



MEMORANDUM

TO: Hon. Mayor and Board of Commissioners
VIA: Mike Helfrich, City Manager
FROM: Clara VanBlargan, City Clerk
DATE: May 1, 2026
RE: Resolution 2026-02, BOC Policy Handbook

Background:

In accordance with Section 4.5 of the City Charter, Rules of procedure; quorum; meetings, the Board of Commissioners must establish its own rules and order of business within 90 days following each election. Each commission member reviews the current BOC Policy Handbook and determines whether any changes are needed before the policy is adopted.

At the April 29, 2026, BOC Regular Workshop, the Board of Commissioners discussed the BOC Policy Handbook and made the following changes:

Article I – Official Communications and Representation of the City Protocol

VII. Board Members Attending Meetings or Serving as Members of Another Public Board

1. Board members attending meetings of another public board (p. 12 of 25)
 - Government in the Sunshine Manual Reference updated from 2022 to **2025**
2. Board members serving as members of another public board (p. 13 of 25)
 - Government in the Sunshine Manual Reference updated from 2022 to **2025**

Article II – Rules of Procedure for Board of Commissioners Meetings

I. Policy

2. Types of Meetings, Workshop Meeting Paragraph (p. 16 of 25)
 - The BOC Regular Workshop Meeting start time changed from 6:00 p.m. to **4:00 p.m.**

Before adopting the BOC Policy Handbook by Resolution 2026-02 at the May 13, 2026, BOC Regular Meeting, the Board of Commissioners can review the policy and make additional changes at the meeting.

The City Attorney made proposed changes following the April 29, 2026, BOC Regular Workshop Meeting regarding invitations received at City Hall addressed to Commission Members and the BOC Ceremonial Items Policy (Resolution 2025-04):

Invitations received at City Hall addressed to Commission members

II. Guidelines Related to Commission Communications (Page 2 of 25)

1. Ceremonial Events

Bullet Point 2

- Invitations received at City Hall by mail or email are presumed to be for official City representation. Invitations addressed to Commission members at their homes are presumed to be unofficial, personal invitations. Invitations received at City Hall are considered official mail and shall be opened by the City Clerk. The original of the invitation shall be placed in the mailbox of the Commission member to whom the invitation was addressed. A copy of the invitation shall be filed as a part of the public record.

BOC Ceremonial Items Policy - New Subparagraph: Ceremonial Items Policy (Resolution 2025-04)

II. Guidelines Related to Commission Communications (Page 2 of 25)

2. Ceremonial Items Policy (Resolution 2025-04)

STATEMENT OF POLICY

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

DEFINITIONS

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

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

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

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

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

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

POLICY AND PROCEDURE FOR CEREMONIAL ITEMS

- Proclamation
Individuals and organizations seeking a proclamation must submit an application along with sample language that can be modified. Recipients must be able to attend the Board of Commissioners meeting to receive the proclamation, as proclamations will not be mailed. The Mayor and/or members of the Board of Commissioners may also propose a proclamation, subject to approval by the Board of Commissioners. Proclamations will be listed on the agenda under the Consent Agenda for approval at the Board of Commissioners meeting prior to their presentation. Approved proclamations will be presented by the Mayor and/or members of the Board of Commissioners on a rotating basis. Proclamations proposed by City staff will continue to be added to Board of Commissioners meeting agendas as needed.
- Business Award
The City Clerk will contact the Mayor and/or members of the Board of Commissioners on a rotating basis to submit their nominations for a business, nonprofit, or religious institution, with assistance provided by the Tampa Bay Beaches Chamber of Commerce. Upon receiving the information regarding the nominee, the City Clerk will prepare the award and follow up with an invitation to the nominee to the Board of Commissioners meeting at which the award will be presented by the nominator.
- Key to the City
The Mayor and/or members of the Board of Commissioners may nominate a distinguished individual to receive the Key to the City by submitting their nomination to the City Clerk. The nomination will be included on the Board of Commissioners' meeting agenda for consideration prior to the presentation. The Key to the City will be presented to the recipient by the Board of Commissioners at a following meeting of the Board of Commissioners.
- Certificates of Recognition and Appreciation
Certificates of Recognition and Appreciation signed by the entire Board of Commissioners are awarded to those individuals or organizations who have performed some act or completed some task or effort on behalf of the City or residents of the City.
- City Coin

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

- Congratulatory Letters

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

Fiscal Impact:

There is no fiscal impact to adopting the BOC Policy Handbook.

Recommendation

It is recommended that the Board of Commissioners adopt Resolution 2026-02, the BOC Policy Handbook, with the changes made by the Board and the City Attorney.

Attachment(s):

- Resolution 2026-02
- Exhibit A – BOC Policy Handbook with changes from April 29, 2026 BOC Regular Workshop Meeting
- Resolution 2025-04, Ceremonial Policy Handbook