

2.4. MANDEVILLE PARKS AND PARKWAYS COMMISSION PROVISIONS

2.4.1. Mandeville Parks and Parkways

The Mandeville Parks and Parkways Commission is a successor to the Mandeville Tree Board Ordinance 03-49, dated October 23, 2003, and Ordinance 95-46, dated December 14, 1995.

2.4.2. Number and Terms of Members, Appointments, Qualifications and Removal

2.4.2.1. Number and Terms of Members and Appointment Authority

The Mandeville Parks and Parkways Commission shall consist of seven (7) members who shall serve staggered terms of seven (7) years. Of the initial and successive members of the Mandeville Parks and Parkways Commission, five (5) shall be appointed by a majority vote of the total membership of the City Council and two (2) shall be appointed by the Mayor. Terms of the seven initially appointed will be staggered from one (1) to seven (7) years so that in future years only one term will expire. Length of initial term for each appointee will be established by a lottery process. If a vacancy in the Mandeville Parks and Parkway Commission occurs other than by expiration of term it shall be filled by the original appointing authority for the remainder of the unexpired term. Vacancies created by the completion of a term shall be filled for a new seven (7) year term. The outgoing member of the Mandeville Parks and Parkway Commission shall, absent some disqualifying condition, continue to serve until such time as his successor is appointed. The City Council may, at its discretion and by a vote of not less than a majority of its membership and subject to the veto authority of the Mayor, alter the number of members of the Mandeville Parks and Parkways Commission or the terms of such members provided that no such alteration shall in any way alter or affect the term or membership of any sitting member of the Mandeville Parks and Parkways Commission at the time of such amendment.

2.4.2.2. Qualifications

The members of the Mandeville Parks and Parkways Commission shall be lay citizens and others with established professional competence in a pertinent discipline, and the following characteristics or attributes shall serve as guidelines in making appointments to the Board:

1. Members of the public interested in trees as a major component of Mandeville's physical and aesthetic environment.
2. Arborists, ornamental horticulturists, landscape architects, master gardeners and designers, or those with a technical background in a related field. At least three members of the Board shall have such a professional background, one to be appointed by the Mayor and two by the City Council.
3. Persons appointed with a technical background are not required to be registered voters of the City of Mandeville, however, the makeup of the Commission shall consist of at least a majority vote (4) registered voters of the City of Mandeville.
4. No member of the Mandeville Parks and Parkways Commission shall also be an elected official of this state or any political subdivision thereof. In addition, no member of the Mandeville Parks and Parkways Commission shall also be an employee of the City of Mandeville or a member of the City's Planning Commission or the Zoning Commission.

2.4.2.3. Removal

The City Council may, by a vote of a majority of its members, remove any member of the Mandeville Parks and Parkways Commission, after notice and public hearing, for inefficiency, neglect of duty or malfeasance in office.

2.4.3. Election and Term of Chairman

The Mandeville Parks and Parkways Commission shall elect a chairman and vice-chairman from its members and create and fill such other of its officers as it may determine necessary. The term of the Chairman and other officers shall be one year, with eligibility for reelection.

2.4.4. Rules and Records of Proceedings, Meetings and Quorum

The Mandeville Parks and Parkways Commission shall adopt rules of procedure not in conflict with any applicable laws of this state or ordinances of this City. However, in no case shall a quorum be authorized which consists of less than a majority of the membership of the Mandeville Parks and Parkways Commission. Meetings of the Mandeville Parks and Parkways Commission shall be held at the call of its Chairman, and at such other times as the Mandeville Parks and Parkways Commission may determine. All meetings of the Mandeville Parks and Parkways shall be open to the public except for closed or executive sessions convened in accordance with law.

The Mandeville Parks and Parkways Commission shall keep minutes of its proceedings and shall keep records of its examinations and other official actions, all of which shall be filed and maintained in the office of the Planning Department and shall be public records. All testimony, objections thereto, and rulings thereon shall be electronically or stenographically recorded and such recordation shall be further maintained in the offices of the City Planning Department for a period of not less than three (3) years.

2.4.5. Expenditures

The expenditures of the Mandeville Parks and Parkways Commission shall be within the amounts appropriated for that purpose by the City Council.

2.4.6. Appointment of a Secretary

The City shall provide the Mandeville Parks and Parkways Commission with a secretary. It shall be the duty of the secretary to keep a true and correct record of all proceedings at both general and special meetings of the Mandeville Parks and Parkways Commission in a book or books to be kept specifically for that purpose.

2.4.7. Powers and Duties of the Mandeville Parks and Parkways Commission

The Mandeville Parks and Parkways Commission shall serve as the Official Tree Board of the City of Mandeville. The authority and duties of the Mandeville Parks and Parkways Commission; shall include, but not be limited to the following:

1. To study the urban forest including problems and opportunities involving the city tree population, determine tree related needs of the community, compose and annually review the Community Tree Plan and seek ways to implement needed work by formulating and adopting an Annual Work Plan and making recommendations to the Mayor and City Council.
2. When requested by the Mayor or City Council, the Mandeville Parks and Parkways Commission shall advise city officials on matters, including but not limited to:
 - a. Community forest preserve.
 - b. Community tree planting and public open space projects.
 - c. Seek grant money, public funding and private contributions to implement the Annual Work Plan and further the work of the Commission.
 - d. Community Tree Plan. The Community Tree Plan may include, but not be limited to the following:

(1) The mission and goals of the Tree Board,

- (2) An inventory of tree resources,
 - (3) Policies regarding the preservation, planting and maintenance of public trees,
 - (4) The identification of specific sites for public tree preservation,
 - (5) Planting and open space projects and the strategy and recommendations for achieving the identified goals.
 - (6) Master Tree Plan and Tree Management Plan for the City. The Master Tree Plan may include a map of public trees inventoried and tree species proposed to be planted on public streets and lands; plans for identified tree preservation, planting and open space projects; the identification of appropriate tree species for public tree planting projects and standard planting specifications.
 - (7) The Tree Management Plan may include standard tree maintenance specifications and establish policies and recommendations for annual tree maintenance programs, including associated costs for maintenance work.
 - (8) On public seminars and other educational programs
- e. All work product shall be submitted by the Parks and Parkways Commission to the requesting party for review and approval prior to being presented to any Board, Commission, private, non-profit or governmental agencies for approval.
 - f. Where applicable, all initiatives, including the Community Tree Plan and Tree Management Plan, shall be presented to the Planning Commission to become a part of the Comprehensive Land Use Plan upon acceptance and approval of the Planning Commission.
 - g. To make recommendations to the City Planning Commission on landscaping and related provisions in the Comprehensive Land Use Plan upon request of the Planning Commission.
 - h. Regarding the preservation, planting, maintenance and removal of trees or limbs on public lands in the City and recommend streetscape/landscape designs illustrating the type and kind of trees and other vegetation to be planted on public lands.