and send out notices and correspondence and other like administrative and clerical tasks.
- c. Office space and the appropriate equipment needed for the performance of the Community Policing Deputies' administrative duties will be provided.

SCHOOL CROSSING GUARDS:

The SHERIFF further agrees to furnish two (2) school crossing guards. The hours of service of the school crossing guards shall be determined by the SHERIFF based on the hours of operation of the school or schools served.

3. POWER OF CITY TO DIRECT SERVICES. The SHERIFF shall confer with the Mayor and the City Commission and/or City Manager regarding law enforcement or code enforcement problems within the CITY and shall accept from the City Commission general policy direction on how these services are delivered and to what portion of the municipality a particular type or level of service shall be delivered to counteract law enforcement or code enforcement problems within the CITY. The SHERIFF shall comply with the request of the CITY regarding such matters unless such decisions will represent a danger to the deputies providing such service or to other members of the Sheriff's Office, will be violative of the law, good law enforcement

practices, the rules and regulations of the Pinellas County Sheriff's Office, or detrimental to the citizens of the CITY or the County. In the event that such concern arises, the SHERIFF will meet and confer with the Mayor and the City Commission, as is appropriate, on policy matters regarding the delivery of services and attempt to resolve any dispute or misunderstanding between them.

4. NO PLEDGE OF AD VALOREM TAXES. The parties agree that this Agreement does not constitute a general indebtedness of the CITY within the meaning of any constitutional, statutory, or charter provision or limitation and it is expressly agreed by the parties that the SHERIFF will not ever have the right to require or compel the exercise of ad valorem taxing power of the CITY or taxation of any real or personal property therein for the payment of any monetary obligations due under the terms of this Agreement and it is further agreed between the parties that this Agreement and any funds called for to be paid hereunder shall not constitute a lien upon any real or personal property of the CITY, or any part thereof, and that the obligation for monetary payments called for to be made hereunder shall be deemed to exist for less than a year at any point in time and shall be entirely subject to the legislative budgetary discretion of the CITY.

5. AUTHORITY TO ACT. The CITY does hereby vest in each sworn law enforcement officer of the SHERIFF, who from time to time may be assigned to the CITY, to the extent allowed by law, the law enforcement powers of the CITY which are necessary to implement and carry forth the services, duties and responsibilities imposed upon the SHERIFF hereby, for the limited purpose of giving official and lawful status and validity to the performance thereof by such sworn law enforcement officers. Every sworn law enforcement officer of the SHERIFF so empowered hereby and engaged in the performance of the services, duties, and responsibilities described and contemplated herein shall be deemed to be a sworn law enforcement officer of the CITY while performing such services, duties and responsibilities which constitute municipal

functions and are within the scope of this Agreement. Accordingly, such sworn law enforcement officers of the SHERIFF are hereby vested with the power to enforce the ordinances of the CITY, to make arrests incident to the enforcement thereof, and to do such other things and perform such other acts as are necessary with respect thereto.

6. INDEMNIFICATION OF CITY. The SHERIFF will defend and pay any litigation or judgment against the CITY, its agents or employees, arising out of the acts or omissions of the SHERIFF, his deputy sheriffs, or other members of the Sheriff's Office performing services under this Agreement. Lawsuits and claims that may be filed from time to time hereunder shall be handled by the SHERIFF in accordance with normal procedures. The SHERIFF shall defend such lawsuits or claims and pay judgments or settlements in accordance with law.

Nothing contained herein shall be construed to limit or modify the provisions of Florida Statute 768.28 as it applies to the CITY and the SHERIFF. Nothing herein shall abrogate or expand the sovereign immunity enjoyed by the SHERIFF and the CITY pursuant to the provisions of Chapter 768, Florida Statutes, nor shall any third party receive any benefit whatsoever from the indemnification provided herein.

7. INDEPENDENT CONTRACTOR. The SHERIFF, for the purposes of this Agreement, is and shall remain an independent contractor; provided, however, such independent contractor status shall not diminish the power and authority vested in the SHERIFF and his sworn officers.

8. SOVEREIGN IMMUNITY. The parties hereto agree that nothing contained herein shall in any way waive the sovereign immunity that both parties enjoy presently under the

Constitution and statutes of the State of Florida and particularly with respect to Chapter 768, Florida Statutes.

9. PROVISION OF SERVICES. The SHERIFF shall provide each deputy who serves in the CITY pursuant to this Agreement with a patrol automobile and all other necessary or appropriate equipment, except as provided above in Paragraph 2, Community Policing section.

10. PERSONNEL. The SHERIFF shall be responsible for the appointment, training, assignment, discipline and dismissal of all his law enforcement personnel performing services under this Agreement. The parties shall mutually cooperate to carry out the terms and conditions of this Agreement. Should the CITY or its designee believe that any deputy assigned to the CITY pursuant to the terms of this Agreement is failing to perform in a satisfactory manner, the CITY or its designee shall notify the Commander of the Patrol Operations Bureau of the Pinellas County Sheriff's Office. The parties shall work together to reach a mutually satisfactory resolution of the matter. However, it is understood that under this Agreement, the SHERIFF shall retain the sole authority to transfer, counsel, or discipline any deputy or other member of the Pinellas County Sheriff's Office. The SHERIFF is in compliance with Florida Statute §448.095 which references the use of E-Verify.

11. ENFORCEMENT OF LAWS. The SHERIFF shall discharge his responsibility under this Agreement by the enforcement of all state laws, county ordinances applicable within the CITY and the ordinances of the CITY. The SHERIFF shall bring appropriate charges for violations of all laws and ordinances. The SHERIFF shall ensure that deputies assigned to the CITY will have a general familiarity with the code of ordinances of the CITY. The CITY will provide adequate copies of its ordinances for this purpose at no cost to the SHERIFF.

12. FINES AND FORFEITURES. All fines and forfeitures rendered in any court as a

result of charges made by the SHERIFF shall be distributed according to general law and the rules of the court.

13. RECORDS. The SHERIFF shall maintain Uniform Crime Reporting records regarding crimes committed within the CITY. These records shall include the number and type of crimes committed, the number of arrests made for each type of crime, and any other information as required by law. A computer printout reflecting a summary of overall activity by event type shall be furnished to the CITY each month.

14. NOTICE. Notice as required to be given hereunder shall be given to the following persons:

- A. The Sheriff of Pinellas County
Bob Gualtieri, Sheriff
P. O. Drawer 2500
Largo, FL 33779-2500
- B. City of Madeira Beach
Attention: Mayor
300 Municipal Drive
Madeira Beach, FL 33708

15. TERM. This Agreement shall take effect on October 1, 202~~5~~⁶, and continue in effect thereafter through September 30, 202~~6~~⁷, unless hereafter extended upon such terms and conditions as the parties hereto may later agree.

16. TERMINATION: Any party may terminate this Agreement without cause or further liability to the other parties, except as to the indemnification provided herein, upon written notice to the other parties given not less than ninety (90) days prior to the requested termination date. The required notice is deemed delivered when a copy is delivered to the other party and a receipt therefore signed by the other party.

The parties agree that where the Agreement is not terminated as provided for herein, the

terms of this Agreement shall automatically continue for 120 days beyond September 30, 202~~6~~7, in the event a replacement contract has not yet been completely executed. The CITY shall continue to pay to the SHERIFF on a monthly basis the amount due per this Agreement, until such time as a replacement contract has been approved. The parties further agree that an increase, if any, in the cost of service, shall be retroactively applied for services rendered from October 1, 202~~6~~7, to the approval and execution of the replacement contract, and shall be paid by the CITY to the SHERIFF immediately for the services already provided.

17. CONTRACT COSTS. The CITY shall pay to the SHERIFF, as payment in full for all of the services herein agreed to be performed by the SHERIFF of Pinellas County, the sum of ONE MILLION ~~EIGHT-NINE~~ HUNDRED ~~TWO-ELEVEN~~ THOUSAND ~~THREE-THREE~~ HUNDRED ~~FIFTY-TWO~~NINETY-SIX DOLLARS —AND NO CENTS (\$~~1,802,352~~1,911,396.00). Payment shall be made in twelve monthly installments of ~~ONE~~ HUNDRED ~~FIFTY-NINE~~ THOUSAND ~~ONE-TWO~~ HUNDRED ~~NINETY-SIX~~EIGHTY-THREE DOLLARS AND NO CENTS (\$~~150,196~~159,283.00). Payment shall be made on the first day of each month beginning on the 1st day of October 202~~5~~6. (see Attachment 1.)

18. THIRD PARTIES. In no event shall any of the terms of this Agreement confer upon any third person, corporation or entity other than the parties hereto any right or cause of action or damages against the parties to this Agreement arising from the performance of the obligation and responsibilities of the parties herein or for any other reason.

19. ENTIRE AGREEMENT. This Agreement reflects the full and complete understanding of the parties and may be modified or amended only by a document in writing executed by the parties hereto and with the same formality of this Agreement.

20. NON-ASSIGNABILITY. The SHERIFF shall not assign or delegate the

obligations, responsibilities or benefits imposed hereby or contained herein to any third party or in any manner contract for the provision of the services required to be performed herein by a third party without the express written consent of the CITY, which consent must have been agreed to by the CITY at a public meeting and which consent may be withheld within the sole discretion of the CITY.

21. LIAISON. A close liaison shall be maintained between the CITY and the SHERIFF. The SHERIFF agrees to make available to the CITY a specific member or members of the command staff who shall be available twenty-four (24) hours per day to act as liaison between the CITY and the SHERIFF. The Mayor and Commissioners and the SHERIFF, or their designees, shall meet and confer with each other on a regularly scheduled basis to discuss the administration of this Agreement. The SHERIFF or his designee shall, upon request of the City Commission, be present at City Commission meetings for discussion of the provision of law or code enforcement services within the CITY, for budget preparation purposes, or for any other purpose as the City Commission shall request from time to time. The SHERIFF, or his designee, shall be responsible for submitting appropriate staffing or information to the City Commission as is necessary for it to conduct its legislative business. Any request for the presence of the SHERIFF or his designee, or for the production of any information or staffing, shall be communicated solely through the Mayor and Commissioners or the City Manager.

IN WITNESS WHEREOF the parties to this Agreement have caused the same to be
signed by their duly authorized representatives this ____ day of _____, 202~~5~~6.

ATTEST:

CITY OF MADEIRA BEACH

CITY CLERK

MAYOR

APPROVED AS TO FORM:

(CITY SEAL)

CITY ATTORNEY

SHERIFF, PINELLAS COUNTY, FLORIDA

BOB GUALTIERI, Sheriff

Attachment 1

**City of Madeira Beach
Cost of Law Enforcement Services
Worksheet - FY 27**

A.	Cost per Deputy				\$	140,510.00				
B.	Deputies by Post									
	Number		Relief Factor		Deputy					
	8	x	1.2	x	\$	140,510.00		\$	1,348,896.00	
C.	Deputies ~ Special Enforcement									
	Number		Relief Factor		Deputy					
	2	x	1	x	\$	140,510.00	CPD; Code enforce CPD	\$	281,020.00	
D.	School Crossing Guards									
	Number		SCG							
	2	x	\$ 12,310.00					\$	24,620.00	
E.	Vehicle Cost									
	Number		# Miles		\$ per Mile		Days per Year			
	8	x	34	x	1.249	x	365	\$	124,001.00	
	2	x	45	x	1.249	x	260	<u>\$</u>	29,227.00 \$ 153,228.00	
F.	Supervision									
	Number		Crime Factor		Sergeant/Supv					
	1	x	3.165%	x	\$	183,650.00	Sergeant	\$	5,812.00	
			FTE's		SCG Supv					
	2	/	12.0	x	\$	28,510.00	SCG Supv	<u>\$</u>	4,752.00 \$ 10,564.00	
G.	Equipment									
	Number		Positions		Equip Cost-CD					
	10	/	1,365	x	\$	666,364.00		\$	4,882.00	
H.	Allocated Indirect Cost (AIC)									
	Number		Positions		AIC-CD					
	10	/	1,365	x	\$	12,037,521.00		<u>\$</u>	88,187.00	
I.	Supervision, Equipment and AIC total								<u>\$</u>	103,633.00
J.	TOTAL									
							Yearly	\$	1,911,397.00	
							Rounding	<u>\$</u>	(1.00)	
							Contract Amount	<u>\$</u>	1,911,396.00	
							12 monthly payments	\$	159,283.00	
Increase from prior year-amount						\$	1,911,396.00	/	\$ 1,802,352.00 \$ 109,044.00	
Increase from prior year-percentage									6.05%	

2026 BOARD OF COMMISSIONERS MEETING SCHEDULE

Patricia Shontz Commission Chambers – City Hall, 300 Municipal Drive, Madeira Beach, FL

“All meetings & Events listed are in the Commission Chambers.”

“Meetings, dates & times are subject to change.”

<u>DATE</u>	<u>DESCRIPTION</u>	<u>TIME</u>
Thursday, January 1, 2026	NEW YEAR'S DAY – City Holiday	
Wednesday, January 14, 2026	BOC Regular Meeting	6:00 PM
Monday, January 19, 2026	MARTIN LUTHER KING JR. DAY – City Holiday	
Wednesday, January 28, 2026	BOC Regular Workshop Meeting	2:00 PM
Wednesday, February 4, 2026	BOC Regular Meeting	6:00 PM
Wednesday, February 11, 2026	BOC Regular Workshop Meeting	4:00 PM
Thursday, February 26, 2026	BOC Special Meeting – CM Candidate Applications	2:00 PM
Monday, February 16, 2026	PRESIDENTS' DAY – City Holiday	
Tuesday, March 10, 2026	Municipal Election Day – (City Centre Room)	7 AM – 7 PM
Wednesday, March 4, 2026	BOC Regular Meeting	6:00 PM
Wednesday, March 18, 2026	BOC Regular Workshop Meeting	4:00 PM
Wednesday, March 27, 2026	BOC Special Meeting	1:00 PM
Wednesday, April 8, 2026	BOC Regular Meeting	6:00 PM
Wednesday, April 29, 2026	BOC Budget Workshop #1	2:00 PM
Wednesday, April 29, 2026	BOC Regular Workshop Meeting	4:00 PM
Wednesday, May 13, 2026	BOC Regular Meeting	6:00 PM
Thursday, May 21, 2026	BOC Special Meeting (for a Shade Meeting)	6:00 PM
Monday, May 25, 2026	MEMORIAL DAY – City Holiday	
Wednesday, May 27, 2026	BOC Budget Workshop #2	2:00 PM
Wednesday, May 27, 2026	BOC Regular Workshop Meeting	4:00 PM
Wednesday, May 27, 2026	BOC Special Meeting	5:30 PM
Wednesday, June 10, 2026	BOC Regular Meeting	6:00 PM
Thursday, June 11, 2026	BOC Strategic Plan Public Workshop	9:00 AM – 4:00 PM
Friday, June 19, 2026	JUNETEENTH – City Holiday	
Wednesday, June 24, 2026	BOC Budget Workshop #3	2:00 PM
Wednesday, June 24, 2026	BOC Regular Workshop Meeting	4:00 PM

Friday, July 3, 2026	‘INDEPENDENCE DAY’ DAY OFF – City Holiday	
Wednesday, July 8, 2026	BOC Regular Meeting	6:00 PM
Wednesday, July 22, 2026	BOC Budget Workshop #4	2:00 PM
Wednesday, July 22, 2026	BOC Regular Workshop Meeting	4:00 PM
Wednesday, August 12, 2026	BOC Regular Meeting	6:00 PM
Thursday, August 20, 2026	BOC Special Meeting	5:00 PM
Friday, August 21, 2026	Strategic Planning Community Meeting by Kimley-Horn (Cambria)	9:00 AM – 4:00 PM
Wednesday, August 26, 2026	BOC Budget Workshop #5	2:00 PM
Wednesday, August 26, 2026	BOC Regular Workshop Meeting	4:00 PM
Monday, September 7, 2026	LABOR DAY – City Holiday	
Wednesday, September 9, 2026	BOC Special Meeting <i>(Tentative FY 2027 Millage & Budget-1st Reading & Public Hearing)</i>	5:45 PM
Wednesday, September 9, 2026	BOC Regular Meeting	6:00 PM
Friday, September 18, 2026	BOC Special Meeting <i>(Adoption of FY 2027 Millage & Budget-2nd Reading & Public Hearing)</i>	5:05 PM
Wednesday, September 23, 2026	BOC Regular Workshop Meeting	4:00 PM
Wednesday, October 14, 2026	BOC Regular Meeting	6:00 PM
Wednesday, October 28, 2026	BOC Regular Workshop Meeting	4:00 PM
Wednesday, November 11, 2026	VETERANS DAY – City Holiday	
Wednesday, November 18, 2026	BOC Regular Meeting <i>(date & time change due to Thanksgiving Holidays)</i>	2:00 PM
Thursday, November 26, 2026	THANKSGIVING DAY – City Holiday	
Friday, November 27, 2026	DAY AFTER THANKSGIVING DAY – City Holiday	
Wednesday, December 9, 2026	BOC Regular Workshop <i>(date & time change due to Christmas & New Year’s Holidays)</i>	2:00 PM
Thursday, December 24, 2026	CHRISTMAS EVE – City Holiday	
Friday, December 25, 2026	CHRISTMAS DAY – City Holiday	
Thursday, December 31, 2026	NEW YEAR’S EVE - City Holiday	
Friday, January 1, 2027	NEW YEAR’S DAY – City Holiday	

Calendar for Year 2026 (United States)

Item 5C.

January Su Mo Tu We Th Fr Sa 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 3:○ 10:● 18:● 25:●	February Su Mo Tu We Th Fr Sa 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 1:○ 9:● 17:● 24:●	March Su Mo Tu We Th Fr Sa 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 3:○ 11:● 18:● 25:●
April Su Mo Tu We Th Fr Sa 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 1:○ 10:● 17:● 23:●	May Su Mo Tu We Th Fr Sa 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 1:○ 9:● 16:● 23:● 31:○	June Su Mo Tu We Th Fr Sa 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 8:● 14:● 21:● 29:○
July Su Mo Tu We Th Fr Sa 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 7:● 14:● 21:● 29:○	August Su Mo Tu We Th Fr Sa 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 5:● 12:● 19:● 28:○	September Su Mo Tu We Th Fr Sa 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 4:● 10:● 18:● 26:○
October Su Mo Tu We Th Fr Sa 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 3:● 10:● 18:● 26:○	November Su Mo Tu We Th Fr Sa 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 1:● 9:● 17:● 24:○	December Su Mo Tu We Th Fr Sa 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 1:● 8:● 17:● 23:○ 30:●

Holidays and Observances:

Jan 1 New Year's Day	May 10 Mother's Day	Oct 31 Halloween
Jan 19 Martin Luther King Jr. Day	May 25 Memorial Day	Nov 3 Election Day
Feb 14 Valentine's Day	Jun 14 Flag Day	Nov 11 Veterans Day
Feb 16 Presidents' Day	Jun 19 Juneteenth	Nov 26 Thanksgiving Day
Mar 17 St. Patrick's Day	Jun 21 Father's Day	Nov 27 Black Friday
Apr 5 Easter Sunday	Jul 3 'Independence Day' day off	Dec 24 Christmas Eve
Apr 6 Easter Monday	Jul 4 Independence Day	Dec 25 Christmas Day
Apr 15 Tax Day	Sep 7 Labor Day	Dec 31 New Year's Eve
May 5 Cinco de Mayo	Oct 12 Columbus Day	

Item 5C.

Calendar generated on www.timeanddate.com/calendar

RESOLUTION 2025-04

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE CITY OF MADEIRA BEACH, FLORIDA, ADOPTING A CEREMONIAL ITEMS POLICY; AND PROVIDING FOR AN EFFECTIVE DATE HEREOF.

WHEREAS, the Board of Commissioners of the City of Madeira Beach, Florida, wishes to award ceremonial items to celebrate the achievements of residents, businesses, and organizations, fostering community connection and engagement; and

WHEREAS, a ceremonial items policy is needed to outline the procedures for submitting requests, processing, and issuing ceremonial items; and

WHEREAS, the Board of Commissioners, based on the direction provided at its April 16, 2025 Commission Workshop, wishes to adopt a Policy outlining the procedures for submitting requests, processing, and issuing ceremonial items.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE CITY OF MADEIRA BEACH, FLORIDA, IN SESSION DULY AND REGULARLY ASSEMBLED:

Section 1. That the City of Madeira Beach hereby approves the Ceremonial Items Policy attached hereto as Exhibit A .

Section 2. That this Resolution shall become effective immediately upon its passage and adoption.

INTRODUCED AND ADOPTED BY THE BOARD OF COMMISSIONERS OF THE CITY OF MADEIRA BEACH, FLORIDA, THIS 9th DAY OF July, 2025.

Anne-Marie Brooks, Mayor

ATTEST:

Clara VanBlargan, MMC, MSM, City Clerk



Exhibit A

CEREMONIAL ITEMS POLICY**STATEMENT OF POLICY**

The Board of Commissioners awards ceremonial items to celebrate the achievements of residents, businesses, and organizations, fostering community connection and engagement. This policy outlines the procedures for submitting requests, processing, and issuing ceremonial items.

DEFINITIONS

Proclamation: A Proclamation is an official public declaration by the Mayor to recognize or raise awareness of an organization, business, issue, event, or individual that has impacted the City of Madeira Beach during a specific time frame.

Business Award: The Business Award recognizes a business, nonprofit organization, or religious institution.

Key to the City: The City's most prestigious award. It may be given selectively to honor a person, who may or may not be a resident of the City of Madeira Beach, with extraordinary or significant accomplishments and contributions to any of the following: the historic, economic, social and/or cultural fabric of the City. The Key may be given to honor significant contributions to the military service, to persons who have performed acts of heroism in the City, to distinguished individuals for exceptional civic contributions, and/or dignitaries and celebrities who have an effect on the City and are visiting.

Certificates of Recognition and Appreciation: Certificates of Recognition and Appreciation are awarded to those individuals or organizations who have performed some act or completed some task or effort on behalf of the City or residents of the City.

City Coin: The City Coin is a coin created for members of the Board of Commissioners or the Mayor to present at their discretion.

Congratulatory Letters: Congratulatory Letters are issued to individuals or organizations for accomplishments such as those congratulating Eagle Scouts, Girl Scouts, and newly elected municipal officials in Pinellas County.

POLICY AND PROCEDURE FOR CEREMONIAL ITEMS**Proclamation**

Individuals and organizations seeking a proclamation must submit an application along with sample language that can be modified. Recipients must be able to attend the Board of Commissioners meeting to receive the proclamation, as proclamations will not be mailed. The Mayor and/or members of the Board of Commissioners may also propose a

proclamation, subject to approval by the Board of Commissioners. Proclamations will be listed on the agenda under the Consent Agenda for approval at the Board of Commissioners meeting prior to their presentation. Approved proclamations will be presented by the Mayor and/or members of the Board of Commissioners on a rotating basis. Proclamations proposed by City staff will continue to be added to Board of Commissioners meeting agendas as needed.

Business Award

The City Clerk will contact the Mayor and/or members of the Board of Commissioners on a rotating basis to submit their nominations for a business, nonprofit, or religious institution, with assistance provided by the Tampa Bay Beaches Chamber of Commerce. Upon receiving the information regarding the nominee, the City Clerk will prepare the award and follow up with an invitation to the nominee to the Board of Commissioners meeting at which the award will be presented by the nominator.

Key to the City

The Mayor and/or members of the Board of Commissioners may nominate a distinguished individual to receive the Key to the City by submitting their nomination to the City Clerk. The nomination will be included on the Board of Commissioners' meeting agenda for consideration prior to the presentation. The Key to the City will be presented to the recipient by the Board of Commissioners at a following meeting of the Board of Commissioners.

Certificates of Recognition and Appreciation

Certificates of Recognition and Appreciation signed by the entire Board of Commissioners are awarded to those individuals or organizations who have performed some act or completed some task or effort on behalf of the City or residents of the City.

City Coin

The City Coin may be presented by the Mayor and/or members of the Board of Commissioners. Each member of the Board of Commissioners and the Mayor will be provided with three coins to present.

Congratulatory Letters

Congratulatory letters, signed by the entire Board of Commissioners, will be mailed to those individuals or organizations for their accomplishments such as Eagle Scouts, Girl Scouts, and newly elected municipal officials in Pinellas County.

RESOLUTION 2021-10

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE CITY OF MADEIRA BEACH ESTABLISHING THE CITY OF MADEIRA BEACH AWARD PROGRAMS FOR EMPLOYEE OF THE YEAR, VOLUNTEER OF THE YEAR AND OUTSTANDING CITIZEN OF THE YEAR; REPEALING RESOLUTION 2018-20; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City of Madeira Beach has elected to recognize its employees by establishing an Employee of the Year award; and

WHEREAS, the City of Madeira Beach has elected to recognize its Volunteer of the Year by establishing a Volunteer of the Year award; and

WHEREAS, the City of Madeira Beach has elected to recognize an Outstanding Citizen of the Year by establishing an Outstanding Citizen of the Year award.

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

SECTION 1. That an Employee of the Year award program is hereby established to recognize a city employee. The selection process to be used will be as follows:

1. On or before October 1st, Department Directors will nominate one employee within each of their respective departments to be considered as the nominee for the award of Employee of the Year. If no nominees are available, or if a Director has not proffered any of them, that Director may select or proffer a nominee from another department.
2. During the 1st Directors' Meeting of the fiscal year, the Department Directors will convene to discuss the prospective nominees. The Executive Assistant of the City Manager (or a designee appointed by the City Manager if the Executive Assistant is not available) will create a ballot, highlighting the nominees' accomplishments and/or accolades. Once the ballot is distributed, each Department Director who proffered a nominee will be afforded the opportunity to present to his or her peers the nominee's accomplishments, etc., before the secret ballots are cast.
3. All nominees must be in good standing with no prior disciplinary actions during the preceding fiscal year.
4. All nominees must display the organization's core values and mission in their daily activities as employees.
5. Once the Department Directors have presented their nominees, ballots will be cast through a process of elimination (which may consist of multiple rounds). An employee will be selected and recognized at both a Regular Meeting of the Board of Commissioners and at an appreciation dinner that follows.

SECTION 2. That a Volunteer of the Year award program is hereby established to recognize a city volunteer. The selection process to be used will be as follows:

1. On or before October 1st, the Executive Assistant to the City Manager (or a designee appointed by the City Manager if the Executive Assistant is not available) and the Volunteer Coordinator will review three nominees as proffered by the Volunteer

Coordinator for consideration. The City Manager will review the submissions with the committee and vote on which volunteer will be recognized as the Volunteer of The Year.

2. The Volunteer of the Year will be for those who are registered volunteers with the City of Madeira Beach.
3. The selection criteria will consist of the following: dependability/reliability, trustworthiness, quality of customer service, adherence to the City's mission, vision and core values, ongoing involvement, impact (demonstrating real impact, outputs and outcomes).
4. Once the committee votes on the nominees and an individual is selected, they will be recognized at both a Regular Meeting of the Board of Commissioners and at the appreciation dinner.

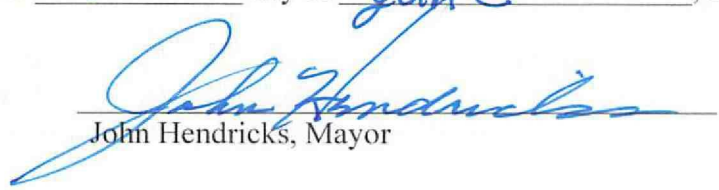
SECTION 3. That an Outstanding Citizen of the Year award program is hereby established to recognize a City of Madeira Beach citizen. The selection process to be used will be as follows:

1. On or before October 1st, anyone can nominate an individual for the Outstanding Citizen of the Year Award. The award recognizes persons who have made a noteworthy contribution during the previous year and/or have given outstanding service to the local community over a number of years. Such individual will be eligible for the Outstanding Citizen of the Year Award.
2. The selection criteria will consist of the following: outstanding achievements or contributions to our City, which will be the basis of the awards, and striving to make a positive impact within the City of Madeira Beach. The nominee must have made a substantial voluntary contribution within the City of Madeira Beach, enhancing the lives of those who live, work and play within the City of Madeira Beach, addressing/fulfilling the needs and concerns of the City of Madeira Beach and, above all, serving as a positive role model throughout the City of Madeira Beach.
3. The City will make a nomination form available on the City's website from July 1st through September 1st. During that period, submissions will be collected by members of the public with respect to the nominees for the Outstanding Citizen of the Year Award. Once the submission period is over, the members of the Board of Commissioners will review all submissions and selected three names each to be considered for this prestigious award. Once the three names have been properly given out, the Board, at a public meeting, will complete a ballot and through a process of elimination, will select the Outstanding Citizen of the Year.
4. Only complete applications will be provided to the Board of Commissioners.
5. Once the Outstanding Citizen of the Year is selected, he/she will be recognized at a Regular Meeting of the Board of Commissioners.

SECTION 4. Resolution 2018-20 is hereby repealed.

SECTION 5. This resolution shall take effect immediately upon its passage and adoption.

INTRODUCED AND ADOPTED BY THE BOARD OF COMMISSIONERS OF THE CITY OF MADEIRA BEACH on this 9th day of June, 2021.


John Hendricks, Mayor

ATTEST:


Clara VanBlargan, MMC, MSM, City Clerk



RESOLUTION 2026-02

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE CITY OF MADEIRA BEACH, FLORIDA, AMENDING THE BOARD OF COMMISSIONERS POLICY HANDBOOK; REPEALING RESOLUTION 2025-02; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, City Charter Section 4.5 (B) authorizes the Board of Commissioners to determine its own rules for the order of business by resolution at a regular meeting of the Board of Commissioners within ninety (90) days following the municipal election.

WHEREAS, the Board of Commissioners desires to consider, update, amend, restate and adopt the recommended changes proposed by Commission members and City staff.

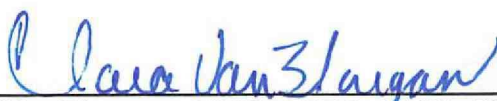
NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE CITY OF MADEIRA BEACH, FLORIDA, THAT:

1. The City of Madeira Beach Board of Commissioners Policy Handbook has been reviewed, and changes were made.
2. The **"City of Madeira Beach Board of Commissioners Policy Handbook"** attached hereto as Exhibit "A" is hereby adopted.
3. A copy of this Resolution and the Board of Commissioners Policy Handbook will be provided to all Commission members, City staff, and posted on the City's website.
4. Resolution 2025-02 is hereby repealed.
5. This resolution shall become effective immediately upon its adoption.

INTRODUCED AND ADOPTED BY THE BOARD OF COMMISSIONERS OF THE CITY OF MADEIRA BEACH, FLORIDA, THIS 13th DAY OF May, 2026.


 Anne-Marie Brooks, Mayor

ATTEST:


 Clara VanBlargan, MMC, FCPC, MSM, City Clerk





**BOARD OF COMMISSIONERS POLICY
HANDBOOK
Resolution 2026-02; May 13, 2026
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ARTICLE I

OFFICIAL COMMUNICATIONS AND REPRESENTATION OF THE CITY PROTOCOL

The City Charter provides information on the roles and responsibilities of the Board of City Commissioners. In accordance with City Charter, Sec. 4.5 (B), the Board of Commissioners shall determine its own rules and order of business by resolution within 90 days following each election. Once adopted by resolution, the legislation must be adhered to until any modifications thereof are made. The Board of Commissioners hereby adopt these policy guidelines describing the protocol for various official communications and representations on behalf of the City of Madeira Beach.

I. OVERVIEW OF ROLES & RESPONSIBILITIES

The roles and responsibilities of elected officials are set forth in the City Charter and City Code, as well as in established past practices.

CITY CHARTER DUTIES

1. Mayor (City Charter, Section 4.3)

- Presides at all meetings of the Board of Commissioners.
- Have a voice and vote in the proceedings of the Commission.
- Recognized as the official head of the City of Madeira Beach, Florida, government for all ceremonial purposes and may issue Proclamations and award the Key to the City.
- Official for service of process (receives lawsuits and other documents on behalf of the City of Madeira Beach).
- Official designated to represent the City of Madeira Beach, Florida, in all agreements with other entities or certifications to other government entities but shall have no administrative duties except as required to carry out the responsibilities herein.

2. Vice-Mayor (City Charter, Section 4.4)

- The Board of Commissioners shall appoint a Vice-Mayor at its first regular meeting following the election. The term of Vice-Mayor shall be for one (1) year. The Vice-Mayor shall act as Mayor during the absence or disability of the Mayor. Should the Vice-Mayor be required to act as Mayor for a period in excess of thirty (30) days, he/she shall receive the compensation of the Mayor retroactive to the date upon which he/she assumed the Mayoral duties.

3. Board of Commissioners (City Charter, Article IV)

All members of the Board of Commissioners have equal votes. No Commission member has more authority than any other Commission member. Each Commission member shall fully participate in the Board of Commissioners' meetings and may represent the City at ceremonial and/or formal functions at the request of the Mayor or District Commissioners.

II. GUIDELINES RELATED TO COMMISSION COMMUNICATIONS

1. Ceremonial Events

- Requests for City representative(s) at ceremonial events will be handled by the City Manager's Office. The Mayor serves as the designated City representative for ceremonial purposes. If the Mayor is unavailable to attend, the Vice-Mayor will be asked to represent the City, and if the Vice-Mayor is unavailable, another Commission member will be asked to represent the City. District Commissioners can also represent the City at ceremonial events if requested.
- Invitations received at City Hall by mail or email are presumed to be for official City representation. Invitations addressed to Commission members at their homes are presumed to be unofficial, personal invitations. Invitations received at City Hall are considered official mail and shall be opened by the City Clerk. The original of the invitation shall be placed in the mailbox of the Commission member to whom the invitation was addressed. A copy of the invitation shall be filed as a part of the public record.
- All Commissioners are encouraged to show up and positively represent the City without violating the Sunshine Law.

2. Ceremonial Items Policy (Resolution 2025-04).

STATEMENT OF POLICY

The Board of Commissioners awards ceremonial items to celebrate the achievements of residents, businesses, and organizations, fostering community connection and engagement. This policy outlines the procedures for submitting requests, processing, and issuing ceremonial items.

DEFINITIONS

Proclamation: A Proclamation is an official public declaration by the Mayor to recognize or raise awareness of an organization, business, issue, event, or individual that has impacted the City of Madeira Beach during a specific time frame.

Business Award: The Business Award recognizes a business, nonprofit organization, or religious institution.

Key to the City: The City's most prestigious award. It may be given selectively to honor a person, who may or may not be a resident of the City of Madeira Beach, with extraordinary or significant accomplishments and contributions to any of the following: the historic, economic, social and/or cultural fabric of the City. The Key may be given to honor significant contributions to the military service, to persons who have performed acts of heroism in the City, to distinguished individuals for exceptional civic contributions, and/or dignitaries and celebrities who have an effect on the City and are visiting.

Certificates of Recognition and Appreciation: Certificates of Recognition and Appreciation are awarded to those individuals or organizations who have performed some act or completed some task or effort on behalf of the City or residents of the City.

City Coin: The City Coin is a coin created for members of the Board of Commissioners or the Mayor to present at their discretion.

Congratulatory Letters: Congratulatory Letters are issued to individuals or organizations for accomplishments such as those congratulating Eagle Scouts, Girl Scouts, and newly elected municipal officials in Pinellas County.

POLICY AND PROCEDURE FOR CEREMONIAL ITEMS

- **Proclamation**

Individuals and organizations seeking a proclamation must submit an application along with sample language that can be modified. Recipients must be able to attend the Board of Commissioners meeting to receive the proclamation, as proclamations will not be mailed. The Mayor and/or members of the Board of Commissioners may also propose a proclamation, subject to approval by the Board of Commissioners. Proclamations will be listed on the agenda under the Consent Agenda for approval at the Board of Commissioners meeting prior to their presentation. Approved proclamations will be presented by the Mayor and/or members of the Board of Commissioners on a rotating basis. Proclamations proposed by City staff will continue to be added to Board of Commissioners meeting agendas as needed.

- **Business Award**

The City Clerk will contact the Mayor and/or members of the Board of Commissioners on a rotating basis to submit their nominations for a business, nonprofit, or religious institution, with assistance provided by the Tampa Bay Beaches Chamber of Commerce. Upon receiving the information regarding the nominee, the City Clerk will prepare the award and follow up with an invitation to the nominee to the Board of Commissioners meeting at which the award will be presented by the nominator.

- **Key to the City**

The Mayor and/or members of the Board of Commissioners may nominate a distinguished individual to receive the Key to the City by submitting their nomination to the City Clerk. The nomination will be included on the Board of Commissioners' meeting agenda for consideration prior to the presentation. The Key to the City will be presented to the recipient by the Board of Commissioners at a following meeting of the Board of Commissioners.

- **Certificates of Recognition and Appreciation**

Certificates of Recognition and Appreciation signed by the entire Board of Commissioners are awarded to those individuals or organizations who have performed some act or completed some task or effort on behalf of the City or residents of the City.

- **City Coin**

The City Coin may be presented by the Mayor and/or members of the Board of Commissioners. Each member of the Board of Commissioners and the Mayor will be provided with three coins to present.

- Congratulatory Letters

Congratulatory letters, signed by the entire Board of Commissioners, will be mailed to those individuals or organizations for their accomplishments such as Eagle Scouts, Girl Scouts, and newly elected municipal officials in Pinellas County.

32. Official Correspondence

- Each Commission member may prepare and send correspondence under their signature on City letterhead, but City letterhead shall not be used for personal or election or campaign correspondence. However, before sending correspondence, the Commission member shall check with the City Manager and the City Clerk to see if an official City response has already been sent or is in progress. A signed copy of the correspondence shall be given to the City Clerk to be filed as part of the public record and may be placed on the City Website.
- No written commitment or position shall be made by any individual member of the Board of Commissioners on behalf of the City without first having obtained a majority direction from the Board of Commissioners. A copy of all correspondence shall be given to the City Clerk to be filed as part of the public record and may be placed on the City Website.
- All official and legal correspondence of the City, including contracts, agreements, resolutions, and ordinances, shall be signed by the Mayor or as otherwise provided within the correspondence. In the absence of the Mayor, the Vice-Mayor shall sign on behalf of the City. The original of all official and legal correspondence of the City shall be given to the City Clerk to be filed as part of the public record.
- All correspondence received at City Hall for the Mayor and Commissioners is considered official mail, excluding anonymous mail, and shall be opened by the City Clerk. Originals shall be filed as part of the public record, and a copy of the mail shall be placed in the mailbox of the Commission member to whom the mail was addressed. Although anonymous mail is considered a public record, it is not considered official mail and will be treated accordingly depending on the nature of its contents.

43. Public Communications

- The Board of Commissioners will endeavor to inform and interact with the public in meaningful and respectful ways that convey accurate information, using the following guidelines:
- Commission members frequently are asked to explain an action made by the Board or to give their opinion about an issue as they meet and talk with constituents in the community. Commission members may give a brief overview of a decision made by the Board or City policy and to refer to City staff for further information.

- Commission members may not overtly or implicitly promise Board of Commissioners action, or to promise City staff will do something specific (i.e., fix a pothole, void a parking ticket, plant new flowers in the median, etc.). Commission members shall make no promises on behalf of the Board of Commissioners.
- Commission members may not make any personal comments, verbal or nonverbal, about other Commission members.
- Commission members may publicly disagree about an issue, but one should refrain from making derogatory and/or inflammatory comments, verbal or nonverbal, about other Commission members, based on their opinions, and actions.
- A Commission member may have the City Manager inform and interact with the public on their behalf.
- Commission members should not give any opinions on issues to be decided by the Board of Commissioners.

III. COMMISSION CONDUCT WITH CITY STAFF

Governance of a City relies on the cooperative efforts of elected officials, who set policy, and City staff, who implement and administer the policies of the Board of Commissioners. Therefore, every effort shall be made to be cooperative and show mutual respect for the contributions made by each individual for the good of the community.

1. Do not get involved in administrative functions. (City Charter, Section 4.6. C.)

- Board of Commissioners shall not interfere with Administration.

City Charter, Charter Section 4.6 (B).

"Appointments and removals." Neither the Board of Commissioners nor any of its members shall in any manner dictate the appointment or removal of any City administrative officer or employees whom the City Manager or any of his/her subordinates are empowered to appoint, but the Board of Commissioners may express its views and fully and freely discuss with the Manager anything pertaining to appointment and removal of such officers and employees.

City Charter, Section 4.6. C.

Interference with administration. "Except for the purpose of inquiries and investigation, the Board of Commissioners or its members shall deal with the City officers and its employees who are subject to the direction and supervision of the City Manager solely through the City Manager, and neither the Board of Commissioners or its members shall give orders to any such officers or employee, neither publicly nor privately, except as provided under the emergency powers section of this Charter. The Board of Commissioners or any of its committees or members, individually or collectively, shall not direct or request the appointment of any person or his/her removal from, office by the City Manager or any of his/her subordinates or in any manner, directly or indirectly, take part in the appointment or removal of any officers or employees or members of Boards in the Administrative Service of the City of Madeira Beach, Florida. The Board of

Commissioners nor any member thereof shall give orders to any subordinate or Officer of said City, either publicly or privately, directly, or indirectly.”

- It is permissible for a Commission member to ask questions of or request information from a City officer or its employees for clarification of an item listed on the agenda in preparation of a meeting, as long as the request is through the City Manager.
- **City Charter, Section 4.9.**
Investigations. “The Board of Commissioners may make investigations into the affairs of the City by appointing a Charter Officer to investigate internal affairs of the City and report their findings to the Board of Commissioners.”

2. Check with City staff on correspondence before taking action.

Often, the City Manager or City Clerk will be aware of a response already provided on behalf of the City that can be useful to the Board of Commissioners in understanding the status of projects, complaints, and other inquiries.

3. Do not attend meetings with City staff unless requested by a department director through the City Manager.

Even if a Commission member does not say anything, his/her presence implies support, shows partiality, intimidates staff, and hampers staff’s ability to do their job objectively.

4. Limit requests for staff support.

Routine secretarial support will be provided to the Board of Commissioners by the City Clerk’s Office. All mail for the Mayor and Commissioners is opened, and originals shall be filed as part of the public record, and a copy of the mail shall be placed in the mailbox of the Commission member to whom the mail was addressed. Mail addressed to the Mayor that may need immediate response or action may be reviewed first by the City Manager who may note suggested action and/or follow-up items. Depending on the nature of the contents of anonymous mail, the City Attorney will first review it.

Requests for staff support - even in high priority or emergency situations -- shall be made to the City Manager who is responsible for allocating City resources to maintain a professional, well-run City government.

5. Do not solicit political support from staff.

The Board of Commissioners shall not solicit any type of political support (financial contributions, display of posters or lawn signs, name on support list, etc.) from City staff. City staff may, as private citizens with constitutional rights, support political candidates and engage in other political activities, but all such activities shall be done away from the workplace. City staff in uniform shall not be asked to pose with candidates for office nor shall City equipment, letterhead, logos, paper, envelopes or other city materials be used in, or to create political campaign advertisements.

IV. COMMISSION CONDUCT WITH THE PUBLIC

The Board of Commissioners are held to the highest standards of ethics and shall maintain the utmost standards of personal integrity, trustfulness, honesty, and fairness in carrying out their public duties, avoid any improprieties in their roles as public servants, comply with all applicable laws, and never use their official position or authority improperly or for personal gain.

1. In Public Meetings

- The Board of Commissioners will only use city issued electronic devices on the dais and/or in a public meeting and refrain from the use of personal electronic devices on the dais and/or in a public meeting, unless authorized by the Board of Commissioners.
- The Board of Commissioners shall make the public feel welcome, which is an important part of the democratic process. No signs of partiality, prejudice or disrespect shall be evident on the part of individual Commission members toward an individual participating in a public forum. Every effort shall be made to be fair and impartial in listening to public testimony. Commission members should be fair and impartial in listening to the public during public comment.
- The public will be given a reasonable opportunity to be heard on a proposition before a board or Commission.

Section 286.0114(3), F.S., states that the public's "opportunity to be heard" does not apply to:

- 1) An official act that must be taken to deal with an emergency situation affecting the public health, welfare, or safety, if compliance with the requirements would cause an unreasonable delay in the ability of the board or Commission to act;
- An official act involving no more than a ministerial act, including, but not limited to, approval of minutes and ceremonial proclamations;
 - A meeting that is exempt from s. 286.011; or
 - A meeting during which the board or Commission is acting in a quasi-judicial capacity. See AGO 17-01 (s. 286.0114, F.S., does not require that members of the public be given a reasonable opportunity to be heard at quasi-judicial code enforcement hearings held by a special magistrate pursuant to authority delegated from the county code enforcement board).

The statute does not prohibit a board or Commission from "maintaining orderly conduct or proper decorum in a public meeting." Section 286.0114(2), F.S. In addition, the opportunity to be heard is "subject to rules or policies adopted by the board or commission" as provided in s. 286.0114(4), F.S. These rules or policies are limited to those that:

- 1) Provide guidelines regarding the amount of time an individual must address the board or Commission;
- 2) Prescribe procedures for allowing representatives of groups or factions on a

proposition to address the board or Commission, rather than all members of such groups or factions, at meetings in which a large number of individuals wish to be heard;

- 3) Prescribe procedures or forms for an individual to use in order to inform the board or Commission of a desire to be heard; to indicate his or her support, opposition, or neutrality on a proposition; and to indicate his or her designation of a representative to speak for him or her or his or her group on a proposition if he or she so chooses; or
 - 4) Designate a specified period of time for public comment.
- If a board or Commission adopts such rules or policies and thereafter complies with them, it is deemed to be acting in compliance with the statute.
- 1) The Board of Commissioners adopted a "Pledge of Civility" and a "Mission and Vision Statement" in 2018 to maintain orderly conduct and proper decorum in the public meetings:

PLEDGE OF CIVILITY (Resolution 2018-10; 08/14/2018)

- a. We will always show respect to one another.
- b. We will direct all comments to the issue before us.
- c. We will refrain from personal attacks.

2) MISSION AND VISION STATEMENT (segments of Resolution 2018-08)

- a. **Public Trust** – We believe that honesty and integrity are the foundation of all constructive relationships and the basis of public trust. We will ensure that there is thorough ethical behavior and decision making.
- b. **Transparency** – We will protect and preserve open and honest governance to maintain the public's trust and confidence.
- c. **Teamwork** – We are committed to working together, embracing diversity and inclusion to best serve one another and the public.
- d. **Accountability** – We define accountability as taking ownership and responsibility for the outcomes of our decisions, actions, and management of our resources.
- e. **Professionalism** – Professionalism is dedication to excellence through integrity, requiring careful analysis of issues, free of personal biases, with a commitment to the organization and the community.
- f. **Respect** – We value all viewpoints and opinions and treat each other with courtesy and respect.

2. In Unofficial Settings

The Board of Commissioners is constantly being observed by the community every day that they serve in office. Their behaviors and comments serve as role models for the City.

Honesty, integrity, and respect for the dignity of each individual shall be reflected in every word and action taken by Commission members, 24 hours a day, seven days a week. It is a serious and continuous responsibility.

The Board of Commissioners shall keep in mind that to the public they are first and foremost an elected official and that distinction makes the City Commissioner different from other residents, electors or citizens. All Commission members shall guard against any actions or words that would give even the appearance of bullying or misuse of their position.

3. In Official Forms of Media

Communication through media is an integral part of any governmental agency. All forms of media (television, newsletter, web site, etc.) play an important role in getting messages out to our community. The Board of Commissioners recognize a responsibility to make available accurate information to the public in a timely manner; understanding that people form opinions about the City based on what they read, hear and see. The objective of the City's media communications is to ensure public opinions are formed upon the basis of accurate information. To that purpose, the Board of Commissioners has established multiple media for proactively communicating with the community. The Commission members may ask that the City Manager speak on their behalf.

4. Monthly City Manager's Report

The City Manager shall put out a monthly report for the purpose of conveying City news, events and project status reports to the community. Monthly reports include more detailed information when necessary.

5. Website

The City maintains a website, www.madeirabeachfl.gov, for the benefit of residents and visitors. The website is intended to provide access to City contact information, services, requests for bids and proposals, general announcements and meeting notices, agendas, and results as well as maps, among other features. The website also provides a means for the public to access published reports, such as the Certified Annual Financial Report (CAFR), the Annual Budget and the State of the City Address without coming to City Hall or paying for public records. These reports are generally too lengthy for publication in the monthly City Manager's Report or through the government access channel. While the information at the City's website can be accessed in "real time," it is maintained by City staff on a time available basis and updated as frequently as possible to remain current and accurate.

6. Government Access Channel or alternative measure

The City maintains a government access channel, currently Channel 640 – Madeira Beach TV (MB-TV) through the local cable television franchise provider for the benefit of residents and visitors. MB-TV is available within the corporate limits of Madeira Beach and is programmed from City Hall. The MB-TV channel is used to broadcast. This service provides residents and interested persons with a first-hand account of the City's conduct of business. The goal is to use Closed Captioning in order to comply with ADA Recommendations.

7. Video Live Streaming

The City video Live Streams its Board of Commissioners (BOC) meetings to allow for more transparency to its citizens. BOC meetings can be watched live through You Tube Streaming on the City's website or accessed anytime following the meeting. The State retention requirement for Live Streaming videos is two anniversary years after adoption of the official minutes or certification of transcript. Commission members shall make every effort to use the microphone when speaking so that their words can be heard on Live Streams and recordings.

Candidate Forums will be video live streamed on the government access channel even if it involves City personnel.

V. COMMISSION CONDUCT WITH OTHER PUBLIC AGENCIES

1. Be clear about representing the City or personal interests.

If a Commission member appears before another governmental agency or organization to give a statement on an issue, they shall clearly state:

- If his or her statement reflects personal opinion or is the official stance of the City taken by the Board of Commissioners at a noticed meeting;
- Whether this is unanimous or the majority or minority opinion of the Board of Commissioners;
- If a Commission member is representing the City in an official or liaison capacity, they should speak or state the official City position on an issue, not a personal viewpoint. If the Commission member is representing another organization whose position is different from the City, they shall state that during their comments. Commission members shall be clear about when they represent the City and when they are speaking in an individual or other capacity.

2. Correspondence shall be equally clear about representation.

City letterhead may be used when a Commission member is representing the City and the City's official position. A copy of official correspondence shall be given to the City Clerk to be filed in the Clerk's Office as part of the public record and placed on the website. It is best that City letterhead is not used for correspondence of City Commissioners representing a personal point of view, or a dissenting point of view from an official Board of Commissioners position. City letterhead should only be used for official City business and shall not be used for personal correspondence or for any election or campaign correspondence. The City Clerk or the City Manager shall approve that letter to be sent out.

VI. COMMISSION CONDUCT WITH BOARDS AND COMMITTEES

The City has established various appointed Boards and Committees as a means of gathering recommendations after providing more public opportunities for more community input. Citizens who serve on Boards and Committees become more involved in government and serve as advisors to the Board of Commissioners. They are a valuable resource to the City's leadership and shall be

treated with appreciation and respect.

1. If attending a Board or Committee meeting, be careful to avoid influencing the Board or Committee's consideration or prejudicing the Board of Commissioners eventual consideration.

- Commission members may attend any Board or Committee meeting, which are always open to any member of the public. However, they shall be sensitive to the way in which their presence may be viewed as unfairly affecting the process, especially if Commission members attend as a formal liaison on behalf of the Board of Commissioners. Commission members shall remember that attendance at a quasi-judicial hearing before a Board may place him/her in a position to be asked to disclose their attendance and any written or oral ex parte communications, or even recuse him/herself if there is evidence of prejudice or bias when the quasi-judicial matter is brought to the Board of Commissioners.
- Any public comments by a Commission member at an advisory Board or Committee meeting shall be clearly made as individual opinion and not a representation of the Board of Commissioners. The Board of Commissioners appoint Boards and Committees at large to provide independent recommendations to the Board of Commissioners and/or the City Manager. Commission members should be careful when suggesting a course of action or recommendation to an advisory Board or Committee because this could interfere with the independent judgment of the advisory Board or Committee contrary to the purpose and intent of the system.

2. Limit contact with Board and Committee members to questions of clarification.

- Remember that the Board of Commissioners appoint Boards and Committees to serve the community, not individual Commission members.
- It is prohibited for a Commission member to contact a Board or Committee member to lobby on behalf of an individual, business, or developer or to suggest or recommend an action be taken. Board and Committee members are appointed to take public comment and make independent recommendations to the Board of Commissioners and/or the City Manager, not vice versa (i.e., not to follow recommendations that may be desired by an individual Commission member). It is prohibited for advisory Board members and/or Committee members to contact Board of Commissioners to influence or to communicate a perspective counter to the official actions of the Board or Committee actions. All positions of an advisory Board or Committee shall be reduced to a written recommendation that is voted upon and, if desired, the written recommendation(s) may contain majority, minority or individual comments or concerns.
- The Board of Commissioners appoint individuals to serve on Boards and Committees, and it is the responsibility of Boards and Committees to follow policy established by the Board of Commissioners. Board and Committee members do not report to individual Commission members, nor shall Commission members feel they have the power or right to threaten Board and Committee members with removal if they disagree about an issue. Appointment and re-appointment to a Board or Committee shall be based on such criteria as expertise, ability to work with staff and the public and commitment to fulfilling official duties. A Board or Committee appointment

shall not be used as a political "reward" for assistance in any campaign activities.

3. Be respectful of diverse opinions.

A primary role of Boards and Committees is to represent many points of view in the community and to provide the Board of Commissioners with advice based on a full spectrum of concerns and perspectives. Commission members may have a closer working relationship with some individuals serving on Boards and Committees but shall be fair, balanced and respectful of all citizens serving on Boards and Committees.

4. Keep political support away from public forums.

Board and Committee members may offer political support to a Commission member, but not in a public forum while conducting official duties. Conversely, the Board of Commissioners may support Board and Committee members who are running for office, but not in an official forum in their capacity as a Commissioner.

VII. BOARD MEMBERS ATTENDING MEETINGS OR SERVING AS MEMBERS OF ANOTHER PUBLIC BOARD

1. Board members attending meetings of another public board.

2025 Government in the Sunshine Manual, Page 21:

"Several Attorney General Opinions have considered whether one or more members of a board may attend or participate in a meeting of another public board. For example, in AGO 99-55, the Attorney General's Office said that a school board member could attend and participate in the meeting of an advisory committee appointed by the school board without prior notice of his or her attendance. However, the opinion cautioned that "if it is known that two or more members of the school board are planning to attend and participate, it would be advisable to note their attendance in the advisory committee meeting notice."

"Moreover, while recognizing that commissioners may attend meetings of a second public board and comment on agenda items that may subsequently come before the commission for final action, the Attorney General Opinions have also advised that if more than one "commissioner is in attendance at such a meeting, no discussion or debate may take place among the commissioners on those issues." AGO 00-68. *Accord* AGO 98-79 (city commissioner may attend a public community development board meeting held to consider a proposed city ordinance and express his or her views on the proposed ordinance even

though other city commissioners may be in attendance; however, the city commissioners in attendance may not engage in a discussion or debate among themselves because “the city commission’s discussions and deliberations on the proposed ordinance must occur at a duly noticed city commission meeting”). *See also* AGOs 05-59 and 77-138.”

2. Board members serving as members of another public board.

2025 Government in the Sunshine Manual, Page 21:

“Board members who also serve on a second public board may participate in the public meetings of the second board held in accordance with s. 286.011, F.S., and express their opinions without violating the Sunshine Law. AGO 07-13. In other words, “when two county commissioners are presently serving on [a regional planning] council this does not turn a meeting of the planning council into a county commission meeting, and the Sunshine Law does not require any additional or different notice of planning council meetings because of the presence of these county commission members.” *Id.* “Similarly, AGO 98-14 concluded that membership of three city council members on the metropolitan planning organization did not turn a council meeting into a metropolitan planning organization meeting that required separate notice. Because, however, the discussion of metropolitan planning organization matters was planned for the council meeting, the city council had properly included mention of such items in its notice of the council meeting.”

“Similarly, in AGO 91-95, the Attorney General’s Office concluded that a county commissioner may attend and participate in the discussion at a public meeting held by the governing board of a county board on which another commissioner serves. However, “in an effort to satisfy the spirit of the Sunshine Law,” the opinion also recommended that the published notice of the county board “include mention of the anticipated attendance and participation of county commission members in board proceedings.” *Id.*”

VIII. COMMISSION CONTACT WITH THE MEDIA

Board of Commissioners are frequently contacted by the media for background, quotes and interviews. Whenever possible, Commission members, as the City’s policy makers, shall be the first contact with the media. The City Manager is also a frequent contact and shall manage the staff’s contact and communications with the media. Following are the Board of Commissioners general policies for conduct with the media:

1. Legal Issues.

Media inquiries relating to any existing or potential liability or suit against the City shall immediately be referred to the City Attorney. In the absence of the City Attorney, the City Manager may respond or direct the media to special counsel contacts on legal issues. The City Attorney has sole discretion as to whether or not to comment, and the substance of any comments, on any legal issues or litigation in the press.

2. Use a designated spokesperson for the City’s position on controversial issues.

When sensitive or controversial issues arise, it is essential that a central focal point for information be established. The City Manager may be designated for such contact. The City can best ensure a clear and consistent message by limiting involvement to a designated or limited number of contacts.

3. In the absence of designation, the Board of Commissioners shall be clear for the record.

If an individual Commission member is contacted by the media, they shall be clear about whether their comments represent the official City position or a personal viewpoint. Commission members are urged to avoid instigative or preemptive contact directly with the media or through others for purposes espousing a position contrary to that of the majority of the Board of Commissioners or in the absence of an official position by the City.

4. Guidelines for Media Contacts:

What to Say:

Make sure the information released is factual, accurate, timely and consistent. Strive to provide full and honest disclosure and stay within legal limits by not making any slanderous or libelous statements. Choose words carefully and cautiously to avoid being taken out of context.

5. Guidelines for Email, Texts, and Social Media:

All email, text messages, and social media postings (for example: twitter, Facebook, snapchat, Instagram, etc..) regarding any issue that may come before the Board of Commissioners is official business and a public record, must be retained, shall not be deleted and should be forwarded to your official City email address for record retention and search purposes. Appointed and elected City officials *shall not* make anonymous postings on any electronic media with regard to any issue that may come before the City as official business.

ARTICLE II.

RULES OF PROCEDURE FOR BOARD OF COMMISSIONERS MEETINGS

Pursuant to the Madeira Beach City Charter, Section 4.5, the Board of Commissioners shall determine its own rules and order of business, by resolution, within 90 days in which the election is held.

I. POLICY

1. General Rules

- **Meetings to be Public.** All meetings of the Board of Commissioners shall be noticed and open to the public, except for such meetings as are exempt by general law. Any meeting of two or more Commission members, in which City business is discussed is prohibited without the appropriate notice as specified in Florida State Statutes.
- **Quorum.** A simple majority of the members of the Board of Commissioners shall, free of voting conflict, constitute a quorum and be necessary to conduct business of the Board of Commissioners. If a quorum is not present, those in attendance will be named and they shall adjourn.
- **Minutes of Proceedings.** Meeting minutes of the Board of Commissioners shall be kept by the City Clerk, except for such meetings as are exempt by general law.
- **Voting.** As set forth in the Charter, ordinances, resolutions, and other action requiring a vote of the Board of Commissioners shall require three (3) affirmative votes for passage and shall be by roll call vote upon request of any member of the Board of Commissioners. A super-majority vote of four members of the Board of Commissioners for any Planned Development Rezoning or Special Area Plan shall be required for approval. The City Clerk shall record the vote of all Commission members.

In the event one or more members are absent and any motion for a final decision fails to achieve the affirmative vote of three (3) Commission members, and no further action by the Board of Commissioners to achieve three (3) affirmative votes can be obtained, then such ordinance, resolution or other action shall be automatically continued to the next regularly scheduled meeting, or a special meeting scheduled for that purpose. No ordinance, resolution or other action shall be automatically continued more than once and if upon one continuance it does not obtain three (3) affirmative votes the matter shall fail.

- **City Manager.** The City Manager is expected to attend the meetings of the Board of Commissioners and shall have the right to take part in all discussions.
- **City Attorney.** The City Attorney or their designated substitute counsel is expected to attend the meetings of the Board of Commissioners and provide guidance and opinions on questions of law. Under Staff Reports on each BOC regular meeting agenda, the City Attorney shall provide a monthly staff report to the Board regarding the status of any ongoing litigation.

- **City Clerk.** The City Clerk or their designee, when not available, shall attend the meetings of the Board of Commissioners and record all votes and keep the official minutes of the proceedings.
- **Administrative Staff.** The Administrative staff shall attend meetings and workshops when required.
- **Rules of Order.** The current edition of Robert's Rules of Order shall be the rules of order; in addition to the rules of procedure stated in this policy handbook.

2. Types of Meetings [City Charter, Section 4.5 – Rules of procedure; quorum; meetings]

- **Regular Meetings.** The Board of Commissioners shall meet in the Commission Chambers or another designated place within the City boundaries, for regular meetings. Regular Meetings shall commence at 6:00 p.m. or as amended from time to time, on the second Wednesday of each month, or as otherwise determined by the City Manager if the regular meeting falls on a Holiday, City Election or other event that warrants rescheduling the meeting. The Board of Commissioners may schedule other regular meetings as it deems necessary in accordance with its established rules of procedure to address items that require official action before the next regularly scheduled meeting. The Board of Commissioners and/or City Manager shall determine the date and time of the meeting.
- **Special Meetings.** Special meetings may be called by the Mayor by a majority of the Commission with appropriate notice with no less than twenty-four (24) hours' notice in writing to each member and the public (language stated in City Charter). Special meetings may also be called and noticed in a manner similar to regular meetings for special or specific purposes where formal action of the Board of Commissioners may be necessary or desirable. Special meeting notices shall encompass a minimum of one non-holiday weekday.
- **Workshop Meetings.** The Board of Commissioners may meet in the Commission Chambers for Workshop meetings. Workshop meetings shall commence at 4:00 p.m. on the fourth Wednesday of each month, or as otherwise determined by the City Manager and/or the Board of Commissioners. Workshop meetings are informal legislative sessions that allow the Board of Commissioners to discuss topics and gain a better understanding of them prior to formal consideration. To provide some understanding of the status of discussions on items, a verbal consensus may be ascertained to determine an appropriate next step, but such a consensus is not binding on the Board of Commissioners.

3. Presiding Officer and Duties

- **Presiding Officer.** The Mayor shall preside at all meetings of the Board of Commissioners. In the absence of the Mayor, the Vice Mayor shall preside. In the absence of both the Mayor and the Vice-Mayor, the meeting shall be called to order by the City Clerk for appointing a temporary presiding officer.
- **Parliamentarian.** The City Attorney shall act as the parliamentarian to the Board of Commissioners by advising the Mayor regarding matters of procedure. The Board could choose one of its members who is knowledgeable about the procedures to act as

the parliamentarian. Each Commission member must understand the parliamentary procedures, or it will be impossible to conduct its meeting properly.

- **Preservation of Order.** The Presiding Officer shall preserve order and decorum; prevent attacks on personalities or the impugning of members' or motives, and confine members in debate to the question under discussion.
- **Point of Order.** The Presiding Officer shall determine point of order. Point of order shall not be entertained from the audience.
- **Recognition of Speakers.** The Presiding Officer shall recognize speakers from the public in keeping with the procedures established herein but shall do so in a way that remains constructive without being repetitive. In instances where large contingencies are represented, the Presiding Officer may ask for a limited number of representatives to represent the overall sentiments of the group. However, in no instance shall anyone be precluded from addressing the Board of Commissioners.
- **Recognition of Commission Members wishing to Speak.** The Presiding Officer shall allow an opportunity for Board of Commissioners to comment on items but shall not solicit comment from each member on every item but shall recognize those Commission members wishing to speak.

4. Order of Business for BOC Regular Meetings

- **Order of Business.** The general rule as to the order of business in Board of Commissioners (BOC) regular meetings, with the exception of the Agenda Setting Meeting, shall be as follows:
 1. Call to Order
 2. Invocation and Pledge of Allegiance
 3. Roll Call
 4. Approval of the Agenda
 5. Proclamations/Presentations
 - 5.1. Proclamations
 - 5.2. Presentations
 6. Public Comment
 7. Approval of Minutes
 8. Consent Agenda
 9. Public Hearings
 10. Unfinished Business
 11. Contracts/Agreements
 12. New Business
 13. Agenda Setting Meeting
 14. Reports/Correspondence
 - A. City Commission
 - B. City Attorney
 - C. City Clerk
 - D. City Manager
 15. Respond to Public Comments/Questions
 16. Adjournment

- **Order of Business for the Regular or Special Meeting following the Election.** When newly elected officials are sworn into office, the meeting agenda may be formatted differently to allow for the ceremonial portion of the meeting to take place before any official business listed on the agenda.

5. Explanation of Order of Business for Regular Meetings

- **Agenda.** The order of business for each meeting shall be as contained on the Agenda. The Agenda is a listing by order of business of topics to be considered by the Board of Commissioners. Additional guidance is provided below as to the purpose of the agenda sections.

1. **Call to Order.** The Mayor shall preside at all meetings of the Board of Commissioners. In the absence of the Mayor, the Vice Mayor shall preside. In the absence of both the Mayor and the Vice-Mayor, the meeting shall be called to order by the City Clerk for appointing a temporary presiding officer.
2. **Invocation and Pledge of Allegiance.**
3. **Roll Call** – The City Clerk calls the roll.
4. **Approval of the Agenda** – Approval of the Agenda consists of all items listed on the meeting agenda.
5. **Proclamations/Presentations.**

5.1. Proclamations. This section is provided for presentation of Proclamations to be read in full and presented by the Mayor, City Clerk or City Manager. The intent is to list and read only those proclamations that will be formally presented and received by a representative of the requesting agency or organization at the Board of Commissioners Meeting. Otherwise, proclamations may be issued at the Mayor's discretion and forwarded through the City Clerk's Office.

5.2. Presentations. This section is provided for any additional presentations held during City meetings. Presentations can be added during Agenda Setting Meetings and can be requested by the Board as a consensus or requested by an individual Commission member. The City Manager also has the authority to add a presentation to the agenda at his own discretion. The speaker's presentation shall be limited to 10 minutes.

6. **Public Comment.** This section is reserved for public participation on matters of concern pertaining to City business; and which are not on the agenda. Public comment is made in person and not represented by emails, tweets, or other types of information, unless there is a declared State of Local Emergency requiring virtual meetings of the Board of Commissioners. Public Comment is subject to the following protocol.

Manner of Addressing the Board of Commissioners. Each person addressing the Board of Commissioners shall step up to the microphone, give his or her name and address and the organization or group they represent, if

any, in an audible tone of voice for the record and shall limit their address to five (5) minutes unless extended by the Mayor, more time may be granted to applicants and affected persons with legal standing in quasi-judicial hearings. Yielding of time for an additional five-minute period is allowed. If no time is yielded, the person speaking can ask for additional time to speak. If the additional time is appropriate, the Presiding Officer can offer the Commissioners the opportunity to consent to an extension.

Comment Cards. Comments cards may be completed by individuals from the audience, whether it is a public forum question or an agenda item. The comment cards shall be available at the back table in the Commission Chambers, and the individual shall write their name, address, and a brief comment about what it is that they would like a response on. It is not mandatory that a speaker complete a comment card.

If you would like someone at the City to follow up on a comment or question made at the meeting, you may fill out a comment card with the contact information and give it to the City Manager. Comment cards are available at the back table in the Commission Chambers. It is not mandatory to complete a comment card.

Reading of Protests. Interested persons, or their authorized representatives, may address the Board of Commissioners for the reading of protests, petitions, or communications relating to any matter over which the Board of Commissioners has jurisdiction.

7. **Approval of Minutes.** A majority vote required to approve the minutes of the previous meetings.
8. **Consent Agenda.** The Consent Agenda shall be used to handle routine matters on the agenda expeditiously. Examples of Consent Agenda items are waivers for special events, bid or purchase awards for equipment, goods or services already approved within the budget, invoices, and budget transfers. There is no separate discussion of these items unless a Commission member requests an item be removed for consideration in its normal sequence on the agenda. Members of the public do not have discretion to remove items from the Consent Agenda, yet the Mayor, as Presiding Officer, may acknowledge any such request and remove an item on their behalf. The approval of the Consent Agenda shall be handled in one motion, i.e. "I move that the Consent Agenda, (items "x" through "z") be approved; or if items are to be removed, a typical motion might be, "I move that we approve Consent Agenda items "x" through "z" with the exception of item "y" for discussion."
9. **Public Hearings.** The section is for items requiring a public hearing required by law. Certain public hearings are quasi-judicial in nature. A quasi-judicial proceeding requires the Board of Commissioners to act in a quasi-judicial, rather than legislative, capacity. At a quasi-judicial hearing, it is not the Board's function to make law but rather to apply law that has already been established. In a quasi-judicial hearing, the Board is required by law to make findings of fact based upon the evidence presented at the hearing and apply

those findings of fact to previously established criteria contained in the code of ordinances in order to make a legal decision regarding the application before it. The Board may only consider evidence at this hearing that the law considers competent, substantial and relevant to the issues. If the competent, substantial and relevant evidence at the hearing demonstrates that the applicant has met the criteria established in the code of ordinances, then the Board must find in favor of the applicant. By the same token, if the competent, substantial, and relevant evidence at the hearing demonstrates that the applicant has failed to meet the criteria established in the code of ordinances then the Board is required by law to find against the applicant. The established procedure which will be followed by the Board is set forth in Chapter 2, Article I, Division 2 of the Code of Ordinances.

10. **Unfinished Business.** The section is provided to allow completion of matters already under discussion by the Board of Commissioners from a previous meeting, excluding public hearings required by Law. Citizen input may be heard once a motion is made by the Board of Commissioners on items of unfinished business. Citizen input shall be limited to five (5) minutes.
11. **Contracts/Agreements.** This section is provided to allow more careful consideration of complex contracts and agreements that require individual approval. Citizen input may be heard once a motion is made by the Board of Commissioners on items of contract/agreements and shall be limited five (5) minutes.
12. **New Business.** This section contains all remaining agenda items for consideration by the Board of Commissioners, excluding public hearings, as required by law. Citizen input may be heard once a motion is made by the Board of Commissioners on items of new business. Citizen input shall be limited to five (5) minutes.
13. **Agenda Setting Meeting.** This section is for the purpose of setting the Workshop Agenda for the Workshop to be held on the fourth Wednesday of the month. Items to be added to the agenda may be requested by the Board of Commissioners, Charter Officers, and City Staff. Not all items need to be workshopped. The City Manager shall determine the form and manner of how the item will be addressed. The City Manager will read back the requested items to be workshopped for clarification purposes if necessary.
14. **Reports/Correspondence.** This section is set aside for standing reports from Commission members to provide a status report based upon their attendance or representation of the City at various governmental boards and agencies. This section is limited to five (5) minutes.

The Reports section also provides for the City Manager, City Clerk, and the City Attorney to make reports, announcements, and report on current topics. This section is limited to five (5) minutes.

Ligation Status Report. This section will allow for any litigation updates by the City Attorney.

Outstanding Lien Settlements. This section will allow for any updates by the City Attorney on Outstanding Lien Settlements and liens that are over \$5,000.00. If the City Attorney is approached by a property owner to settle an outstanding lien, the Commission must be able to review the details of a case at a Workshop, followed by final approval or rejection of the proposed settlement during a Regular BOC Meeting. This section is limited to five (5) minutes.

15. Respond to Public Comments/Questions. This section is reserved to address public comments and/or answer questions raised at the beginning of the workshop or regular Commission meeting during Public Comment.

16. Adjournment

6. Agenda Preparation

- **Notice.** The final agenda for regular, special, and workshop meetings shall serve as public notice for each respective meeting. Agendas and public notices shall be posted at City Hall, Gulf Beaches Public Library, if possible, and the City's website by no later than 3:00 p.m. on the Thursday prior to the meeting.
- **Packets.** The City Manager and City Clerk are responsible for publishing the agenda packets. The deadline for publishing agenda packets is on Wednesday afternoon, the week before the scheduled meeting. However, at times it may be necessary to publish the agenda packets by Thursday afternoon to allow for any unforeseen items or emergency items. Only when necessary, paper copies of agenda packets are provided to the Board of Commissioners or at the request of a Commission member. Paper copies of the agenda packet are placed in Commission mailboxes at City Hall.

The publishing deadline allows sufficient time for the Board of Commissioners to review the packet materials and, if necessary, obtain additional information on the agenda items from the City Manager, City Clerk, City staff, or other entities, to be better prepared for the meeting and for voting.

For workshop meetings and regular meetings that are not held on a regularly scheduled meeting date, a similar lead time schedule for agenda and packet materials shall be followed, unless otherwise determined by the City Manager or City Clerk.

ARTICLE III
SUSPENSION AND AMENDMENT OF RULES

I. SUSPENSION AND AMENDMENT OF THESE RULES

1. **Suspension of Rules.** Any provision of these rules not governed by the City Charter or City Code may be temporarily suspended by a vote of a majority of the Board of Commissioners.
2. **Amendment of Rules** This policy shall be reviewed annually and adopted by resolution within 90 days following each election. The policy may be amended, or new provisions made by a majority vote of all members of the Commission. Each year following the regular election, any modifications previously made by motion will be formalized in the resolution, City Charter, Section 4.5 (B).

RESOLUTION 2025-04**A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE CITY OF MADEIRA BEACH, FLORIDA, ADOPTING A CEREMONIAL ITEMS POLICY; AND PROVIDING FOR AN EFFECTIVE DATE HEREOF.**

WHEREAS, the Board of Commissioners of the City of Madeira Beach, Florida, wishes to award ceremonial items to celebrate the achievements of residents, businesses, and organizations, fostering community connection and engagement; and

WHEREAS, a ceremonial items policy is needed to outline the procedures for submitting requests, processing, and issuing ceremonial items; and

WHEREAS, the Board of Commissioners, based on the direction provided at its April 16, 2025 Commission Workshop, wishes to adopt a Policy outlining the procedures for submitting requests, processing, and issuing ceremonial items.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE CITY OF MADEIRA BEACH, FLORIDA, IN SESSION DULY AND REGULARLY ASSEMBLED:

Section 1. That the City of Madeira Beach hereby approves the Ceremonial Items Policy attached hereto as Exhibit A.

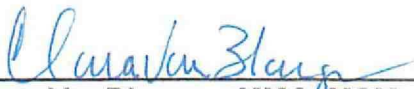
Section 2. That this Resolution shall become effective immediately upon its passage and adoption.

INTRODUCED AND ADOPTED BY THE BOARD OF COMMISSIONERS OF THE CITY OF MADEIRA BEACH, FLORIDA, THIS 9th DAY OF July, 2025.



Anne-Marie Brooks, Mayor

ATTEST:



Clara VanBlargan, MMC, MSM, City Clerk

Exhibit A

CEREMONIAL ITEMS POLICY**STATEMENT OF POLICY**

The Board of Commissioners awards ceremonial items to celebrate the achievements of residents, businesses, and organizations, fostering community connection and engagement. This policy outlines the procedures for submitting requests, processing, and issuing ceremonial items.

DEFINITIONS

Proclamation: A Proclamation is an official public declaration by the Mayor to recognize or raise awareness of an organization, business, issue, event, or individual that has impacted the City of Madeira Beach during a specific time frame.

Business Award: The Business Award recognizes a business, nonprofit organization, or religious institution.

Key to the City: The City's most prestigious award. It may be given selectively to honor a person, who may or may not be a resident of the City of Madeira Beach, with extraordinary or significant accomplishments and contributions to any of the following: the historic, economic, social and/or cultural fabric of the City. The Key may be given to honor significant contributions to the military service, to persons who have performed acts of heroism in the City, to distinguished individuals for exceptional civic contributions, and/or dignitaries and celebrities who have an effect on the City and are visiting.

Certificates of Recognition and Appreciation: Certificates of Recognition and Appreciation are awarded to those individuals or organizations who have performed some act or completed some task or effort on behalf of the City or residents of the City.

City Coin: The City Coin is a coin created for members of the Board of Commissioners or the Mayor to present at their discretion.

Congratulatory Letters: Congratulatory Letters are issued to individuals or organizations for accomplishments such as those congratulating Eagle Scouts, Girl Scouts, and newly elected municipal officials in Pinellas County.

POLICY AND PROCEDURE FOR CEREMONIAL ITEMS**Proclamation**

Individuals and organizations seeking a proclamation must submit an application along with sample language that can be modified. Recipients must be able to attend the Board of Commissioners meeting to receive the proclamation, as proclamations will not be mailed. The Mayor and/or members of the Board of Commissioners may also propose a

proclamation, subject to approval by the Board of Commissioners. Proclamations will be listed on the agenda under the Consent Agenda for approval at the Board of Commissioners meeting prior to their presentation. Approved proclamations will be presented by the Mayor and/or members of the Board of Commissioners on a rotating basis. Proclamations proposed by City staff will continue to be added to Board of Commissioners meeting agendas as needed.

Business Award

The City Clerk will contact the Mayor and/or members of the Board of Commissioners on a rotating basis to submit their nominations for a business, nonprofit, or religious institution, with assistance provided by the Tampa Bay Beaches Chamber of Commerce. Upon receiving the information regarding the nominee, the City Clerk will prepare the award and follow up with an invitation to the nominee to the Board of Commissioners meeting at which the award will be presented by the nominator.

Key to the City

The Mayor and/or members of the Board of Commissioners may nominate a distinguished individual to receive the Key to the City by submitting their nomination to the City Clerk. The nomination will be included on the Board of Commissioners' meeting agenda for consideration prior to the presentation. The Key to the City will be presented to the recipient by the Board of Commissioners at a following meeting of the Board of Commissioners.

Certificates of Recognition and Appreciation

Certificates of Recognition and Appreciation signed by the entire Board of Commissioners are awarded to those individuals or organizations who have performed some act or completed some task or effort on behalf of the City or residents of the City.

City Coin

The City Coin may be presented by the Mayor and/or members of the Board of Commissioners. Each member of the Board of Commissioners and the Mayor will be provided with three coins to present.

Congratulatory Letters

Congratulatory letters, signed by the entire Board of Commissioners, will be mailed to those individuals or organizations for their accomplishments such as Eagle Scouts, Girl Scouts, and newly elected municipal officials in Pinellas County.



Memorandum

Meeting Details: August 26, 2026 – 4:00 p.m. - BOC Workshop Meeting
Prepared For: Hon. Mayor and Board of Commissioners
Staff Contact: Kathryn Younkin
Subject: Ordinance 2026-16 Temporary Parking Use – Parking lots along Gulf Boulevard and within John’s Pass Village Activity Center

Background

At the City Commission workshop meeting on July 22, 2026, staff asked for guidance on whether the Commission wanted to allow for temporary parking lot use. Based on feedback received at the meeting staff prepared Ordinance 2026-16 for review at this workshop meeting.

Discussion

This ordinance was written to allow temporary parking use in two specific areas of the city, for properties immediately adjacent to Gulf Boulevard, and for properties located within John’s Pass Village Activity Center (map attached).

The intent was for this to be temporary in nature, while property owners work on their redevelopment plans.

One of the commission’s requests was to see if these parking lots could be limited in the amount they charged for parking. The City Attorney has advised that we would not be able to regulate the amount charged for parking. Another request from the Commission was to see if these could be automatically renewed. To keep this parking use from continuing indefinitely (as allowed by a series of emergency declarations) this ordinance would need to set a specific date for the use to cease.

This ordinance lays out the process, submittal requirements and standard conditions of approval that will apply to all temporary parking lots. Included in the requirements are that any impact on abutting residential use will be buffered.

Tentative Adoption Schedule

- 8/26/26 4:00 pm - BOC Workshop
- 9/14/26 6:00 pm - Planning Commission
- 10/14/26 6:00 pm - BOC 1st Reading
- 11/18/26 2:00 pm - BOC 2nd Reading

Fiscal Impact

There are two potential impacts, one is a loss of property tax revenue from using these lots for parking rather than for the building of new structures with the potential to have a much higher taxable value, thereby providing property tax revenue to the city. The second is a potential loss of parking revenue for the city, if the public chooses to park in these new temporary lots instead of the city’s established public parking lots.

Recommendation(s)

Review the Ordinance and provide feedback to staff.

Attachments/Corresponding Documents

Ord 2026-13 Temporary Parking Use

Business Impact Statement Ord 2026-13 Temporary Parking Use

2026 Madeira Beach Zoning Map

ORDINANCE 2026-16

AN ORDINANCE OF THE CITY OF MADEIRA BEACH, FLORIDA, AMENDING CHAPTER 110 (ZONING), ARTICLE VII (OFF-STREET PARKING AND LOADING), OF THE CITY'S LAND DEVELOPMENT REGULATIONS TO ESTABLISH REGULATIONS GOVERNING TEMPORARY PARKING LOT USE; PROVIDING THIS TEMPORARY RELIEF IN RESPONSE TO THE EXTENSIVE DAMAGE CAUSED BY THE 2024 HURRICANES; ALLOWING TEMPORARY PARKING LOTS AS A TEMPORARY USE ON PROPERTIES LOCATED IMMEDIATELY ADJACENT TO GULF BOULEVARD OR LOCATED WITHIN THE JOHN'S PASS VILLAGE ACTIVITY CENTER; TO ALLOW THIS TEMPORARY PARKING LOT USE PROVIDED THAT CERTAIN CONDITIONS ARE MET AND TO PROVIDE THE REGULATIONS FOR THE USE; PROVIDING THAT ALL OF THESE TEMPORARY PARKING LOT USE APPROVALS EXPIRE ON DECEMBER 31,2028; PROVIDING FOR CONFLICTS, SEVERABILITY, CODIFICATION, AND AN EFFECTIVE DATE.

WHEREAS, Chapter 110, Article VII of the Land Development Regulations establishes regulations governing off-street parking lots; and

WHEREAS, City staff has identified that there are no provisions in the city code for temporary parking lots; and

WHEREAS, following the 2024 hurricane season and the extensive damage to structures in the city, the city wishes to adopt provisions allowing temporary parking lots in specific locations to allow this temporary use of the property while redevelopment planning is taking place; and

WHEREAS, the Board of Commissioners directed staff to review requirements and create regulations that would allow these temporary parking lots under specific conditions; and

WHEREAS, the recommended amendment to the Land Development Regulations was presented to and reviewed by the Planning Commission at a public hearing; and

WHEREAS, the Planning Commission has recommended approval of the proposed amendment; and

WHEREAS, the recommendations of the Planning Commission have been found meritorious by the Board of Commissioners; and

WHEREAS, the Board of Commissioners has received input from the public at two public hearings.

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

Section 1. That Division 2 (Off Street Parking Spaces) of Article VII (Off-Street Parking and Loading) of Chapter 110 (Zoning) of the Land Development Regulations of the City of Madeira Beach is hereby amended to create and add a new Section 110-978 which shall read as follows:

Sec. 110-978. - Temporary parking lots.

In response to the number of structures damaged by Hurricane Helene and Hurricane Milton in September and October of 2024, temporary parking lots on properties located immediately adjacent to Gulf Boulevard or within the John's Pass Village Activity Center will be allowed as a temporary use upon approval of the Community Development Director, and may continue through December 31, 2028.

The temporary parking lot must meet the criteria outlined in this section, as well as any specific conditions of approval. This approval is temporary in nature, not meant to be a permanent use and is provided to allow the property owners time to pursue financing and redevelopment of the subject properties as allowed under the applicable zoning district regulations.

All sites eligible for this temporary use must be vacant land or have an existing vacant structure that has not been deemed substantially damaged and which could be rehabilitated in the future.

(a) Application: An application for a temporary parking lot must be provided to the city's Community Development Department and must meet the following minimum requirements:

- (1) A written application on the form provided by the city, including:
 - a. Name and address of the applicant.

- b. Owner Authorization if the owner is not the applicant.
 - c. 24-hour contact information for the operator of the lot, including name, phone number, and address.
 - d. Signed and sealed topographic survey of the subject property, including the legal description.
 - e. This proposed dates for operation of the temporary parking lot.
 - f. The use of the abutting properties.
 - g. A "Verification of Exemption" or a permit from Southwest Florida Water Management District.
 - h. An access permit from the Florida Department of Transportation for any new curb cuts on Gulf Boulevard.
 - i. Sanitation pickup arrangements.
 - j. Two or more property owners may develop their properties in coordination provided a recorded parking lot agreement is provided to the city that allows the two property owners to share the responsibilities and conditions of the temporary parking use and provides cross access between the parcels.
- (2) A signed and sealed scaled site plan showing:
- a. The number of spaces, with the dimensions of the spaces, the drive aisles and driveway. Dimensions for parking spaces and drive aisles shall be those shown in Sec. 110-973, 110-974 and 100-975, as applicable. For lots less than or equal to 50-feet in width, up to 100% of the spaces may be compact as outlined in Sec. 110-974. For lots less than or equal to 50-feet in width, drive aisles for temporary parking lots may be reduced to a minimum of ten feet for a one-way drive aisle or twenty feet for a two-way drive aisle.
 - b. A defined parking space shall be a parking space which is either striped or has a wheel stop. On paved surfaces striping may be used to define the parking space location in lieu of wheel stops.
 - c. Parking shall be located so that vehicles do not overhang lot lines or drive aisles.
 - d. Parking space striping shall be shown on the plan, but the non-accessible spaces are not required to be striped if a wheel stop is provided for that space.
 - e. The number of accessible parking spaces must be provided as provided in the city code. These accessible spaces must be of a durable surface, provide an accessible route to a public sidewalk or right-of-way if no sidewalks exists, and have the required dimensions, signage, and striping as outlined in Sec. 110-975 and

Fla. Stat. § 553.5041. The site plan must include van accessible space(s) as required by federal regulations.

- f. All non-accessible spaces shall have stabilized surfaces of asphalt, concrete, pavers, shell, or gravel that do not cause erosion, barriers to pedestrian access, or adverse effects to abutting parcels.
- g. If no curb cut exists, a paved driveway meeting the requirements of Chapter 58 – Streets, Sidewalks and other Public Places, Article II . – Sidewalks and Driveways is required. A separate building permit application is required for a driveway.
- h. Parking lots shall be designed so that there is no backing into the right-of-way. When there is only one access point a turnaround and two-way drive aisle must be provided.
- i. Dimensions of any turnaround, including provisions for fire access.
- j. The visibility triangle as shown in the city's code or if located on Gulf Boulevard, based on the FDOT requirement.
- k. The Imperious Surface Ratio, this must meet the zoning district requirement.
- l. When abutting residential use: A minimum of a four-foot solid fence or wall along any property line abutting residential use, or across an alley from residential use. Within visibility triangles or within the front yard setback, the height of the required fence or wall or shrubs is limited to three feet. Any additional fencing shall meet the requirements Chapter 110, ARTICLE VI. DIVISION 3. Existing hedges or a solid row of shrubs 2-feet deep and 4-feet in height along the property line may substitute for the required fencing.
- m. Location and size of trash receptacles. A method of securing the trash receptacles must be shown.
- n. Location and size of any proposed signage, including the signage as required by Fla. Stat. § 715.07 and § 715.075. Each temporary parking lot is allowed to have pole or ground signage as shown in Chapter 102 of the City's Land Development Regulations based on the applicable zoning district regulations.
- o. Location and size of any kiosk used for parking fee collection.

(b) Process

- (1) The department will circulate the plan for fire, zoning, and engineering review.
- (2) In addition to the standard conditions below, staff may establish additional conditions based on the specific site and abutting properties, including but not limited to traffic access/egress, traffic circulation, pedestrian safety, drainage, and compatibility with abutting properties.

- (3) The Community Development Director shall issue a letter within 30 days of the receipt of a complete application which approves the temporary parking lot use with standard conditions, approves with standard and site-specific special conditions, or denies the application.
- (4) The fee for a temporary parking lot approval letter will be established in the city's adopted fee schedule.
- (5) Any appeal of the Community Development Director's decision shall follow the provisions of Sec. 2-505.
- (c) Standard Conditions of approval for all temporary parking lots:
 - (1) Failure to maintain any design standard or any violation of the temporary parking lot approved site plan shall be a violation of the City Code.
 - (2) Temporary parking lots shall not be used to fulfill the requirements for parking for onsite or offsite use.
 - (3) Only self-parking is allowed, no valet or stacked parking.
 - (4) No commercial vehicles, boats, trailers, or recreational vehicles are allowed.
 - (5) Maximum hours of operation are 8:00 a.m. to 10:00 p.m. daily. No overnight parking.
 - (6) Outdoor sales and displays, or any other sales are prohibited within temporary parking lots.
 - (7) Payment kiosk may only contain instructions for payment and have no additional signage.
 - (8) All conditions of temporary parking approval must continue to be met throughout the duration of the use of temporary parking.
 - (9) No parking allowed that exceeds the number of spaces approved. Each vehicle not parked in a defined parking space shall be a violation of this section.
 - (10) No parking or signage is allowed in the right-of-way.
 - (11) Signage in compliance with Fla. Stat. § 715.07 and § 715.075 must be provided.
 - (12) A separate sign permit is required except for signs required by State or Federal regulations or signs excluded from permitting as shown in Sec. 102-49.
 - (13) All lighting must meet the requirements of the city code.
 - (14) Excessive noise or other causes shall be reason for revoking approval of the Business Tax Receipt following the provisions in Sec. 62-57.
 - (15) Upon notice from the city, all items not in compliance with the temporary parking lot approval shall be rectified within 15 days from the

date of notice. Failure to bring the temporary parking lot into compliance within 15 days, except for drainage, shall cause the approval for temporary parking to be revoked.

- (16) If the drainage adversely affects neighboring properties, a plan of action to bring this drainage into compliance is due within 15 days, and the implementation of the planned drainage changes must be completed within 45 days.
- (17) An approved Business Tax Receipt is required prior to commencement of the use of the temporary parking lot.
- (18) The addition of a different permitted use on the property shall terminate the temporary parking lot use.
- (19) All temporary parking lots approved under this section must cease operation by December 31, 2028, and all wheel stops and signage shall be removed.
- (20) After December 31, 2028, the site must be cleared, stabilized, and maintained in accordance with city codes.

Secs. 110-9789—110-995. – Reserved.

Section 2. For purposes of codification of any existing section of the Madeira Beach Code herein amended, words **underlined** represent additions to original text, words **stricken** are deletions from the original text, and words neither underlined nor stricken remain unchanged.

Section 3. Ordinances or parts of ordinances in conflict herewith to the extent that such conflict exists are hereby repealed.

Section 4. In the event a court of competent jurisdiction finds any part or provision of the Ordinance unconstitutional or unenforceable as a matter of law, the same shall be stricken and the remainder of the Ordinance shall continue in full force and effect.

Section 5. The Codifier shall codify the substantive amendments to the Code of Ordinances of the City of Madeira Beach contained in Section 1 of this Ordinance as

provided for therein and shall not codify the exordial clauses nor any other sections not designated for codification.

Section 6. Pursuant to Florida Statutes §166.041(4), this Ordinance shall take effect immediately upon adoption.

**PASSED AND ADOPTED BY THE BOARD OF COMMISSIONERS OF THE CITY
OF MADEIRA BEACH, FLORIDA, THIS _____ day of _____, 2026.**

Anne-Marie Brooks, Mayor

ATTEST:

Clara VanBlargan, MMC, MSM, City Clerk

APPROVED AS TO FORM:

Thomas J. Trask, City Attorney

PASSED ON FIRST READING: _____

PUBLISHED: _____

PASSED ON SECOND READING: _____

Business Impact Estimate

ORDINANCE 2026-16

AN ORDINANCE OF THE CITY OF MADEIRA BEACH, FLORIDA, AMENDING CHAPTER 110 (ZONING), ARTICLE VII (OFF-STREET PARKING AND LOADING), OF THE CITY'S LAND DEVELOPMENT REGULATIONS TO ESTABLISH REGULATIONS GOVERNING TEMPORARY PARKING LOT USE; PROVIDING THIS TEMPORARY RELIEF IN RESPONSE TO THE EXTENSIVE DAMAGE CAUSED BY THE 2024 HURRICANES; ALLOWING TEMPORARY PARKING LOTS AS A TEMPORARY USE ON PROPERTIES LOCATED IMMEDIATELY ADJACENT TO GULF BOULEVARD OR LOCATED WITHIN THE JOHN'S PASS VILLAGE ACTIVITY CENTER; TO ALLOW THIS TEMPORARY PARKING LOT USE PROVIDED THAT CERTAIN CONDITIONS ARE MET AND TO PROVIDE THE REGULATIONS FOR THE USE; PROVIDING THAT ALL OF THESE TEMPORARY PARKING LOT USE APPROVALS EXPIRE ON DECEMBER 31, 2028; PROVIDING FOR CONFLICTS, SEVERABILITY, CODIFICATION, AND AN EFFECTIVE DATE.

This Business Impact Estimate is provided in accordance with section 166.041(4), Florida Statutes. If one or more boxes are checked below, this means the City of Madeira Beach is of the view that a business impact estimate is not required by state law¹ for the proposed ordinance, but the City of Madeira Beach is, nevertheless, providing this Business Impact Estimate as a courtesy and to avoid any procedural issues that could impact the enactment of the proposed ordinance. This Business Impact Estimate may be revised following its initial posting.

- ☐ The proposed ordinance is required for compliance with Federal or State law or regulation;
- ☐ The proposed ordinance relates to the issuance or refinancing of debt;
- ☐ The proposed ordinance relates to the adoption of budgets or budget amendments, including revenue sources necessary to fund the budget;
- ☐ The proposed ordinance is required to implement a contract or an agreement, including, but not limited to, any Federal, State, local, or private grant or other financial assistance accepted by the municipal government;
- ☐ The proposed ordinance is an emergency ordinance;
- ☐ The ordinance relates to procurement; or
- ☒ The proposed ordinance is enacted to implement the following:
 - a. Development orders and development permits as those terms are defined in Section 163.3164, Florida Statutes, and development agreements as authorized by the Florida Local Government Development Agreement Act under Sections 163.3220-163.3243, Florida Statutes;

¹ See Section 166.041(4)(c), Florida Statutes.

- b. Comprehensive plan amendments and land development regulation amendments initiated by an application by a private party;
- c. Sections 190.005 and 190.046, Florida Statutes, regarding community development districts;
- d. Section 553.73, Florida Statutes, relating to the Florida Building Code; or
- e. Section 633.202, Florida Statutes, relating to the Florida Fire Prevention Code.

In accordance with the provisions of controlling law, even notwithstanding the fact that an exemption noted above may apply, the City of Madeira Beach hereby publishes the following information:

1. Summary of the proposed ordinance (must include a statement of the public purpose, such as serving the public health, safety, morals and welfare):

The proposed ordinance would allow for property owners along Gulf Boulevard and within the John's Pass Village Activity Center the option to apply for a temporary parking lot use of their vacant properties. The ordinance includes requirements for the temporary parking lots, penalties for if those requirements are violated, and an expiration date for the temporary parking lots.

2. An estimate of the direct economic impact of the proposed ordinance on private, for-profit businesses in the City of Madeira Beach, if any:

- (a) An estimate of direct compliance costs that businesses may reasonably incur;
- (b) Any new charge or fee imposed by the proposed ordinance or for which businesses will be financially responsible; and
- (c) An estimate of the City of Madeira Beach's regulatory costs, including estimated revenues from any new charges or fees to cover such costs.

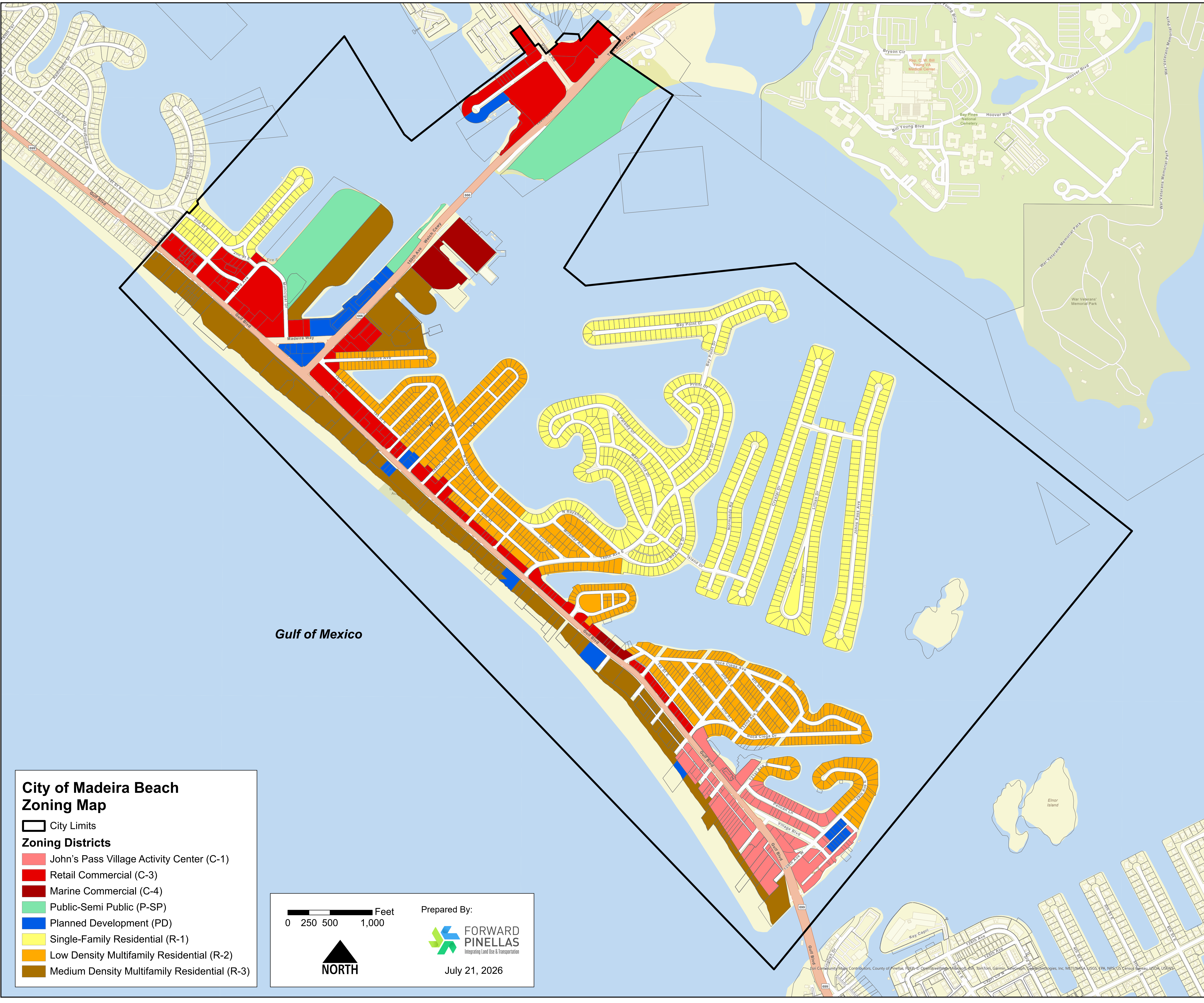
This proposed ordinance would not have a negative financial impact on private businesses and property owners since it is optional. This ordinance would allow for a parking lot temporary use that currently is not permitted in the code. The temporary parking lot use could potentially generate revenue for property owners.

3. Good faith estimate of the number of businesses likely to be impacted by the proposed ordinance:

The proposed ordinance would not have a negative impact on any businesses in the C-3, C-4, PD, and C-1 Zoning Districts. The proposed parking lot temporary use is an optional use for property owners to apply for.

4. Additional information the governing body deems useful (if any):

The temporary parking lot uses would expire on December 31, 2028. Making temporary parking a permanent option for property owners would not align with the Development and Redevelopment Vision and Economic and Business Development Vision from the adopted Madeira Beach Master Plan.



City of Madeira Beach Zoning Map

City Limits

Zoning Districts

- John's Pass Village Activity Center (C-1)
- Retail Commercial (C-3)
- Marine Commercial (C-4)
- Public-Semi Public (P-SP)
- Planned Development (PD)
- Single-Family Residential (R-1)
- Low Density Multifamily Residential (R-2)
- Medium Density Multifamily Residential (R-3)

0 250 500 1,000 Feet



Prepared By:



July 21, 2026



Memorandum

Meeting Details: August 26, 2026 – 4:00 p.m. - BOC Workshop Meeting
Prepared For: Hon. Mayor and Board of Commissioners
Staff Contact: Marci Forbes (Community Development & City Managers Office)
Subject: Code Enforcement – General Overview

Background & Discussion

Code enforcement actions are governed by Chapter 162, Florida Statutes and local ordinances, as well as constitutional due process requirements. Enforcement actions require notice procedures, compliance opportunities, hearing scheduling, and legal review before penalties, liens, or abatement actions may occur. As a result, many enforcement matters involve extended timelines before final resolution can legally occur. See attached workflow example.

Code enforcement is intended first and foremost to achieve voluntary compliance with City codes. When voluntary compliance does not occur, however, the City must have a clear and consistent process for escalating cases and using the enforcement tools available to it.

The current code enforcement staff include a Code Compliance Supervisor and two Permit & Code Compliance Specialists along with two community policing officers from the PCSO. City staff, along with the PCSO, are continually reviewing current code enforcement practices in response to ongoing concerns regarding open cases, consistency of enforcement, property maintenance issues, and the City's ability to bring violations into compliance in a timely manner.

Experience has identified several areas where the City's current process could be strengthened. Some of these issues are operational and can be addressed administratively, while others may require changes to City Code ordinance which are currently still hindered by SB 180 which will expire October 1, 2027. In the meantime, codes can be updated internally with the intent to pass readily soon after that date.

Summary

Staff continue to prioritize voluntary compliance whenever possible while pursuing formal enforcement action when necessary to protect public health, safety, welfare, neighborhood stability, and the City's continued compliance with state and federal requirements.

The goal is not simply to increase enforcement activity or issue more citations. The goal is to establish a predictable process that encourages voluntary compliance, addresses significant violations promptly, and provides a reasonable but effective escalation process when property owners do not comply.

Staff will continue to strengthen the Code Enforcement program around three basic principles: **consistency, timely escalation, and compliance.**

1. **Establishing and Documenting standard enforcement procedures and timelines** for common types of violations, including when cases advance from initial notice to formal enforcement. The d

does not currently have any documented procedures beyond the guidelines within our existing ordinances. Current staff is addressing this by creating workflows such that all current and future staff will have better understanding of the process. This activity will also help outline clear processes for the PCSO and city staff, such that the community stakeholders know who to contact and what to expect of the process.

2. **Review and prioritize existing open cases**, with particular attention to long-standing cases, repeat violations, life-safety concerns, and properties having a significant neighborhood impact.
3. **Establish clear escalation criteria** so cases that remain unresolved do not remain indefinitely at the same enforcement stage. Additionally, we are creating clear workflows for assigning responsibility and follow through based on cases which go to the PCSO versus those handled by city staff.
4. **Improve case tracking and documentation** to ensure inspection results, communications, deadlines, notices, and enforcement actions are consistently recorded. This has already begun through better use of the permitting software, MGO, for creating and tracking code cases with greater detail.
5. **Continued use of existing code provisions and enforcement tools** to identify provisions that may be unclear, difficult to enforce, or insufficient to address recurring problems.
6. **Bring Code changes back to the Board** where additional authority or policy direction is needed. This will begin in the months leading up to the October 1, 2027 deadline.

Fiscal Impact

Will be based on staff time allocation for enforcement and consultant time, if necessary, to assist with code updates.

Attachments/Corresponding Documents

Code Compliance Standard Enforcement Workflow

**City of Madeira Beach
Community Development Department
Code Compliance
Standard Enforcement Workflow**

Purpose: To provide a clear, consistent process for handling code violations while prioritizing voluntary compliance and due process.

Enforcement Process Flow

1. Complaint Received

- Received via phone, email, online form, paper form or staff observation.
- Case assignment within 2 business days
- A code enforcement officer may not initiate an investigation of a potential violation of a duly enacted code or ordinance by way of an anonymous complaint. 162.21(3)(b), F.S.

2. Initial Investigation

- Assigned to inspector.
- Conduct site visit verify the violation.
- Create a code case in MGO; include property address, complainant details (if applicable), and description of violation(s).
- Document findings with date-stamped photos, notes, and applicable code sections.

3. Documentation

- Upload all evidence (photos, notes, prior history) to the case file.
- Verify ownership and contact information via the Pinellas County Property Appraiser.

4. Courtesy Notice of Violation

- Issued to encourage voluntary compliance.
- Property owner is provided 14 days to correct the violation.
- Specifies the violation(s), required corrective action, and compliance deadline.
- Courtesy Notice can be bypassed depending on certain factors; repeat violation, public health/safety concerns, etc.
- Staff will revisit the property after 14 days to verify compliance status
- Goal: Resolve without formal enforcement.

5. Notice of Code Violation (NOV)

- Issued if violation is not corrected after courtesy period.
- Provides 14 days to correct the violation.
- Specifies the violation(s), required corrective action, and compliance deadline.

- Served via certified mail.
- Staff will revisit the property after 14 days to verify compliance status
- Goal: Resolve without Special Magistrate hearing.

6. Notice of Hearing

- Notification that the case will be presented to the Special Magistrate if violation is not corrected after the NOV compliance deadline.
- Provides formal notice of the hearing date, time, and location.
- Served via certified mail and posting.
- Goal: Resolve without a lien recorded against property.

7. Hearing & Final Order

- Case presented to the Special Magistrate.
- Special Magistrate issues a Final Order with findings and if applicable, required compliance.

8. Imposition of Fines & Liens

- If non-compliant after Final Order Date: Daily fines begin accruing (e.g., \$250/day).
- A fine imposed shall not exceed \$250.00 per day for a first violation and shall not exceed \$500.00 per day for a repeat violation.
- If a special magistrate finds the violation to be irreparable or irreversible in nature, it may impose a fine not to exceed \$5,000.00 per violation.
- Request **Certification of Lien** at a subsequent Special Magistrate (e.g., Affidavit of Non-Compliance).
- A lien is recorded against the property for all accrued fines, costs, and fees.
- Continued violations may result in repeat offender fines (higher daily rate).

Key Principles

- **Voluntary Compliance First** – Most cases are resolved at Courtesy Notice or NOV stage.
- **Thorough Documentation** – Critical for hearings and liens.
- **Prioritization** – Life/safety issues, post-storm hazards, and short-term rental violations take precedence.
- **Due Process** – All steps follow Chapter 162, Florida Statutes and Madeira Beach Code.