

**MINUTES  
COMMISSION DAY  
CITY OF HOLLY HILL, FLORIDA  
MAY 23, 2000**

**CALL TO ORDER**

Mayor William D. Arthur called the meeting to order in Room 227 at City Hall, 1065 Ridgewood Avenue at approximately 8:05 a.m. Attending with Mayor Arthur were Commissioners Arthur Byrnes, Paul Lockeby, Keith Tarrer and Roland Via. Also attending were the following staff members: Acting City Manager Joe Forte and City Clerk Jeaneen Clauss.

**1. BREAKFAST IN CITY HALL CONFERENCE ROOM**

Between 7:30 and 7:50 a.m., Commission members arrived and enjoyed a light breakfast in the conference room – before beginning the tour.

**2. CITY HALL TOUR**

- A. Finance Department**
- B. IT Office**
- C. Mail Room and Supply Room**
- D. New Conference Room**
- E. Code Administration Department**
- F. Water Billing Department**
- G. Vacant Office – used for Census and Literacy Council**
- H. Human Resource Director's Office**
- I. City Clerk's Office and Records Room**
- J. Economic Development Coordinator's Office**

The Commission toured all of the above various departments within City Hall. They were familiarized with the jobs of each of the employees and they discussed the recent relocation of many departments. Areas of particular discussion were in regards to water billing conversion to hand held meter reading devices and annexation / economic development progress.

**3. POLICE DEPARTMENT**

The Commission toured the Police Department, where Chief Walker explained in particular about the Communications Office (Dispatch) and the Evidence Procedures.

**4. GYM / ACTIVITY CENTER**

The Commission had recently been through the Gym, so they focused their time there on discussion of programs – present and forthcoming. They expressed a strong interest in developing soccer fields. There was also mention of the new software they now have, which helps with the billing system. The Commission went out to the Pool and discussed a few remaining items that would be beneficial there (furniture, volleyball net, and a partial overhead cover).

**5. FIRE DEPARTMENT**

The Commission toured the Fire Department offices. They discussed the Communication System now being used in the City, which goes through EVAC. They also discussed the uniform standards and the new Infra-red helmet. They determined that new furniture was very badly needed in this department and discussed Mr. Forte's plan for reducing the number of fire trucks they maintain. The fire personnel have done a lot of improvements within the department themselves and will do more to make their environment nicer, if the materials are provided. Desire for an incentive pay plan was expressed by one of the fire fighters.

**6. PUBLIC WORKS**

The Commission toured all of the Public Works facilities and was overwhelmingly impressed with the improvements accomplished within the last year. They expressed pride in the employees' capabilities to do so many in-house improvements (equipment storage "hanger" and equipment / vehicle wash area). They viewed the wastewater treatment process. They discussed the current re-use process and what that might be expanded to include; there was mention that other cities had faced problems when opening it up to the public because the supply is so limited. Public Works Director Milt Hallman showed the Commission the sand filters that are due to be replaced at the water filtration site. This will be requested in next year's budget.

**7. LUNCH**

The Commission and various Department Heads met in the City Hall Conference room. They discussed how pleased they all were with the obvious physical improvements of the City and the improvement in the morale of the employees. They requested a letter be drafted from them to the employees to express this.

**8. ADJOURNMENT**

Commission Day officially adjourned at approximately 12:55 p.m.

City of Holly Hill

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William D. Arthur, Mayor

Attest:

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Jeaneen P. Clauss, City Clerk