

MINUTES  
CITY COMMISSION MEETING  
March 22, 2016

The City Commission met this date in special session in the Commission Chambers. A quorum being present, the meeting was called to order at 6:00 PM with the following in attendance.

Mayor	:	John B. Arnold, Jr.
Commissioners	:	Heyward H. Strong, Jr.
	:	Christine Wasdin
	:	Clark (Tom) Browning, IV
	:	Kay Hamilton
City Clerk	:	Tammy Johnson
Recorder	:	Amber Elledge

Others in attendance: (Not inclusive) Amber Elledge (camera), Mike Griffith (Reporter with The Bay Beacon)

Mayor Arnold stated that Article IV, Section 1, of the Charter outlines that an organizational meeting will be held as soon as possible after the swearing in of the new Commissioners to assign the general duties, function and responsibilities.

New Comm.  
Organizational  
Meeting

**Commissioner of Streets – Christine Wasdin**

Specific Duties – (1) Streets, (2) Layout of streets and developments, street naming, house numbering, mail delivery, etc. (3) City representation when dealing with County and State Highway officials, (4) Highway and city traffic matters, such as parking, loads of vehicles, types of vehicles, house trailers, busses, boats, etc., (5) Projects to protect land, beach and shore areas against erosion; also projects for rehabilitation and use (6) City representative on TPO, (7) Storm water drainage systems or plants, (8) Fire Department matters, (9) Annual budget figures for Fire Department, storm water and streets (primarily capital improvements), (10) City Representative in Chamber of Commerce matters, (11) Other assignments, as necessary.

**Commissioner of Health and Sanitation – Tom Browning**

Specific Duties – (1) Collection of household waste, yard debris, etc., (2) Pollution, both air and water, (3) Municipal construction and storage facilities for tools, equipment and vehicles (city yard), (4) Cemetery matters, (5) Public health, (6) Sanitation measures, (7) TV Cable & Alarm System, (8) Annual budget figures for health and sanitation, cemetery and TV Cable & Alarm System (primarily capital improvements), (9) City recycling Program, (10) Other assignments, as necessary.

**Commissioner of Public Institutions – Kay Hamilton**

Specific Duties – (1) Parks, playgrounds, beaches and recreational areas (Little League Field), (2) City representative regarding harbor facilities and matters under jurisdiction of Coast Guard or U.S. Corps of Engineers, (3) Library matters, (4) Educational and school matters, as applicable, (5) Federal and State assistance and revenue sharing programs and grant only subject to the duties above, applicability to developments within the city, (6) City web site development and updating as required, (7) Cooperative planning efforts in coordination with other governmental bodies, (8) Annual budget figures for public institutions and library, (9) Other assignments, as necessary.

**Commissioner of Municipal Utilities – Heyward H. Strong, Jr.**

Specific Duties – (1) Water works, water supply, testing, etc., (2) Sewer collection system and pump stations, (3) City representative in Economic Development Council matters, (4) Insurance matters, (5) City representative with utility companies, reference their installations, etc., Okaloosa Gas Board not included, (6) City buildings (except at the City Yard), maintenance, new construction, utilization, etc., (7) Prepare annual budget figures for Utilities (water/sewer), (8) Focal point for all League of Cities and lobbying activities, (9) Mayor Pro Tem, (10) Other assignments, as necessary.

**Mayor, or Commissioner-At-Large – John B. Arnold, Jr.**

Specific Duties – (1) Commissioner of finance and police, (2) Administrative matters, (3) Judicial matters, (4) General personnel matters, (5) Public relations, (6) Emergency operations and planning, (7) Military affairs, (8) City safety committee representative, (9) Code enforcement, (10) Building inspection, (11) Others as required.

**COMM. BROWNING MADE A MOTION TO APPROVE THE DUTIES AS PRESENTED. COMM. WASDIN SECONDED THE MOTION, WHICH PASSED BY UNANIMOUS VOTE OF THE COMMISSION, 5 TO 0.**

**ADJOURN**

There being no further business to be brought before the Commission, the meeting adjourned at 6:07 PM.

Adjourn

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John B. Arnold, Jr.  
Mayor

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Clark T. Browning, IV  
Chair, VCA

ATTEST:

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Tammy Johnson, CMC  
City Clerk

March 22, 2016

\*\*\*The DVD labeled March 22, 2016 contains the audio and video of this meeting and will be kept as a permanent part of these minutes.\*\*\*