

## 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