

**Minutes of City Council Orientation**  
**Wednesday, February 6, 2013 – 3:00 PM**  
**11 North 3<sup>rd</sup> Street, Jacksonville Beach, FL**

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The Council Tour began at 3:00 p.m.

The following City Council Members attended:

Mayor Charlie Latham

Keith Doherty

Chris Hoffman

Phil Vogelsang

Also in attendance were City Manager George Forbes and Finance Officer Harry Royal.

**Purpose of Orientation**

The purpose of the Orientation was to allow newly elected Councilmembers to meet staff members, tour their work area, and briefly explain their function within the City.

**City Clerk's Office**

City Clerk Judy Bullock welcomed the members of the Council and provided each of the attendees a handout that outlined the duties and responsibilities of the City Clerk's Office. Assistant City Clerk Nancy Pyatte gave brief overview of her duties and Secretary Jill Pewitt explained her role in the City Clerk's Office.

Ms. Bullock gave a brief tour of the work area including the vault and displayed records from the early 1900's.

**Planning and Development Department**

Senior Planner, Bill Mann provided Council members with an overview of the department organization and introduced the staff. He advised that the department had been downsized from 11 employees to 8 employees. However, they are monitoring the proposed construction projects and they may need to fill an open Building Inspector position to maintain their level of service.

Building Official Jon Hays and Mr. Mann reviewed the business plan. Mr. Hays also went over Plan Review, Permitting, Inspection, and Codes Enforcement procedures. He also explained the Special Magistrate process.

Next was a brief review of Mr. Mann's and Mr. Lindorff's duties and responsibilities followed by an overview of the Comp Plan, Floodplain Management, and Redevelopment projects. Mr. Mann provided information on the two Redevelopment Districts and explained the concept of the TIF revenues.

**Human Resources**

Human Resource Director Karen Nelson introduced the department staff and discussed the Department's mission.

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**City Manager**

City Manager George Forbes gave Councilmembers an overview of the City Manager’s mission.

**Finance Department**

Finance Officer Harry Royal introduced the staff of the Finance Department and reviewed their mission. He then described the Divisions in the Finance Department and their responsibilities.

Councilmembers then proceeded to the IS Department (Information System). Kent Haines described the equipment and functions of this division, then briefly reviewed the Strategic Technology Plan.

**Utility Billing**

Councilmembers were then introduced to Utility Billing Supervisor Glenda Wagner. Ms. Wagner introduced staff members, and explained the various operations within the division. A demonstration of the Pitney Bowes Mailing/Inserter was conducted. Ms. Wagner also explained the various payment options that utility customers have to pay their utility bills.

**Fire Department**

Fire Chief Gary Frazier introduced the staff to the Councilmembers. He explained the mission, operations and programs.

Councilmembers were shown a cardiac arrest scenario, the Thermal Imaging camera, and its use in a smoke filled room. A SCBA (air-pac) was displayed and its use was explained. Chief Frazier also apprised Councilmembers of the Capital Improvement Program for the next budget year, which included the replacement of the current SCBAs.

The Councilmembers were taken on a tour of the fire station, which included the fire trucks and equipment used by the firefighters.

Submitted by: Judy L. Bullock  
City Clerk

Approved:

/s/William C. Latham  
William C. Latham, Mayor

Date: March 4, 2013