

City of Gainesville

*City Hall
200 East University Avenue
Gainesville, Florida 32601*



Meeting Agenda

June 22, 2009

3:00 PM

City Hall, Room 16

Audit, Finance and Legislative Committee

Mayor Pegeen Hanrahan, Chair

Mayor-Commissioner Pro Tem Scherwin Henry (Member)

Persons with disabilities who require assistance to participate in this meeting are requested to notify the Equal Opportunity Department at 334-5051 or call the TDD phone line at 334-2069 at least two business days in advance.

CALL TO ORDER**ROLL CALL****ADOPTION OF THE AGENDA****APPROVAL OF MINUTES****090132.****Audit, Finance and Legislative Committee Minutes (B)****RECOMMENDATION**

The Audit, Finance and Legislative Committee approve the minutes of March 30, 2009, as circulated.

090132_march_minutes_20090622.pdf

DISCUSSION ITEMS**090143.****Compensation and Performance Management Policies (B)**

This item sets forth policies to manage compensation and performance management for non-represented employees.

Explanation: In the Fall of 2006, the City Commission adopted a new pay plan for managers, administrative and professional employees (MAPS) based on a market mid-point pay structure. This type of structure sets the market at the mid-point of the pay range. In a market mid-point system, the goal is to have the average salary of the work force generally equal to the market.

Upon adoption of the new pay plan, the City Commission directed staff to develop policies to support this new market mid-point system. Staff has been working with the Charter Officers to develop a series of compensation-related policies to best manage this market mid-point system. Proposed Policy C-1 Compensation Philosophy and Policy replaces the current City Commission approved Compensation Philosophy. It establishes reporting requirements, defines administrative responsibilities for the compensation system and provides policy for management of compensation. Proposed Policy C-2 Performance-Based Merit Awards defines awards paid based upon City Commission approved increases allocated to each Charter Officer through the budget process in the form of annual merit awards and special merit awards, and provides for payment as one-time, non-recurring lump sum and/or increases to base pay. Proposed Policy C-3 Changes in Employee Status Affecting Compensation establishes protocol for determining and authorizing employee pay for new hires, promotions, lateral and demotional appointments, acting/interim appointments and special assignments. This proposed policy also addresses outstanding audit recommendations from an audit of Personnel Policy 4, Audit #149, Issues 13, 14 & 15 conducted in 1990. Proposed Policy

C-5 Performance Management Policy ties it all together and links compensation to performance. It establishes administrative responsibilities, supports the market mid-point pay structure and defines equitable distribution of City Commission approved salary increase dollars. Proposed Policy C-4 Other Forms of Compensation will be introduced at a later date.

Fiscal Note: These policies will manage compensation based on the level of salary increases, if any, approved by the City Commission each year during the budget process.

RECOMMENDATION

The Audit, Finance and Legislative Committee: 1) Hear a presentation from staff; 2) approve the Compensation Philosophy and Policy (C-1), Performance Based Merit Awards (C-2), Changes in Employee Status Affecting Compensation (C-3), Performance Management Policy (C-5); and 3) Sunset Adopted Compensation Philosophy, Personnel Policy 3 Occupational Index and Personnel Change, Personnel Policy 4 Pay Plan Regulations, and Personnel Policy 7 Salary Review.

090143_Agenda Item_20090622.pdf

090143A_Charter Reviewed Comp Pollicy PPT_20090622.PDF

090143B_Compensation Philosophy and Policy_20090622.PDF

090143C_Performance-Based Merit Awards_20090622.PDF

090143D_Changes in Employee Status Affecting Pay_20090622.PDF

090143E_Performance Management_20090622.PDF

090134.

Review of Gainesville Fire Rescue (GFR) Inspection Fees (B)

Explanation: In accordance with our Annual Audit Plan, we have completed a Review of GFR Inspection Fees. Our report, which includes a response from the City Manager, is attached for your review.

We request that the Committee recommend the City Commission accept our report and the City Manager's response. Also, in accordance with City Commission Resolution 970187, Section 10, Responsibilities for Follow-up on Audits, we request that the Committee recommend the City Commission instruct the City Auditor to conduct a follow-up review on recommendations made and report the results to the Audit, Finance and Legislative Committee.

RECOMMENDATION

The Audit, Finance and Legislative Committee recommend the City Commission:

1) Accept the City Auditor's report and response from the City Manager, and

2) Instruct the City Auditor to conduct a follow-up review on recommendations made and report the results to the Audit, Finance and Legislative Committee.

090135_Review of GFR_20090622.pdf

090135.**Report on the Status of Outstanding Audit Recommendations for June 2009 (B)**

Explanation: City Commission Resolution 970187, City Auditor Responsibilities and Administrative Procedures, requires the City Auditor to notify the appropriate Charter Officer of recommendations projected for implementation in the following six months. The responsible department managers prepare a written status report to the appropriate Charter Officer who then provides this information to the City Auditor. The City Auditor's Office verifies that corrective action has been taken and summarizes the results to the Audit, Finance and Legislative Committee.

During the past several months, the City Auditor worked with the appropriate Charter Officers in preparing a status report on 27 outstanding audit recommendations. We have reviewed management's feedback on the implementation of outstanding recommendations and prepared the attached status report summarizing the results of our review.

We would like to express our thanks to the City Manager, General Manager for Utilities, Equal Opportunity Director and the various departments participating in this review process.

RECOMMENDATION

The Audit, Finance and Legislative Committee recommend that the City Commission accept the City Auditor's report.

090135_report_20090622.pdf

090137.**GRU Quarterly Financial Report (B)****RECOMMENDATION**

The Audit, Finance & Legislative Committee review and recommend that the City Commission receive the GRU Quarterly Financial Report as of March 31, 2009.

090137_GRU_quarterly_20090622.pdf

090159.**Ernst & Young's 2009 Audit Plan for GRU (B)****RECOMMENDATION**

The Audit, Finance and Legislative Committee review and recommend that the City Commission receive the Ernst & Young 2009 Audit Plan for GRU.

090159_GRU_Audit_Plan_20090622.pdf

090136.**Fiscal Year 2009 Operating Funds Quarterly Monitoring Report - Quarter**

Ending March 31, 2009 (B)

Explanation: The City's General Government Budget Policy requires staff to prepare and submit a quarterly Budget compliance report in substantially the same form as the final budget document, for all major operating funds, including the status of General Fund fund balances to the Audit, Finance and Legislative Committee.

RECOMMENDATION

The Audit, Finance and Legislative Committee review and recommend that the City Commission receive the quarterly budget monitoring report for the quarter ended March 31, 2009.

090136_quarterly_monitoring_20090622.pdf

090140.**Second Amendment to the FY 2008-2009 General Government Financial and Operating Plan (B)**

Explanation: The purpose of this amendment is to accurately reflect and incorporate into the City's FY 2008-2009 General Government budget those transactions and activities that were not anticipated during the budget process.

Fiscal Note: All of the recommended changes are funded either by increases in revenue budgets, decreases in expenditure budgets, or decreases in appropriate fund balances.

RECOMMENDATION

The Audit, Finance and Legislative Committee: 1) Review and if acceptable; and 2) recommend that the City Commission adopt the proposed resolution.

090140_res_20090622.pdf

090140_Attach_A_Res_20090622.pdf

MEMBER COMMENT**CITIZEN COMMENT****ADJOURNMENT**