

**MINUTES OF THE FINANCE BOARD MEETING HELD AT BELLEAIR TOWN HALL  
ON MARCH 13, 2014 AT 4:00 P.M.**

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

**MEMBERS ABSENT:** None

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

Quorum present on roll call 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 February 20, 2014 board meeting; asked if there were any corrections or changes.

Mrs. Griffith moved approval of the minutes of the February 20, 2014 board meetings as submitted. Motion was seconded by Mr. Hartshorne and was approved unanimously.

**CITIZEN'S COMMENTS**

LaVonne Johnson, 220 Belleview Blvd., spoke about the feasibility study done for the Belleview Biltmore Hotel; spoke about the tax revenues for the hotel versus condominiums; spoke in favor of renovating the hotel.

Steve Johnson, 1717 Indian Rocks Road, spoke about financial issues for the town; suggested for the town to have an oversight person to look at items where money was being spent; spoke about signs and banners placed in town; spoke about the recreation budget; inquired as to the number of employees working for the town; spoke about the past and future planning regarding the town infrastructure.

**UPDATE OF CAPITAL IMPROVEMENT PROJECTS**

Perry Lopez, Public Works Director provided an overview of the town's capital improvement projects and money spent on those projects; spoke about the pavement management plan and pavement treatment to extend the life of the roads.

**UPDATE OF CAPITAL IMPROVEMENT PROJECTS**

Discussion ensued regarding a survey of roads and gaining knowledge of the current road conditions; regarding the water pipe that was found that needed to be replaced during the repaving of Druid Road; regarding the consultant for the pavement management program.

Mr. Lopez provided a brief explanation regarding the machine that the consultant was using to survey the roads; stated that it could not have been used to identify issues with the water lines; stated that most of the water lines in town had been installed 3-6 inches below the surface of the ground and was not industry standard; that industry standards was 36 inches.

Discussion ensued regarding the current placement of the town's water lines.

Mr. Lopez provided a chart showing the original and revised lists of the upcoming projects costs and priority rankings; stated that the list provided the estimated costs of each of the projects; reviewed the lists with the board; spoke about the bid process; spoke about the various projects and the actual bids and costs of the projects; stated that in order to do the projects it was his feeling that they should be done properly; that the Druid/Coe Rd. project had no provisions for Ricker Rd. or Watkins Rd.; spoke about the flooding at the end of both roads; that he was able to get the two roads done within the budget, and had it not been for the water lines, the project would have been on budget; spoke about grants from SWFWMD; spoke about the Rosary Road project; stated that he had applied for a grant for that project as well; stated that the town was in good shape as far as the numbers for the projects.

Mr. Murphy asked Mr. Lopez to update the board on the Indian Rocks Road/Ponce de Leon round-about.

Mr. Lopez stated that there was some preliminary work west of Indian Rocks and working toward the intersection and Ponce de Leon; stated that in approximately two months, the real impact of the project would happen; that they will be closing Indian Rocks Rd. and there would be detoured; that the project should be completed within 6 months.

Discussion ensued regarding the detouring of traffic during the Indian Rocks Rd. and Ponce de Leon Blvd. project.

Mr. Lokey inquired about the budget for the round-about.

Mr. Lopez stated that the budget for the round-about was \$500,000; that the actual bid came in at \$537,000.

Mr. Murphy stated that staff had typically use the engineer's preliminary estimates; stated that as we got closer into the scope of those years when those projects would take hold, that during the budgetary process staff would look at the affordability of the project.

**UPDATE OF CAPITAL IMPROVEMENT PROJECTS, cont.**

Mr. Kurey stated that for the whole, including Pinellas/Althea, it looked as if we would be right on the number for the prior estimate; state that hopefully the SWFWMD grants would come through; that there could be approximately 2 million dollars coming in.

Discussion ensued regarding other potential grants for the projects; regarding the scope of work for the future projects and potential costs of those projects; regarding the Indian Rocks Road/Ponce de Leon project.

Mr. Lopez stated that the round-about Indian Rocks Rd./Ponce de Leon project was not part of the original projects and was not listed on the projects chart; stated that the Ponce de Leon project was a different project; spoke about the bid process and the pre-qualification of the contactors used; spoke about “piggy-backing”.

Mr. Prevas inquired about future projects time-lines and bidding for those projects.

Discussion ensued regarding costs of commodities in conjunction with estimating costs of future projects; regarding the scope of work and costs of projects.

Mr. Lopez continued to discuss future projects; stated that it would be between 6–8 years before all of the projects listed on the chart were completed; that the useful life for the roads was 10–20 years; spoke about the pavement management plan and extending the life of the roadways.

Mr. Murphy inquired about the life of the storm structures.

Mr. Lopez stated that the life of the storm structures would be approximately 20 years; stated that the stormwater maintenance was at a point where it was being done in-house.

Mr. Prevas inquired about the impact of the work that would be done regarding the Belleview Biltmore Hotel.

Mr. Lopez stated that it would impact the town; stated that there were two roads that were recently completed that provide entry to the Belleview Biltmore property; that he hoped that whatever development plan the town produces would include repairing of those roads as they became damaged from the heavy traffic.

Mr. Olson thanked Mr. Lopez for his presentation.

**DISCUSSION OF DUTIES AND RESPONSIBILITIES OF THE FINANCE BOARD**

Mr. Murphy stated that the subject was an item initiated with all the boards not just the finance board regarding the roles and responsibilities of the boards as identified through various legislation, including the Charter, resolutions which defined what the role of the board and the commission advisor; that the discussion provided an opportunity to openly discuss how the board felt about

**DISCUSSION OF DUTIES AND RESPONSIBILITIES, cont.**

those roles; stated that the board could look at those roles and decide if they want to expand, contract or look at other setups or to make some recommendations to change the way the roles are now; stated that this was his second board to discuss this issue; that the planning and zoning board had discussed this and they had some concerns and discussion regarding the role of the commission advisor; however no action was taken; stated that the roles of the commission advisor and board had not been reviewed for sometime; that the resolutions were done in 1993 and 1995 respectively; reviewed Resolution No. 95-15 regarding the board's duties and responsibilities.

Mr. Olson summarized the documents provided for the board.

Mr. Murphy stated that the Charter provided what the rules were regarding finance and budgeting for the commission; that it did not get into the guiding documentation regarding the advisory board "per se"; stated that it was an audit note last year that we should be working on providing for more of a fiscal finance management policy in writing; that staff was working on that financial package; that this package would come before the board as well.

Mr. Olson stated that the focus of the review was Resolution No. 95-15 which defined the duties and responsibilities of the board.

Mr. Hartshorne inquired as to Sec. 66-42, Citizens Boards number (1) (f.) which stated that "Each board shall create whatever subcommittees it deems needed to carry out the purposes of the board"; stated that the board could not meet outside of a public meeting because of Sunshine Law.

Mr. Murphy stated that the board did not have to meet on the dais per se; stated that the board did have to meet in a public place typically town hall or in one of our meeting rooms; that there needed to be a secretary to record minutes, a roll call and publicly noticed.

Mr. Olson asked if there were any questions, comments, or objections regarding Resolution No. 95-15 as it pertained to the board's duties and responsibilities.

Mr. Murphy stated that this would be a good time to talk about the responsiveness of the board that was discussed at the last meeting; stated that this was probably the appropriate venue to re-air those discussions regarding the role of the board.

Mr. Kurey stated that at the last meeting, he had talked about being responsive to the commission and to the staff and to be more helpful or should the roles be revised in some way.

Mr. Murphy asked if there were any specific recommendations or thoughts in mind that staff could bring to the commission; that some of those concerns might fall under (d) conduct surveys and fact finding studies; that this was the time to talk about whether the board wanted to make any changes to the duties and responsibilities.

**DISCUSSION OF DUTIES AND RESPONSIBILITIES, cont.**

Mr. Olson stated that the conversation over the past two months has been whether or not the board should involve itself in a detailed review of the lease of the golf course; stated that he as the chair, had ruled that it was not part of the board's responsibilities.

Mr. Murphy stated that upon request of the commission, the finance board may or shall review contract documentation and provide commentary, not necessarily a recommendation; that there were not many specific items in Resolution 95-15; that it was open to a very broad interpretation; that the chairman had the power to interpret what the board takes up in those matters.

Mr. Olson stated that the finance board served at the pleasure of the town commission; that when the commission asked us to do something special which if the board agrees, we do so; stated that as he read as the board's assignments, the matter of the golf course lease did not fall within the purview or responsibilities for the town finance board; stated that the town already had a mechanism in place, a town attorney, a town manager and the town commission; that it was their responsibility to review legal documents, starting with the town attorney; that the town manager reviews the document and when it was in proper order then he would present it to the town commission; stated that the advisory boards when dealing with these matters, are precipitously close to dealing in minutiae and micro management; that it was what bother him the most about this particular issue.

Discussion ensued regarding the duties and responsibilities of the finance board; regarding the past discussions concerning the golf course lease.

Mr. Kurey stated that in the past, he was talking very generally and looking at the big picture; that he was talking about what the board could do to help the commissioners and a continuation of his constructive comments at a past commission meeting; that he used the lease and the loan only as an example and also did so in his discussions with the staff, that it was not to bring up the lease but to have a discussion as to what our responsibilities were and what the board members roles were; expressed his concerns about past conversations and discussions of the commission regarding the golf course lease.

Mayor Katica stated that he was very happy with the way things were being done by the board now; stated that this was a very valuable board and he relied on what the board recommended.

Mr. Olson stated that the question at hand was should we change in effect the assignment made by Resolution No. 95-15; stated that the board could not change the assignment, but could make recommendations to the commission for any adoptions or changes.

Mr. Murphy asked for some clarification regarding commission requests for the various boards; stated that typically the mechanism was the commission resolves together either through some kind of unanimity or majority that speaks to having the board look at a certain item; that if we need to codify that mechanism, would that be helpful to the board; that it would be for things that were outside of the scope of the 4 items listed in the Resolution 95-15.

**DISCUSSION OF DUTIES AND RESPONSIBILITIES, cont.**

Discussion ensued regarding having the Commission give formal direction or by a majority vote by the commission to the finance board on issues they would like to have them review or give further study.

Mr. Prevas stated that the Mayor had indicated that he was satisfied with the way the finance board was functioning; stated that he was satisfied with his role; inquired if it would be helpful to have a straw vote of the members of the board if they were in fact satisfied with the way we were proceeding and the majority was, then we would just move on.

Mr. Kurey stated that he agreed as well; stated that he wanted every board to be responsive to the commissioners and town staff.

Mr. Olson stated that each of the members of the finance board was responsive to the commission; stated that his concern was that when there were individual commissioners asking a member of the board for something, then it needed to come to the board by the commission as a whole.

Karla Rettstatt, 308 Roebling Rd., spoke about quantifying how the commission came before the boards; stated that there were times at different commissions meetings where different commissioners had asked the question, had the finance board reviewed the lease; that in this particular situation, there were different commissioners that had said it, but it never got to the finance board; stated that for her as a past commissioner the finance board was by far the most important to her because this board helped to drive us forward to our future.

Mr. Olson stated that what should be done was that if there were individual commissioners who wanted information from the finance board, they need to phrase it in terms of a letter of request and or by a motion made before the town commission at a public meeting.

Donna Carlen, Town Clerk, stated that it would be her suggestion, that it would be the responsibility of the commission advisors to take that information back to their boards; stated the advisory boards serve at the pleasure of the commission; stated that there were certain items that would be coming before the boards that we haven't dealt with in the past such as the sale of a golf course and the purchase of real estate.

Mr. Kurey stated that he felt that the commissioners should be made aware that if they want any board to review something that they need to make a formal request.

**COMMISSION ADVISOR REPORT**

Mayor Katica spoke about the signs used in town for different functions and the town's employees; inquired as to the number of employees the town had now and what the difference was five years ago.

**COMMISSION ADVISOR REPORT, cont.**

Mr. Murphy stated that if you go back further than 5 years ago to 2008 which was the pre-recession area, that the town actually laid off a number of people and eliminated full departments during that time.

Mayor Katica spoke about the recreation department and the number of children attending the programs; stated that there are programs for every possible age group and the summer programs were almost full; spoke about the budget and revenues lost from the Belleview Biltmore Hotel.

Discussion ensued regarding the Belleview Biltmore Hotel property; regarding the proposed buyer of the property; regarding possible meetings with the proposed hotel property.

**ADJOURNMENT**

There being no further business to come before the board the meeting was adjourned in due form at 5:25 PM.