

**RESOLUTION NO. 2021-10**

**A RESOLUTION OF THE TOWN OF BELLEAIR, FLORIDA, ESTABLISHING THE PARK, RECREATION AND TREE BOARD, AND SETTING FORTH ITS COMPOSITION, DUTIES, AND RESPONSIBILITIES, PROVIDING FOR REPEAL OF RESOLUTIONS 95-16 AND 95-18.**

**WHEREAS,** The Town Commission has adopted Resolution No. 95-13, which prescribes the procedural Rules and Regulations for all Advisory Boards and Regulatory Boards of the Town; and

**WHEREAS,** the Town Commission previously approved resolutions 95-16 and 95-18, reestablishing the Park & Tree Board and Recreation Board; and

**WHEREAS,** the Town Commission now deems it in the best interest of the Town to adopt a new resolution combining the duties and responsibilities of each of these into one board; and

**WHEREAS,** the Town Commission desires to continue the Town's participation in the Tree City USA program and have the Park, Recreation, and Tree Board perform the functions of a Tree board under the program; and

**WHEREAS,** the Town Commission would like to ensure the voice of Belleair's youth are represented on this new board;

**NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COMMISSION OF THE TOWN OF BELLEAIR, FLORIDA:**

Section I. The Park, Recreation, and Tree Board is hereby established to serve in an advisory capacity, to make recommendations to the Commission on matters set forth herein. The following provisions shall govern the substantive duties and responsibilities of the Park, Recreation, and Tree Board:

1. The Park, Recreation, and Tree Board (PRT) shall continually review and analyze the present and future landscaping and structural plans of existing Town parks and public areas. This shall be done in a concerted effort toward maintaining and/or upgrading the overall beautification of the Town of Belleair, The Park, Recreation, and Tree Board shall make any recommendations directly to the Town Commission relative to strategic, short, and long-range plans.
2. The Park, Recreation and Tree Board (PRT) shall continually review and analyze the present and future recreation programs and strategic plans of

the Town in a concerted effort toward maintaining and/or upgrading the overall recreation programs and offerings of the Town of Belleair and to assure that any funds, land, buildings, and equipment designated by the Town of Belleair, or by private donors, for recreational purposes, are utilized most efficiently and equitably for the benefit of the citizens of the Town of Belleair.

3. The Park, Recreation, and Tree Board shall perform all functions of a Tree board under the Tree City USA Program, so long as such duties are not otherwise in conflict with any statute, ordinance, or other local law.
4. The PRT Board Chair or designee shall report any finds of fact resulting from paragraphs 1 & 2 above, to the Town Manager, in writing, who in turn shall furnish such reports to the Town Commission.
5. The PRT Board shall make any policy or budgetary recommendations for modification of new or existing programs or services to the Town Commission, as the Board deems necessary for the maintenance of high standards of parks, recreation, and public landscaping in the Town and for the attainment of goals outlined in the strategic plan or other plans as approved by the Town Commission.
6. When solicited by the Town Manager or their designee, the board may make recommendations regarding the operational performance of parks, recreation, and public landscaping programs and services. Such recommendation shall be made directly to the Town Manager in writing.
7. The Park, Recreation, and Tree Board may encourage, and accept, subject to the approval of the Town Commission, gifts to the Town of Belleair of such items as land, recreational equipment, and other items contributing to the public benefit of the residents of the Town.
8. The Park, Recreation, and Tree Board shall conduct surveys and fact-finding studies as requested by the Town Manager and/or Mayor and shall report thereon as outlined in paragraph 3 above.
9. All residents living directly adjacent to, or across the street from, any public area affected by a proposed capital project shall be notified in writing by the Town and given direct notice of all meetings held with respect thereto. The Park, Recreation, and Tree Board may coordinate efforts of individual citizens and groups in specific beautification projects proposed for approval by the Town Commission.
10. The Park, Recreation, and Tree Board may make available bulletins and informative literature to all property owners within the Town of Belleair

to assist residents in maintaining the high standard of beautification of private property situated within the Town.

11. The Park, Recreation, and Tree Board may take up any other matter reasonably associated with the functions of parks, recreation, or public landscaping and trees unless otherwise superseded by charter, ordinance, or subsequent resolution. The Park, Recreation, and Tree Board may not interfere with the operations of any department.
12. Except for the purpose of inquiries and investigations under section 2.06(c) of the Town Charter, the Commission, its members, or by extension, the Park, Recreation and Tree Board shall deal only through the manager with employees who are subject to the direction and supervision of the manager. Neither the Commission nor the PRT Board members shall give orders to any employee either publicly or privately.

## Section II. Composition.

1. Unless superseded by this resolution, all other provisions of Resolution 95-13 shall apply to the Park, Recreation, and Tree Board.
2. The Park, Recreation, and Tree Board shall be comprised of seven voting members appointed by the Commission.
3. The Commission should consider residents of the Town of Belleair who have demonstrated their interest in the preservation and maintenance of parks, trees, and recreational programs and amenities within the Town of Belleair. Evidence of such interest may be demonstrated by membership in the Town's various civic organizations such as the Belleair Garden Club, Belleair Rotary Club, Belleair Community Foundation, and any other such organizations as may from time to time be organized within the Town of Belleair. Additionally, the Commission should consider the resident's participation and experience with public beautification, landscaping, civic planning, recreational programs, activities, and special events, among other criteria
4. One seat shall be reserved for a member of the Belleair Teen Council of at least 16 years of age. The Belleair Teen Council Seat shall be appointed for a term of one year.
5. Each member shall serve a two-year term. To provide continuity, half of the members shall be appointed in odd-numbered years, and a half shall be appointed in even-numbered years. The Mayor shall choose which three members shall serve an initial one-year term.
6. All members serve at the will and pleasure of the Town Commission.

7. Members may be removed without notice and without assignment of cause by a majority vote of the Town Commission.

8. If any member fails to attend three successive meetings, the Town Clerk shall notify the Town Commission. After four consecutive absences, the member automatically forfeits the seat.

Section III. Resolutions 95-16 and 95-18 are hereby repealed in their entirety. All other Resolutions or parts of Resolutions in conflict herewith also are, to the extent of such conflict are hereby repealed.

Section IV. The Board shall have no independent authority to expend town funds. Expenditures for approved budget items shall be made pursuant to the existing Town policy. With respect to any proposed expenditure, however, that is not within a previously approved budget line-item, the Board must make any recommendation concerning such additional expenditure directly to the Town Commission, as provided above. The Town Manager or designee shall be the custodian of all Town Accounts with respect to budgeted funds allocated by the Town Commission to matters with respect to which the Board is serving in an advisory capacity. Any funds allocated to items with respect to which the Board is serving in an advisory capacity and which are not expended by the Town in any budget year shall revert to the surplus funds of the Town at the end of such budget year.

**PASSED AND ADOPTED** by the Town Commission of the Town of Belleair, Florida, this 4<sup>th</sup> day of **May A.D., 2021**.

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**Mayor**

**ATTEST:**

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**Town Clerk**