

**MINUTES
COMMISSION DAY
CITY OF HOLLY HILL, FLORIDA
NOVEMBER 12, 2002**

CALL TO ORDER

Mayor William D. Arthur called the meeting to order in the Fire Department at 1020 Daytona Avenue at approximately 8:30 a.m. Attending with Mayor Arthur were Commissioners Arthur Byrnes and Lou Schmitt. Commissioner Roland Via joined the tour at approximately 10:15 a.m., due to work time factors. Commissioner Paul Lockeby was excused absent because he was attending a conference. Also attending were the following staff members: City Manager Joe Forte and City Clerk Jeaneen Clauss.

1. FIRE DEPARTMENT TOUR

Emergency Services Director Don Shinnamon prepared breakfast for the Commission and then showed them the new Genesis extrication equipment they purchased. The floor in the fire bay is to be re-surfaced this year and racks will be installed on the walls for equipment. Excess equipment will be stored in a shed. One item on their wish list is to establish a Westside location. They would like to obtain the vacated County fire department building located at Derbyshire and Flomich.

2. RECREATION DEPARTMENT

Recreation Director Chuck Beach gave the Commission a tour of the new Wellness Center. Nautilus equipment was donated by Florida Health Care Plan and the City purchased a bike and a treadmill. They walked through the Gymnasium and mention was made that an air conditioning system will be installed in it this year. The racquetball courts still need to have the doors installed and the floor completed. The tennis courts and warm-up area are now usable. Mr. Forte advised they are unhappy with the present landscaping job but Phase III Recreation Improvements have met significant completion.

The Commission stopped to examine the newly relocated Box Car. They will be adding a bench near it and the Forty and Eight group will be re-doing the plaques.

3. PRESENTATION TO HOLLY HILL ELEMENTARY 2ND GRADERS

The Commission greeted ninety 2nd graders in the Commission Chambers and entertained questions from them about local government. Mayor Arthur explained the Commission-Manager form of government.

4. CITY HALL TOUR

A. City Manager's Department

1. Human Resources

Human Resource Director Diane England advised the Commission that this is a big year for labor negotiations – all three union contracts will expire September 30th. She is currently working on a salary survey so that they have up-to-date comparative information. Ms. England stated that they have been providing supervisor training through a course entitled *The Leadership Journey*.

2. City Manager

Mr. Forte explained that he is focusing on cleaning-up jurisdictional boundaries. This will have to be coordinated between Ormond Beach, Volusia County, and us. Unfortunately, they cannot get this done in time for legislation approval this coming year but they will continue working on this. He showed them a map outlining the annexation pockets within their area.

3. Economic Development / Code Enforcement

Assistant to the City Manager Greg Wood oversees both of these departments. Mr. Wood had just returned from a conference in Emmittsburg – where he learned more on how they can get flood insurance rates down another five percent.

The Commission discussed the Economic Development Grant and Mr. Wood showed them the signs, which will be placed on each of the properties that have received grant funds.

The Commission stopped-off in the Code Enforcement / Animal Control office and inquired what they might need to make their job easier. Officer DeKruif responded they really need a new vehicle for animal transport, which has been budgeted for, so all they might need is another file cabinet to organize the multitude of cases they are handling. Chemical Capture capability is forthcoming for this department. Officer DeKruif is now certified and Officer Ballard is getting certified.

B. Water Billing

John Manual, Customer Service Supervisor, advised the Commission that Automatic Fund Transfer capability is forthcoming. They anticipate it will be available in January. A credit card payment option is also forthcoming. Another major upgrade to this department is the City's purchase of a radio meter read system. Once these meters are in-place, the whole City will be able to be read in two days instead of the two and a half weeks that it takes now. Mr. Manual stated that the two cashiers have taken classes in sign language and have already had the opportunity to use this ability in providing service to the citizens.

C. Building and Zoning Department

John Schroeder, Housing Inspector, advised they now have 615 licensed rental homes in the City. Water Billing records indicate another 200 exist that require this license and he

is pursuing them at this time. On a lighter note, several landlords are now using the attainment of this license as a marketing tool to attract renters.

D. Finance

Brenda Gubernator, Finance Director, introduced the Commission to our Insurance Representative Gerry Fiacco. The Commission discussed with him the new driver's license record checks that are required to operate a city vehicle. Ms. Gubernator introduced the two new employees in her department, stating, between this area and water billing, more than half her department is new. The Commission praised Ms. Gubernator for her work and admired the budget awards they have attained.

5. POLICE DEPARTMENT TOUR

Commander Mark Barker gave the Commission a tour to show the Police Department improvements. They viewed the computer training room, which will be utilized by all departments for computer training. The Commission inquired if they would be eligible to take this training. They are and they will be copied with any class information. The Commission stopped by the briefing room to see the improvements there and to see the taser gun. They found the new Enhanced 911 System working well and briefly discussed the potential proposal for regional consolidation of dispatch.

- BREAK FOR LUNCH -

The Commission and Staff had lunch in the Public Works break room.

6. PUBLIC WORKS TOUR

Public Works Director Milt Hallman and Public Works Supervisor Ray Beltrami gave the Commission a tour of the Public Works facility. They were shown the new Badger water meters that they are in the process of converting to. The Commission discussed the safety of their water supply. They were taken through the water treatment process and the sewer treatment process. Their wish list consisted of repairing the roof on the Small Mechanics Utility Shop and repairing the walls in the Sign Shop (which are rotting). They would also like to lower the carport at the garage to make it more useful.

7. DISCUSSION

The Commission toured the City to view various improvements, which have resulted due to the Community Redevelopment Grant. Upon arriving back at City Hall, they discussed how they might best proceed with cleaning-up the areas of the City that most need it. The primary focus appeared to be on the motels at the south end of the City. A few of the trailer parks were mentioned but that was not considered a focal point for drugs and prostitution like some of the motels are. Mr. Forte has begun directing Code Enforcement in this area more so than in years past – which is considered long overdue. That may help to eradicate the problem. To assist in the revitalization efforts of the City,

another area that Code Enforcement will work to bring into compliance with current regulations is junkyards.

8. ADJOURNMENT

Commission Day officially adjourned at approximately 4:20 p.m.

City of Holly Hill

William D. Arthur, Mayor

Attest:

Jeaneen P. Clauss, City Clerk