

City of Gainesville

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



Minutes

Wednesday, September 9, 2015

5:00 PM

Roberta Lisle Kline Conference Room (#16)

Legislative and Organizational Policy Committee

*Mayor Ed Braddy, Chair
Commissioner Todd Chase, 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

Mayor Braddy called the Legislative and Organizational Policy Committee meeting to order at 5:04PM

ROLL CALL

*Mayor Braddy, Commissioner Chase
Guest: Commission Warren*

ADOPTION OF THE AGENDA

Commissioner Warren requested that Residency Requirements, discussed during the previous Legislative and Organizational Policy Committee meeting, be added as the first item on today's agenda. The revised agenda was adopted by consensus.

APPROVAL OF MINUTES

Approved as submitted

150308. Legislative and Organizational Policy Committee Meeting Minutes from August 12, 2015 (B)

Attachments: [150308_August 12 Minutes_20150909.pdf](#)

RECOMMENDATION *The Legislative and Organizational Policy Committee approve the minutes from the August 12, 2015 meeting as submitted.*

DISCUSSION OF PENDING REFERRALS

140186. Residency Requirement for Candidates (B)

Attachments: [140186A_ARTICLE II CITY COMMISSION_20150414.pdf](#)
[140186B_Qualifications of Candidates for City Commission_20150414.pdf](#)
[140186A_ARTICLE II CITY COMMISSION_20150504.pdf](#)
[140186B_Qualifications of Candidates for City Commission_20150504.pdf](#)
[140186_Charter Laws Article II_20150812.pdf](#)
[140186_FL Bills Residency Requirements_20151104.pdf](#)
[140186_FL Bills Residency Requirements_20160218.pdf](#)

In an effort to define residency and avoid/prevent issues in future elections, the Legislative and Organizational Policy Committee members discussed during the September 9, 2015 meeting a list of criteria to prove residency. Suggested documents included a drivers license, utility bill, credit card statements, homestead exemption, school records, etc. Commissioner Warren requested that the

conversation continue after she has had an opportunity to contact other communities to determine their residency qualifications for candidates prior to an election.

Commissioner Warren provided copies of a House bill and a Senate bill to committee members for review. The two bills are used in Tallahassee for state-held offices. The bills outline daily documents to define residency for candidates. The bills demonstrate that documents used for a state-held office are easily transferrable to a city-held offices. Continue the discussion at the next Legislative and Organizational Policy Committee meeting.

RECOMMENDATION The Committee 1) discuss the residency requirement for candidates, 2) take any action deemed appropriate and 3) remove from the referral list.

No Action Taken

140700.

Purchasing Process for Professional Services (B)

Attachments: [140700_Procurement Presentation_20150303.pdf](#)
[140700A_Evaluation Team Comp_20150504.pdf](#)
[140700B_Evaluation Criteria_20150504.pdf](#)
[140700C_Local Vendor Pref_20150504.pdf](#)
[140700D_Prof Selections_20150504.pdf](#)
[140700A_Local Vendor Pref Proposed Modifications_20150909.pdf](#)
[140700B_Local Vendor Preference_20150909.pdf](#)
[140700A_Local Vendor Pref Proposed Modifications_20151015.pdf](#)
[140700B_Local Vendor Preference_20151015.pdf](#)

Administrative Services Director Becky Rountree introduced this agenda item. This is a continued discussion of the Purchasing Process for Professional Services, specifically Local Vendor Preference.

Matt Webster submitted proposed modifications for the Local Vendor Preference which include:

- 1) A valid occupational license, issued by the City of Gainesville for at least 2 years or the business was started in Gainesville;
- 2) Business has a minimum of two FTEs working in the established local office for a three year period; and
- 3) The vendor provides tax receipts and employee employment verification.

The Committee Members discussed some of the complications with verifying employment. Finance Director Mark Benton pointed out that if the contract is under \$50,000 the Local Vendor Preference does not apply.

Committee members recommended referring to the City Commission as a discussion item.

RECOMMENDATION The Committee: 1) Discuss the local vendor preference; 2) Take any action deemed appropriate; and 3) Remove from the Legislative and Organizational Policy Committee referral list.

Refer to City Commission as a discussion item.

[150301.](#) **2016 State Legislative Agenda (B)**

This is a request to approve the 2016 State Legislative Agenda

Attachments: [150301_2016 State Legislative Agenda \(draft\)_20150909.pdf](#)
[150301-MOD_State Agenda_20150917.pdf](#)

Becky Rountree, Administrative Services Director, introduced the Intergovernmental Affairs Coordinator Kelly Ferrel. One-on-one meetings were scheduled with the Mayor and Commissioners. Their consensus for the top three priorities are: 1) Glenn Springs project; 2) Reichert House; and 3) 62nd Blvd.

For the Glenn Springs project, it needs to be decided whether we want land acquisition or restoration through Amendment 1. With regard to Reichert House Youth Academy, the governor requested language for at-risk youth included.

The agenda has been reorganized and shortened. The first page has the bullet points with Gainesville's priorities: Community Economic Development, Job Training Education, and Capital Projects along with 2-3 projects at varying levels/costs for consideration.

Refer the State Legislative Agenda to the City Commission on consent.

RECOMMENDATION *The Committee: 1) Approve the 2016 State Legislative Agenda; and 2) Direct staff to provide the 2016 State Legislative Agenda to the Florida League of Cities, and other interested parties.*

[140929.](#) **Hiring and Recruiting Efforts (NB)**

A discussion of the City's hiring and recruiting efforts.

Attachments: [140929_Employment Data_20150909.pdf](#)
[140929_Nov 4 2015 Meeting Minutes_20160121.pdf](#)

Administrative Services Director Becky Rountree suggested that the next two agenda items (#140929 and #150044) be discussed together. The items were referred to the Legislative and Organizational Policy Committee in April and May respectively. Human Resources Director Cheryl McBride, Human Resource Manager Audrey Gainey and Compensation Manager Rhonda Virden were present to discuss these two agenda items.

Human Resource Director Cheryl McBride introduced Human Resource Manager Audrey Gainey who provided a high level overview of recruiting efforts and associated challenges. Human Resource staff uses specialized agencies for hard-to-fill positions with specialized skills but we are successful in attracting a large number of competitive applicant pools for management positions. Our recruitment efforts include attending job fairs, developing networks, partnering with associations to build resources to address our needs. Being able to pay skilled candidates who can bring value to the organization is an issue.

Cheryl McBride provided employment data to the committee members for review and discussion.

RECOMMENDATION *The Committee members: 1) Discuss the City's hiring and*

*recruiting efforts and take any action deemed appropriate;
and 2) Remove the item from the Legislative and
Organizational Policy Committee referral list.*

Retained in Committee

[150044.](#)

Recruiting and Hiring Process (NB)

A discussion of the City's recruiting and hiring process.

Attachments: [150044_Employment_Data_20150909.pdf](#)
[150044_Nov_4_2015_Meeting_Minutes_20160121.pdf](#)

Administrative Services Director Becky Rountree suggested that the next two agenda items (#140929 and #150044) be discussed together. The items were referred to the Legislative and Organizational Policy Committee In April and May respectively. Human Resources Director Cheryl McBride, Human Resource Manager Audrey Gainey and Compensation Manager Rhonda Virden were present to discuss these two agenda items.

Cheryl McBride explained that Human Resources staff follows policy, laws, ordinances, and fair hiring practices, but it is a lengthy process. Audrey Gainey, with the HR/OD reps, are making recommendations to reduce the steps, redundancy, and the cycle time in filling vacancies. Commissioner Chase feels that the process gets bogged down. There are opportunities to improve the policies and how they impact the process. The Mayor suggested that time frames or deadlines be established during the approval process. For example, if the Charter officer has not approved the PRAF by the established deadline, then it can be assumed that the PRAF is approved.

Becky Rountree recommended keeping this item in committee. Staff will look for the policies that are holding up the process that can be improved upon.

RECOMMENDATION *The Committee members: 1) Discuss the City's recruiting and hiring process and take any action deemed appropriate; and 2) Remove the item from the Legislative and Organizational Policy referral list.*

Retained in Committee

NEXT MEETING DATE

5:00 PM on Wednesday, October 14, 2015 in the Roberta Lisle Kline Conference Room (#16)

ADJOURNMENT

Mayor Braddy adjourned the Legislative and Organizational Policy Committee meeting at 6:29 PM