

City of Madeira Beach

Agenda

BOC Special Meeting

Tuesday, June 30, 2020 @ 6:00 PM

Commission Chambers



The Board of Commissioners of the City of Madeira Beach, Florida will meet in the Patricia Shontz Commission Chambers 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. Meetings will be televised on Spectrum Channel 640 and Live Streamed on the Cities Website.

Page

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. Please limit your comments to three (3) minutes and do not include any topic that is on the agenda. Public comment on agenda items will be allowed when they come up.

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

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

This meeting is being held in accordance with Executive Order 20-69 which authorizes the use of communication media technology such as telephonic or video conferencing and provided in section 120.54(5)(8)2, Florida Statutes.

4. AGENDA ITEM TOPICS

A. Resolution 2020-12, adopting Pinellas Countywide Local Mitigation Strategy (LMS) - Linda Portal, Community Development Director

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[Memo - Resolution 2020-12 LMS](#)

[Resolution 2020-12, LMS Adoption of Pinellas County LMS](#)

[2020 LMS ExecSummary](#)

[LMS Fact Sheet](#)

[Annual LMS Report](#)

[ISO Verification for LMS](#)

B. Consultant Agreement with Andrew Laflin, CPA, to perform financial services on a temporary basis until a City Treasurer (Charter Officer) is hired and appointed Robert Daniels, City Manager

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[Andrew Laflin Interim Financial Consultant Agreement](#)

[Finance Director Job Description](#)

[20200626_RANGE MINIMUM](#)

5. 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 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 to participate in this meeting should call the City Clerk at 727-391-9951, ext. 231 or fax a written request to 727-399-1131



MEMORANDUM

TO: Mayor and Board of Commissioners
THROUGH: Robert Daniels, City Manager
FROM: Linda Portal, Community Development, Director
DATE: June 24, 2020

RE: Resolution adopting Pinellas Countywide LMS

Background

Under the Florida Disaster Relief and Emergency Assistance Act (Stafford Act) and the Disaster Mitigation Act of 2000 (DMA2K), Pinellas County is required to have a Federal Emergency Management Agency (FEMA)-approved hazard mitigation plan in order to be eligible for federal hazard mitigation funding.

The purpose of the County Hazard Mitigation Plan, more commonly called the Local Mitigation Strategy (LMS) in Florida communities, is to reduce death, injuries, and property losses caused by natural hazards in Pinellas County. The 2020 Plan identifies hazards based on the history of disasters within the county and lists goals, objectives, strategies, and actions for reducing future losses. It also streamlines the disaster recovery process.

The plan must be updated every 5 years. To best reflect changes to the communities and their vulnerabilities, capabilities, programs, and the actions planned to reduce exposure or consequences from hazards.

Hazard mitigation is most effective when based on an inclusive, comprehensive, long-term plan that is developed before a disaster occurs. The LMS explains how Pinellas County and its 24 municipalities share countywide Local Mitigation Strategies.

The 2020 Plan is coordinated through appropriate state, local, and regional agencies, as well as non-governmental interest groups. The plan, and its future revisions, will provide guidance in merging the planning efforts of all local governments, the private sector, and non-profit organizations within Pinellas County into one viable, comprehensive, mitigation program.



MEMORANDUM

The scope of the LMS is broad. The plan explains the way in which the communities implement mitigation activities within the county in coordination with local agencies. Additionally, as required by statute, the Risk Assessment portion of the LMS identifies natural hazards, as well as technological and human-caused hazards. The Risk Assessment portion analyzes vulnerability of the County in countywide terms as well as results and capabilities at the municipal level.

The city's emergency management coordinator and floodplain manager participated in each step of the 18-month planning process including advising citizens at open county-wide workshops. To get credit from FEMA for participation in the plan, the city's attendees in several meetings had to include an equal number of staff and community stakeholders. The city's invited stakeholders included Madeira Beach Fundamental School Principal, Chris Ateek, neighborhood representative, Chuck Dillon, and Gulf Beaches Library Director, Vince Gadrix who dedicated considerable time to the effort by attending all the required meetings. The participation of these key community members is greatly appreciated as it was required in its Community Rating System (CRS) review. The points for this credit are essential to maintaining the flood insurance discount currently enjoyed by the citizens.

After the 2020 LMS Plan Update completed to the satisfaction of the State Hazard Mitigation Office (SHMO) on behalf of the Federal Emergency Management Agency and was officially adopted by Pinellas County Board of County Commissioners. The plan will be in effect from May 6th, 2020 until May 5th, 2025. Each jurisdiction also must approve the Plan within their community.

A more detailed summary of the planning process and outcomes is attached and the link to the full plan is as follows:

<https://www.dropbox.com/sh/9br1xzqge8m6ahu/AAC6UnMxo8hmlnoJB3D4CYja?dl=0>

Fiscal Impact

N/A

Recommendation

Staff recommends adoption Resolution 2020-12 adopting the Pinellas Countywide Local Mitigation Strategy as the City's mitigation strategy and Floodplain Management Plan.



MEMORANDUM

Attachment(s):

Resolution 2020-12

2020 LMS Executive Summary

LMS Fact Sheet

Annual LMS Report

ISO Verification for LMS credit

RESOLUTION 2020-12

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE CITY OF MADEIRA BEACH, PINELLAS COUNTY, FLORIDA, ADOPTING THE 2020 PINELLAS COUNTY LOCAL MITIGATION STRATEGY; SUPERCEDING RESOLUTION 2015-10; ADOPTING THE LOCAL MITIGATION STRATEGY AS THE CITY OF MADEIRA BEACH FLOODPLAIN MANAGEMENT PLAN; AND ESTABLISHING AN IMMEDIATE EFFECTIVE DATE.

WHEREAS, the City of Madeira Beach is located in Pinellas County, in an area that is vulnerable to natural and man-made disasters; and

WHEREAS, the City of Madeira Beach supports efforts to make our community more disaster- resistant, thereby reducing the costs of disasters, preventing or mitigating their impact to our residents, and reducing time needed for recovery; and

WHEREAS, the Local Mitigation Strategy represents a unified county-wide strategy toward a more disaster resistant community; and

WHEREAS, the Local Mitigation Strategy provides the consistent framework for future pre-disaster mitigation efforts and post-disaster redevelopment, regardless of the type of future threat faced by our community; and

WHEREAS, the Local Mitigation Strategy includes a section describing the method and schedule of monitoring, evaluating, and updating the mitigation plan within a five-year cycle; and

WHEREAS, the first unified county-wide Local Mitigation Strategy was adopted by the Board of County Commissioners in 1999, and

WHEREAS, Pinellas County established a website (www.pinellaslms.org) and a copy of the plan is available through the City website (www.madeirabeachfl.gov); and

WHEREAS, the Board of Commissioners has previously approved three five- year updates to the Local Mitigation Strategy (Resolution 05.14, Resolution 10.10 and Resolution 2015-10), and

WHEREAS, after a review and update period, the Executive Summary of the 2020 draft Local Mitigation Strategy has been placed on the LMS public website and copies of the Plan are available upon request to the Planning Department in order to obtain public comment regarding the plan pursuant to Federal Regulations; and

WHEREAS, the City of Madeira Beach participated in the 2020 update of the Local Mitigation Strategy included the 10-step planning process which is consistent with FEMA's multi-hazard mitigation planning regulations pursuant to the Disaster Mitigation Act of 2000

and serves as the County's Floodplain Management Plan; and

WHEREAS, a Multi-Jurisdictional Program for Public Information (Attachment A) has been included in Appendix H of the Local Mitigation Strategy to satisfy the floodplain management requirements of the City's and the County's Community Rating System (CRS Activity 330); and

WHEREAS, participation in the Community Rating System provides benefits to homeowners by providing a reduction in flood policy costs; and

WHEREAS, city staff assisted, and Madeira Beach citizens participated in two publicly noticed workshops were held at a central location in Pinellas County on March 21st, and October 17th, 2019 to inform the public and obtain public comments; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the City Madeira Beach, Florida, as follows:

SECTION 1. That the Board hereby adopts the 2020 Pinellas County Local Mitigation Strategy developed by the Local Mitigation Strategy Workgroup, and effect from May 6, 2020 through May 5, 2025, a copy of which is on file in the Community Development Department and is deemed incorporated by reference herein as Exhibit A.

SECTION 2. That the Local Mitigation Strategy be adopted as the City's floodplain Management Plan required under the Community Rating System.

SECTION 3. That this Resolution supersedes Resolution 2015-10.

SECTION 4. That this resolution shall become effective immediately upon its adoption.

INTRODUCED AND ADOPTED by the Board of Commissioners of the City of Madeira Beach, Pinellas County, Florida, on the 8th day of July 2020.

John B. Hendricks, Mayor

ATTEST:

Clara VanBlargan, City Clerk



Pinellas County 2020 Local Mitigation Strategy

Executive Summary

Introduction

Under Section 322 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act (Stafford Act) enacted under the Disaster Mitigation Act of 2000 (DMA2K), Pinellas County is required to have a Federal Emergency Management Agency (FEMA)-approved hazard mitigation plan in order to be eligible for federal hazard mitigation funding. The purpose of the County Hazard Mitigation Plan, more commonly called the Local Mitigation Strategy (LMS) in Florida communities, is to reduce death, injuries, and property losses caused by natural hazards in Pinellas County. The 2020 Plan identifies hazards based on the history of disasters within the county and lists goals, objectives, strategies, and actions for reducing future losses.

Implementation of planned, pre-identified, and cost-effective mitigation measures not only helps to reduce losses to lives, property, and the environment but it also streamlines the disaster recovery process. This is a 5-year update of the countywide LMS that was last approved in May of 2015. While the document may refer to specific historical events for context, the plan update focuses on changes to the communities and their vulnerabilities over the last 5 years and provides an update to capabilities, programs, and actions that the participants intend to utilize to reduce exposure or consequences from the identified hazards. Hazard mitigation is most effective when based on an inclusive, comprehensive, long-term plan that is developed before a disaster occurs.

The LMS serves several purposes; including providing an explanation of how Pinellas County and its 24 municipalities identify strategies to implement an effective, comprehensive countywide Local Mitigation Strategy. The communities participating in this plan include the unincorporated county and all its municipalities:

- Pinellas County (Unincorporated)
- Town of Belleair
- City of Belleair Beach
- City of Belleair Bluffs
- Town of Belleair Shore
- City of Clearwater
- City of Dunedin
- City of Gulfport
- City of Indian Rocks Beach
- Town of Indian Shores

- City of Kenneth City
- City of Largo
- City of Madeira Beach
- Town of North Redington Beach
- City of Oldsmar
- City of Pinellas Park
- Town of Redington Beach
- Town of Redington Shores
- City of Safety Harbor
- City of St. Pete Beach
- City of St. Petersburg
- City of Seminole
- City of South Pasadena
- City of Tarpon Springs
- City of Treasure Island

The 2020 Plan is coordinated through appropriate state, local, and regional agencies, as well as non-governmental interest groups. The plan, and its future revisions, will provide guidance in merging the planning efforts of all local governments, the private sector, and non-profit organizations within Pinellas County into one viable, comprehensive, mitigation program.

The scope of the LMS is broad. The plan explains the way in which the communities implement mitigation activities within the county in coordination with local agencies. Additionally, as required by statute, the Risk Assessment portion of the LMS identifies natural hazards, as well as technological and human-caused hazards. The Risk Assessment portion analyzes vulnerability of the County in countywide terms as well as results and capabilities at the municipal level.

The purpose of the 2020 LMS is to:

- Reduce risk to people, property, and the critical infrastructure.
- Increase public awareness and education about the plan and the planning process.
- Maintain grant eligibility for participating jurisdictions.
- Update the plan in accordance with Community Rating System (CRS) requirements.
- Maintain compliance with state and federal legislative requirements for local hazard mitigation plans.
- Complete an update of information in the plan to demonstrate progress and reflect current conditions.

Pinellas County is vulnerable to both natural hazards and technological and human-caused hazards. The most common hazards to Florida are wildfires and floods; however, hurricanes have historically inflicted catastrophic destruction.

Planning Process and Maintenance Section

There are 10 primary steps that comprise the LMS planning process. The process defines not only who should be involved, but how the process is going to work, and an understanding of how the process facilitates the production of the final product.

- Step 1: The Planning Organization – The development of a mitigation strategy requires the involvement of representatives from the public, private, and governmental sectors.
- Step 2: Involving the Public – An important component of the mitigation planning process involves public participation.
- Step 3: Coordination – Coordinate activities within the County and to bring back perspectives of their constituency.
- Step 4: Assessing the Hazard – Conduct and maintain a hazard identification and vulnerability assessment.
- Step 5: Assessing the Problem – Quantify the impact of the hazards identified in the previous step on the community.
- Step 6: Goals and Objectives – Revisit goals and objectives and make adjustments as appropriate.
- Step 7: Possible Activities: Mitigation opportunities and Initiatives – Identification of potential mitigation opportunities and initiatives.
- Step 8: An Action Plan – Objectives were identified for each goal to specifically identify action items and are reflected in six categories of mitigation activities.
- Step 9: Adoption of the Strategy – officially adopt the LMS.
- Step 10: Implementation, Evaluation, and Revision – The LMs is intended to be a dynamic document that will be updated regularly.

There are two main working groups responsible for the LMS planning process. The LMS Working Group (WG) consists of representatives of the jurisdictions, private sector, and non-profits as well as any members of the public as all meetings are advertised on the County's website and calendar. The Flood Risk and Mitigation Public Information Working Group (FRMPIWG) is a group of public and private stakeholders formed to supplement input into the planning process.

The County's first LMS began its planning process in March of 1998 and took approximately 15 months to complete. The plan was then updated again in 2004, 2009, and 2015. This is the fourth update of the plan and the focus of the update was on adding new risk assessments, refining objectives, and refreshing the project list.

The 2020 LMS update began in the fall of 2018 when the County assessed its current plan and assessed it for improvement opportunities. When the plan update began, the LMS WG was presented with the results of the assessment for concurrence on a path forward.

During the timeline of the plan update, the County and its jurisdictions also combined several other groups to supplement input into the planning process. Pinellas is a strong advocate of the National Flood Insurance Program's Community Rating System and had a few outreach groups in place to support those activities. A countywide Program, for Public Information was installed over the past 12 months to facilitate consistent messaging access communities and provide tools for jurisdictions with limited resources. As the mitigation planning process was happening concurrently, this group of public and private stakeholders met three times over the year and became known as the Flood Risk and Mitigation Public Information Working Group (FRMPIWG). The FRMPIWG developed the following mission statement:

- Increase disaster resiliency across the county through the development and dissemination of public information and educational outreach about identified flood risks,

minimization of those risks through mitigation and efficacy of obtaining appropriate flood insurance coverage.

- Ensure attainment of flood insurance savings for residents and businesses within the incorporated and unincorporated areas of the county through effective participation in the Community Rating System.
- Engage and educate community stakeholders to enhance planning efforts by ensuring diverse representation and to provide stakeholders the opportunity to become more knowledgeable in the subject of mitigation and to expand reach while improving their ability to provide improved customer service.
- Develop strategies, concepts and projects for reducing flooding impacts that can become part of the county's Local Mitigation Strategy plan

The FRMPIWG meetings (typically over 70 participants with representatives from all municipalities) had a briefing from the LMS Working Group at every meeting to update them on recent activities. Likewise, the feedback from the FRMPIWG was provided to the LMS WG to be evaluated and included in the LMS update process.

After the 2020 LMS Plan Update underwent final revisions, and the plan was completed to the satisfaction of the State Hazard Mitigation Office (SHMO) which reviews the plan for compliance on behalf of the Federal Emergency Management Agency, the plan was officially adopted by Pinellas County Board of County Commissioners by adoption of a resolution. The 2020 LMS update was submitted to the Board of County Commissioners on 9/9/2020 and approved on 9/9/2020. The plan will be in effect from May 6th, 2020 until May 5th, 2025. Each jurisdiction also approved the Plan within their community as identified in Appendix F.

Risk Assessment Section

The Risk assessment for Pinellas County was intentionally structured to align with the State of Florida Enhanced Hazard Mitigation Plan (SHMP) and provides the factual basis for developing a mitigation strategy for the county. This section profiles the natural, human-caused, and technological hazards that could possibly affect Pinellas communities. The risk assessment is used not only for the LMS, but also supports the County's Comprehensive Emergency Management Plan (CEMP). Each natural hazard profile includes a discussion of the geographic areas affected, the historical occurrences in the county, an impact analysis, the probability, and the vulnerability and loss estimation by county critical facilities, and a discussion of overall vulnerability. Alternatively, the human-caused and technological hazards include similar topics of discussion, but not all aspects are able to be quantified. This is because of the limited data available and the imprecise nature of the human-caused and technological hazards.

The risk assessment identifies 22 hazards based on an examination of past disasters, probability of occurrence, possible impacts, and vulnerability. The hazards include:

Natural Hazards

- Flood
- Tropical cyclones
- Severe Storms
- Wildfire

- Erosion
- Drought
- Extreme Heat
- Geological
- Winter Storm
- Seismic
- Tsunami
- Red Tide

Technological Hazards

- Transportation Incident
- Cyber Incident
- Hazardous Materials Incident
- Radiological Incident
- Terrorism
- Agricultural Disruption
- Biological Incident
- Mass Migration Incident
- Civil Disturbance Incident

Mitigation Strategy Section

The LMs details goals and objectives for achieving loss reduction in Pinellas County. The six goals are listed below.

1. Become a More Disaster Resilient Community
2. Minimize Coastal Flooding losses in the CHHA, Coastal Storm Area and Hurricane Vulnerability Zone.
3. Minimize Riverine or Inland Flooding Losses in the 25, 50, and 100-year Flood Zone.
4. Minimize Storm Wind Losses in the County.
5. Minimize Losses from Hazardous Materials Incidents.
6. Minimize Vulnerability to Technological Hazards.

Additional information on the LMs goals and objectives can be found in this section.

Pinellas County has policies, programs, and capabilities designed to help mitigate the impacts of hazard events. Each community has its own policies, program, capabilities. These depend on factors such as the size of the geographic area, its population, or the amount of funding available through local resources. Regardless of size or wealth, each community has a unique core set of policies, programs, and capabilities at its disposal related to hazard reduction and mitigation including building codes, land use plans, and regulations, which are discussed in this section.

Potential Funding Sources Section

The county uses a variety of programs and funds to achieve its mitigation goals, including federal grant programs such as HMGP, Pre-Disaster Mitigation (PDM), Flood Mitigation Assistance (FMA), and the state grant Hurricane Loss Mitigation Program (HLMP). Various grants and programs are discussed throughout this section.

Appendices

Many documents are included with the LMS as appendices. These appendices are referenced throughout the plan and support the plan.

- Appendix A: Planning Process Documentation
- Appendix B: Risk Assessment Tables
- Appendix C: CRS 610
- Appendix D: Mitigation Initiatives
- Appendix E: FL Review Tool
- Appendix E: FL Review Tool
- Appendix F: Plan Adoption
- Appendix G: Plan Maintenance
- Appendix H: Program for Public Information
- Appendix I: Repetitive Loss Area Analysis

Please Note:

If you would like a copy of the full Local Mitigation Strategy Plan draft document, please call Planning at (727) 464-8200 or you can contact them via the County Website using

<http://www.pinellascounty.org/forms/planning.htm>.

Please note, the draft document has been reviewed by the Florida Department of Emergency Management. The Plan has been revised based on all comments from the State. Upon completion of their review of the revised LMS Plan draft, FDEM has provided a final "Approved Pending Adoption" letter stating that Pinellas County's LMS Plan is in compliance with Federal Hazard Mitigation Planning standards contained in 44 CFR 201.6(b)-(d).

Local Mitigation Strategy Fact Sheet

Who we are...

- The LMS Working Group is a voluntary steering group comprised of public and private members of our community that endorse and prioritize project recommendations to the State for multiple mitigation funding opportunities.
- This group created a guiding document, the LMS Plan, which identifies ways to mitigate our community against hazards identified within the plan.
- The LMS helps guide our community by taking an all-natural hazards approach to “big picture” planning - from providing educational and public speaking engagements to guiding actual mitigation construction.
- We are always open to the public for participation, membership, and contributions.
- We encourage participation at all levels of our community.

What is "Mitigation"?

- Mitigation is the effort to reduce or eliminate the risks of injury and damage, to both people and property, against potential disaster events. This mitigation can be through mitigation construction type projects or through educational outreach programs to our community.

Some types of mitigation:

- Hurricane shutters for a home, business, hospital or public building.
- Hurricane roof clips or re-enforcement.
- Installation of tornado safe rooms.
- Elevation of a flood vulnerable building or home.
- Flood proofing a home or business.
- Drainage improvement projects that reduce or eliminate local flooding.
- Public infrastructure, such as, strengthening fire stations and installing shutters on public schools that serve as community shelters.
- Installation of shutters in public schools that serve as shelters.
- Educational programs to educate our community on methods they can use to protect and reduce the impacts to families, businesses, their employees, and property from potential disaster through mitigation.

Mitigation in Our Community:

- More than \$85 million in mitigation projects have been completed by the LMS - since its inception in 1998 – in our effort to minimize or eliminate the risks from natural hazards in Pinellas County.



Pinellas County 2018 Local Mitigation Strategy Annual Progress Report

1. OVERVIEW

Pinellas County, its municipalities, and other stakeholders have developed a county-wide Local Mitigation Strategy (LMS) that defines the various types of potential hazards to the community, ways to minimize the impact of these hazards, and roles and responsibilities of the County and participating municipalities. The Federal Emergency Management Agency (FEMA) requires states and local governments have such a hazard mitigation plan in place in order to be eligible for relevant federal funds. The Florida Division of Emergency Management (FDEM) requires annual updates to various sections of the plan, including community outreach activities, planned or potential mitigation projects to address the hazards identified, and completed projects. Every five years FEMA also requires an update of the entire plan. The annual FDEM updates do not need to be adopted by participating jurisdictions, however the FEMA-required 5-year update must be adopted via resolution or ordinance. Pinellas County's last 5-year update was adopted in 2015, and utilized the 10-step process consistent with FEMA's Floodplain Management Planning (FMP) element of the Community Rating System (CRS), which allows the LMS to serve as the county-wide floodplain management plan in the CRS program, thereby allowing jurisdictions participating in the LMS to receive CRS credit.

2. PURPOSE OF ANNUAL LMS REPORT

An LMS Working Group (LMSWG) has been established consisting of representatives from the public, private and non-profit sectors. At minimum, the LMSWG meets quarterly to discuss ongoing mitigation activities and the FDEM and FEMA required updates to the LMS. Per requirements of the CRS program, an annual progress report must be created detailing updates to the county-wide FMP, which as discussed above, is served by the LMS plan. This calendar-year 2018 LMS Annual Progress Report serves as an update on LMS activities while also meeting CRS requirements.

While there is no requirement for a local government to adopt this report, the CRS program requires it "must be submitted to the governing body, released to the media, and made available to the public." The County issues a media release, makes the update available to the public at www.PinellasLMS.org and provides this report to participating jurisdictions for submittal to their respective governing bodies.

3. REPORT CONTENTS

The calendar-year 2018 annual updates required by FDEM, and correspondingly by the CRS program, were submitted to the State on January 28, 2019, and the FDEM has responded indicating Pinellas County's LMS remains in compliance. A copy of that compliance letter is provided in Attachment 1, along with the associated plan updates required by FDEM.

Note: If you would like a copy of the compliance letter, and/or the associated plan updates required by FDEM please call Planning at (727) 464-8200 or you can contact them via the County Website via <http://www.pinellascounty.org/forms/planning.htm>.

Foster, Lisa D

From: Liles, Heidi <HLiles@verisk.com>
Sent: Thursday, June 4, 2020 10:18 AM
To: Foster, Lisa D; Bruce Cooper; glauda@townofbelleair.net; Cece McKiernan; Khan Boupha
Cc: Morash, Michael; Harper, Sherry; Arkens, David M.
Subject: RE: Adoption requirements for the Pinellas County LMS, RLAA and PPI
Attachments: TOB Resolution No. 2020-04 041020.pdf; 2020 LMS Adoption PINELLAS CO RES 20-32.pdf

CAUTION:

This message has originated from **Outside of the Organization**. Do Not Click on links or open attachments unless you are expecting the correspondence from the sender and know the content is safe.

Hi Lisa,

I am confirming that all the communities that participate in the MJ PPI and have resolution worded as specific as the Pinellas County resolution, they are set to receive the PPI credit (assuming they implement their projects). See attached resolution from Pinellas County.

If a community's resolution includes the standard LMS adoption wording they will not receive PPI credit. See attached resolution from Belleair.

Let me know if you have questions. Thanks.

From: Foster, Lisa D <ldfoster@co.pinellas.fl.us>
Sent: Wednesday, June 3, 2020 5:32 PM
To: Liles, Heidi <HLiles@verisk.com>; Bruce Cooper <bcooper@safebuilt.com>; glauda@townofbelleair.net; Cece McKiernan <cece@mckiernanconsulting.us>; Khan Boupha <kboupha@jonesedmunds.com>
Cc: Morash, Michael <MMorash@iso.com>; Harper, Sherry <SHarper@verisk.com>; Arkens, David M. <DMArkens@verisk.com>
Subject: RE: Adoption requirements for the Pinellas County LMS, RLAA and PPI

Thanks, Heidi – Just to confirm, all the munis that participated in the MJ PPI and have adopted the LMS, which includes the MJ PPI, are all set to receive their PPI credit (assuming they implement their projects of course), correct?

Thanks!

Lisa Foster, CFM
Floodplain Administrator
Phone (727) 464-8862
www.pinellascounty.org/flooding
Please [click here](#) to tell us how we are doing!

From: Liles, Heidi <HLiles@verisk.com>
Sent: Wednesday, June 3, 2020 5:24 PM
To: Foster, Lisa D <ldfoster@co.pinellas.fl.us>; Bruce Cooper <bcooper@safebuilt.com>; glauda@townofbelleair.net; Cece McKiernan <cece@mckiernanconsulting.us>; Khan Boupha <kboupha@jonesedmunds.com>
Cc: Morash, Michael <MMorash@iso.com>; Harper, Sherry <SHarper@verisk.com>; Arkens, David M. <DMArkens@verisk.com>
Subject: RE: Adoption requirements for the Pinellas County LMS, RLAA and PPI



Robert Daniels
City Manager
City of Madeira Beach, Florida

CONSULTANT AGREEMENT

This Consultant Agreement ("Agreement") is made effective as of July 1, 2020, by and between the City of Madeira Beach, Florida (City), 300 Municipal Drive, Madeira Beach, Florida, 33708, and Andrew Laflin (is 4240 W Morrison Ave Tampa, FL 33629).

1. DESCRIPTION OF SERVICES. Beginning on July 1, 2020, the contractor will provide the following services (collectively, the "Services"): Contractual services provided will include but not limited to:

- Plan, manage, and direct the operations of the Finance/Accounting Department and Utility Billing Department within the Finance Division through direct and subordinate supervision.
- Establish and evaluate operating processes and workflows for financial reporting, general ledger, and operating practices that impact transaction processing. Provide recommendations as necessary to improve, protect, and expedite financial reporting and general ledger operations.
- Assume responsibility for all financial reporting processes including GASB pronouncement review and implementations, preparation of reports including the Comprehensive Annual Financial Report (CAFR), Annual Financial Report (AFR), and other required reporting.
- Provide managerial assistance and guidance to designated staff.
- Review accounting pronouncements, determine the effect on financial reporting, and disseminate information throughout the City to ensure proper implementation and compliance.
- Assume responsibility for the preparation and adoption of the annual operating budget.
- Perform review of purchase requisitions and vendor invoices to confirm that transactions are valid and all procurement requirements are met.
- Perform monitoring of grants to ensure compliance with financial requirements of the Uniform Guidance and Florida Single Audit Act.
- Other general accounting duties and special projects as mutually agreed upon

2. RESOURCES PROVIDED BY THE CITY. The following resources shall be provided:

ON SITE

- Access to a workspace with desktop and secure internet connection
- Access to applicable software needed to conduct City business (Tyler Munis, Microsoft Office tools)

OFF SITE

- Access to City-owned laptop and applicable software (Tyler Munis, Microsoft Office, network folders)



Robert Daniels
City Manager
City of Madeira Beach, Florida

- 3. PAYMENT FOR SERVICES.** The City will pay compensation to Contractor for the Services based on a fixed monthly amount of \$7,000.

No travel or per diem reimbursement expenses will apply to this agreement; unless expressly approved by the City in advance. All bills for any travel expenses that are authorized shall be submitted and paid in accordance with the rates specified in Section 112.061, Florida Statutes, and in compliance with the City's policy for travel expenses.

City shall pay Contractor upon Contractor's completion of, and City acceptance of, the services required herein, as specified in the agreement. The Contractor shall submit invoices for work performed on a monthly basis. All payments shall be made in accordance with the Local Government Prompt Payment Act, Florida Statute § 218.70 et.seq., which states the Contracting Party's rights and the City's responsibilities concerning interest, penalties and time limits for payment of invoices.

- 4. TERM.** The Initial Term shall begin on July 1, 2020 and be effective until September 30, 2020.
- 5. RENEWAL.** At the end of the initial term of this contract, the City may initiate renewal(s) as provided. At the end of the initial term, this agreement may be extended for successive monthly terms, on an as needed basis, or such other renewal terms agreed to by the parties. Renewal contracts will not include any compensation for costs associated with the renewal. Renewals shall be contingent upon satisfactory performance evaluations by the City and subject to the availability of funds. The decision to renew a contract rests solely with the City.
- 6. MODIFICATION OF TERMS.** This agreement contains all the terms and conditions agreed upon by the parties, which terms and conditions shall govern all transactions between the City and the Contracting Party and any communications, promises, representations or agreements, not included in writing in this contract, shall not be binding upon any party. The Contract may only be modified or amended upon mutual written agreement of the City and the Contracting Party. No oral agreements or representations shall be valid or binding upon the City or the Contracting Party. No alteration or modification of the Contract terms, including substitution of product, shall be valid or binding against the City.
- 7. RELATIONSHIP OF PARTIES.** It is understood by the parties that Contracting Party will be an independent contractor, and not the agent or servant of the City and will not be entitled to any benefits granted employees of the City. The City will not provide fringe benefits, including health insurance benefits, paid vacations, or any other employee benefit to the Contractor. Each party agrees to assume complete responsibility for its own employees with regard to federal or state employers' liability and withholding tax, worker's compensation, social security, unemployment



Robert Daniels
City Manager
City of Madeira Beach, Florida

insurance, and Occupational Safety and Health Administration requirements and other federal, state and local laws.

8. **WORK PRODUCT OWNERSHIP.** Any copyrightable work, ideas, discoveries, inventions, patents, products or other information (collectively, the “Work Product”) developed in whole or in part by Contractor in connection with the Services shall be the exclusive property of the City.
9. **CONFIDENTIALITY.** Contractor will not at any time or in any manner, either directly or indirectly, use for the personal benefit of Contractor, or divulge, disclose or communicate in any manner any information that is proprietary to the City. Contractor will protect such information and treat it as strictly confidential. This provision shall continue to be effective after the termination of this Agreement. Upon termination of this Agreement, Contractor will return to the City all records, notes, documentation and other items that were used, created or controlled by Contractor during the term of this Agreement.
10. **SUBCONTRACTORS:** The Contractor shall perform this contract. Additional assignment or subcontracting shall be allowed with the prior written approval of the City Manager.
11. **SECURITY.** All employees, agents, and authorized subcontractors to the Contractor (“Contractor’s Agents”) with access to City computer networks and systems in the performance of this contract must be approved by the City and must abide by all applicable terms and conditions of the contract.
12. **INDEMNITY PROVISION.** Contractor shall indemnify, pay the costs of defense with counsel of its choosing, including attorney’s fees, and hold harmless the City from all suits, actions or claims of any character brought on account of any damages sustained by any person or entity as a result of the gross negligence or willful misconduct of the Contractor, except only to the extent such damages were occasioned by the wrongful acts of the City. The first ten dollars (\$10.00) of compensation received by the Contractor represents specific consideration for this indemnification obligation.
13. **PUBLIC RECORDS.** Contractor acknowledges that information and data it manages as part of the services may be public records in accordance with Chapter 119, Florida Statutes and the City’s public records policies. Contractor agrees that prior to providing services it will implement policies and procedures to maintain, produce, secure, and retain public records in accordance with applicable laws, regulations, and City policies, including but not limited to the Section 119.0701, Florida Statutes. Notwithstanding any other provision of this Agreement relating to compensation, the Contractor agrees to charge the City, and/or any third parties requesting public records only such fees allowed by Section 119.07, Florida Statutes, and City policy for locating and



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City Manager
City of Madeira Beach, Florida

producing public records during the term of this Agreement. A Contractor who fails to provide the public records to the public agency within a reasonable time may be subject to penalties under s. 119.10.

IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS, ADMINISTRATIVE SERVICES, AT 300 MUNICIPAL DRIVE, MADEIRA BEACH, FLORIDA, 33708. Phone: (727) 391-9951 / Email: cvanblargan@madeirabeachfl.gov

- 14. AUDIT.** The Contractor shall retain records relating to this contract for a period of at least three (3) years after final payment is made. All records shall be kept in such a way as will permit their inspection pursuant to Chapter 119, Florida Statutes.
- 15. TERMINATION.** The City and the Contractor both reserve the right to terminate this contract, without cause by giving thirty (30) days prior written notice to the other party of the intention to terminate, or with cause if at any time the either party fails to fulfill/abide by any of the terms or conditions specified.
- 16. FISCAL NON-FUNDING.** In the event that sufficient budgeted funds are not available for a new fiscal period, City shall notify the Contractor of such occurrence and the Contract shall terminate on the last day of the current fiscal period without penalty or expense to the City.
- 17. PARTIES TO THE CONTRACT:** This Agreement creates no rights or privileges that are enforceable by anyone not a party to this Agreement. Nothing set forth in this Agreement is intended to create, or will create, any benefits, rights, or responsibilities to any third parties.
- 18. SEVERABILITY.** If any provision of this Agreement shall be held to be invalid or unenforceable for any reason, the remaining provisions shall continue to be valid and enforceable. If a court finds that any provision of this Agreement is invalid or unenforceable, but that by limiting such provision it would become valid and enforceable, then such provision shall be deemed to be written, construed and enforced as so limited.
- 19. GOVERNING LAW.** All matters, whether sounding in tort or contract, relating to the validity, construction, interpretation, performance and enforcement of this contract shall be determined by the laws of the State of Florida. The exclusive venue of any legal or equitable action that arises



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out of or relates to the contract shall be the appropriate state court in Pinellas County, Florida; in any such action, Florida law shall apply.

20. ENTIRE AGREEMENT. This Agreement contains the entire agreement of the parties, and there are no other promises or conditions in any other agreement, whether oral or written.

21. WARRANTY OF AUTHORITY. Each person signing the Contract warrants that he or she is duly authorized to do so and to bind the respective party to the Contract.

IN WITNESS THEREOF, the Parties hereto have caused this Agreement, which includes any referenced attachments, to be executed by their undersigned officials as duly authorized. This Agreement is not valid until signed and dated by both Parties.

ANDREW LAFLIN, CPA

ROBERT DANIELS

City Manager

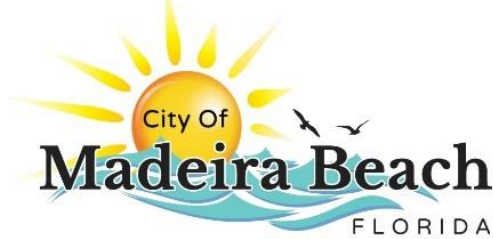
City of Madeira Beach, Florida

[Signature]

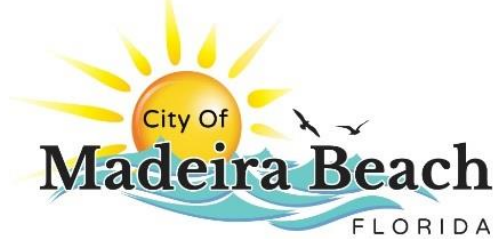
[Signature]

DATE

DATE



Job Title:	Finance Director		
Department/Group:	Finance Department	Supervisor:	City Manager
Location:	Madeira Beach City Hall 300 Municipal Drive Madeira Beach, FL 33708		
Level/Salary Range:	\$96,000 - \$110,240	Position Type:	Full-Time
HR Contact:		Date Posted:	
External Posting URL:	www.madeirabeachfl.gov	Posting Expires:	
Applications Accepted By:			
FAX OR E-MAIL: (727) 391-9951 humanreources@madeirabeachfl.gov Subject Line: Hiring / Human Resources Attention: Recruiting or Human Resources Department		MAIL: City of Madeira Beach 300 Municipal Drive Madeira Beach, FL 33708	
Job Description			
ROLE AND RESPONSIBILITIES Performs highly responsible management and administrative work directing and coordinating the varied functions of the City's Finance Department. Work involves administering the central accounting system functions of the City. Works is reviewed through written reports and is performed under the direction of the City Manager. Description of the roles and responsibilities: • Supervises finance division and parking division • Prepare and manage annual budget, capital improvement program (CIP) and comprehensive annual financial report (CAFR) • Coordinate year-end audit process with external auditors • Manage all treasury functions including investment portfolio • Complete timely month-end closeouts and provide monthly reports to the City Commission • Support the City Manager with research/analysis related to administrative/operational decisions • Serve as the City Manager's designated purchasing official • Provide internal audit and internal control functions • Coordinating and directing the financial planning, budgeting, procurement, and investment activities for the City of Madeira Beach. • Developing internal control policies, guidelines, and procedures for activities such as budget administration, cash and credit management, and accounting. • Preparing or directing preparation of financial statements, business activity reports, financial position forecasts, annual budgets, and/or reports required by regulatory agencies. • Advising management on short-term and long-term financial objectives, policies, and actions. • Analyzing the financial details of past, present, and expected operations in order to identify development opportunities and areas where improvement is needed. • Delegating authority for the receipt, disbursement, banking, protection, and custody of funds, securities, and financial instruments. • Evaluating needs for procurement of funds and investment of surpluses, and making appropriate recommendations. • Leading staff training and development in budgeting and financial management areas. • Maintaining current knowledge of organizational policies and procedures, federal and state policies and directives, and current accounting standards.			



- Supervising employees performing financial reporting, accounting, billing, collections, payroll, and budgeting duties.
- Other duties as assigned.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

Bachelor's degree in Public Administration, Business Administration, Finance, Accounting, or other related field. Master of Public Administration, Master of Science in Finance, Certified Public Accountant, Certified Public Finance Officer, or related professional designation preferred.

PREFERRED SKILLS

- Strong analytical skills, as related to policy analysis, organizational improvement, and financial management
- Proven ability to creatively balance political goals and interests with financial realities
- Ability to multi-task in a fast-paced, deadline-oriented environment
- Management experience sufficient to guide day-to-day financial operations
- Analyzing Data or Information – Identifying the underlying principles, reasons, or facts of information by breaking down information or data into separate parts.
- Getting Information – Observing, receiving, and otherwise obtaining information from all relevant sources.
- Making Decisions and Solving Problems – Analyzing information and evaluating results to choose the best solution and solve problems.
- Communicating with Supervisors, Peers, or Subordinates – Providing information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person.
- Identifying Objects, Actions, and Events – Identifying information by categorizing, estimating, recognizing differences or similarities, and detecting changes in circumstances or events.
- Estimating the Quantifiable Characteristics of Products, Events, or Information – Estimating sizes, distances, and quantities; or determining time, costs, resources, or materials needed to perform a work activity.
- Documenting/Recording Information – Entering, transcribing, recording, storing, or maintaining information in written or electronic/magnetic form.
- Provide Consultation and Advice to Others – Providing guidance and expert advice to management or other groups on technical systems, or process-related topics.
- Developing Objective and Strategies – Establishing long-range objectives and specifying the strategies and actions to achieve them.

ADDITIONAL NOTES

Able to work overtime, civil defense recall and occasional weekend and holidays as required.

Reviewed by:		Date:	
Approved By:		Date:	
Updated By:		Date:	

CITY OF MADEIRA BEACH PAY PLAN - EFFECTIVE OCTOBER 1, 2019

GRADE	POSITION TITLE	RANGE MINIMUM	RANGE MAXIMUM
1	Building Codes Compliance Officer	\$21,236 yr.	\$36,323 yr.
	Code Enforcement Specialist	\$10.210 hr.	17.463 hr.
	Grounds Maintenance Worker		
	Marina Attendant		
	Permit Clerk		
	Parking Enforcement Officer		
	Public Works Technician		
	Recreation Leader I		
	Sanitation Worker		
	Seasonal Employees		
2	Administrative Assistant	\$27,104 yr.	\$51,896 yr.
	Building Codes Compliance Officer II	\$13.031 hr.	\$24.947 hr.
	Building Official Assistant		
	Permit Clerk		
	Recreation Leader II		
	Senior Grounds Maintenance Worker		
	Senior Marina Attendant		
	Senior Parking Enforcement Officer		
	Senior Public Works Technician		
	Senior Sanitation Worker		
3	Building Codes Compliance Officer III	\$36,323 yr.	\$57,209 yr.
	Division Supervisor	\$17.463 hr.	\$27.504 hr.
	Permit Technician		
	Recreation Leader III		
	Senior Administrative Assistant		
4	Deputy City Clerk	\$45,458 yr.	\$69,538 yr.
	Executive Assistant to City Manager	\$21.226 hr.	\$33.431 hr.
	Fiscal Analyst		
5	Fiscal Coordinator	\$51,110 yr.	\$76,665 yr.
	HR/Financial Coordinator	\$24.572 hr.	\$36.858 hr.
	Planning & Zoning Coordinator		
	Public Information Officer		
6	Accounting Manager	\$59,166 yr.	\$93,187 yr.
	Marina Manager	\$28.445 hr.	\$44.801 hr.
7	Building Official	\$83,250 yr.	\$124,880 yr.
	City Clerk	\$40.026 hr.	\$60.038 hr.
	Community Development Director		
	Finance Director		
	Fire Chief		
	Lead Mechanic		
	Public Works Director		
	Recreation Director		