

RESOLUTION 2026-09

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE CITY OF MADEIRA BEACH, FLORIDA, ESTABLISHING THE CITY OF MADEIRA BEACH VOLUNTEER PROGRAM; PROVIDING FOR THE PURPOSE AND ADMINISTRATION OF THE PROGRAM; ESTABLISHING ELIGIBILITY AND PARTICIPATION REQUIREMENTS; ESTABLISHING VOLUNTEER OPPORTUNITY AREAS; AUTHORIZING THE CREATION OF VOLUNTEER GROUPS; ESTABLISHING VOLUNTEER RESPONSIBILITIES AND LIMITATIONS; PROVIDING FOR TRAINING, BACKGROUND CHECKS, AND VOLUNTEER AGREEMENTS; PROVIDING FOR REIMBURSEMENT OF APPROVED EXPENSES; PROVIDING FOR COMPLIANCE WITH APPLICABLE LAWS AND CITY POLICIES; PROVIDING FOR VOLUNTEER RECOGNITION; PROVIDING FOR IMPLEMENTATION AND ADMINISTRATIVE PROCEDURES; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE

WHEREAS, the Board of Commissioners of the City of Madeira Beach recognizes the value of community involvement and the contributions that volunteers can make toward enhancing City programs, services, events, facilities, and community activities; and

WHEREAS, the Board of Commissioners desires to establish a formal framework through which members of the public may volunteer their time and talents in support of the City of Madeira Beach; and

WHEREAS, the Board of Commissioners desires to inspire community engagement by encouraging residents and other members of the public to become involved in the operations of local government and to create an innovative partnership between the City and the citizens it serves; and

WHEREAS, the City desires to provide opportunities for volunteers to assist City departments with specific projects, programs, events, administrative activities, community initiatives, and other duties approved and assigned by the City; and

WHEREAS, the Board of Commissioners desires to establish a flexible volunteer program that can respond to the City's changing needs without requiring the establishment of a separate program or amendment to this Resolution for each individual volunteer activity or group; and

WHEREAS, the Board of Commissioners finds that the establishment of the City of Madeira Beach Volunteer Program is in the best interest of the City and its residents.

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

Section 1. Establishment of the City of Madeira Beach Volunteer Program.

The Board of Commissioners hereby establishes the City of Madeira Beach Volunteer Program ("Volunteer Program") for the purpose of providing opportunities for members of the public to volunteer their time and skills in support of authorized City programs, services, activities, events, projects, and operations.

The Volunteer Program shall be administered by the City Manager or designee, subject to the provisions of this Resolution and applicable City policies and procedures.

Section 2. Purpose and Intent.

The Volunteer Program is designed to inspire community engagement by encouraging residents and other members of the public to get involved in the day-to-day work of local government through volunteering their time and talents in various City departments.

The Volunteer Program seeks to create an innovative partnership between the City and the citizens it serves by providing volunteers the opportunity to directly impact the programs and services upon which the City's residents, businesses, and visitors rely every day.

The Volunteer Program is intended to supplement, and not to replace or displace, the work performed by City employees.

Section 3. Eligibility and Participation Requirements.

Participation in the Volunteer Program shall generally be open to members of the public who are sixteen (16) years of age or older, subject to the requirements of this Resolution, applicable City policies, the needs of the City, and approval by the appropriate City department.

Volunteers need not reside within the City of Madeira Beach, except that residency may be required by applicable law or City policy for service on City boards or committees.

Applicants who are sixteen (16) or seventeen (17) years of age shall provide the written consent of a parent or legal guardian before beginning service and may be assigned only to duties the City determines to be appropriate for minors. The parent or legal guardian of a minor volunteer may be required to execute the Volunteer Agreement on the minor's behalf.

The City may establish additional qualifications for particular volunteer assignments when appropriate based upon the nature and responsibilities of the assignment.

Section 4. Volunteer Opportunity Areas.

Volunteer opportunities under the Volunteer Program may include, but are not limited to, the following areas:

General Office and Technology. Answer phones and provide initial front desk assistance at City Hall during staffing shortages; assist with filing, copying, data entry, and records management; assist with City website design and content maintenance; and assist in generating content for City social media outlets.

Special Events. Support annual City events and City holiday events, and assist City staff to manage and recover from permitted private events held on City property.

Parks and Beautification. Assist City staff with light landscape maintenance of City lands; participate in trash pickup days; provide tours of City park and recreation facilities to new residents; and assist Recreation staff during recreation events.

Post-Storm Recovery. Work alongside City staff following hurricane events to document post-storm damage so that the City maintains compliance with FEMA floodplain regulations, and assist City staff with light cleanup of City facilities following a storm event.

The foregoing list is illustrative and not exhaustive. The City Manager or designee may designate additional volunteer opportunity areas consistent with this Resolution.

Section 5. Volunteer Assignments.

Volunteers may perform duties only when such duties have been specifically approved and assigned by the City.

Volunteer assignments may include, but are not limited to, assisting with City events, community activities, clean-up efforts, administrative functions, programs, projects, parks and recreational activities, beautification efforts, community outreach, and other activities determined appropriate by the City.

Volunteers shall perform their assigned duties under the direction and supervision of the appropriate City staff.

Nothing in this Resolution shall authorize a volunteer to perform duties that are required by law to be performed by a City employee, licensed professional, sworn law enforcement officer, or other person possessing specific legal authority or qualifications.

Section 6. Volunteer Groups.

The City Manager or designee is authorized to establish, modify, combine, or discontinue volunteer groups within the Volunteer Program as necessary to meet the needs of the City.

Volunteer groups may be established to support specific City activities, projects, programs, events, departments, or community initiatives.

Volunteer groups established pursuant to this Resolution are intended primarily to assist City staff in carrying out authorized activities and are not intended to constitute advisory boards or commissions of the City Commission.

The City Manager or designee shall notify the Board of Commissioners when volunteer groups are established, substantially modified, combined, or discontinued.

Section 7. Volunteer Approval.

Department Directors may approve individual volunteers to serve within their respective departments, subject to the overall administration and oversight of the Volunteer Program by the City Manager or designee.

The City Manager or designee may establish procedures for the recruitment, application, screening, placement, supervision, and management of volunteers.

Section 8. Volunteer Application.

Recurring or ongoing volunteers shall complete a City-approved volunteer application before beginning service, unless the City Manager or designee determines that an application is unnecessary for a particular assignment. An application may be completed in paper or electronic form.

Individuals participating in a one-time event or activity may be permitted to volunteer without completing the full ongoing volunteer application process, as determined by the appropriate City department.

Section 9. Background Checks.

A background check may be required when the City determines that the nature of a volunteer assignment warrants such screening.

Factors that may warrant a background check may include, but are not limited to, access to sensitive information, handling of City funds, access to restricted areas, interaction with vulnerable populations, access to City facilities or systems, or other responsibilities determined appropriate by the City.

When a background check is required by the City for an approved volunteer assignment, the City shall bear the cost of the background check.

Section 10. Orientation and Training.

Ongoing volunteers shall receive appropriate City volunteer orientation before beginning their service, as established by the City Manager or designee.

One-time event volunteers shall receive such instructions, information, and safety guidance as are reasonably necessary for their particular assignment.

Additional training may be required when warranted by the nature of a volunteer's duties. Volunteers who are minors shall receive such additional instruction and supervision as the City determines appropriate for their assignment.

Section 11. Volunteer Agreement.

Ongoing volunteers shall execute a City-approved Volunteer Agreement or Volunteer Acknowledgment before beginning service, unless the City Manager or designee determines that such agreement is unnecessary for a particular assignment. For a volunteer who is a minor, the agreement shall be executed by the minor's parent or legal guardian.

The Volunteer Agreement may address, among other matters, volunteer responsibilities, assigned duties, conduct, confidentiality, public records, safety, use of City property, limitations on volunteer authority, and acknowledgment that volunteer service does not create an employment relationship with the City.

Section 12. Volunteer Responsibilities and Limitations.

Volunteers shall:

- Perform only duties specifically assigned and approved by the City;

- Follow the direction of the appropriate City staff;

- Comply with applicable City policies, procedures, safety requirements, and instructions;

- Conduct themselves in a professional and appropriate manner while performing volunteer duties; and

- Protect City property, equipment, information, and records entrusted to them.

Volunteers shall not:

- Represent themselves as City employees;

- Represent themselves as official representatives of the City;

- Speak on behalf of the City unless specifically authorized by City staff;

- Make commitments or agreements on behalf of the City;

- Authorize or incur expenditures on behalf of the City;

- Make decisions on behalf of the City; or

Exercise any governmental authority unless specifically authorized by applicable law and the City.

Section 13. Compensation and Expenses.

Volunteers shall serve without compensation and shall not be considered employees of the City solely by reason of their volunteer service.

The City may reimburse a volunteer for reasonable expenses incurred in connection with authorized volunteer duties when such expenses have been pre-approved by the City and are otherwise permitted by applicable City policies and available appropriations.

Section 14. Insurance, Liability, and Employment Status.

Participation in the Volunteer Program shall not, by itself, create an employment relationship between a volunteer and the City, nor shall volunteers be entitled to City employee compensation, benefits, leave, retirement benefits, or other employment benefits, except as otherwise required by law.

Volunteers shall be subject to applicable City insurance, risk-management, safety, and workers' compensation policies and procedures to the extent provided by law and applicable to the particular volunteer assignment.

Nothing in this Resolution shall be construed to waive, expand, or limit any immunity, liability protection, workers' compensation coverage, or other protection provided by federal or Florida law.

Section 15. Compliance with Law and City Policies.

All volunteers participating in the Volunteer Program shall comply with applicable federal and state laws, City ordinances, resolutions, policies, procedures, and administrative requirements.

Volunteers shall comply with applicable requirements relating to public records, confidentiality, open government, and the use and disclosure of information obtained through volunteer service.

Volunteer groups shall be organized and operated consistent with their intended staff-support role and shall comply with applicable Florida law if the nature or activities of a group otherwise cause legal requirements to apply.

Section 16. Removal or Termination of Volunteer Service.

A Department Director of the City may remove a volunteer from a particular assignment when the Department Director determines that removal is appropriate or in the best interest of the City.

The City Manager or designee shall retain the authority to terminate an individual's participation in the Volunteer Program.

A volunteer may resign from the Volunteer Program at any time.

Nothing in this section shall be construed to require the City to provide a hearing or other employment-related process to a volunteer.

Section 17. Volunteer Recognition.

The City shall provide for an annual recognition of volunteers at the City's Founder's Day event, or at such other annual Founder's Day activity as may be designated by the City.

Volunteer Program members may earn special recognition and awards from the City for their creditable volunteer service hours.

The City Manager or designee shall establish an appropriate process for identifying and recognizing individuals who have contributed volunteer service to the City.

Section 18. Administrative Procedures.

The City Manager or designee is authorized to establish, implement, amend, and maintain administrative procedures necessary to administer the Volunteer Program. Such procedures may address, but are not limited to:

- Volunteer applications and registration;

- Volunteer screening and background checks;

- Volunteer agreements and acknowledgments;

- Orientation and training;

- Assignment and supervision of volunteers;

- Volunteer conduct and safety;

- Use of City property and equipment;

- Public records and confidentiality;

- Documentation and recordkeeping;

- Expense reimbursement;

- Volunteer recognition; and

- Other matters necessary for the effective administration of the Volunteer Program.

Section 19. Funding.

Implementation of the Volunteer Program shall be subject to the availability of appropriated funds and applicable City purchasing, reimbursement, and financial policies.

Nothing in this Resolution shall be construed as creating an obligation for the City to expend funds beyond those lawfully appropriated.

Section 20. Severability.

If any section, subsection, sentence, clause, phrase, or provision of this Resolution is held invalid or unconstitutional by a court of competent jurisdiction, such invalidity shall not affect the validity of the remaining portions of this Resolution.

Section 21. Effective Date.

This Resolution shall take effect immediately upon its adoption by the Board of Commissioners.

**INTRODUCED AND ADOPTED BY THE BOARD OF COMMISSIONERS OF
THE CITY OF MADEIRA BEACH, FLORIDA, THIS ____ DAY OF _____, 2026.**

Anne-Marie Brooks, Mayor

ATTEST:

Clara VanBlargan, MMC, FCPC, FCRM, MSM, City Clerk