

**BELLEAIR PARK AND TREE BOARD
NOTICE**

TO: Dudley Scott, Chairman
 Paul Cozzie, Co-Chairman
 Rob Bender, Secretary
 Amy Welch
 Kathy Gaston
 Lissa Dexter
 Kurt Steinmann

Eric Wahlbeck, Parks and Recreation Director
Ricky Allison, Parks Supervisor

Commission Tom Shelly, Commission Advisor

There will be a meeting of the **Belleair Park and Tree Board on Tuesday, March 18, 2014 at 5:00 p.m. in the Town Hall auditorium.**

Please plan to attend. In the event you are unable to attend this meeting, please notify the Town Clerk's office at 588-3769 Ext. 214 or 312.

Your attendance is very important!

The following agenda items are provided for your consideration:

1. Approval of Minutes - September 10, 2013
Documents: [SEPT. 10, 2013.PDF](#)
2. Citizen's Comments
(Discussion of items not on the agenda. Each speaker will be allowed 3 minutes to speak.)
3. Entrance Renovations Update
Documents: [POINSETTIA AND DRUID ENTRY LANDSCAPE.PDF](#), [TOWN OF BELLEAIR PONCE DE LEON ENTRY PLAN.PDF](#)
4. Palm Tree Replacement Policy
Documents: [PALM TREE REPLACEMENT POLICY.PDF](#)
5. Arbor Day Proclamation
Documents: [ARBOR DAY PROCLAMATION SUMMARY 2014 PARK AND TREE.PDF](#), [ARBOR DAY PROCLAMATION.PDF](#), [WHY A TREE CITY.PDF](#)
6. Hunter Park
7. Winston Park Update
Update on the construction.
8. Tree Inventory Update
Documents: [TREE INVENTORY SUMMARY.PDF](#), [TREE INVENTORY FACT SHEET.PDF](#)
9. Discussion of Duties and Responsibilities of the Park and Tree Board
Documents: [PARK AND TREE ROLE.PDF](#), [DUTIES AND RESP. OF PARK AND TREE - RESOL. NO. 95-16.PDF](#), [RESOLUTION NO. 95-13 - ESTABLISHING RULES AND](#)

REGULATIONS FOR ALL ADVISORY BOARDS.PDF

10. Director's Report
 General Information
11. Other Business
12. Commission Advisor Report
13. Adjournment

** To be distributed.
* Previously distributed.

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

BELLEAIR PARK AND TREE BOARD MEETING

September 10, 2013

Present: Kathy Gaston, Kurt Steinman, Lissa Dexter, Paul Cozzie

Absent: Amy Welch, Rob Bender, Dudley Scott

Present: Tom Shelly, Commission Advisor; Ricky Allison, Parks Supervisor;
Eric Wahlbeck, Parks and Recreation Director
Micah Maxwell, Town Manager

Meeting called to order by Paul Cozzie at 5:00 p.m.

1. Approval of September 15, 2013. Kathy Gaston voted to accept, second by Kurt Steinman. Minutes approved.
2. **Election of officers:** Dudley Scott, Chairman. Nominated by Kathy Gaston, second by Paul Cozzie, Unanimous approval. Paul Cozzie volunteered to be co-chairman. Approved by the board. Secretary, Rob Bender. Nominated by Kathy Gaston, second by Lissa Dexter.
3. **Park Planning Process:** Eric Wahlbeck: As a result of the last Belleair Commission meeting, it was decided to review the Park and Open Space Review Process. It was suggested to Micah Maxwell, Town Manager, that a budget for a project might be presented first and then plans made afterward. In this way there would be better direction for Ricky Allison, Eric Wahlbeck and the Park Board.
4. **Winston Park Renovations:** Eric Wahlbeck said he was pleased overall that most of the proposed upgrade for Winston Park was passed by the Belleair Commission. Lissa Dexter said she had contacted Karla Rhestatt about the possibility of raising funds through the Belleair Foundation for some of the amenities, but Karla said that they continue to work on Hunter Park.
5. **Park Supervisor.** No official report. Ricky Allison said that the tree trimming continues to be done. There are 2,000 palms and 1,000 have been trimmed. Air potato beetles have been released to help control this invasive plant. The beetles are similar in appearance to lady bugs with no spots.
6. **Parks and Recreation Director:** Eric Wahlbeck said that improvements are slated for Gardenia, North and South, Barbara Circle and Garden Circle. Kurt Steinman asked about Waterfall Park and the cleanup. He suggested that some young people might volunteer to earn community hours by helping with park cleanup and other projects. Eric thought this was a good idea and will look into it.

7. Commissioner Advisor's Report: Tom Shelly felt that the Belleair Commission had a most of the Winston Park project and that some of the amenities such as playground equipment might be added at another time. He believes that the kayak launch is no longer feasible.

Meeting adjourned at 6:00 p.m.

Minutes submitted by Lissa Dexter, Secretary



**48 HOURS
BEFORE YOU DIG
"CALL SUNSHINE"
1-800-432-4770**

**INVESTIGATE
BEFORE YOU
EXCAVATE**

TOLL FREE
FL STATUTE 553.851 REQUIRES
MIN. OF 2 DAYS AND MAX. OF 5 DAYS
NOTICE BEFORE YOU EXCAVATE.

POINSETTIA ROAD

PLANT KEY

1	Quantity
QV	Code

Plant Materials Schedule

Quant.	Code	Botanical Name	Common Name	Specification
SHRUBS: Minimum 3 gal. container				
6	CA	Crinum asiaticum	Crinum Lily	15 gal., 30" ht. x 30" spr.
75	DE	Duranta erecta	Golden Dewdrop	3 gal., 18" ht. x 18" spr.
35	LOR	Loropetalum spp.	Loropetalum	3 gal., 20" ht. x 20" spr.
1	ZFU	Zamia furfuracea	Cardboard Palm	15 gal., 30" ht. x 30" spr.

GROUNDCOVER:

Quant.	Code	Seasonal Color	Annuals	6" pot
180	A	Seasonal Color	Annuals	6" pot
35	MI	Morea iridioides	White iris	1 gal., 12" ht. x 12" spr.
190	TNV	Trachelospermum asiaticum	Dwarf Conf. Jas.	1 gal., 6" ht. x 12" spr.

PLANT KEY

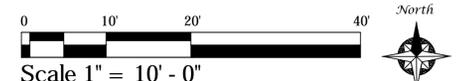
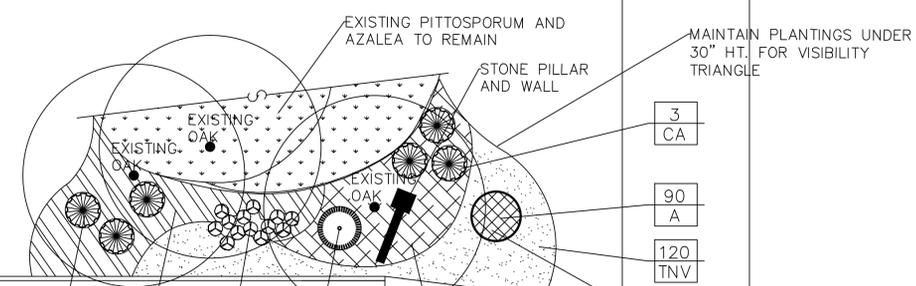
1	Quantity
QV	Code

Plant Materials Schedule

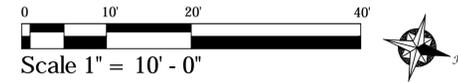
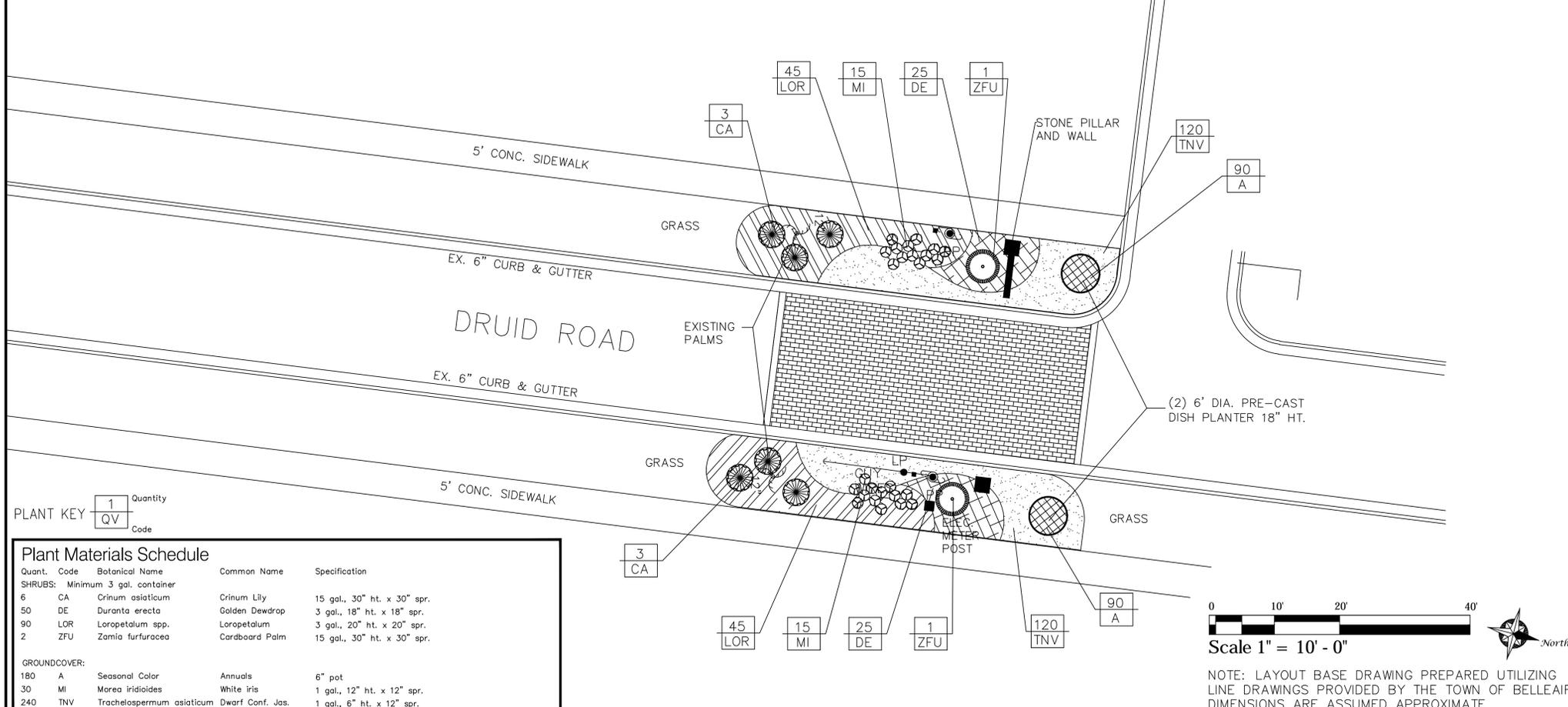
Quant.	Code	Botanical Name	Common Name	Specification
SHRUBS: Minimum 3 gal. container				
6	CA	Crinum asiaticum	Crinum Lily	15 gal., 30" ht. x 30" spr.
50	DE	Duranta erecta	Golden Dewdrop	3 gal., 18" ht. x 18" spr.
90	LOR	Loropetalum spp.	Loropetalum	3 gal., 20" ht. x 20" spr.
2	ZFU	Zamia furfuracea	Cardboard Palm	15 gal., 30" ht. x 30" spr.

GROUNDCOVER:

Quant.	Code	Seasonal Color	Annuals	6" pot
180	A	Seasonal Color	Annuals	6" pot
30	MI	Morea iridioides	White iris	1 gal., 12" ht. x 12" spr.
240	TNV	Trachelospermum asiaticum	Dwarf Conf. Jas.	1 gal., 6" ht. x 12" spr.



NOTE: LAYOUT BASE DRAWING PREPARED UTILIZING LINE DRAWINGS PROVIDED BY THE TOWN OF BELLEAIR. DIMENSIONS ARE ASSUMED APPROXIMATE.



NOTE: LAYOUT BASE DRAWING PREPARED UTILIZING LINE DRAWINGS PROVIDED BY THE TOWN OF BELLEAIR. DIMENSIONS ARE ASSUMED APPROXIMATE.

GENERAL LANDSCAPE NOTES

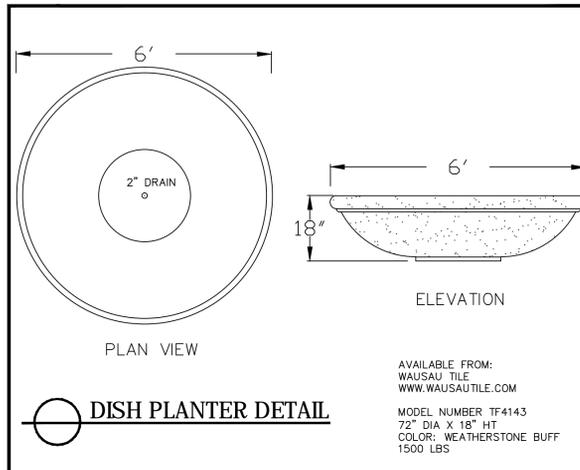
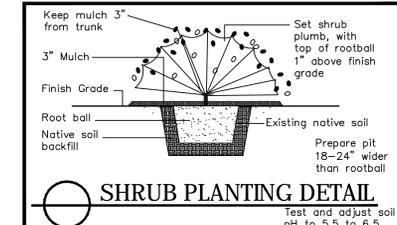
- All plant materials shall be Florida #1 or better and installed to highest nursery standards. Plants shall be healthy, free of pest and disease.
- All plants shall be container grown except as noted on plan.
- All palms and trees shall have straight trunks with no twists, knotting or other defective characteristics.
- Mulch shall be 100% Pine Bark, installed to a minimum thickness of 3".
- Sod shall be 95% weed free Bahia, installed with tight joints.
- All dimensions shall be field checked by the Landscape Architect prior to construction with any discrepancies reported to the Landscape Architect.
- All materials shall be as specified on the plans. If materials, labor or installation techniques do not adhere to the specifications, they will be rejected by the Landscape Architect with specified materials and installation carried out by the Landscape Contractor at no additional cost.
- No substitutions of materials or changes to the drawings or specifications shall be made.
- All required permits are to be provided by the installing contractor unless specifically stated otherwise in the specifications.
- Contractor identification signs shall not be allowed on the project.
- Contractor shall be responsible for all items as shown or described on this plan and specifications.
- All proposed landscape and sod areas containing turf or weeds shall be treated with "Round-up" per manufacturer's specifications.
- Landscape Contractor shall provide all necessary site preparation required to ready the site for planting as specified.
- The Landscape Contractor shall warranty and guarantee all materials and labor for a period of 1 year for shrubs and groundcover, palms and trees. Warranty and guarantee period shall begin upon date of completion.
- All repairs and/or replacements shall be made by the Landscape Contractor within 10 working days upon notification of any deficiencies by the owner or their representative.
- All questions regarding the Landscape Plans and Specifications shall be directed to the Landscape Architect at (727) 787-2840.

FERTILIZATION
Groundcovers, Shrubs and Trees
All trees and shrubs shall have an application of 20-15-5 slow release fertilizer at time of planting and prior to installation of plant pit backfill. Fertilizer shall be placed uniformly around the root ball at a depth that is between the middle and bottom of the root ball. Follow manufacturers recommendations for application rates.

TREE PROTECTION/MAINTENANCE NOTES
Protective barriers and the use of other measures to prevent tree damage (pesticide application, root pruning, intensive mulching to reduce soil compacting, et cetera) will be required as necessary. Any stacking of soils, debris, construction materials, vehicles, and et cetera within the required barricades is strictly prohibited. Any tree losses incurred during construction may be subject to replacement penalties.

Trees shall be trimmed or pruned in such a manner so as not to alter their natural form, growth habit or character and shall not be pruned into unnatural shapes, including circles, ovals, squares and other hard-edged geometric shapes. Not more than one-third of the tree canopy shall be trimmed or pruned in any year unless it is dead. Tree topping is not allowed under any circumstance.

SOILS/PLANTING SOIL
Contractor shall inspect and test soils prior to installation of plant materials to determine soil quality in regards to pH, drainage, nutrients and texture. Contractor shall modify existing soils to provide a growing media suitable for proper horticultural plant growth. Additional soil amendments, fertilization, pH adjustments, and proper drainage shall be provided prior to installation of any materials.



Date	Revision	Description

Scale Date: 12/11/11
Scale: 1" = 10'
Design: DC
Copyright: 2011
By: Paul D. Copley
Registered Landscape Architect
Firm: CDA Copley Design Associates, Inc.
Firm License #: LA-001396-R

Landscape Development Plan
Druid Road Entry and Poinsettia Road Entry
TOWN OF BELLEAIR, FLORIDA

CDA COPLEY DESIGN ASSOCIATES, INC.
1666 Laney Drive • Palm Harbor • Florida • 34683 • Phone 727 787-2840
LANDSCAPE ARCHITECTURE • SITE PLANNING
PENNSYLVANIA License # LA-001396-R
FLORIDA License # LA-0001483

JOB NO. 11045
SHEET
L - 3

Quant.	Code	Common Name
TREES:		
ED		Japanese Blueberry
JS		Red Cedar
LI		Lavender Crape Myrtle
PSY		Medjool Palm
QV		Live Oak
TD		Bald Cypress
SHRUBS: Minimum 3 gal. container		
DE		Golden Dewdrop
FAK		Fakahatchee Grass
LOR		Loropetalum
MUL		Pink Muhly Grass
POM		Podocarpus
REQ		Firecracker Plant
RI		Indian Hawthorn
SB		Cordgrass
SR		Bird of Paradise
VA		Awabuki Viburnum
VS		Sandankwa Viburnum
ZFU		Cardboard Palm
ZP		Coontie
GROUNDCOVER:		
A		Annuals
DT		Flax Lily
JP		Blue Pacific Juniper
MI		White Iris
ND		Apostle Iris
TJN		Dwarf Conf. Jas.

Date	Revision	Description

CDA COPLEY DESIGN ASSOCIATES, INC.
 1666 Laney Drive • Palm Harbor • Florida • 34683 • Phone 727 787-2840
LANDSCAPE ARCHITECTURE • SITE PLANNING
 PENNSYLVANIA License # LA-001396-R
 FLORIDA License # LA-0001483

CDA COPLEY DESIGN ASSOCIATES, INC.
 1666 Laney Drive • Palm Harbor • Florida • 34683 • Phone 727 787-2840
LANDSCAPE ARCHITECTURE • SITE PLANNING
 PENNSYLVANIA License # LA-001396-R
 FLORIDA License # LA-0001483

JOB NO. 14007
 SHEET
 1 - 1

PLAN AND INFORMATION AS PREPARED BY OTHERS

PLAN PREPARED BY: COPLEY DESIGN ASSOCIATES

PLAN AND INFORMATION AS PROVIDED BY OTHERS

PLAN PREPARED BY: COPLEY DESIGN ASSOCIATES

PLANT SYMBOL LEGEND

-  MEDJOOOL OR ZAHEDII PALM
-  LIVE OAK, ELM, EAST PALATKA HOLLY
-  WEeping HOLLY, CRAPE MYRTLE, OLEANDER STANDARD, TREE-FORM HIBISCUS, TREE-FORM INDIA HAWTHORNE
-  SABAL, WASHINGTONIA, WINDMILL OR OTHER PALM
-  VIBURNUM, FLORIDA PRIVET, BURFORDII HOLLY, BOX HORNE, YAUPON HOLLY
-  BOUGAINVILLEA, CONFEDERATE JASMINE, FLAME VINE, PENTAS, PARSONII JUNIPER, ILEX SHILLINGS, DWARF CONFEDERATE JASMINE, GIANT LIRIOPE, INDIA HAWTHORNE, OTHER LOW SHRUBS AND GROUND COVERS

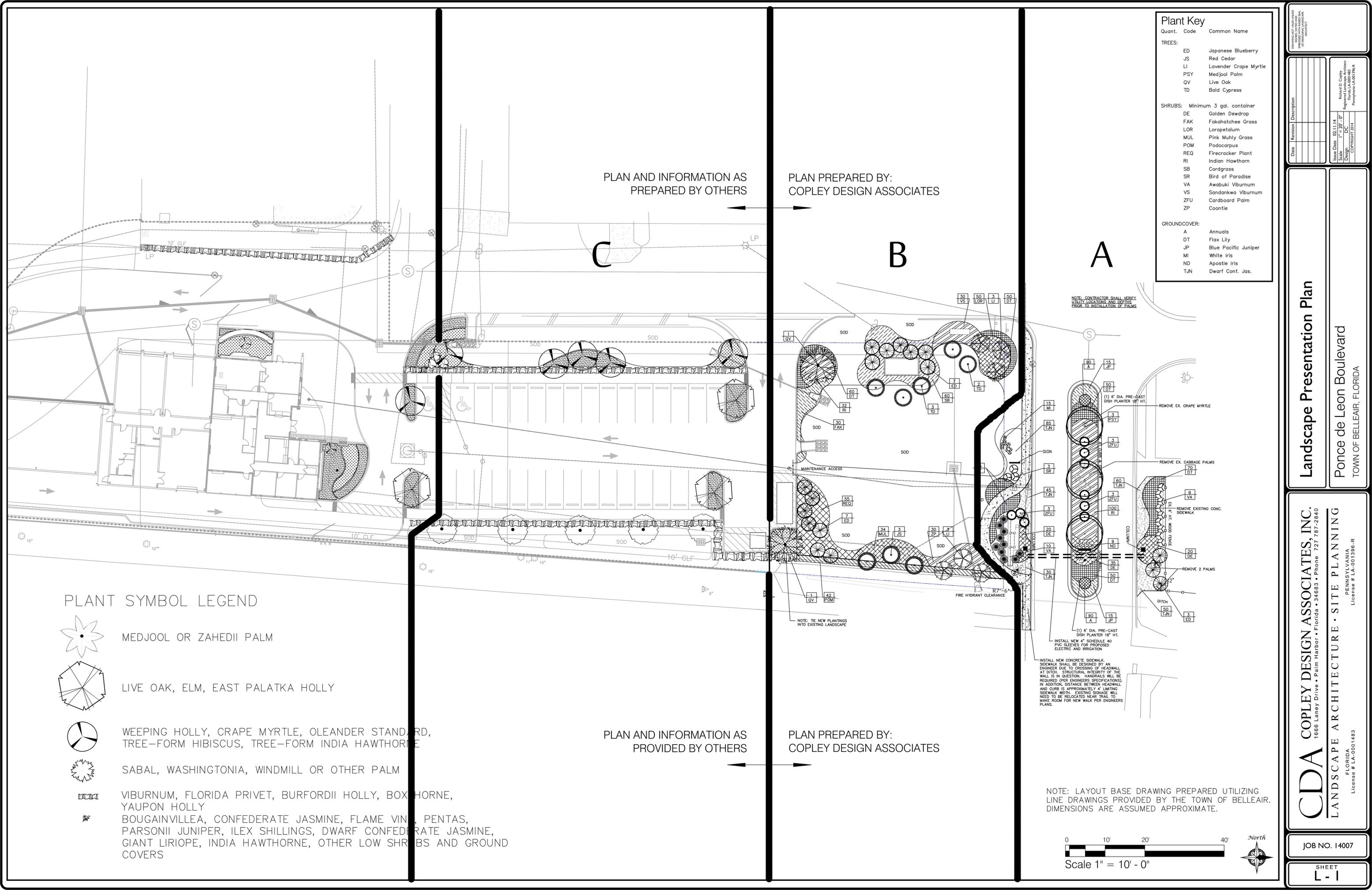
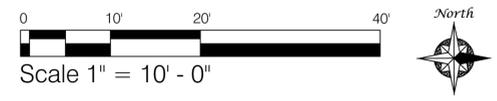
NOTE: CONTRACTOR SHALL VERIFY UTILITY LOCATIONS AND DEPTHS PRIOR TO INSTALLATION OF PALMS

NOTE: THE NEW PLANTINGS INTO EXISTING LANDSCAPE

(1) 6" DIA. PRE-CAST DISH PLANTER 18" HT.
 INSTALL NEW 4" SCHEDULE 40 PVC SLEEVES FOR PROPOSED ELECTRIC AND IRRIGATION

INSTALL NEW CONCRETE SIDEWALK. SIDEWALK SHALL BE DESIGNED BY AN ENGINEER DUE TO CROSSING OF HEADWALL AT DITCH. STRUCTURAL INTEGRITY OF THE WALL IS IN QUESTION. HANDRAILS WILL BE REQUIRED (PER ENGINEERS SPECIFICATIONS). IN ADDITION, DISTANCE BETWEEN HEADWALL AND CURB IS APPROXIMATELY 4' LIMITING SIDEWALK WIDTH. EXISTING STORAGE WILL NEED TO BE RELOCATED NEAR TRAIL TO MAKE ROOM FOR NEW WALK PER ENGINEERS PLANS.

NOTE: LAYOUT BASE DRAWING PREPARED UTILIZING LINE DRAWINGS PROVIDED BY THE TOWN OF BELLEAIR. DIMENSIONS ARE ASSUMED APPROXIMATE.



Town of Belleair

Palm Tree Replacement Policy

Scope

- Establish a Town policy for the installation of palms in the rights of ways throughout Town.

Objective

- To continue the preferred look throughout Town of palm trees lining the streets.

Planting Locations

- The following areas will be maintained with a consistent look of palm trees lining the street:
 - Indian Rocks Road
 - Bellview Boulevard
 - Bayview Drive (Indian Rocks to Hallett Park)
 - Rosery Road
 - The Mall
 - Ponce de Leon Boulevard
 - Park Avenue

Procedures

- A. Specifications of Trees
 - Palm trees will be installed at a minimum height of 8-10 feet overall.
 - Must call for line locates before digging occurs.
 - All trees must be Washingtonia Palms (Filifera or Robusta).
 - Root systems balled and burlapped.
 - All trees shall be nursery grown from the same plant zone as the planting area.
- B. Proper Spacing or Location of Trees
 - There must be a minimum right of way width of 5 feet.
 - Trees shall be planted in the center of the right of way and spaced apart from one another 30 feet.
 - Minimum distance from the corner of an intersection to plant a tree shall be 25 feet for vision clearance.
 - Planting restrictions for underground utilities from center line of utility to center line of tree are:
 - Gas lines 5' minimum
 - Water & sewer line 10' minimum
 - Power lines or pole 5' minimum
 - Cable & phone lines 5' minimum
 - Planting restrictions to the edge of above ground facilities are:
 - Driveways 10' minimum

- Light poles 10' minimum
- Fire hydrants 10' minimum
- New trees shall not be planted where current or future overhead conflicts can occur.
- Final field locations must be verified by the Parks Supervisor.

Funding

- Funding sources will be the tree replacement fund.

DRAFT

Summary

To: Park and Tree Board
From: Eric Wahlbeck, Parks and Recreation Director
Subject: Arbor Day Proclamation
Date: February 26, 2014

Summary: The Town is celebrating its 23rd Year as a “Tree City USA”. In order to continue this tradition the town must host an Arbor Day Celebration (April 19th) and pass an Arbor Day Proclamation.



Whereas, In 1872, J. Sterling Morton proposed to the Nebraska Board of Agriculture that a special day be set aside for the planting of trees, and

Whereas, this holiday, called Arbor Day, was first observed with the planting of more than a million trees in Nebraska, and

Whereas, Arbor Day is now observed throughout the nation and the world, and

Whereas, trees can reduce the erosion of our precious topsoil by wind and water, cut heating and cooling costs, moderate the temperature, clean the air, produce life-giving oxygen, and provide habitat for wildlife, and

Whereas, trees are a renewable resource giving us paper, wood for our homes, fuel for our fires and countless other wood products, and

Whereas, trees in our city increase property values, enhance the economic vitality of business areas, and beautify our community, and

Whereas, trees, wherever they are planted, are a source of joy and spiritual renewal.

Now, Therefore, I, _____, Mayor of the City of _____, do hereby proclaim _____ as

Arbor Day

In the City of _____, and I urge all citizens to celebrate Arbor Day and to support efforts to protect our trees and woodlands, and

Further, I urge all citizens to plant trees to gladden the heart and promote the well-being of this and future generations.

Dated this _____ day of _____
 Mayor _____



Why your city should become a Tree City USA Community

The Tree City USA program provides direction, assistance, and national recognition to your community by supporting the framework for a sustainable urban forest.

- **Reduce costs** for energy, storm water management, and erosion control. Trees yield up to three times their cost in overall benefits to the city, averaging \$273 per tree.
- **Cut energy consumption** by up to 25%. Studies indicate that as few as three additional trees planted around each building in the United States could save our country \$2 billion, annually, in energy costs.
- **Boost property values** across your community. Properly placed trees can increase property values from 7-21% and buildings in wooded areas rent more quickly and tenants stay longer.
- **Build stronger ties** to your neighborhood and community. Trees and green spaces directly correlate to greater connections to the neighborhood and neighbors.
- **Honor your community** and demonstrate your commitment to a healthier environment through Arbor Day celebrations and Tree City USA recognition.

Learn More: www.arborday.org/TreeCity
(888)448-7337
E-mail: TreeCity@arborday.org

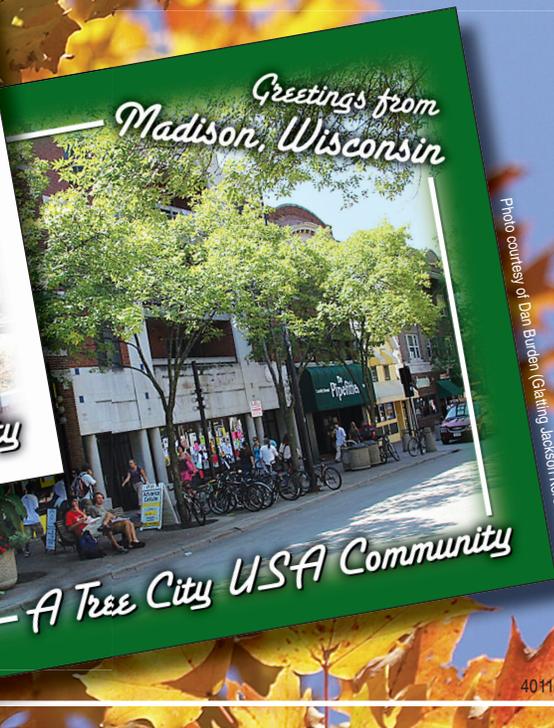


Photo courtesy of Dan Burden (Glattling, Jackson, Kerber & Anglin)

Photo courtesy of Dan Burden (Glattling, Jackson, Kerber & Anglin)

Summary

To: Parks and Tree Board Members
From: Ricky Allison, Park Supervisor
Subject: Tree Inventory Summary
Date: March 18, 2014

Summary: Periodically the Town has performed tree inventories in order to assess the overall status and health of the urban tree canopy. These inventories are conducted by a certified arborist who takes a holistic view of the tree and provides information on the health, aesthetics and recommended course of action. The town then uses this information in long range planning for the maintenance of the urban canopy. This is the first time that residential trees were included in the inventory.

Previous Commission Action: The Board previously agreed to proceed with tree inventory.

Background/Problem Discussion: The Town of Belleair has a very mature urban tree canopy that requires structural pruning to ensure long term survival of the tree and safety for the public. Most of the tree canopy in Town is comprised of resident owned trees and many are in conflicts with vehicular and pedestrian traffic. A long term plan is needed to correct and maintain the deficiencies found during the inventory.

Alternatives/Options: Review the report from the tree inventory and discuss plans to take corrective action.

A quick summary of FY '12-'13 Town tree survey conducted by Mayberry Consulting.

- This is the first time the Town has included residential trees that cause conflicts with Emergency and Public Service vehicles.
- The town is responsible for the maintenance of **637 Hardwood Trees**. This includes all hardwoods within our Parks, Facilities and Rights-of-Way. Palm trees were not included in the survey but are numbered at **2120 in varied species**.
- Of those trees species include:
 - 13 Hickory
 - 16 Camphor
 - 30 Magnolia
 - 73 Pine
 - 437 Oak
 - 12 Cypress
 - 10 Elm
 - And other assorted species
- 40 Town owned trees are recommended to be removed for public safety (map included)
- All other Town owned trees are recommended for structural pruning in a three year cycle as follows:
 - **449** to be pruned in **year 1**
 - **51** to be pruned in **year 2** (plus second cut on year 1 as needed)
 - **7** to be pruned in **year 3** (plus second cut on year 2 and third cut on year 1 as needed)
- **1143 Residential Trees** are in conflict or predicted to be in conflict with vehicles within three years. These trees vary in species but are predominately Oak.
- **900 +** are predicted to be in conflict within this calendar year (one growth cycle)

Value to the Town

- **Average value of Town owned trees \$12,150/tree** (using USDA "UFORE" model)
- **Approximate value of Town Trees \$6.5 Million**

Summary

To: Park and Tree Board
From Micah Maxwell, Town Manager
Subject: Role of the Park and Tree 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 95-16, 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.

Resolution 95-18 – Staff has condensed the roles in 95-16 below:

1. Analyze present and future landscaping and structural plans of town parks and public areas to ensure beautification of the town in accordance with the master landscape plan. **Because of the divergence of the town from the plan, we may need to consider changing this section to no longer refer to the plan.**
2. Make any recommendations to the Town Commission relative to both short and long range plans. Recommendations to be made by the chairperson or designee.
3. Make findings of fact concerning any matter within its review to the Town Commission through the Town Manager.
4. Coordinate efforts of individual citizens and groups in specific beautification projects approved by the Town Commission or proposed amendments to the Master Landscape Plan. **In the last several years, this has become more of a staff role**
5. Review proposed amendments to the master landscape plan initiated by any citizen or group within the Town.
6. Make available bulletins and informative literature to all property owners within the Town of Belleair, that assists residents in maintaining the high standard of beautification of private property. **In the last several years this has become more of a staff role**
7. Accept gifts to the town related to parks and consistent with the master landscape plan.
8. Conduct surveys and fact-finding studies as requested by the Commission

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. 95-16

A RESOLUTION OF THE TOWN OF BELLEAIR, FLORIDA,
RE-ESTABLISHING THE PARK AND TREE 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 Park and Tree Board;

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

Section I. That the Park and Tree 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 Park and Tree Board shall be governed by the following provisions:

(a) The Park and Tree Board 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, in accordance with the Town's approved Master Landscape Plan. The Park and Tree Board shall make any recommendations directly to the Town Commission relative to both short and long range plans. All such recommendations shall be made by the Chairman of the Board, or his or her designee and shall be in writing. The Board may also present such recommendation orally to the Commission at a scheduled meeting.

(b) The Park and Tree Board shall make findings of fact concerning any matter within its review directly to the Town Manager, in writing. The Town Manager in turn, shall provide such reports to the Town Commission.

(c) The Park and Tree Board shall coordinate efforts of individual citizens and groups in specific beautification projects approved by the Town Commission or proposed amendments to the Master Landscape Plan. All proposed amendments initiated by any citizen or group within the Town first shall be submitted to, and reviewed by, the Board in its advisory capacity. The Board shall make written findings of fact and shall transmit same, in writing, to the Town Manager, and shall provide a recommendation with respect to such proposed amendment directly to the Town Commission, pursuant to paragraph (a) above. All residents living adjacent to, or across the street from, any public area affected by such proposed amendment, shall be notified in writing by the Town and given direct notice of all meetings held with respect thereto.

(d) The Park and Tree Board may make available bulletins and informative literature to all property owners within the Town of Belleair, with a view toward assisting residents in maintaining the high standard of beautification of private property situated within the Town.

(e) The Park and Tree Board may accept, subject to the approval of the Town Commission, gifts to the Town of Belleair of such items as land, approved plantings as designated on the Master Landscape Plan, fountains, benches and other items contributing to the beauty and use of park areas. The Board may also accept gifts of money for the special purposes of the Master Landscape Plan, memorials, or gift catalogue, subject to the approval of the Town Commission.

(f) The Park and Tree Board shall conduct surveys and fact-finding studies as requested by the Commission. Reports thereon shall be provided as set forth in paragraph (b) above.

Section II. That Resolutions No. 77-7 and 85-8 are hereby repealed in their entirety, and all other Resolutions or parts of Resolutions in conflict herewith also are, to the extent of such conflict hereby repealed.

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