

City of Gainesville

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



Minutes

Monday, May 4, 2015

5:00 PM

Roberta Lisle Kline Conference Room (#16)

Legislative and Organizational Policy Committee

CALL TO ORDER

Mayor Braddy called the meeting to order at 5:02PM

ROLL CALL

*Mayor Braddy, Commissioner Carter
Guests: Commissioner Poe
City Manager Russ Blackburn
Legal Shield Representative Mark Minck*

ADOPTION OF THE AGENDA

Adopted

APPROVAL OF MINUTES

[140935.](#) **Legislative and Organizational Policy Committee Meeting Minutes of April 14, 2015 (B)**

Attachments: [140935_April 14 Minutes_20150504.pdf](#)

RECOMMENDATION *The Legislative and Organizational Policy Committee approve the minutes of the April 14, 2015 meeting as submitted.*

Approved as Recommended

DISCUSSION OF PENDING REFERRALS

The minutes are a summary of the meeting and are not a verbatim discussion. A copy of the meeting recording will be provided upon request.

[140828.](#) **LegalShield (NB)**

Attachments: [140828_LegalShield brochure_20150414.pdf](#)
[140828_LegalShield brochure_20150618.pdf](#)

Administrative Services Director Becky Rountree introduced LegalShield representative Mark Minck who gave an overview of the LegalShield program. LegalShield is a dedicated attorney network that offers members affordable on-call legal protection (i.e. home purchase, refinance, foreclosure, financial collections, warranties, IRS audits, divorce, child support, child custody estate issues such as wills, living wills and power of attorney, auto accidents or other moving violations).

LegalShield has the option of offering their service through direct ACH withdrawal from an individual's bank account or payroll deduction, should the employer execute an agreement with LegalShield. Offering LegalShield to City employees via payroll deduction may require a contract with the City to include administrative fees for administering the enrollment, payroll deduction and billing processes. Consistent

with other voluntary benefit offerings this may also require a competitive process in accordance with Purchasing Policy and procedures.

RECOMMENDATION *Committee members: 1) Hear a presentation from a LegalShield representative; 2) Take any action deemed appropriate; and 3) Remove from the referral list.*

The Committee referred this item to the City Commission to direct staff to include a legal services model during the next benefits enrollment period; and to remove this agenda item from the Legislative and Organizational Policy Committee referral list.

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 20150708.pdf](#)

Administrative Services Director Becky Rountree introduced Attorney Dan Nee. At the previous Legislative and Organizational Policy meeting, the committee members asked for clarification with respect to residency challenges/complaints for City Commission candidates (which entity or agency should receive the complaints; hear the case; and who has ultimate authority). Attorney Nee explained that candidates are required to reside in their respective district for at least six months prior to the election. Legal residency has been defined by the court as a "state of mind as supported by the facts." A Circuit Court judge will ultimately decide the legal residency of a candidate or elector, if challenged.

A candidate packet is provided to each candidate by the Supervisor of Elections. A fact sheet will be designed by the Legislative and Organizational Policy committee for inclusion in the candidate packet. This item will stay in committee for another month to determine the language for the fact sheet.

RECOMMENDATION *The Committee members: 1) Discuss the residency requirement for candidates and information gathered by legal staff; 2) Take any action deemed appropriate; and 3) Remove from the referral list.*

Retained in Committee

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](#)

Administrative Services Director Becky Rountree stated that at the March 11, 2015 Legislative and Organizational Meeting, the committee members discussed the Purchasing Process for Professional Services. Staff was asked to contact peer cities

to determine the make-up of their selection committees and scoring weight criteria. Commissioner Carter met with a representative from CPPI to develop ideas for policy improvement specific to local preference.

The City Manager agreed with the Committee's recommendation for contracts in excess of \$2 million that selection committees have a minimum of five members, with the user department representing less than the majority vote. Finance Director Mark Benton recommended leaving the scoring weights flexible with the ability to be adjusted per project. Committee members agreed to this recommendation but selected to keep this item in committee to fine-tune the local preference language.

RECOMMENDATION The Committee members: 1) Discuss the findings gathered from peer cities and the ideas suggested by CPPI representative; 2) Take any action deemed appropriate; and 3) Remove from the referral list.

Retained in Committee

140359.

Future Annexation Strategies (NB)

Attachments: [140359A_Rusk Report 1997_20150203.pdf](#)
[140359B_Rusk Report 2007_20150203.pdf](#)
[140359C_Taxable Property Map_20150203.pdf](#)
[140359D_Adopted Annexation Policies_20150203.pdf](#)
[140359E_Urban Reserve Map_20150203.pdf](#)
[140359F_Annexation History_20150203.pdf](#)
[140359G_Future Annexation Strategy Ppt_20150203.pdf](#)
[140359H_Future Annexation Strategy - Modified_20150203.pptx](#)
[140359_Future Annexation Strategy_20150303.pdf](#)

Future Annexation Strategies were discussed at the February and March 2015 Legislative and Organizational Policy Committee meetings. During those discussions, staff was directed to create a list of items within the control of the City Commission and a list of items beyond their control; to develop a strong mission statement; and to rethink the City's marketing strategy with respect to annexation. Administrative Services Director Becky Rountree introduced Senior Strategic Planner Lila Stewart. Items within our control include: ordinances, utility surcharges, taxes and fees, dedicated staff for annexation, marketing budgets, and collaboration with development services. Items beyond the control of the Commission include: public trust, county's competency for providing municipal services, union opposition and lack of support for annexation.

There is no annexation marketing budget. State law restricts annexation marketing campaigns to educational information. The City's annexation strategy should be to build public trust, enhance our image, and continue one-on-one conversations with business owners.

Committee members decided to keep this item in committee until Lila Stewart and Commissioner Carter have had a chance to follow up with businesses they have already met with regarding annexation.

RECOMMENDATION The Committee members: 1) Hear a presentation from staff; 2) Take any action deemed appropriate; and 3) Remove

from the referral list.

Retained in Committee

[130500.](#)

Strategic Initiative 4.2 Implement Government 2.0 Strategy (NB)

Administrative Services Director Becky Rountree introduced Senior Analyst Samantha Wolfe who provided an update on Strategic Initiative 4.2 - Implement Government 2.0. This initiative was adopted in the Fiscal Year 13/14 Strategic Plan (developing a technological infrastructure to improve accessibility as well as additional tools to enhance citizen engagement). Since the initial adoption, the City Commission has ranked this initiative as a high priority in the Strategic Plan.

Samantha Wolfe presented information for the two sites that have launched over the last year and a half. The open data portal, DataGNV, is an on-line repository of City data for code complaints/violations and utility consumption. The second tool, StatGNV, is an on-line performance measurement dashboard aligned with the eight strategic goals.

EngageGNV is a tool available to promote engagement from our citizens. EngageGNV is a virtual town hall forum. To date, ten different topics have been posted for public contribution.

In late July a citizen service request system, branded 311GNV, will be implemented. This is a mobile application (downloadable on any smart phone or tablet) as well as a web widget. Using 311GNV citizens can submit a work order, pose a question, or search our knowledge base. Internally, this enhanced workflow for service issues will measure how quickly we respond, how long work orders stay open, the volume of work orders received and the area, as well as other analytical data.

No action needs to be taken at this time for Strategic Initiative 4.2.

RECOMMENDATION

The Committee members hear a presentation from staff and take any action deemed appropriate.

No Action Taken

[140448.](#)

Strategic Initiative 4.1 Develop a Shared Governance Model within City Organization (NB)

Administrative Services Director Becky Rountree explained that Strategic Initiative 4.1 was adopted last year to develop a shared governance model within the City organization. Commissioner Chase is the sponsor. In order for this initiative to be successful and to assign a champion, staff needs clarity on the expectations of the City Commission.

Mayor Braddy and Commissioner Carter recommended that this initiative be discussed at the upcoming Strategic Planning Retreat. No action at this time.

RECOMMENDATION

The Committee members discuss the initiative with staff and take any action deemed appropriate.

No Action Taken

ADJOURNMENT

Mayor Braddy adjourned the meeting at 7:15PM.