

**THE CITY OF MADEIRA BEACH, FLORIDA  
PUBLIC NOTICE**

**BOARD OF COMMISSIONERS  
WORKSHOP MEETING**

The Board of Commissioners of the City of Madeira Beach, Florida will meet at City Hall, located at 300 Municipal Drive, Madeira Beach, Florida to discuss the agenda items of City Business listed at the time indicated below.

**2:00 P.M.**

**TUESDAY, APRIL 26, 2016**

**COMMISSION CHAMBERS**

**A. CALL TO ORDER**

**B. ROLL CALL**

**C. TOPICS**

1. PRESENTATION ON UPCOMING PINELLAS PLANNING COUNCIL VISIONING SESSION ON BEACH ACCESS  
*Cookie Kennedy, Secretary Commissioner of Pinellas Planning Council*
2. PRESENTATION ON THE IMPORTANCE, BENEFITS, AND VULNERABILITIES OF SEAGRASS AND REDUCING CARBON FOOTPRINTS  
*Jeff Beggins, Founder of Seagrass Recovery*
3. PRESENTATION ON BUDGET AND FINANCE POLICIES  
*Vincent M. Tenaglia, Assistant City Manager*  
*David D. Hart, Public Financial Management, Inc.*
4. DISCUSSION ON PLAN TO ADDRESS DUMPSTER ISSUES ON PELICAN LANE  
*Shane B. Crawford, City Manager*  
*Dave Marsicano, Public Works/Marina Director*
5. DISCUSSION ON FINAL CLOSEOUT FOR CITY CENTRE PROJECT WITH HENNESSEY CONSTRUCTION  
*Shane B. Crawford, City Manager*
6. DISCUSSION ON ENDORSEMENT OF IMPLEMENTATION OF A REGIONAL TRANSIT FARE CARD FOR PUBLIC TRANSPORTATION  
*Shane B. Crawford, City Manager*
7. PRESENTATION OF THE PINELLAS COUNTY BOARD OF COMMISSIONERS 2015 ACCOMPLISHMENTS REPORT  
*Shane B. Crawford, City Manager*
8. RENEWAL OF CONTRACT WITH ALAN SUSKEY FOR LOBBYING SERVICES  
*Shane B. Crawford, City Manager*
9. DISCUSSION ON POSSIBLE YEARLY UPDATES TO BOC POLICY HANDBOOK  
*Aimee Servedio, City Clerk*
10. DISCUSSION ON WATER FILLING STATION AT ARCHIBALD PARK  
*Travis Palladeno, Mayor*

**D. ADJOURNMENT**

Any person who decides to appeal any decision of the City Commission with respect to any matter considered at this meeting will need a record of the proceedings and for such purposes may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. The law does not require the City Clerk to transcribe verbatim minutes; 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 in order to participate in this meeting should call 727-391-9951 or fax a written request to 727-399-1131.

**Posted April 22, 2016**



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City of Madeira Beach  
Office of the City Clerk

300 Municipal Drive  
Madeira Beach, FL 33708

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Date: April 19, 2016  
To: Mayor Palladeno, Vice-Mayor Shontz, Commissioner Lister, Commissioner Hodges,  
Commissioner Poe  
From: Sea Marshall-Barley, Administrative Support Specialist  
Subject: Presentation on Upcoming Pinellas Planning Council (Forward Pinellas) Visioning Session  
on Beach Access

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Secretary Commissioners of the Pinellas Planning Council (Forward Pinellas), Cookie Kennedy, has requested to speak before the Board of Commissioners in regards to the upcoming meeting taking place at the City Centre.

Commissioner Kennedy has coordinated with the City Clerk in order for the visioning meeting on May 3, 2016 to be held in these Commission Chambers. The visioning session will be related to beach access throughout the county.

**Attachment(s):**            **None, open discussion**

**Agenda Item:**            **C-1.**



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City of Madeira Beach  
Office of the City Clerk

300 Municipal Drive  
Madeira Beach, FL 33708

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Date: April 22, 2016  
To: Mayor Palladeno, Vice-Mayor Shontz, Commissioner Lister, Commissioner Hodges,  
Commissioner Poe  
From: Sea Marshall-Barley, Administrative Support Specialist  
Subject: Presentation on the Importance, Benefits, and Vulnerabilities of Seagrass and Reducing  
Carbon Footprints

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Jeff Beggins, the Founder of Seagrass Recover, will make a presentation on the option of offsetting carbon footprints through Seagrass Grow, an organization that works to restore seagrass and critical marine habitats.

The information provided in this agenda packet was researched via the Seagrass Grow website, [www.seagrassgrow.org](http://www.seagrassgrow.org).

**Attachment(s):** "Why Go Blue?" – Information about Seagrass Grow and Carbon Footprints



## Why Go blue?

With almost every aspect of your daily life, you force more and more carbon dioxide and other greenhouse gases into our atmosphere. It's just a fact of modern life. There are many things you can do to reduce your footprint, but that's not always enough. By offsetting your carbon footprint with SeaGrass Grow, you help to defend against climate change AND restore critical marine habitats.

## Why Seagrass?

### **Carbon Sequestration**

Seagrass habitats are up to 35x more effective than Amazonian rainforests in their carbon uptake and storage abilities.

### **Economic Benefits**

For every \$1 invested in coastal restoration projects, \$15 in net economic benefits is created.

### **Food & Habitat**

A single acre of seagrass may support as many as 40,000 fish, and 50 million small invertebrates like crabs, oysters, and mussels.

### **Safety Benefits**

Seagrass meadows reduce flooding from storm surges and hurricanes by soaking up seawater and dissipating wave energy.

## More on Seagrass

### **What is Seagrass**

Seagrasses are flowering plants that grow in shallow waters along coasts, lagoons and estuaries. Seagrass meadows can be found along the coasts of every continent except for Antarctica and over a billion people live within 30 miles of a meadow.

### **Seagrass Meadows**

Seagrass meadows provide food and habitat for 70% of juvenile marine species such as shellfish, seahorses, manatees, and sea turtles. They provide protection from shoreline erosion, filter pollution from water, support tourism, food security, commercial and recreational fishing.

### **Carbon Sequestration**

Seagrasses occupy 0.1% of the seafloor, yet are responsible for 11% of the organic carbon buried in the ocean. Seagrass meadows, mangroves and coastal wetlands capture carbon at a rate two to four times greater than tropical forests.

### **Ecosystem Services**

Seagrass meadows form the basis of the world's primary fishing grounds, supplying 50% of the world's fisheries. They provide vital nutrition for close to 3 billion people, and 50% of animal protein to 400 million people in the third world.

### **Alarming Rate of Loss**

Between 2–7% of the earth's seagrass meadows, mangroves and other coastal wetlands are lost annually, a 7x increase compared to only 50 years ago.

### **Your Role**

If more action is not taken immediately to restore these vital habitats, most may be lost within 20 years. SeaGrass Grow gives you the opportunity to help restore these areas AND reduce your carbon footprint.



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City of Madeira Beach  
Office of the City Clerk

300 Municipal Drive  
Madeira Beach, FL 33708

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Date: April 22, 2016  
To: Mayor Palladeno, Vice-Mayor Poe, Commissioner Lister, Commissioner Hodges,  
Commissioner Shontz  
From: Sea Marshall-Barley, Administrative Support Specialist  
Subject: Presentation on Budget and Finance Policies

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At the March 16, 2016 Board of Commissioners Regular Meeting, these discussion items were introduced during the presentation of the Independent Auditor's Report by John Houser of Wells, Houser & Schatzel, P.A.

These polices were further discussed at the March 29<sup>th</sup> BOC Workshop. The first three items of this presentation centered around what the Assistant City Manager has introduced in the last few Board meetings – an update on the Fund Balance Policy, an introduction of new budget and finance polices, and a Fiscal Year 2017 budget process discussion. The representative from Public Financial Management, Inc., David D. Hart, was also in attendance for this discussion.

At the April BOC Workshop, the Assistant City Manager and PFM Representative will continue their presentation on Finance and Budget Policies. The related materials will be made available and open for discussion at this meeting.

**Attachment(s):**            **None, open discussion**



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City of Madeira Beach  
Office of the City Clerk

300 Municipal Drive  
Madeira Beach, FL 33708

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Date: April 22, 2016  
To: Mayor Palladeno, Vice-Mayor Shontz, Commissioner Lister, Commissioner Hodges,  
Commissioner Poe  
From: Sea Marshall-Barley, Administrative Support Specialist  
Subject: Discussion on Plan to Address Dumpster Issues on Pelican Lane

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At the March 16, 2016 Board of Commissioners Regular Meeting, this item was first introduced during public comment by Guy Critelli.

Mr. Critelli wanted to inform the Board that instead of only focusing in the City Centre area, they should look at other places in the City to improve as well – one such item was the potential for enclosing the dumpsters located on Pelican Lane in the John’s Pass Village area.

The Mayor and Commissioner Lister agreed on this item and further discussed this issue at the March 29<sup>th</sup> BOC Workshop. The Public Works/Marina Director and City Manager have been working on ways in which some of the problems identified can be solved.

**Attachment(s):**            **None, open discussion**



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City of Madeira Beach  
Office of the City Clerk

300 Municipal Drive  
Madeira Beach, FL 33708

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Date: April 22, 2016  
To: Mayor Palladeno, Vice-Mayor Shontz, Commissioner Lister, Commissioner Hodges,  
Commissioner Poe  
From: Aimee Servedio, City Clerk  
Subject: Discussion on Final Closeout for City Centre Project with Hennessey Construction

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Hennessey Construction has worked through the checklist of items with the City's concerns. The City Manager will discuss the final closeout items and payment to Hennessey Construction for the City Centre Project.

**Attachments:           None, open discussion**

**Agenda Item:              C-5.**



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City of Madeira Beach  
Office of the City Clerk

300 Municipal Drive  
Madeira Beach, FL 33708

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Date: April 22, 2016  
To: Mayor Palladeno, Vice-Mayor Shontz, Commissioner Lister, Commissioner Hodges,  
Commissioner Poe  
From: Aimee Servedio, City Clerk  
Subject: Discussion on Endorsement of Implementation of a Regional Transit Fare Card for Public  
Transportation

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The City Manager will discuss a request from PSTA asking for a letter to the United States of Department of Transportation that supports an application that will provide a standard bus fare payment system for 8 local counties.

**Attachments:            Message from Bob Lasher of PSTA with Sample Letter**

**Agenda Item:              C-6.**

RECEIVED  
04/18/2016  
from C.M.

This March 28th message from Bob Lasher of the PSTA may have been misplaced.

He's just asking that you send a letter like the one attached to the United States Department of Transportation saying that your Town supports an application that will provide a standard bus fare payment system for 8 local counties.

There is no present or future expense for the Town from this.

The Federal Government is always more likely to grant donations when it appears that local governments support it.

Thanks for anything you can do.

Mark Deighton  
BIG-C PSTA representative



EMAIL IM TEXT CHECK

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Today on AOL

New Mail

Drafts

Sent

Spam

Recently De...

Contacts

Calendar

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Saved Mail

Saved Chats

**From:** Bob Lasher  
**Sent:** Monday, March 28, 2016 1:52 PM  
**To:** 'Belleair Bluffs Mayor Chris Arboline'; 'Belleair Mayor Gary Katka'; Gulfport Mayor Sam Henderson; 'Indian Rocks Beach Mayor R.B. Johnson'; 'Indian Shores Mayor Jim Lawrence'; Largo Mayor Woody Brown; 'Madiera Beach Mayor Travis Palladano'; 'North Redington Beach Mayor Bill Queen'; Pinellas Park Mayor Sandra Bradbury; 'Redington Beach Mayor'; 'Redington Shores Mayor Bert Adams'; Safety Harbor Mayor Andy Steingold; 'Seminole Council Member Leslie Waters'; 'South Pasadena'; St Pete Beach Mayor Maria Lowe; 'Tarpon Mayor David Archie'; 'Treasure Island Mayor Robert Minning'  
**Subject:** Will you lend your support for federal transit funding?

Good afternoon Esteemed Mayors,

As you may have heard, PSTA is working with our partner agencies throughout the region to implement a regional transit fare card. It's basically a SunPass for transit. Riders will be able to use a refillable card to seamlessly pay their fare on any of the region's seven transit systems. Along with making it easier for people to ride, the cards are significantly faster than paying fares with cash and will help all agencies provide more timely and efficient service. Based on empirical evidence from other transit systems that use this technology, it would be a win for our businesses, citizens and tourists alike.

To implement this exciting new system, however, we're seeking funding from the federal government's TIGER (Transit Investment Generating Economic Returns) grant program. This is where we're hoping to get your help. Our chances of winning federal dollars increase substantially if we can show support from leaders such as you. I, therefore, would like to ask that you consider supporting this regional endeavor by simply filling out the attached letter and returning it to me by April 15, 2016. Please feel free to edit the letter to your liking and don't hesitate to let me know if you have any questions.

Unread  
 Starred  
 Deleted  
 Archived  
 All Mail  
 Sent  
 Drafts  
 Spam  
 Recently Deleted  
 Contacts  
 Calendar  
 My Folders  
 Saved Mail  
 Saved Chats



April 15, 2016

The Honorable Anthony Foxx  
United States Department of Transportation  
1200 New Jersey Avenue SE  
Washington D.C., 20590

**Subject: Support for Tiger VIII Application for the Tampa Bay Regional Revenue Collection and Inter-Jurisdictional Mobility Project**

Dear Secretary Foxx,

As mayor of the City of \_\_\_\_\_, I am respectfully supporting the Hillsborough Area Regional Transit Authority (HART) and Pinellas Suncoast Transit Authority (PSTA) joint application for a Transportation Investment Generating Economic Recovery (TIGER VIII) grant on behalf of the public transportation providers in the Tampa Bay area. The proposed regional revenue collection and inter-jurisdictional mobility project will significantly modernize the process of fixed-route fare payment and enhance travel, connectivity and operational efficiencies throughout the eight (8) counties that comprise our region.

Providing our residents with transportation options for work, school, medical and shopping trips is essential to our economy. Improving transit and travel options throughout our county and region will also benefit our visitors – who are the foundation of our tourist driven economy. My colleagues here in the city, as well as our partners throughout Pinellas County, are continually working to encourage smart and successful business growth. Efficient transit service is a key component in that effort.

This relatively small project will have a far reaching impact across our region. For the eight transit providers in the region, the implementation of this system will help speed boarding, improve route efficiencies, limit wear on aging fareboxes, and, most important, significantly improve the passenger experience.

While our transit agencies have come together as a region and agree on how we should proceed, **without your help, their progress toward a single efficient system will be fragmented at best.** We look forward to your support for this very important regional project.

Sincerely,

(NAME),

\_\_\_\_\_ (City)



**BOARD OF COUNTY  
COMMISSIONERS**

Dave Eggers

Pat Gerard

Charlie Justice

Janet C. Long

John Morroni

Karen Williams Seel

Kenneth T. Welch



Mark S. Woodard  
County Administrator

April 13, 2016

City Managers:

We recently recognized the first anniversary of the adoption of our Strategic Plan by the Board of County Commissioners. The Plan charts a path for the County through five strategic goals that help us to fulfill our Vision: To Be the Standard for Public Service in America. The building blocks of this Plan are our “Doing Things” – tasks carried out by our employees every day to serve the public and our customers.

Anniversaries are a time for reflection. Looking back on 2015, it is clear: Pinellas County had a great year! Many of the things we achieved throughout the year are highlighted in the pages of our *Doing Things For You! 2015 Accomplishments Report*.

On behalf of the Board, I invite you to look through this document to see these successes, which are organized by strategic goal area. As you turn the pages, please note that we share these accomplishments with you: Our Partners. Many of these achievements would not be possible without your collaboration. In the County, we truly believe that With Partners We Can Do More!

Our residents are recognizing our efforts: 91% of Pinellas County Citizens have trust and confidence in their local government. This is considerably higher than the national average of 70% and the highest level since we started our annual survey in 2012. Additionally, 94% of our residents recommend the County as a place to live.

As we celebrate our 2015 accomplishments, we look forward to the heights we can continue to achieve together – “Doing Things” to meet the needs of our community today and well into the future.

Sincerely,

A handwritten signature in blue ink that reads "Mark S. Woodard".

Mark S. Woodard  
County Administrator

Enclosures:

Doing Things For You! 2015 Accomplishments Report

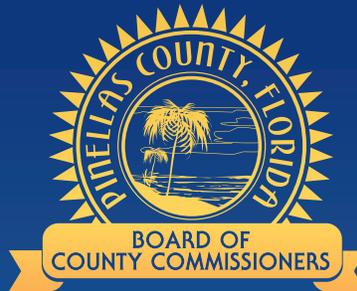
Doing Things For You! App Information Card

PLEASE ADDRESS REPLY TO:  
Pinellas County Administration  
315 Court St. • Room 601  
Clearwater, FL 33765  
Main Office: (727) 464-3485  
FAX: (727) 464-4384  
V/TDD: (727) 464-4062

[www.pinellascounty.org](http://www.pinellascounty.org)

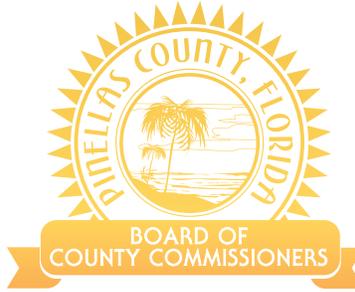
# Doing Things For You!

Pinellas County | 2015 Accomplishments



Our Vision: To Be the Standard for Public Service in America





# Doing Things!

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The Penny denotes projects funded all or in part by the Penny for Pinellas, a one percent sales tax dedicated to Capital Improvement Projects.

# Message from the Board



Front row: **Janet C. Long** (Vice Chairman, District 1), **Charlie Justice** (Chairman, District 3), **Dave Eggers** (District 4)  
Back row: **John Morrone** (District 6), **Pat Gerard** (District 2), **Karen Williams Seel** (District 5), **Kenneth T. Welch** (District 7)

The Pinellas County Board of County Commissioners and County employees are committed to **Doing Things** to serve the public and our customers. On the pages that follow, you will find a sampling of our 2015 accomplishments focused on making Pinellas County a better place to live, work and play.

As the elected policymaking body, we have set the goals and direction for the County. In 2015, we adopted a Strategic Plan with five broad goals and supporting strategies. The building blocks of the Plan are the things we do every day; we call it simply, **Doing Things**. We find that when our employees are focused on **Doing Things**, well, things get done. The result is efficient and effective work that provides the highest quality customer service.

This is not a Plan that sits on a shelf gathering dust. Instead it is a vibrant blueprint for the work we do every day, and the results can be seen throughout the County: in our parks, on our roads and waterways, in the daily services we provide to the communities where you live. We are striving to achieve our Vision: To be the Standard for Public Service in America.

Our work is strengthened through partnerships - and in Pinellas County, our partnerships with businesses, municipalities, neighborhood associations and many others have resulted in even greater progress. **Doing Things** means seeing tangible results from our daily work, and our partners help us achieve those results.

We are proud of our accomplishments in 2015. The big things and the little things. We are **Doing Things for you!**

*John Morrone Pat Gerard Karen Williams Seel Kenneth T. Welch*  
*Janet C. Long Charlie Justice Dave Eggers*

# Pinellas County's Strategic Plan: *Doing Things to Serve the Public*

**Mission:** Pinellas County Government is committed to progressive public policy, superior public service, courteous public contact, judicious exercise of authority, and responsible management of public resources to meet the needs and concerns of our citizens today and tomorrow.



## Deliver First Class Services to the Public and Our Customers

- 5.1 Maximize partner relationships and public outreach
- 5.2 Be responsible stewards of the public's resources
- 5.3 Ensure effective and efficient delivery of county services and support
- 5.4 Strive to exceed customer expectations



## Ensure Public Health, Safety, and Welfare

- 2.1 Provide planning, coordination, prevention, and protective services to ensure a safe and secure community
- 2.2 Be a facilitator, convener, and purchaser of services for those in need
- 2.3 Provide comprehensive services to connect our veterans and dependents to the benefits they have earned
- 2.4 Support programs that seek to prevent and remedy the causes of homelessness and move individuals and families from homelessness to permanent housing
- 2.5 Enhance pedestrian and bicycle safety



## Practice Superior Environmental Stewardship

- 3.1 Implement green technologies and practices where practical
- 3.2 Preserve and manage environmental lands, beaches, parks, and historical assets
- 3.3 Protect and improve the quality of our water, air, and other natural resources
- 3.4 Reduce/reuse/recycle resources including energy, water, and solid waste



## Foster Continual Economic Growth and Vitality

- 4.1 Proactively attract and retain businesses with targeted jobs to the county and the region
- 4.2 Invest in communities that need the most
- 4.3 Catalyze redevelopment through planning and regulatory programs
- 4.4 Invest in infrastructure to meet current and future needs
- 4.5 Provide safe and effective transportation systems to support the efficient flow of motorists, commerce, and regional connectivity
- 4.6 Support a vibrant community with recreation, arts, and culture to attract residents and visitors



## Create a Quality Workforce in a Positive, Supportive Organization

- 1.1 Recruit, select, and retain the most diverse and talented workforce
- 1.2 Leverage, promote, and expand opportunities for workforce growth and development
- 1.3 Make workforce safety and wellness a priority
- 1.4 Maintain a fair and competitive compensation package

**Our Vision:** To Be the Standard for Public Service in America

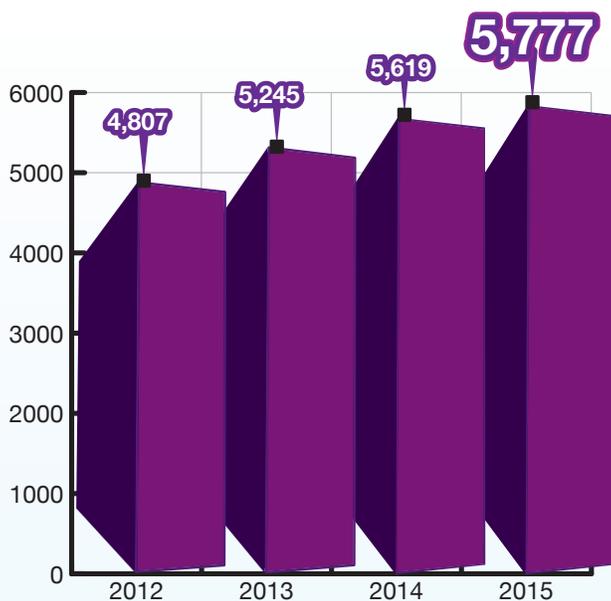
# Deliver First Class Services to the Public and Our Customers

In order to achieve our Vision, the service level provided to the Public and our customers is paramount. Our strategies help to ensure positive customer experiences with regard to the timeliness, quality, and cost-effectiveness of services, as well as fiscal accountability and sustainability.



## Pet Adoption Statistics

**Adoptions** (Cats & Dogs Combined)



Engaging the public is important to the County: A Community Conversation at St. Petersburg College in Seminole gave Citizens an opportunity to meet County officials. Citizens could also watch and participate online or call in with questions.

Code Enforcement officers were able to work with property owners to avoid fines and achieve voluntary compliance in 91% of cases opened.

To better serve the public and enhance the visitor experience, a Ranger is now stationed in all County parks.

Improvements to the Animal Services lobby make the adoption experience more personal and enjoyable for customers.

Communications responded to more than 1,300 Citizen inquiries through LiveChat, and answered more than 16,000 Citizen phone calls to the information desk, not including 41,000 calls directly transferred to departments through a brief options menu.

Consumer Protection returned \$638,000 in refunds, adjustments and court-ordered restitution to wronged consumers while bringing fraudulent and unlicensed contractors to justice.

The work completed for Public Works by the Inmate Work Program provided a value of \$353,000, equal to the cost of eight full-time maintenance worker positions.

9 in 10 Citizens surveyed by an independent organization recommended Pinellas County as a place to live or retire.

More than 8 in 10 Citizens reported trust and confidence in the County's handling of issues, well above levels reported by the Nationwide Gallup poll for other local governments.

Volunteers worked more than 265,000 hours – the equivalent of \$6.1 million – assisting County staff in serving the public.

To stop mosquitoes, Mosquito Control completed 2,100 hours of fogging and aerial treatment of 350,000 acres, and handled more than 2,100 service requests from Citizens.

Personnel inspected 34,372 drainage structures and 552,747 linear feet of open ditches, equal to the length of more than 1,500 football fields.

The new Smart Tracs Advanced Traveler Information System website and the Video Distribution Management System helps make traffic flow better, providing traffic camera access to all television outlets and emergency management agencies.



 Public Works directed the paving of over four miles of unincorporated streets and resurfaced 54 lane miles of roadways.

Continuing into 2016, bridge maintenance personnel are repainting the Bayside Bridge, reducing costs an estimated 50%, saving the County approximately \$300,000. The bridge is the largest and highest valued asset in the Public Works inventory.

 To provide safe access for pedestrians, the County repaired or replaced more than 28,000 square feet of damaged sidewalks. Maintenance personnel also conducted 882 sidewalk grinds to remove potential trip and fall hazards.

Five Honor Flights with “Welcome Home” celebrations were hosted at St. Pete-Clearwater International Airport. Overall since the program began, 22 flights have flown WWII, Korean War and Vietnam War Veterans from PIE to Washington D.C. to visit their war memorials.

Risk Management partnered with the Clerk of the Circuit Court and the Florida Department of Highway Safety and Motor Vehicles to streamline access to motor vehicle records, saving about \$40,000 a year over using a private vendor.

The award-winning “Doing Things For You” mobile app allows Citizens to report problems like pot holes, damaged sidewalks, illegal dumping, mistimed traffic signals, and more through mobile devices. More than 4,000 issues were addressed by County departments and municipal partners.



Departments were renamed for their responsibilities and streamlined to become more accessible to the public and customers.

Consumer Services, renamed Consumer Protection, co-located within the Pinellas-Pasco State Attorney's Office 6th Judicial Circuit in Clearwater, resulting in savings of \$115,400 per year and better customer service.

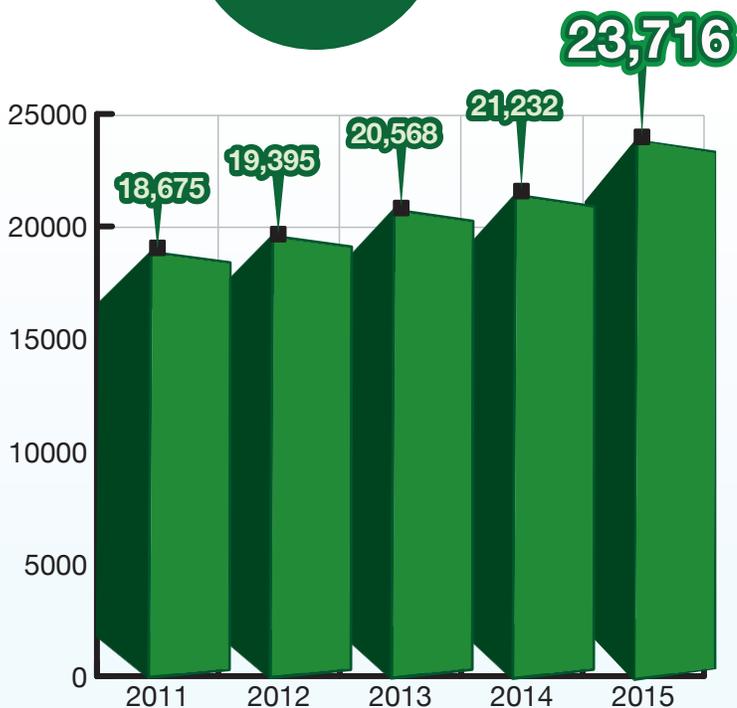
Employees collected more than 14 bins overflowing with food donations for RCS Food Bank and toys to brighten the holidays for foster children through Eckerd Community Alternatives. Additionally, employees donated more than \$6,000 to purchase bikes for children as part of the County's 29th annual bike drive.

# Foster Continual Economic Growth and Vitality

In order to reduce unemployment rates and expand the local economy, opportunities exist to focus on improved and approved sites, redevelopment, and leveraging County assets to attract businesses with high wage jobs to our area. Transportation, infrastructure, culture, and recreation are also key contributors to continued economic growth and vitality.



Building Permit Activity By Fiscal Year



Partnering with the Tampa Bay Export Alliance, a trade mission to Canada created relationships to promote trade, tourism and multimedia industry opportunities for local businesses working to expand into international markets.

To help prospective entrepreneurs, the Small Business Development Center at Economic Development received a total of \$293,000 in grant funding.

Economic Development assisted in 16 corporate relocations and expansions, including:

- Twinlab, headquarters relocation, 80 new jobs projected
- Power Design, headquarters expansion, 60 new jobs projected, 196 jobs retained
- Great Bay Distributors, headquarters expansion, 200 jobs retained
- Genius Central, headquarters relocation, 100 new jobs projected

Human Services assisted residents in achieving their dreams of owning a home by taking part in the Home Ownership for People Everywhere (HOPE) Expo in St. Petersburg.

The Board established the Lealman Community Redevelopment Area (CRA) and a Citizen Advisory Committee to aggressively pursue a series of long-term, redevelopment and revitalization strategies in Lealman. This is the first CRA in Unincorporated Pinellas County.



In partnership with the Housing Finance Authority, 7.7 acres of property were purchased within the Lealman CRA for affordable housing development.

The South St. Petersburg and Lealman CRAs will use Tax Increment Financing funds to invest in private redevelopment to help tackle blight conditions and community programs such as workforce training and after-school activities to revitalize each area.

Overnight visitors and tourists resulted in a \$7.3 billion total economic impact to the County for January through September 2015, up 5.2% over 2014.

Development Review Services processed over 33,000 customer transactions. More than half of these customers were served within five minutes, a 10% improvement over last year.



# Employment in Pinellas County

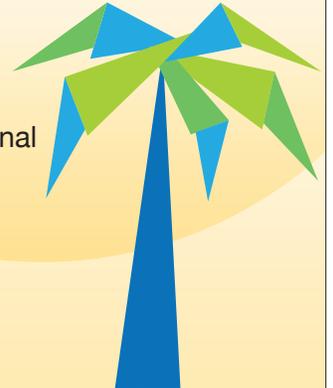
In September 2015, 457,464 citizens were employed in Pinellas – more than ever before. This is 74,467 more working Citizens than at the lowest point of the recession in December 2009.



# PIE Annual Passengers



St. Pete-Clearwater International Airport's (PIE) operating profit was \$2.8 million, up from \$2.1 million last year. 2015 was record breaking for PIE with 52 non-stop flights, 12 more than last year, and an all-time passenger high of 1.6 million.



## Hotel/Resort Bed Tax by Fiscal Year

The Convention and Visitors Bureau received a \$100,000 matching grant from Visit Florida to promote medical conventions and meetings.

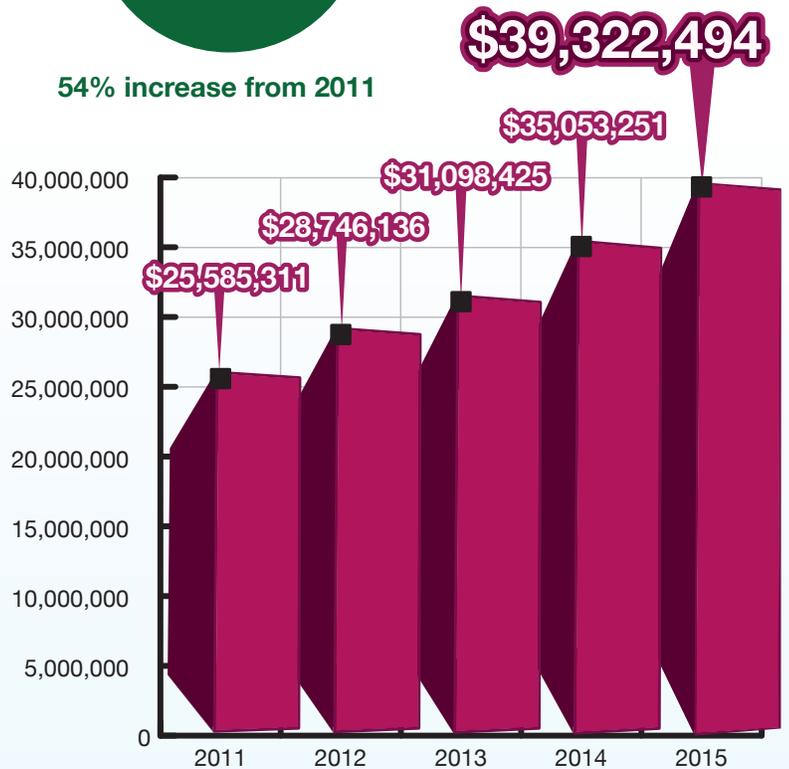
St. Pete-Clearwater International Airport was recognized by the Wall Street Journal as one of the fastest growing airports in the United States.

The Airport completed a new 158 space cellphone waiting lot.

The Airport achieved no discrepancies on its annual Federal Aviation Administration safety and certification inspection for the 11th straight year.

 Planning established a land assembly program to stimulate redevelopment and increase affordable housing construction. The Housing Finance Authority will issue a \$6 million funding availability announcement seeking eligible projects and housing development partners.

54% increase from 2011



# Practice Superior Environmental Stewardship

Preservation of our resources, both natural and built, in the most densely populated County in Florida requires continual effort. Cost-effective green technologies and practices serve to protect the unique qualities of our County. These technologies increase our ability to meet regulatory requirements, and help to protect and preserve the very things that make our County a great place to live, work, and play.



The first Countywide paper shredding event allowed Citizens to protect their identity by shredding sensitive documents and protect the environment by recycling them.

Fleet Management instituted green solutions including parts washers and an aerosol can puncturer instead of using chemicals.

The Fred E. Marquis Pinellas Trail celebrated its 25th Anniversary. Created along the abandoned CSX railroad, the 47-mile Pinellas Trail connects with the Duke Energy Trail and the North Bay Trail to create a 75-mile linear park loop that is used by more than 90,000 Citizens and guests each month.

Weedon Island's "Navigating Tampa Bay's Maritime Past" exhibit opened featuring an 1,100-year old canoe that was excavated in 2011.

Through the Adopt-A-Pond program, Citizen partner groups adopted six ponds to focus on improvements to drainage and water quality, habitat restoration, flood protection, and increased environmental stewardship.

The County's Parks and Preserves had 17.5 million visitors, an increase of 1.3 million visitors from last year.



Utilities reduced potable water flushing by 54 million gallons. Since 2012, a new treatment strategy has resulted in savings of over \$1 million.

A report released by the Southwest Florida Water Management District shows that County waters support 17,000 acres of seagrass beds, an increase of 150 acres from 2012.

The County, Keep Pinellas Beautiful and more than 100 volunteers participated in two cleanup events held at Cross Bayou and Joe's Creek. Over 1,000 pounds of debris was removed from the waterways.



The \$1.5 million Fort De Soto Park recirculation project will restore estuary habitat and improve water quality in the bay.

Utilities celebrated 80 years delivering high-quality potable water to Citizens. The County is first in the nation in reducing the use of potable water. Over the years, water usage has decreased from 175 gallons per person per day to 50 gallons.

The County received an improved flood insurance program rating, which will result in an expected overall premium savings of more than \$5.4 million for residents and businesses in unincorporated areas.

The County partnered with St. Pete Beach and Indian Rocks Beach to replace six dune walkovers and provided 26,000 sea oats to beach communities to stabilize and protect the dune system.

Opened in 2015, the Downtown Clearwater District Cooling Plant uses an impressive system to make ice at night when power costs are low and delivers chilled water through an underground distribution system to provide economical, environmentally friendly air conditioning to several area buildings.

The old Pinellas County Courthouse, built in 1917, was designated as a historic property. The Courthouse is still used today for court hearings and houses a public law library.

# Ensure Public Health, Safety, and Welfare

An essential function of government is to provide for and protect the public's basic health and safety by ensuring rapid and effective emergency response; facilitating disaster preparedness, continuity of operations, and recovery; coordinating health, dental, and other social services for those in need; and responding to animal safety and welfare concerns.



Safety and Emergency Services partnered with the St. Petersburg Police Department to use each other's emergency communications facilities to receive 9-1-1 calls in case a disaster would prevent either party from occupying its facility.

In partnership with WestCare Gulfcoast-Florida, Inc., the County provided substance abuse treatment to Veterans in the criminal justice system who have substance abuse and mental health issues.

To protect Citizens and their pets, a new ordinance incentivizes owners to be more responsible. Citations may now be issued starting with the first violation.

Human Services and 211 Tampa Bay Cares, Inc. partnered for the Adult Emergency Financial Assistance Pilot Program to make \$700,000 available to assist those in need of emergency financial help to avoid homelessness and other catastrophic outcomes.

Veterans Services partnered with the Tampa Bay Rays for an Honor Pass Program offering two complimentary tickets per home game to active duty military as well as retired and honorably discharged veterans.

The County partnered with Gold Star Mothers and local veterans' advocates to establish and dedicate a Battlefield Cross Monument at War Veterans' Memorial Park to honor the County's fallen service members of the Gulf War Era.



The Pinellas County Care Fund gives utility customers the opportunity to help eligible residents cover basic necessities such as utility bills.

A Human Trafficking Ordinance establishes requirements for signs at specified businesses to raise awareness of the practice and of the resources available to victims, with a goal of reducing human trafficking.

A Wage Theft Ordinance was adopted to prevent employers from underpaying or not paying their employees. Citizens can file a claim, at no cost, to attempt to resolve a wage theft issue.



Ground was broken on the new Bayside Health Clinic in Clearwater to provide health and dental services to an estimated 1,200 citizens. The federal grant funded clinic will open in April 2016.

The County is working with the Pinellas County School Board to provide 600 school buses access to the countywide public safety radio system which will allow seamless communication with Emergency Management during a disaster activation.

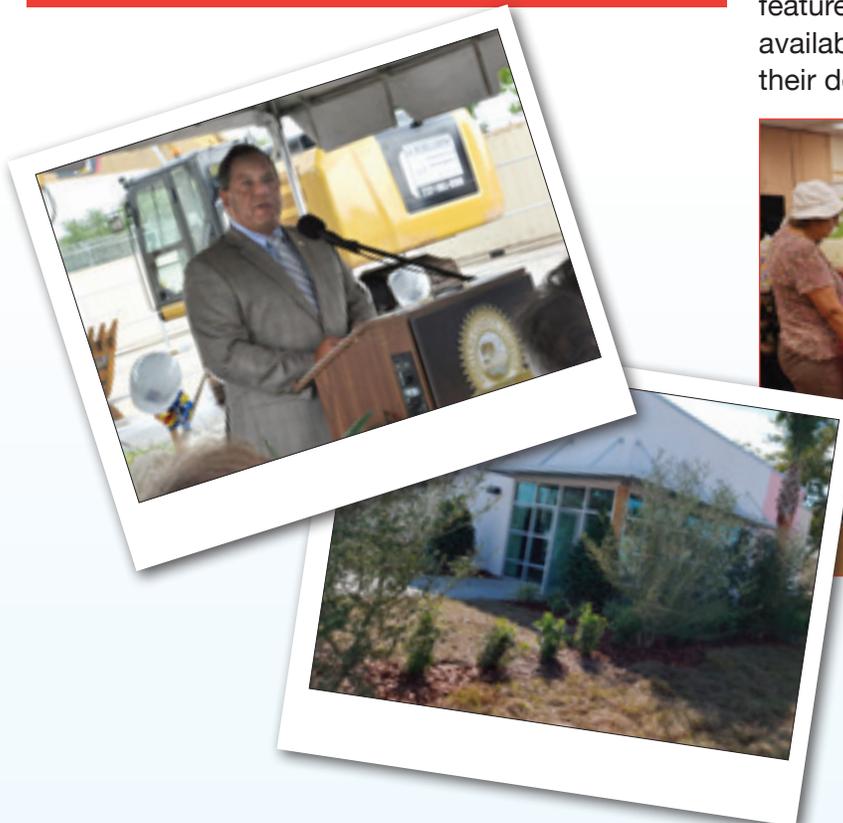
The Curbing Asthma Community project identifies children with the most frequent asthma-related hospital visits to reduce attacks, 9-1-1 calls, ambulance transports, emergency room visits and hospital stays.

HOME Investment Partnership Program loans and grants will be used to construct and renovate 95 housing units and four multi-family properties at The Villages at Tarpon, a 55 and older community.

The regional 9-1-1 center handled 928,000 emergency calls in its first year of operation. Over 77% of the 9-1-1 calls handled were made with mobile devices.

The County partnered with the Pinellas County Urban League on a new “Highways to Health” van that will be used to provide services to thousands of Citizens. The van is partially funded by the County for \$78,500.

Veterans Services took part in the third annual Resources and Job Fair sponsored by the Disabled Americans Veterans Clearwater Chapter 11. The Fair featured employment opportunities and resources available for disabled veterans, military personnel and their dependents.



# Create a Quality Workforce in a Positive, Supportive Organization

The County believes that the workforce is the foundation of organizational performance excellence. Providing opportunities for personal and professional growth and career advancement, ensuring a safe, comfortable work environment, and remaining competitive within the labor market are strategies that will enable us to recruit, select, retain, and cultivate the workforce of today and tomorrow.



The County replaced three contracted nurse case managers with an in-house nurse case manager to provide personal assistance to injured workers by attending physician visits with them and developing a plan to aid in recovery from their injuries, allowing them to return to work.

The Board of County Commissioners adopted an alternative minimum wage threshold of \$12.50 per hour for all full-time, permanent employees who fall under the County Administrator.

The County implemented “Ban the Box,” a campaign that removes the criminal history box from the initial employment application to eliminate bias. The final decision to hire remains contingent on a criminal background check.

The County introduced its Employee Choir. The Choir performs at County-sponsored events, including the Battlefield Cross Memorial Dedication and the Holiday Lights in the Gardens.

**1,757**  
EMPLOYEES

**22,403**  
COMBINED YEARS  
OF SERVICE TIME

**13 YEARS**  
AVERAGE  
EMPLOYEE  
TENURE



# Doing Things Awards

*Doing Things! Recognition* is awarded by the Board of County Commissioners to employees for their commitment and dedication to delivering first class services to Citizens. These individuals are recognized by their peers for their leadership in exceeding customer expectations and ensuring effective and efficient delivery of County services and support.



**Thomas Breedlove,  
Parks and Conservation  
Resources**

Thomas, a 16-year employee, works tirelessly to keep many of our beautiful parks and preserves in pristine condition for our residents and visitors to enjoy.



**Otha Armstrong,  
Public Works**

Otha, a 32-year employee, and his crew fix potholes and other pavement issues throughout north County to sustain safe roadways.



**Monica Davis-Griffin,  
Human Services**

Monica, a 31-year employee, works with the Adult Drug Court and other programs through Justice Coordination, benefiting thousands of Citizens and making the County a safer place.



**Bob Barter,  
Fleet Management**

Bob, a 32-year employee, oversees the maintenance and upkeep of hundreds of County-owned vehicles and equipment used by the various departments.



**Michael Dowling,  
Veterans Services**

Michael, a 10-year employee and a 21-year veteran of the Army, helps our veterans and their families get the benefits they have earned and educates the community about serving veterans.



**Eric Bell,  
Communications**

Eric, a 17-year employee, provides graphic design, illustration, computer animation and Web support for a variety of County departments, including the design of the Doing Things brand!



**Rosa Garcia, Purchasing**

Rosa, a four-year employee, took the lead role in ensuring the department's successful application for the national "Achievement in Excellence" award for procurement in 2014 and 2015. She has also earned the highest certification possible in procurement.



**Deneta Jones,  
Public Works**  
Deneta, a 10-year employee, works at the Traffic Control Center helping residents make better decisions on our County roads.



**Sandy Sandmeyer,  
Human Services**  
Sandy, a 25-year employee, assists the Public in obtaining Social Security Disability, Supplemental Security Income and Medicaid benefits.



**Steve Krok,  
Real Estate Management**  
Steve, a 20-year employee, services the high-tech heating and cooling systems at the Public Safety Complex, also providing general maintenance support throughout mid-County.



**Dorothy "Dottie" Simpkins,  
Public Works**  
Dottie, an 18-year employee, clears tree limbs and other debris from storm drains, allowing water to flow freely.



**David Lyle,  
St. Pete-Clearwater  
International Airport (PIE)**  
David, a 19-year employee, oversees the airport facilities division's grounds crew and is responsible for maintaining the more than 800 acre airfield to ensure safe operations.



**James "Wade" Skinner,  
Public Works**  
Wade, a 19-year employee, leads a team that ensures our ponds and other permitted facilities are in line with state standards, helping to keep our Gulf and Bay waters clean.



**John Miller,  
Real Estate Management**  
John, a 13-year employee, oversees a crew that keeps the County's jail facility running smoothly, maintaining equipment and handling laundry services seven days a week.



**Bobby Voss,  
Parks and Conservation  
Resources**  
Bobby, a 19-year employee, is the leader of a crew responsible for the mowing and lawn care of half of the County.

# Recognizing Excellence

The County strives to fulfill our Vision: To Be the Standard for Public Service in America. These awards highlight our commitment to meet the needs and concerns of the Public and our Customers through achieving the goals of our strategic plan.



The Governor's Hurricane Conference awarded **Emergency Management's** Storm Surge Protector Web Application the 2015 Innovation Award. Citizens can see how storm surge could affect their address by visiting the County's website.

The Florida Section of the American Water Works Association awarded **Utilities** the 2015 Water Distribution System Award for division seven, which is composed of water providers with 70,000 to 129,999 service connections.



The **Office of Management and Budget** earned the Government Finance Officers Association Distinguished Budget Presentation Award for the 10th consecutive year for the County's FY 2015 budget.



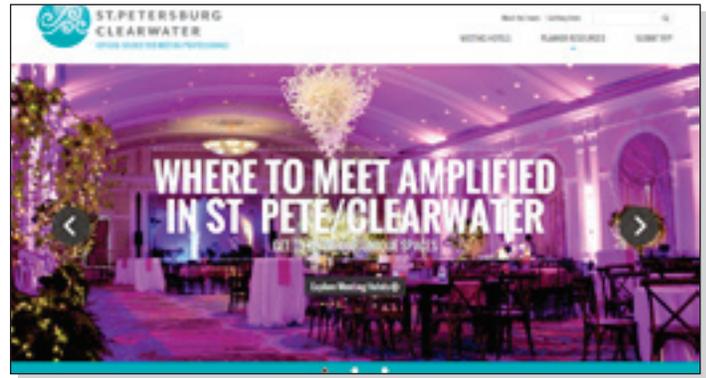
**Emergency Medical Services** is one of four EMS systems in Florida to be awarded a 2015 Mission: Lifeline EMS Gold Level Recognition Award from the American Heart Association. The award recognizes our EMS team for implementing quality improvement measures to rapidly identify, treat and transport heart attack patients.



For the third straight year, **Purchasing** received the Achievement of Excellence in Procurement award from the National Procurement Institute for demonstrating excellence in innovation, professionalism and productivity.



The County has been designated a Citizen-Engaged Community by the Public Technology Institute. This award recognizes excellence in the use of Web technology and citizen engagement tools in local government.



The **Convention and Visitors Bureau's** Meetings and Conventions team received the industry's Gold Service Award for the tenth consecutive year for its services offered to meeting planners.



The "Doing Things for You" mobile app received the 2015 Public Technology Institute Solutions Award. The app is available for download through Apple's App Store and Google Play.



The **Convention and Visitors Bureau** was the only destination marketer in the United States to win two platinum Adrian awards from Hospitality Sales & Marketing Association International. The Adrian is the largest and most prestigious travel marketing award worldwide.



The Florida Animal Control Association selected **Animal Services** as the 2014 Outstanding Agency of the Year.



The William E. Dunn Water Reclamation Facility received a Safety Commendation from the Florida Water and Pollution Control Operators Association. The Dunn Facility's safety program was developed with assistance from **Risk Management**.



[www.pinellascounty.org](http://www.pinellascounty.org)



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City of Madeira Beach  
Office of the City Clerk

300 Municipal Drive  
Madeira Beach, FL 33708

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Date: April 22, 2016  
To: Mayor Palladeno, Vice-Mayor Shontz, Commissioner Lister, Commissioner Hodges,  
Commissioner Poe  
From: Aimee Servedio, City Clerk  
Subject: Discussion of Contract with Alan Suskey for Lobbying Services

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The City Manager has asked to discuss the Lobbying Agreement with Alan Suskey.

**Attachments:**            **None, open discussion**

**Agenda Item:**          C-8



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City of Madeira Beach  
Office of the City Clerk

300 Municipal Drive  
Madeira Beach, FL 33708

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Date: April 19, 2016  
To: Mayor Palladeno, Vice-Mayor Shontz, Commissioner Lister, Commissioner Hodges,  
Commissioner Poe  
From: Sea Marshall-Barley, Administrative Support Specialist  
Subject: Discussion on Possible Updates to the BOC Policy Handbook

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Each year after the swearing in of recently elected Commission members and the appointment of the new Vice-Mayor, the BOC Policy Handbook is reviewed and updated through a resolution.

The biggest update you may notice to the Policy Handbook is its formatting. The document has been streamlined and edited in order to read more smoothly than previous editions. It will also be easier to update this document in the future.

The only main update is the Order of Business in the agenda. Recently, the City Manager has found it necessary to separate more complex contracts and agreements out of the Consent Agenda for closer consideration. This has created a new business item, Contracts & Agreements to occur after the Consent Agenda but before the New Business. That change has been reflected in this update.

The second update is a clarification on the Presentations and establishes a formal procedure for the request of presentations at City meetings. Presentations can be added to the agenda via a Board consensus or request by individual commissioner. The City Manager also has discretion to add and remove presentations as he sees fit.

The aforementioned updates can be found in the section titled "Rules of Procedure for Board of Commissioner Meetings."

Please read through the drafted updates that are attached to this item. If there are any additional changes or updates that you see fit, please contact the City Clerk to add your updates.

**Attachment(s):**            **BOC Policy Handbook – 2016 Updates**

**Agenda Item:**                  C-9



## OFFICIAL COMMUNICATIONS AND REPRESENTATION OF THE CITY PROTOCOL

The City Charter provides information on the roles and responsibilities of the Board of Commissioners, the Mayor and the Vice-Mayor. Until now, what has not been written in the City Charter are Communication Guidelines for the City's elected officials. These guidelines are designed to describe the protocol for various official communications and representations on behalf of the City of Madeira Beach.

### I. OVERVIEW OF ROLES & RESPONSIBILITIES

A resource that is helpful in defining the roles and responsibilities of elected officials can be found in the City Charter as well as established past practices.

#### A. MAYOR (City Charter, Section 4.3)

- Acts as the official head of the City for all ceremonial purposes
- Presides at meetings of the Board of Commissioners
- Recognized as spokesperson for the City
- Selects substitute for City representation when Mayor cannot attend
- Signs documents on behalf of the City
- Serves as official delegate of the City to various agencies and organizations and other events and conferences as designated by the Board of Commissioners
- May issue Proclamations and award the key to the City.

#### B. VICE-MAYOR (City Charter, Section 4.4)

- Appointed by the Board of Commissioners
- Performs the duties of the Mayor if the Mayor is absent or disabled
- Chairs or attends meetings at the request of the Mayor
- Represents the City at ceremonial functions at the request of the Mayor

#### C. BOARD OF COMMISSIONERS (City Charter, Article IV)

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

### II. GUIDELINES RELATED TO COMMISSION COMMUNICATIONS

#### A. CEREMONIAL EVENTS (City Charter, Section 4.3, Board of Commissioners)



Requests for City representative(s) at ceremonial events will be handled by the City Clerk. The Mayor generally serves as the designated City representative. If the Mayor is unavailable, the City Clerk will determine if event organizers would like another representative from the Board of Commissioners to attend. If yes, then the Vice-Mayor will be asked. If the Vice-Mayor is unavailable, the Mayor will arrange for another Commissioner to serve as representative.

Invitations received at City Hall are presumed to be for official City representation. Invitations addressed to Commission members at their homes are presumed to be unofficial; personal invitations.

## **B. OFFICIAL CORRESPONDENCE**

Each Commissioner may prepare and send correspondence under their signature on City letterhead. However, before sending correspondence, Commissioners shall check with the City Manager or the City Clerk to see if an official City response has already been sent or is in progress.

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 placed on the Master Board.

All official and legal correspondence of the City, including contracts, agreements 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. (City Charter, Section 4.3)

Correspondence addressed by title, regardless of the name shall be delivered to the individual currently serving in that capacity on the Board of Commissioners. If a title is not used and the individual is not serving on the Board of Commissioners, the City Clerk shall deliver the mail to the Mayor or to the Commissioner for the district to which it is intended.

## **C. PUBLIC COMMUNICATIONS**

The Board of Commissioners will endeavor to inform and interact with the public in meaningful ways that convey accurate information, consistent with the following guidelines:

Make no promises on behalf of the Board of Commissioners

Commissioners are frequently asked to explain a Board of Commissioners action or to give their opinion about an issue as they meet and talk with constituents in the community.

It is appropriate to give a brief overview of a Board of Commissioners decision or City policy and to refer to City staff for further information.

It is inappropriate to overtly or implicitly promise Commission 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.).



Make no personal comments about other Commissioners

It is acceptable to publicly disagree about an issue, but one should refrain from making derogatory comments about other Commissioners, their opinions and actions.

### 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 implements and administers the Commission's policies. 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 4.6c)

Commissioners shall not attempt to influence City staff on the making of appointments, awarding of contracts, selecting of consultants, processing of development applications, or granting of City licenses and permits.

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

Oftentimes 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 staff.**

Even if the Commissioner 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 is opened by the City Clerk. Mail for other Commissioners is placed unopened in their mailbox unless other arrangements are requested by a Commissioner. Mail addressed to the Mayor that may need immediate response or action may be reviewed first by the City Manager who notes suggested action and/or follow-up items.

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 in order to maintain a professional, well-run City government.

**5. Do not solicit political support from staff.**

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 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 be used in political advertisements.



#### **IV. COMMISSIONER CONDUCT WITH THE PUBLIC**

##### **A. IN PUBLIC MEETINGS**

Making the public feel welcome is an important part of the democratic process. No signs of partiality, prejudice or disrespect shall be evident on the part of individual Commissioners toward an individual participating in a public forum. Every effort shall be made to be fair and impartial in listening to public testimony.

##### **B. IN UNOFFICIAL SETTINGS**

Commissioners are constantly being observed by the community every day that they serve in office. Their behaviors and comments serve as models for proper deportment in the City. Honesty and respect for the dignity of each individual shall be reflected in every word and action taken by Commissioners, 24 hours a day, seven days a week. It is a serious and continuous responsibility. Commissioners shall keep in mind that to the public they are first and foremost an elected official and that distinction makes the Commissioner different from other residents, electors or citizens. Commissioners shall guard against the impression or reality of misinterpretation or misuse of their position.

##### **C. 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.

###### **1. Newsletter**

The City publishes a newsletter, The Wave, four times per year for the benefit and purpose of conveying City news, events and project status reports to the community. The newsletter is direct mailed to residential addresses and delivered to condominiums throughout the City. The information conveyed and published in The Wave is prepared in part upon the basis of the time of year, i.e. fall issue will include budgetary information for the new fiscal year and summer issue will include hurricane preparedness information. Because of the limited number of issues published and the lead time required to prepare and edit the features, the information is generally presented for accomplishments and upcoming events.

###### **2. Website**

The City maintains a website, [www.madeirabeachfl.gov](http://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, 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 Wave 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.

### **3. Government Access Channel**

The City maintains a government access channel – 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 and re-air Board of Commissioners Meetings, both regular and workshop, Planning Commission, Special Magistrate and other City meetings on a routine and special basis. This service provides residents and interested persons with a first-hand account of the City’s conduct of business.

## **V. COMMISSION CONDUCT WITH OTHER PUBLIC AGENCIES**

### **1. Be clear about representing the city or personal interests.**

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

- If his or her statement reflects personal opinion or is the official stance of the City;
- Whether this is the majority or minority opinion of the Board of Commissioners.

If the Commissioner is representing the City in an official or liaison capacity, the Commissioner should speak or state the official City position on an issue, not a personal viewpoint. If the Commissioner is representing another organization whose position is different from the City, the Commissioner shall withdraw from voting on the issue if it significantly impacts or is detrimental to the City’s interest. Commissioners shall be clear about which organizations they represent and inform the Board of Commissioners of their involvement.

### **2. Correspondence shall be equally clear about representation.**

City letterhead may be used when a Commissioner 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 permanent public record and placed on the Master Board. It is best that City letterhead not be used for correspondence of Commissioners representing a personal point of view, or a dissenting point of view from an official Board of Commissioners position. However, shall Commissioners use City letterhead to express a personal opinion, the official City position shall be stated clearly so the reader understands the difference between the official City position and the viewpoint of a Commissioner.



## VI. COMMISSION CONDUCT WITH BOARDS AND COMMITTEES

The City has established various Boards and Committees as a means of gathering 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.**

Commissioners 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 when Commissioners attend as a formal liaison on behalf of the Board of Commissioners. Commissioners shall remember that attendance at a quasi-judicial hearing before a board may place him/her in a position to be asked to recuse him/herself when the matter is brought to the Board of Commissioners.

Any public comments by a Commissioner at a Board or Committee meeting shall be clearly made as individual opinion and not a representation of the Board of Commissioners. Boards and Committees are appointed to provide independent recommendations to the Board of Commissioners. Suggesting a course of action or recommendation the board or a member shall make, circumvents the purpose and intent of the system.

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

It is inappropriate for a Commissioner 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. Boards and Committees members are appointed to develop independent recommendations, not the recommendations that may be desired by an individual Commissioner.

Remember that Boards and Committees are appointed by the Board of Commissioners to serve the community, not individual Commissioners.

The Board of Commissioners appoints 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 Commissioners, nor shall Commissioners 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."

**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. Commissioners may have a closer working relationship with



some individuals serving on Boards and Committees, but shall be fair 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 Commissioner, but not in a public forum while conducting official duties. Conversely, Commissioners may support Board and Committee members who are running for office, but not in an official forum in their capacity as a Commissioner.

**5. Inappropriate behavior can lead to removal.**

Inappropriate behavior by a Board or Committee member shall be governed pursuant to the City Charter and Code of Ordinances.

**VII. COMMISSION CONTACT WITH THE MEDIA**

Commissioners are frequently contacted by the media for background, quotes and interviews. Whenever possible, Commissioners, 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.

**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, Commissioners shall be clear for the record.**

If an individual Commissioner is contacted by the media, the Commissioner shall be clear about whether their comments represent the official City position or a personal viewpoint. Commissioners 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 within legal limits. Choose words carefully and cautiously to avoid being taken out of context.

#### **VIII. AMENDMENTS**

This policy shall be adopted by resolution and reviewed annually following each regular municipal election as part of the City of Madeira Beach Board of Commissioners Policy Handbook. 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 Policy Handbook Resolution.



## COMMUNITY RECOGNITION AWARDS POLICY

This policy is intended to establish guidelines to direct the Board of Commissioners in the selection and presentation of community recognition awards for individuals, property and business owners whose contributions have enriched the Madeira Beach community.

### I. POLICY

The Madeira Beach Board of Commissioners finds that recognition of community and civic contributions will be acknowledged through the following categories:

#### A. THE JIM BLACK VOLUNTEER OF THE YEAR AWARD

The Jim Black Volunteer of the Year Award is the City of Madeira Beach's primary mechanism for recognizing outstanding community contribution. The Volunteer of the Year Award shall be presented on an annual basis to a City resident who has made significant contributions to the betterment of the City. Nominations are made at-large by the Commissioners. Nominations are typically considered at a workshop meeting with a formal notification and presentation scheduled for a regular Board of Commissioners Meeting.

### II. AMENDMENTS

This policy shall be adopted by resolution and reviewed annually following each regular municipal election as part of the City of Madeira Beach Board of Commissioners Policy Handbook. 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.



## RULES OF PROCEDURE FOR BOARD OF COMMISSIONER MEETINGS

Pursuant to the Madeira Beach City Charter, Section 4.5, the Board of Commissioners (Commission) shall determine its own rules and order of business, by resolution, at the Board of Commissioners' first regular meeting following each election. The rules of procedure are provided consistent with the Madeira Beach City Charter and The Florida Municipal Officials' Manual.

### I. POLICY

#### A. GENERAL RULES

- 1. Meetings to be Public.** All meetings of the Commission shall be open to the public, except for such meetings as are exempt by general law.
- 2. Quorum.** A simple majority of the members of the Commission shall, free of voting conflict, constitute a quorum and be necessary to conduct business. If a quorum is not present, those in attendance will be named and they shall adjourn.
- 3. Minutes of Proceedings.** Minutes of the meetings of the Commission shall be kept by the City Clerk, except for such meetings as are exempt by general law.
- 4. Voting.** Ordinances, resolutions and other action requiring a vote of the Commission shall require three (3) affirmative votes for passage and shall be by roll call vote recorded by the City Clerk.

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) Commissioners, 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.

- 5. City Manager.** The City Manager is expected to attend the meetings of the Commission and shall have the right to take part in all discussions.
- 6. City Attorney.** The City Attorney or his assistant is expected to attend the meetings of the Commission and provide guidance and opinions on questions of law.
- 7. City Clerk.** The City Clerk or her designee shall attend the meetings of the Commission, record all votes and keep the official minutes of the proceedings.
- 8. Administrative Staff.** The Administrative staff shall attend meetings and workshops when required.
- 9. Rules of Order.** Robert's Rules of Order Newly Revised 11th Edition shall be the rules of order; in addition to the rules of procedure stated in this policy handbook.



## B. TYPES OF MEETINGS

1. **Regular Meetings.** The Commission shall meet in the City Hall Auditorium 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 Tuesday of each month, or as otherwise determined by the City Manager.

An agenda setting meeting is to begin at 5:45 p.m. for the sole purpose of setting the Workshop Agenda for the Workshop to be held on the fourth Tuesday of the month.

2. **Special Meetings.** Special meetings may be called by the Mayor or by a majority of the Commission with no less than twenty-four (24) hours' notice in writing to each member and the public. 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 Commission may be necessary or desirable. Special Meeting notices shall encompass a minimum of one non-holiday weekday.
3. **Workshop Meetings.** The Commission may meet in the City Hall Auditorium for Workshop Meetings. Workshop Meetings shall commence at 2:00 p.m. on the fourth Tuesday of each month, or as otherwise determined by the City Manager. Workshop Meetings are not formal legislative sessions, but rather to allow the Commission to informally discuss topics and gain a better understanding of topics prior to formal consideration. In order to allow some understanding of the status of discussion of items, unofficial "straw votes" may be taken or a consensus ascertained to determine an appropriate next step, but such votes or consensus are not binding on the Commission.

## C. PRESIDING OFFICER AND DUTIES

1. **Presiding Officer.** The Mayor, if present, shall preside at all meetings of the Commission. 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 the purpose of electing a temporary presiding officer.
2. **Parliamentarian.** The City Attorney shall act as the Commission's parliamentarian by advising the Mayor regarding matters of procedure.
3. **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.
4. **Points of Order.** The Presiding Officer shall determine all points of order, subject to the right of any Commission member to appeal to the Commission. If any appeal is taken, the question shall be, "Shall the decision of the presiding officer be sustained?" A majority of the Commission sitting and eligible to vote is required to reverse the ruling of the Presiding Officer. Points of order shall not be entertained from the audience.
5. **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 Commission.

The Presiding Officer shall allow an opportunity for Commissioners to comment on items once there is a motion, but shall not solicit comment from each member on every item, but rather shall recognize those Commissioners wishing to speak.

#### **D. ORDER OF BUSINESS**

**1. Order of Business.** The general rule as to the order of business in regular meetings, with the exception of the Agenda Setting Meeting, shall be as follows:

- A. Call to Order
- B. Invocation and Pledge of Allegiance
- C. Roll Call
- D. Approval of the Minutes
- E. Approval of the Agenda
  - i. Presentations/Proclamations*
  - ii. Dais Log Review*
- F. Public Comment
- G. Consent Agenda
- H. Unfinished Business
- I. Contracts/Agreements
- J. New Business
- K. Reports/Correspondence
  - *City Commission*
  - *City Attorney*
  - *City Manager*
  - *City Clerk*
- L. Adjournment

**2. Agenda.** The order of business of each meeting shall be as contained in the Agenda. The Agenda is a listing by order of business of topics to be considered by the Commission. Additional guidance is provided below as to the purpose of agenda sections.

- a. Proclamations.** This section is provided for presentation of Proclamations to be read in full and presented by the Mayor. 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 Commission Meeting. Otherwise, proclamations may be issued at the Mayor's discretion and forwarded through the City Clerk's Office.
- b. Presentations.** This section is provided for any additional presentations held during City meetings. Presentations can be added during Agenda Setting





be heard once a motion is made by the Commission on items of unfinished business. Citizens' input shall be limited to 3 minutes.

7. **New Business.** This section contains all remaining agenda items for consideration by the Commission, including public hearings, as may be required by law. Citizen's input may be heard once a motion is made by the Commission on items of new business. Citizen's input shall be limited to 3 minutes.
8. **Reports.** 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.

The Reports section also provides for the City Manager, City Attorney and City Clerk to make announcements and report on current topics.

This section will also allow for any updates on Outstanding Lien Settlements for liens 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.

#### **E. AGENDA PREPARATION**

1. **Packets.** Agenda packets shall be prepared by the Office of the City Clerk and ready for distribution by 12:00 p.m. (noon) on the Friday prior to the regular meeting, whenever possible. For workshop meetings or if regular meetings are held other than on the scheduled meeting dates, a similar lead time schedule for agenda and packet materials shall be followed.
2. **Notice.** The final agenda for regular, special and workshop meetings shall serve as the public notice for each respective meeting. Agendas and public notices shall be posted at City Hall, Gulf Beaches Public Library, and the City's website by close of business Friday, prior to the meeting.

## **II. SUSPENSION AND AMENDMENT OF THESE RULES**

- A. **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 Commission.
- B. **Amendment of Rules.** These rules may be amended or new rules adopted, 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 anticipated by City Charter Section 4.5 (B).



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City of Madeira Beach  
Office of the City Clerk

300 Municipal Drive  
Madeira Beach, FL 33708

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Date: April 22, 2016  
To: Mayor Palladeno, Vice-Mayor Shontz, Commissioner Lister, Commissioner Hodges,  
Commissioner Poe  
From: Aimee Servedio, City Clerk  
Subject: Discussion on Water Filling Stations at Archibald Park

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The Mayor has asked to discuss water filling stations at Archibald Park.

**Attachments:**            **None, open discussion**