

BELLEAIR RECREATION BOARD MEETING

NOTICE

DATE: March 5, 2014

TO: Patricia Ryan, Chairman
Cheryl Franzese, Vice Chairman
Molly Fowler
Nathan (Skip Katz)
Scott L. Coletti
Greg Savel
Amy Maguire

Eric Wahbeck, Parks and Recreation Director
Rachel Schneider, Recreation Supervisor
Ricky Allison, Parks Supervisor
Michael Wilkinson, Commission Advisor
Nell Chapman, Civic Association liaison

There will be a meeting of the **BELLEAIR RECREATION BOARD ON MONDAY, MARCH 17, 2014 AT 5:00 P.M. IN THE TOWN HALL AUDITORIUM.**

Your attendance is very important! Please contact Eric Wahlbeck at 518-3728, ext. 292 to confirm your attendance.

The following agenda items are provided for your consideration:

1. Approval of Minutes - January 27, 2014
Documents: [REC. BOARD MINUTES 01.27..2014.PDF](#)
2. Citizen's Comments
(Discussion of items not on the agenda. Each speaker will be allowed 3 minutes to speak.)
3. Clearwater Little League Update
No summary. Just an update.
4. Gameroom Update
5. Event Report
Documents: [RACE REPORT 2014.PDF](#)
6. Discussion of Duties and Responsibilities of the Recreation Board
Documents: [RECREATION BOARD ROLE.PDF](#), [REC. DUTIES AND RESPONSIBILITIES - RES. 95-18.PDF](#), [RESOLUTION NO. 95-13 - ESTABLISHING RULES AND REGULATIONS FOR ALL ADVISORY BOARDS.PDF](#)
7. Director's Report
General information
8. Other Business
9. Commission Advisor Report
10. Adjournment

* Previously distributed.

Copy to: Micah Maxwell, Town Manager
Donna Carlen, Town Clerk
JP Murphy, Assistant Town Manager

MINUTES OF BELLEAIR RECREATION BOARD MEETING HELD ON MONDAY, JANUARY 27, 2014 IN THE TOWN HALL AT 5:00 P.M.

MEMBERS PRESENT: Patricia Ryan, Chair
Molly Fowler, Secretary
Skip Katz
Greg Savel

MEMBERS ABSENT: Cheryl Franzese, Vice Chair
Scott Colletti
Amy Maguire

OTHERS PRESENT: Eric Wahlbeck, Parks and Recreation Director
Rachel Schneider, Recreation Supervisor
Danielle Felton, Interim Special Events Coordinator
Mackenzie Danielson, Special Events Intern
Megan Schuh, Recreation Programmer
Michael Wilkinson, Commission Advisor

**RECEIVED
BELLEAIR TOWN HALL**

JAN 30 2014

TIME REC. _____

APPROVAL OF MINUTES: Quorum present. Pat called the meeting to order at 5:04. Molly made a motion to approve the October 21 minutes, Skip seconded and the vote was unanimous.

ALCOHOL APPROVAL: Molly made a motion to approve the request for an alcohol permit for the Sundays in Belleair Concerts March 9 & April 6 and Belleair Sunset Run on February 19, Greg seconded and the vote was unanimous.

BANNER APPROVAL: Molly made a motion to approve the request for banner permits for Belleair Spring events 2014, Greg seconded and the vote was unanimous.

FALL SPORTS LEAGUES: Eric presented the 2013 Financial Report indicating a total net of over \$10,000. Coaches are volunteers and expenses include refs, jerseys, footballs, basketballs, etc. They are maxed out in teams and Archery sold out Fall and Spring.

SPECIAL EVENTS: Eric announced that Sara is moving on and will be missed. It is a pleasure to announce the Interim Special Events Coordinator, Danielle. The Board congratulates Danielle and has confidence she will fill Sara's position admirably. Eric introduced Intern Mackenzie. Successful events included the garage sale, Miss Victoria's concert, the Halloween party and the Thanksgiving basket donations, the Holiday concerts and Sundays in Belleair concert. Discussion ensued with regard to other events which may be scheduled.

DIRECTOR'S REPORT: Eric introduced Megan Schuh who has been hired to fill Danielle's former position and Kevin is Camp Director. Scott is chairperson for the upcoming safety/parking construction committee. Rachel is close to perfecting the on-line membership/registration. "Teen Night" is scheduled for February 22 for teens 13-18. The Council is revamping the Game Room and will raise donations for computers, games, Wifi, new furniture and they continue to raise funds for UPARC. Eric was pleased to announce that the Parks and Recreation Department named two Employees of the Year. Kudos to Cathy DeKatz, Part Time and Danielle Felten, Full Time. The Sunset Race is in full swing.

COMMISSION ADVISOR REPORT: Mike thanked Sara for her contributions to the department and is certain Danielle will step right in. Congratulations to Mackenzie and welcome newcomer Megan. We should keep alcohol and banner permit decision making at the Board level.

ADJOURNMENT: Pat adjourned the meeting at 5:49. The next meeting is February 17, 2014 @ 5:00 PM.

Respectfully submitted: 
Molly Fowler, Secretary



BELLEAIR

Sunset 5K & Fun Run



DEX
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BELLEAIR
Sunset 5K & Fun Run

Belleair Sunset 5K & Fun Run

Financial Report



Here's what people are saying...

- My husband and I were in Florida from Michigan on vacation. We decided to try this run. What an amazing event! You guys did it up top notch! Glad we were able to participate. J.L.
- What an amazing run, route, post party with amazing people. Thank you to all the sponsors and staff YOU ROCK! A.R.
- Thank you for a great race! M.V.
- GREAT RACE AS ALWAYS. P.G.
- Thanks for a great run! G.K.
- So proud of myself this was my 1st 5K and I was the very last one to come in but I did it ! It took a lot for me to get going on this and it was an amazing feeling to actually achieve crossing that finish line. I can't wait till next year! P.G.
- I ran the 5K yesterday and had such a great time! It's a beautiful course as you know and the after party was fun, but COLD!!! Next time I'll bring more layers and gloves to put on if it's chilly. :) E.S.

This year's race:

- Top rated 5K in area on that day
- 996 Runners (largest race yet)
- Over 100 AMAZING Volunteers
- Best Staff Ever
- Sweet Post Race Party
- Beautiful Race Course
- Awesome Live Band

Revenue

Sponsorship	\$16,200.00
Registration & Post Party	
In Person Rec Center (early)	\$ 1,130.00
In Person Rec Center (late)	\$ 5,280.00
Youth In Person Rec Center	\$ 435.00
IMATHLETE Online	\$13,427.01
Post Party	\$ 1,510.00
Total Revenue	\$37,982.01

Expenses

Marketing	\$2,566.37
Race Course Coordination	\$5,685.00
Post Party & Event Details	\$6,016.75
Runner Expenses	\$6,461.82
Total Expenses	\$20,729.94
Net Profit	\$17,252.07

A GLIMPSE AT 2013'S RACE

920 Runners

TOTAL REVENUE:	\$40,002
TOTAL EXPENSES:	\$22,807
TOTAL NET:	\$17,195

Summary

To: Recreation Board
From Micah Maxwell, Town Manager
Subject: Role of the Recreation Board
Date: 03/6/2014

Summary: As part of the Commission's annual review of its policies and procedures, staff is reviewing the role of citizen boards as it relates to town business and looking to make changes if needed.

Previous Board Action: None

Background/Problem Discussion: The town has not recently reviewed the roles and duties of the different citizen boards in the town. Staff is attempting to do that now. Generally, the boards roles and responsibilities are discussed resolution 95-18, with more general board rules being laid out in resolution 95-13, but with that resolution specifically discussing the role of the board advisor. Both are discussed below. Additionally the town commission voted in 2012 to have the board make recommendation to the town manager on alcohol permits for events on town property and sign permits.

Resolution 95-18 – Staff has condensed the roles in 95-18 below:

1. Analyze present and future recreation programs and plans to assure that recreation programs and plans are maintained and/or upgraded overall. **Typically this has been achieved through recreation staff reports to the board.**
2. Ensure that any funds, land, buildings and equipment designated for recreational purposes by the town or private donors, are utilized efficiently and equitably. **To achieve this item, the town should be asking the board for recommendations on expenditures out of the donation account.**
3. Report any findings of fact from analysis above to the Town Commission through the Town Manager. **No comment here except that this item seems inconsistent with the item below in reference to recommendations.**
4. Make recommendations for modification of existing programs or new programs to the Town Commission. To be presented by chairperson or designee. **This item is mostly limited to discussions about the budget because it is a recommendation on operational performance. The commission powers are limited to effecting operations at the budgetary and overall policy level. Therefore, such recommendations would be to fund or unfund specific programs during the budgetary season.**
5. Coordinate efforts of individual citizens and groups in specific recreation projects which utilize Town recreation or general facilities. **The board was previously very active in such coordination, mostly during the fundraising drive for the Dimmitt Community Center. Because of the post-building department scope of the department, the coordination efforts have really fallen to staff.**

6. Make recommendations directly to the Town Commission relative to both short range and long range recreational land acquisitions and/or building modification or new construction. This item differs from number 4 above because it is not necessarily operational. There will be upcoming opportunities to do this in relation to the towns strategic planning efforts as well.
7. Encourage donation of land, recreational equipment and other items that might be of recreational benefit of the Town. While this appears to have been a role during the fundraising efforts, I do not believe it is the commissions desire to require board members to proactively pursue donations. Should board members do this the town would be thankful of the efforts, but this is probably inappropriate as a role or responsibility for an advisory board.
8. Conduct surveys and fact-finding studies as requested by the Town Manager and/or Mayor. The board has historically reviewed such studies, but not generated them.

Resolution 95-13 – This resolution identifies the role of the board advisor to the commission.

1. Serve as Chair pro-tem when necessary;
2. Keep the Board informed of Town matters that are related to the duties and responsibilities of the Board;
3. Is the instrument through which the Board asks for assistance or guidance from the Commission;
4. Shall not vote, hold office nor actively participate in the decision making process of the Board.

Alternative/Options:

1. Recommend changes to the role of the board to the commission
2. Do nothing

Financial Implications: N/A

Proposed Motion: None

RESOLUTION NO. 95-18

A RESOLUTION OF THE TOWN OF BELLEAIR, FLORIDA,
RE-ESTABLISHING THE RECREATION BOARD, AND
SETTING FORTH ITS DUTIES AND RESPONSIBILITIES.

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 now deems it in the best interest of the Town also to adopt a new resolution amending and restating the substantive Duties and Responsibilities of the Recreation Board;

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

Section I. That the Recreation Board is hereby re-established to serve in an advisory capacity, to make recommendations to the Commission on matters set forth herein. The substantive duties and responsibilities of the Recreation Board shall be governed by the following provisions:

(a) The Recreation Board shall continually review and analyze the present and future recreation programs and plans of the Town in a concerted effort toward maintaining and/or upgrading the overall recreation programs and plans 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 in the most efficient and equitable manner for the benefit of the citizens of the Town of Belleair.

(b) The Board shall report any findings of fact resulting from paragraph (a) above to the Town Manager, in writing, who in turn shall furnish such reports to the Town Commission.

(c) The Recreation Board shall make any recommendations for modification of existing programs or new programs directly to the Town Commission, as the Board deems necessary for the maintenance of high standards of recreation in the Town and for the attainment of goals set forth in (a) above. All such recommendations shall be made by the Chairman, or his or her designee, in writing, and may also be presented orally to the Commission at a scheduled meeting.

(d) The Recreation Board shall coordinate efforts of individual citizens and groups in specific recreation projects which utilize Town recreation or general facilities.

(e) The Recreation Board shall, when it deems appropriate, make recommendations directly to the Town Commission relative to both short and long range recreational land acquisitions and/or building modification or new construction. All such recommendations shall be made as provided in paragraph (c) above.

(f) The Recreation 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 recreational benefit of the residents of the Town.

(g) The Recreation Board shall conduct surveys and fact-finding studies as requested by the Town Manager and/or Mayor, and shall report thereon as set forth in paragraph (b) above.

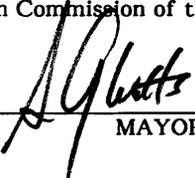
Section II. That all other Resolutions or parts of Resolutions in conflict herewith are to the extent of such conflict hereby repealed.

Section III. The procedural Rules and Regulations of Resolution 95-13 shall apply to the Recreation Board.

Section IV. The Board shall have no independent authority to expend Town funds. Expenditures for approved budget items shall be made pursuant to 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

Clerk 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 **16th day May, A.D., 1995.**



MAYOR

ATTEST:



TOWN CLERK

RESOLUTION NO. 95-13

**A RESOLUTION OF THE TOWN OF BELLEAIR, FLORIDA,
ESTABLISHING RULES AND REGULATIONS FOR ALL ADVISORY
BOARDS AND REGULATORY BOARDS CREATED BY THE BELLEAIR
TOWN COMMISSION.**

WHEREAS, Article II, TOWN COMMISSION, Section 2.08 of the Belleair Charter provides for the Commission to appoint by resolution or ordinance such advisory boards or regulatory boards as it deems necessary; and

WHEREAS, said resolution or ordinance shall define the terms of appointment, the function, duties and authority of any Board created.

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

Section I. That all boards created shall be governed by the following provisions:

(1) Membership: Organization:

- a) Each Board shall have no more than seven voting members appointed by the Commission.
- b) Each member shall be appointed for a two-year term. In order to provide continuity, a majority number of members shall be appointed in odd numbered years and a minority number of members shall be appointed in even numbered years. (Example - on a 7-member board, 4 members will be appointed in odd numbered years, and 3 will be appointed in even numbered years)
- c) When a position becomes vacant before the end of the term, the Town Commission shall appoint a substitute member to fill the vacancy for the duration of the vacated term. A member whose term expires may continue to serve until a successor is appointed and qualified.
- d) If any member fails to attend three successive meetings, the Board shall notify the Town Commission.
- e) Members may be removed without notice and without assignment of cause by a majority vote of the Town Commission.
- f) The members of each Board shall annually elect a Chair, Vice-Chair and Secretary from among the members and may create and fill other offices as the Board deems necessary.
- g) The Town Manager may appoint a Town employee to serve as Secretary to a Board as he deems necessary.
- h) The Town Clerk is custodian of all Board records.
- i) Each Board shall create whatever sub-committees it deems necessary to carry out the purposes of the Board.
- j) The Chair of the Board shall annually appoint the membership of each sub-committee from members of the Board.
- k) The Commission may appoint a consultant(s) to a Board. A consultant may not vote or hold office.

- l) The Mayor shall appoint a member of the Town Commission to serve as Commission Advisor to the Board. The Advisor shall serve as Chair pro-tem when necessary; shall endeavor to keep the Board informed of Town matters that are related to the duties and responsibilities of the Board; may be the instrument through which the Board asks for assistance or guidance from the Town; and provided further that the Commission Advisor shall not vote, hold office nor actively participate in the decision making process of the Board.
- m) An appointed member of any Board must resign from said Board if the member is elected to the Town Commission. The resignation to be effective no later than the date the Commission begins.

(2) Rules of Procedure: Meetings:

- a) Each Board shall adopt rules of procedure to carry out its purposes. All rules must conform to the Town Charter, Town Ordinances and State Law. In the absence of specific rules, Robert's Rules of Order, (current edition) shall govern the deliberations of the Board.
- b) Each Board shall meet at regular intervals, such meetings to be called by the Town, the Board Chair, or scheduled by the Board.
- c) Minutes of all Board meetings shall be kept, indicating the attendance of each member and the decision on every question. The minutes are to be approved by the Board at the next meeting and original signed copies of such minutes shall be filed with the Town Clerk immediately.
- d) A majority of the members shall constitute a quorum.
- e) Each decision of a Board must be approved by a majority vote of the members present at a meeting in which a quorum is in attendance and voting. Each vote shall be recorded in the minutes of the meeting.

Section II. That if any portion of this resolution is in conflict with the Town Code, the Town Code shall prevail for the named Board only.

PASSED AND ADOPTED BY THE TOWN COMMISSION OF THE TOWN OF BELLEAIR, FLORIDA, this 4TH day of APRIL, A.D., 1995



MAYOR

ATTEST:



TOWN CLERK