

**MINUTES
COMMISSION DAY
CITY OF HOLLY HILL, FLORIDA
MARCH 21, 2006**

CALL TO ORDER

At approximately 8:30 a.m., members of the Commission and Staff met in the Public Works conference room for a light breakfast and some preliminary discussion. Attending were Commissioners John Penny, Gilles Blais, Mark Reed, and Traci A. Anderson and Mayor Roland D. Via. Also attending were the following staff members: City Manager Joe Forte and City Clerk Valerie Manning.

1. PUBLIC WORKS TOUR

In attendance was acting Public Works Director/City Engineer Christ Hurst, Public Works Supervisor Ray Beltrami, Building and Grounds Supervisor Susan Rannie, Robert Kasprack, Ken Huntley, Janice Rising, Mike Junker and Bruce Hobbs. Mr. Hurst, Ms. Rannie, Mr. Beltrami, Mr. Kasprack, and Mr. Hobbs gave the Commission a tour of the Public Works facility. They began with the garage. Mr. Hobbs showed the Mayor and Commissioners the different bays in the yard. Each bay has its own function for repairs and/or cleaning the City vehicles or equipment. The Commission saw a few new police cars, which is receiving the necessary modifications. All of this work is done on-site along with all maintenance and repairs – except that which is covered by warranty. The City provides training for the necessary certifications for this. The Commission viewed the multi-purpose field. They discussed the Inmate Work Force, which takes care of U.S.1 and additional areas of the City. Ms. Rannie mentioned the possibility of a drive-thru area needing to be built to allow them to leave the mowers and some equipment on the truck at night instead of having to load and unload the equipment or mowers every day. This would be something that would be partially opened and partially closed. As for personnel, they are currently short in various departments. Mr. Hobbs mentioned that he is in need of another mechanic. There was discussion about pay increases for personnel. The Commissioners and Mayor walked over to the wastewater clarifier and filtering stations. Staff advised the Commissioners and Mayor that there is security throughout the water and wastewater treatment plants for safety reasons. The Commissioners toured the Lab Testing Building and viewed the updated instrumentation. The Commissioner and Mayor did a walk-over of the water filter building with Mr. Kasprack.

2. FIRE DEPARTMENT TOUR

Police/Fire Chief Don Shinnamon gave the Commissioners and Mayor a tour of the Fire Department. In attendance with Chief Shinnamon were Lieutenant Ed Brown, Lieutenant Charlie Cobb, and Administrator Chief Randy Ast. Chief Shinnamon mentioned that the administrative position is currently available. They toured the offices and the bunk room and there was mention about the need to better accommodate female firefighters. They toured upstairs and there was discussion about the possibility of developing that into either another bunk room area and/or training room for the firefighters. There was some discussion of what they would need to do to make this room usable. The a/c ducts are there and the ceiling is too low on both ends. The furniture in the recreation room has all been upgraded and looks very nice. The kitchen is well equipped. Staff explained more detail on how the new First Response Agreement works interlocally. Countywide, all the fire radios have the 800 megahertz system and have every fire channel within each radio so they can communicate directly with one another. Staff showed the Commissioners and Mayor the “jaws of life” (extraction equipment) that they now have and the possibility of getting another one.

3. RECREATION DEPARTMENT

PAL and Recreation Director Chuck Beach gave the Commissioners and Mayor a tour of the Recreation complex. There was mention about the new a/c that was put in the gym. They toured the pool area and were pleased at how nice everything looked. Mr. Beach mentioned that the pool opens on April 1st which they call *April Pools Day* and he stated that there are umbrella tables and chairs now for the pool area. There was some discussion amongst the Commissioners and Mayor about putting an awning or something of the like over the pool area so there is some additional shade but there was agreement that the umbrella tables were enough for right now. They toured the Wellness Center, which is being used quite a bit. Mr. Beach mentioned that most of the equipment in the Wellness Center was donated from Florida Health Care. Employees are a primary user of the Wellness Center and the racquetball courts. While viewing the pool area, Mr. Chuck mentioned the new roof that was recently put on over at the Boys and Girls Club and that there will be a basketball court and volleyball court being built outside of the club for the kids.

4. POLICE DEPARTMENT TOUR

Police/Fire Chief Don Shinnamon gave the Commissioners and Mayor a tour of the Police Department and the various offices and storage facility. They went through the investigators area. The Commission viewed the evidence room where everything is bar coded and logged in the computer. They saw the interview room and the computer training room where the Police Officers and the Police Explorers hold their meetings. They now have a subscription to the Police Law Institute to keep up with training requirements. The Police Department is clearly well-funded and well-equipped. Chief Shinnamon mentioned that they will now have a motorcycle for traffic and speed control and that it could be used as an incentive for other Police officers. The *Wall of Honor* is a nice addition, showing their retirees. The Commissioners and Mayor did a walk-through of the holding cells and the dispatch center which is now being used as the local Emergency Operations Center (EOC) for the City. This allows them to be in constant contact with surrounding cities and mentioned that we now have a weather station to keep track of the storms. Chief Shinnamon mentioned how they had Hurricane Planning meetings last year and plan on having them again this year and is hoping for a better turnout. Mr. Forte stated that when the new Holly Hill Middle School gets built that will be used as a shelter for storms. Chief Shinnamon advised the Commissioners and Mayor that all the police cars now have computers in them and it's easier for them to do their paperwork.

- BREAK FOR LUNCH -

The Commissioners, Mayor and staff had lunch in the City Hall conference room.

5. CITY HALL TOUR

A. Finance

Brenda Gubernator, Finance Director, introduced the new Commissioners to her staff. She gave a brief description of their job duties and how much she appreciates their hard work. She also mentioned that she was over the Utility Billing Department. There was brief discussion amongst the Commissioners at this time and thanked staff for their hard work.

B. Information Technology

Scott Gutauckis, IT Director, responded to the Commissioners and Mayor's inquiries about wireless internet service. Mr. Gutauckis gave a brief description of his job duties and mentioned that his assistant, Kristin Van Baelen is currently working part-time due to recently having a baby and that she has been a great help to him. They both are working on the digital sign for advertisements. Mr. Gutauckis mentioned the AS400. He showed the Commissioners and Mayor the window base servers and stated that everything runs from his office. He is looking to move the equipment into his office space due to the heat and noise that comes from the servers and he will move out next to Mrs. Van Baelen.

C. Utility Billing (Water) Department

Brenda Gubernator, Finance Director, introduced the new Commissioners to her staff and described their job duties. She advised the Commissioners and Mayor that they now accept credit card payments as an option in paying their utility bill and they also have this option over at the Recreation Department for the various activities that they offer.

D. Building and Zoning Department

Tim Harbuck, Development Administrator/Building Inspector, gave the Commissioners and Mayor an update on the rental housing inspection system which is conducted by Mark Ballard in Code Enforcement. He described to the Commissioners and Mayor what Liz Nelson and himself do in the Building and Zoning Department. This is where someone would come in and request permits and occupational licenses and they have the applications for them. They are currently doing eight to ten permits a day. This department also does inspections on new construction. This office handles the comp plan amendments and requests for rezonings. The Board of Planning and Appeals is part of this office and Liz Nelson does the agendas for that Board.

E. CITY MANAGER'S DEPARTMENT

1. Economic Development / Community Development Department

Doug Gutierrez, Community Development Director/City Planner oversees both of these departments. He works with Marsha Radulovich who is the Community Development Coordinator for City. Mr. Forte advised the Commissioners and Mayor that Mr. Gutierrez is currently updating the Future Land Use Map. Mr. Forte mentioned that they are looking to do some more annexations in the near future.

2. City Clerk Department

The Commissioners and Mayor were familiar with this department and its duties and felt that the City Clerk, Valerie Manning is doing a fine job.

3. City Manager

Joe Forte, City Manager stated that Virginia Vainella is his Administrative Assistant and does a fine job. The Commissioners and Mayor were familiar with his duties as the City Manager and felt that he is doing a fine job.

4. Human Resources Department

Diane Cole, Human Resources Director, addressed the issues of the turnover rates for the City. She handed out an employment activity recap from 2004/2005 fiscal year (the staffing and turnover report). She stated that she does conduct an exit interview with an employee to see if there is anything better that the City could or should be doing. Ms. Cole advised the Commissioners and Mayor that other cities are experiencing the same thing. The City is now enrolled with Florida Retirement System (FRS) and that's a benefit for many of the employees who have had it in the past. She discussed policy and procedure for hiring and that a different pay scale is currently being worked on. Ms. Cole is approximately three months away from receiving her Masters Degree. She is currently helping Mr. Forte with Union contracts.

Commissioner Blais left at approximately 2:30 p.m.

6. The Mayor, Commissioners, Mr. Forte and the City Clerk went for a drive to view different areas of the City. Areas that were viewed and discussed were:

1. Hollyland Park/Library and Chamber of Commerce/Sica Hall
2. Parque Drive
3. the Bishop's property/northeast canal/good property for a ball field park/City could possibly purchase that
4. the Langford property
5. Marina Grande – currently under construction
6. Doug Kneller property / Parks Seafood Restaurant – currently under construction

7. FINAL COMMENTS

Commissioner Blais came back at approximately 3:25 p.m.

The Mayor and Commissioners and staff gathered in the conference room for final comments and discussion. The Commissioners were very pleased and surprised at how much on-site work is completed over at the Public Works Department and mentioned that the City has a lot of good people working for them. There was mention about more money needed for employees and that the City needed to try to help the situation in regards to having such a high turnover of employees. Mr. Forte reminded the Commissioners and Mayor about the upcoming goal session and wanted them to start thinking about what do they want to see on U.S. 1 or anywhere in the City. The first goal session will be to review the existing goals and see if there is a need to add or delete any goals.

8. ADJOURNMENT

Commission Day officially adjourned at approximately 4:15 p.m.

Attest:

City of Holly Hill, Florida

Valerie Manning
City Clerk

Roland D. Via
Mayor