

**MINUTES OF THE FINANCE BOARD MEETING HELD AT BELLEAIR TOWN HALL  
ON DECEMBER 19, 2013 AT 4:00 P.M.**

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**MEMBERS PRESENT:** Thomas Olson, Chairman  
Dan Hartshorne, Vice Chairman  
Ernest Whittle  
Tom Lokey  
Tom Kurey

**MEMBERS ABSENT:** John Prevas  
Mary Griffith

**OTHERS PRESENT:** JP Murphy  
Micah Maxwell Town Manager  
Mayor Katica, Commission Advisor

Quorum present with Mr. Olson presiding. Meeting was called to order at 4:00 P.M.

**APPROVAL OF MINUTES**

Mr. Olson stated that the board had for consideration the approval of minutes for the November 14, 2013 board meeting; asked if there were any corrections or changes.

Mr. Whittle moved approval of the minutes of the November 14, 2013 meeting as submitted. Motion was seconded by Mr. Hartshorne and was approved unanimously.

**CITIZEN'S COMMENTS**

There were no citizen's comments.

**REVIEW OF NOVEMBER GOLF COURSE FINANCIALS**

Bryan Cox, general manager of the Belleview Biltmore Golf Club provided a review of the November financials; stated that the board had stated that they wanted to see a breakdown of rounds per month; that the October rounds total were 3,204; that the November rounds were at 3,335; stated that October sales were \$26,869.00 in green fees; that the green fees in November were \$39,897.00; that there was a \$13,000.00 increase; that the rates did go up November 1<sup>st</sup> of \$10.00; that merchandise sales were up over \$3,000 from October to November; spoke about the new apparel with logo; spoke about the golf outing with Outback and Flanagan's; stated that there was about \$6,500.00 revenue generated from that one event; spoke about the member's Christmas party, Toys for Tots drive, and the NSRI Christmas party; stated that they were implementing new events; that there will be a "Couples Nine & Dine"; that they will be bringing back "trivia night"; that it will be open to the public; reviewed the "costs of goods" for food and beverage.

Discussion ensued regarding attracting younger membership and patrons; regarding memberships.

**REVIEW OF NOVEMBER GOLF COURSE, cont.**

Mr. Kurey inquired about the differences of the revenues listed on the trend sheet and the revenues listed in QuickBooks.

Mr. Cox stated that due to a computer error on November 29<sup>th</sup>, the annual dues for a three month membership was charged; that those were not suppose to be charge in December and rather charges should have been in January; that those charges had to be reversed; that it was for 6 to 7 memberships; stated that he would check into the differences of revenues.

Discussion ensued regarding previously given gift certificates that were redeemed.

Mr. Olson inquired about the Invitation to Negotiate (ITN) for the golf course.

Micah Maxwell, town manager, stated that the town receive 6 total responses; stated that two were for a purchase and the other four were for a lease option; stated that Mr. Murphy, town attorney David Ottinger, Tom Kurey and himself have reviewed the different bids and have ranked them; that they have been discussing those responses with the different parties that had been submitted; that they were trying to come up with an agreement on a lease deal and should be done in the next week.

Mr. Olson inquired as to when the ITN time period had closed.

Mr. Maxwell stated that the closed date for submission of proposals had closed on December 5, 2013; stated that the town had 30 days from that date to complete the review; that after that date the sealed bids became public.

Mr. Hartshorne inquired as to the advertising of the sale or lease of the golf course; asked if it had been advertised in a larger publication such as Golf Digest or in any large publication.

Mr. Maxwell stated that an email was sent out to several different groups.

Mr. Murphy stated that at the previous meeting the advertising question had been brought up; stated that staff had actually done research and the advertising guidelines for many of those publications that Mr. Hartshorne had mentioned had a time frame of 60 to 90 day for submittal; that at that time it did not fit inside of the window for the ITN.

Discussion ensued regarding the notification of the ITN for the golf course; regarding the advertising; regarding the time frame of the cut-off date for submission; regarding allowing new bids to be accepted; regarding the ITN process; regarding re-advertising.

Mr. Olson stated that there were 6 qualified bidders; that there were two who were interested in buying and 4 who were interested in a lease arrangement; stated that staff had done its job; that there was a good return; that we need to honor that; that if the commission wanted to go out for re-

**REVIEW OF NOVEMBER GOLF COURSE, cont.**

bid, that it would be their decision; that it was not the finance board's recommendation and nothing in the board's purview to discuss.

Mr. Maxwell stated that the item would be brought forward to the finance board at a special meeting; asked the board when it would be best to hold the meeting.

Discussion ensued regarding a meeting date; it was the consensus of the board to hold the special meeting on a date from December 30<sup>th</sup> forward.

**DISCUSSION OF SOLID WASTE OPERATIONS**

Mr. Olson stated that last month there was a presentation from the Kessler Consulting firm; stated that the board had some conversation, but the board pushed most of it forward to this month.

Mr. Murphy stated that solid waste fell under his direction; that about 6 months ago he had entertained Kessler Consulting to do a review of the service delivery model; that they were to highlight any deficiencies and areas of improvement; that some of the results were surprising and some were not; that the town has a solid waste system which delivered a high quality of service but did so in an antiquated fashion; that there was 3 men on a truck, running two routes in town; stated that Wednesday was for commercial as well as yard waste as well as maintenance and training day at the shop; that Monday, Tuesday, Thursday and Friday were collection days; that the problem was that the technology of solid waste collection was surpassing them; that this board approximately 8 years ago considered the idea of automated or semi-automated collection; that at that time, both the board and commission opted not to go with an automated system; that the main reason was the man power; spoke about the past solid waste department man power; spoke about the side-yard and rear-yard service; spoke about the single stream recycle system; spoke about the number and size of containers allowed; stated that they service 1400 homes, 600 to 700 a day; that with a fully automated truck, they could do a complete route in one day with one driver, one day; stated that with going with the cart-tipper it would be low cost; that the system would attach to the back of the truck and would allow them to pick up the big cans; stated that single stream recycling will reduce the amount of trash; spoke about personnel costs.

Mr. Olson inquired about the single stream recycling cans.

Mr. Murphy stated that he signed off on the final art work and cart delivery yesterday; that he was waiting on getting a delivery date; that it should be anywhere between 3-6 weeks.

Discussion ensued regarding single stream recycling; regarding the tipping devise for the existing garbage trucks.

Mr. Murphy stated that the cart tipper would require the residents to have a new container; that there were different sizes; that the 64 gallon was the size that Clearwater was using for recycling.

**DISCUSSION OF SOLID WASTE OPERATIONS, cont.**

Mr. Murphy spoke about the local recycling facility; stated that he was waiting hear if WSI, which was located in Pinellas County could handle Belleair's light amount of recycle waste; that if they could, one of the current trucks could be repurposed to collect our own recycling which would save \$70,000.00 to \$80,000.00 a year; spoke about repurposing personnel; that there was approximately over \$160,000.00 in savings, less the capital expenses for the tippers and the carts.

Discussion ensued regarding the size of the cans; regarding going with the semi-automated system using larger cans; regarding yard waste.

Mr. Kurey spoke about the town's cost for solid waste in comparison with the other communities' fees; asked about going with other options that would lower the town's solid waste fees.

Mr. Murphy stated that in going with a less expensive option, that it became a customer service debate and a capacity debate; that it would also affect the emergency services; that debris was cleared with the town's solid waste vehicles and the tree trimming equipment; stated that the current staff delivers a very high level of service and did it pretty much on call if need be; spoke about special pickups.

Discussion ensued regarding the variance in costs for solid waste pickups for the various communities and cities in Pinellas County.

Mr. Murphy stated that the fees shown in the table 7 for example, Belleair Beach were just residential service fees; that they did not take into account the commercial fee and yard waste/special pickup fees; stated that he could take a look at that issue and then bring it back to the board; spoke about other municipals services; stated that some communities do a flat assessment for the year and that it went on the tax bill; that it would change the way it would be viewed; that Hillsborough County and the City of St. Petersburg did it that way.

Discussion ensued regarding the level of service provided to the town; regarding the trucks; regarding the number of drivers needed in order to maintain the level service needed by the residents.

Mr. Kurey stated that he thought that at the last meeting that staff and the board would be exploring why the other cities were so much lower than Belleair; that if it was possible to add it to the property tax bills and would make it deductible for tax purposes that he would suggest that we do that; stated that he felt that the board should explore the services and options available regarding a lower fee.

Mr. Olson spoke about the high level of quality of service; regarding the current service, inefficiency and expense; stated that there was another option available; that if there were trucks available and can be converted to the lifters and permit the town to use larger containers, at the same time use for recycling; that the next step to new and full automation required new trucks; spoke about using larger containers; that the efficiency level could be measured.

**REVIEW OF NOVEMBER GOLF COURSE, cont.**

Discussion ensued regarding the single stream recycling; regarding distribution of the carts; regarding the size of the carts.

Mr. Olson stated that the items that he would to have some discussion in January would be:

1.) When would the recycling carts be distributed; 2.) Have staff propose a plan for the cost of the two semi-loaders and the 64 gallon containing; 3.) Have discussion of the solid waste fees for the other municipalities in comparison to Belleair's higher solid waste fees; and 4.) Discuss the possibility of the solid waste fees to become a part of the tax levy.

**COMMISSION ADVISOR REPORT**

Mayor Katica provided an update on the Belleview Biltmore Hotel; stated that he had gone on a tour of the hotel; spoke about the water damage; spoke about past proposed offers for the hotel property; stated that had not been a request for demolition for the hotel submitted; that a site plan had not been submitted; stated that the town must move ahead whether the hotel was demolished or whether it was renovated; spoke about the meetings to be held at the condominiums located in the RPD.

Discussion ensued regarding the hotel property; regarding the possible zoning district addition.

Mr. Murphy provided a brief explanation of the proposed additional RM-10 zoning district.

Discussion ensued regarding the golf course; regarding lease possibilities.

**ADJOURNMENT**

There being no further business to come before the board the meeting was adjourned in due form at 5:35 PM.