

**MINUTES
COMMISSION DAY
CITY OF HOLLY HILL, FLORIDA
JANUARY 8, 2002**

CALL TO ORDER

Mayor William D. Arthur called the meeting to order in the Commission Office at City Hall, 1065 Ridgewood Avenue at approximately 10:40 a.m. Attending with Mayor Arthur were Commissioners Arthur Byrnes, Paul Lockeby, Keith Tarrer and Roland Via. Also attending were the following staff members: City Manager Joe Forte and City Clerk Jeaneen Clauss.

1. CITY HALL TOUR

A. City Manager's Department

1. Human Resources

Human Resource Director Diane England advised the Commission about the new Leadership Training program scheduled to begin the next day. This will be directed at all department heads and supervisors at varying levels. Also, a new evaluation system for department heads is being explored. Turn-over and recruitment were discussed and we are currently only having difficulty with two positions (wastewater operator and fire / paramedic). One area that may warrant reviewing is the amount of mandatory contribution to one's retirement that the City requires – this amount for police and fire is for the most part comparatively high.

2. City Clerk

City Clerk Jeaneen Clauss gave a brief synopsis as to the strides being made in the area of records management, particularly the Contract, etc Tickler File – which is designed to ensure no deadlines are missed and the Commission has ample time to make changes when expirations are approaching. Mention was made of her recent attainment of the CMC designation (certified municipal clerk) and her new goal of attaining the CRM designation (certified records manager).

3. Economic Development / Code Enforcement

Assistant to the City Manager Greg Wood oversees both of these departments. Mr. Wood advised that both of his Code Enforcement Officers have completed their certification training and both will also have their animal control certifications before long. Commissioner Byrnes brought forth an issue in which an unlicensed business was towing vehicles. Mention was also made of a salvage yard they have had some problems with. In regards to Economic Development, several annexation requests are forthcoming. The TIF district is going well – especially with the new grant to encourage businesses to improve their appearance. Mention was made of the Metra expansion and the Chamber

Alliance. The City plans to participate in the Alliance to some degree but did not budget for the fifty cents per capita that they requested because their predecessor (Enterprise Volusia) did not give Holly Hill the same attention that it gave to other cities within the County. Mr. Wood is also the Staff Liaison to the Historic Preservation Board. They are seeking grant assistance to conduct a historic preservation survey of the City.

4. Information Technology

IT Manager Scott Gutauckis gave an overview of the technological improvements that have transpired recently, including the fire wall that was just installed to prevent hackers from getting through. They have also purchased Arch-View to be compliant with the reverse 911 system. Several Commissioners mentioned a desire to go to paperless Commission packets through the use of lap-top computers. This idea will be explored further for them to consider during budget planning.

B. Finance Department & Water Billing

Finance Director Brenda Gubernator advised the Commission of the various personnel changes that were forthcoming within her department, due to resignations and retirement. The Commission discussed the Reserve with opinions of the amount we should have ranging from eight to twenty-five percent – we are currently right about in the middle.

Water Billing Supervisor Carolyn Sue Connerly showed the Commission a significant improvement that has been made to their reading process. She re-did the order for which different meters are read to increase their efficiency. This has been a significant improvement. When asked what is the cause of the number one complaint that they receive, she advised that it is when people have a leak (usually their toilet) and they don't know it. Mr. Forte explained that when they researched upgrading to the wand readers, they found that there is even more advanced technology available now and they are getting a price from their engineers on the cost for that type of conversion.

C. Building and Zoning Department

Code Administrator Tim Harbuck showed the Commission their newly established Rental Housing Inspection division. They have issued approximately four hundred thirty-eight rental occupational licenses, to date. These receive annual inspections. Housing Inspector, John Schroeder, is working on becoming a state certified building inspector – which he must do within three years. The other divisions of this department include Building Permits, Occupational Licensing, and coordination of items for the Board of Planning and Appeals. The City has a number of projects currently on the drawing board. They have taken a more aggressive approach to dealing with public nuisances and several structures have now been condemned; some others are forthcoming with one on the agenda for tonight's Meeting.

2. POLICE DEPARTMENT TOUR

Emergency Services Director Don Shinnamon showed the Commission the new dispatch equipment, which tracks their workload. They received approximately twenty-two thousand calls from the time of its installation in October to present. They viewed the enhanced 911 system with a self-initiated test call. Mention was made that the new cell phone law requires that 911 calls will be routed to the closest police department instead of going to the County Sheriff's Office. Chief Shinnamon advised that the only technological advancement that they are lacking which would improve their dispatch process is a computerized dispatch system. Unfortunately this costs approximately one quarter of a million dollars. As they walked through the hall, Chief Shinnamon stated that they need new carpet and painting, but that they will probably do the painting themselves. He showed the Commission the new organizational chart that he has developed. He has focused on enhancing the bicycle patrol and expanding the scope of duties for the Criminal Investigative Division (CID) – now entitled Special Operations Division (SOD). Chief Shinnamon then showed the Commission the Evidence Room, where their newly created position for Community Service Officer (Ray Thomann) does much of his work. Officer Thoman demonstrated the new bar code inventory system that the City has upgraded to.

3. BREAK FOR LUNCH

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

4. PUBLIC WORKS TOUR

Public Works Director Milt Hallman gave the Commission a tour of the Public Works facilities. Significant improvements have been made to the utility storage building – new doors are all that is needed now. Mr. Hallman showed the Commission the exact / marked area they were considering for a multi-purpose field, which will be discussed further at tonight's Workshop. He advised that with this land being taken from his usable space that he would need to build a storage building for shell, etc... The filter system was explained at the Waste Water Treatment office. The re-use system was discussed and new meters will be needed. The Commission also toured the water laboratory.

5. GYM TOUR

Recreation Director Chuck Beach showed the Commission the site proposed for the new wellness center, the 2nd tennis court, and the tennis warm-up area and racquetball courts. These items are on their agenda for approval at tonight's Meeting, however they have exceeded the amount budgeted. There was some discussion regarding the desire for air conditioning in the gymnasium.

6. FIRE DEPARTMENT TOUR

The Commission toured the Fire Department noting several improvements / additions. They now have ceramic tile, which has replaced the old carpet. Also, Commissioner Tarrer's fundraising efforts have yielded them a new dishwasher and television.

7. TIME CAPSULE RE-PLACEMENT AT CENTENNIAL PARK

The Commission placed the time capsule back under the pavilion at Centennial Park.

8. ADJOURNMENT

Commission Day officially adjourned at approximately 3:10 p.m.

City of Holly Hill

William D. Arthur, Mayor

Attest:

Jeaneen P. Clauss, City Clerk