

City of Madeira Beach
Community Development Department
Policy & Procedure Manual



Table of Contents

• Department Summary	Page 2
• Workplace Safety	Page 2
• Day to Day Operations	Page 2
○ Employee Conduct and Responsibilities	Page 2
○ Customer Service	Page 3
• Medical Emergency	Page 3
• Fire Emergency	Page 3
• Hurricane/Severe Weather	Page 3

Department Summary

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

Workplace Safety

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

Day to Day Operations

Employee Conduct and Responsibilities

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

Customer Service

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

Medical Emergency

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

Fire Emergency

Structure Fire

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

Hurricane/Severe Weather

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