

# City of Gainesville

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



## **Minutes**

**Tuesday, January 20, 2015**

**5:00 PM**

**Roberta Lisle Kline Conference Room 16**

## **Legislative and Organizational Policy Committee**

*Mayor Ed Braddy, Chair  
Commissioner Craig Carter, Member*

## CALL TO ORDER

*Mayor Braddy called the meeting to order at 5:08PM*

## ROLL CALL

*Committee Members: Mayor Braddy, Commissioner Carter  
Guests: City Manager Blackburn, Interim GRU Manager Kathy Viehe*

## ADOPTION OF THE AGENDA

**Adopted**

## APPROVAL OF MINUTES

### [140634.](#)

**Legislative and Organizational Policy Committee meeting minutes of December 2, 2014 (B).**

**Attachments:** [140634\\_Dec 2 2014 Minutes\\_20150120.pdf](#)

**RECOMMENDATION** *The Legislative and Organizational Policy Committee approve the minutes of the December 2, 2014 meeting as submitted.*

**Approved as Recommended**

## DISCUSSION OF PENDING REFERRALS

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

### [140449.](#)

**Removals From Airport Authority (B)**

**Attachments:** [140449A\\_GACCAR Members\\_20150120.pdf](#)  
[140449B\\_Chapter 2006-363\\_20150120.pdf](#)  
[140449C\\_GACRAA By-Laws Approved on 11-17-05\\_20150120.pdf](#)

*Administrative Services Director Becky Rountree introduced this agenda item. Nine members serve on the Airport Authority board. The City Commission appoints 5 of those board positions, Alachua County Commission appoints 1 position, and the Governor appoints 3 positions. Gubernatorial appointees can continue to serve on the Board until the Governor appoints a new person in their place.*

*Per a recommendation from the Airport Authority, a board member appointed by the City, who did not meet the requirements, was removed by the City Commission. The Clerk of the Commission was directed to advertise the vacancy and the advertising process is nearing completion. Two more positions will become vacant during the summer of 2015 (one, which will be appointed by the City Commission, and the other*

will be appointed by the Governor of Florida).

The committee members discussed the possibility of interviewing future members of the Airport Authority board.

**RECOMMENDATION**      Discuss Airport Authority appointments and attendance and take any action deemed appropriate.

**Continued**

### 140511.

#### **“At-Will” Positions (B)**

##### **Discussion of At-Will positions.**

**Attachments:**      [140511A\\_AT WILL positions\\_20150120.pdf](#)  
[140511B\\_Peer City Comparisons\\_20150120.pdf](#)

*This agenda item was continued from the previous Legislative and Organizational Policy committee meeting. Administrative Services Director Becky Rountree introduced this agenda item and stated that Gainesville's peer cities were contacted to inquire whether they had any At Will positions. Human Resource Director Cheryl McBride shared that all twelve peer cities in Florida responding to our inquiry have designated their department heads as At Will positions. Several of the peer cities also have their Managers and Professionals categorized as At Will.*

*City Manager Russ Blackburn explained that there is a provision in our Charter that allowed for the designation of At Will positions. With the assistance of the City Attorney, 23 mission-critical positions (that report to or could possibly report directly to the Manager) were designated as At Will. If these employees don't perform at a high level it could negatively impact our organization. If a Charter Officer loses confidence in the ability of an At Will employee to do their job, they can be terminated. There is no grievance process for At Will employees.*

*With the exception of the 23 At Will positions, Gainesville City employees are covered by a grievance process, progressive discipline process, and appeal points.*

**RECOMMENDATION**      The Legislative and Organizational Policy Committee hear a presentation on At-Will positions provided by the Human Resources Department then discuss or take action as appropriate.

**Committee members recommended referring this item to the City Commission to remove from Legislative and Organizational Policy committee referral list.**

### 130131.

#### **Public Records Request (B)**

**Attachments:**      [130131A\\_G-5 Public Records Admin Procedures\\_20150120.pdf](#)  
[130131B\\_G-5 Public Records Policy\\_20150120.pdf](#)  
[130131C\\_Public Records Request Training Pkt\\_20150120.pdf](#)

*Agenda Items 130131 and 130276 were discussed simultaneously. The City Attorney recently facilitated a Public Records Request training for City employees. Administrative Services Director Becky Rountree explained that our public records policies and procedures, including the cost or fees, are in accordance with the State law. Citizens can request records or come to the City to inspect records. Confidential*

*information must be redacted from requested records prior to being released.*

*Following a brief discussion, the committee members recommended that General Government add a link on the City website for "Making a Public Records Request." The link should have a disclaimer stating, "The more broad or general your request is, the more likely you are to incur a cost for these records."*

**RECOMMENDATION**      *Discuss the city policies and procedures related to Public Records and remove from the referral list.*

**Keep this item in Committee and discuss at a future Legislative and Organizational Policy committee meeting.**

### 130276.

#### **Public Records/Clerk's Office (NB)**

**Attachments:**      [130276 Public Records Request Training Pkt 20150120.pdf](#)

*Agenda Items 130131 and 130276 were discussed simultaneously. The City Attorney recently facilitated a Public Records Request training for City employees. Administrative Services Director Becky Rountree stated that agenda item 130276 suggested that the City have a centralized location (possibly the Clerk of the Commission's office) for requesting public records since the average citizen may not know who to contact. The law states that each employee is the custodian of the records they hold and they are required to respond to a public records request in a reasonable amount of time. If an employee receives a public records request and doesn't have custody of those records, the employee should promptly forward the request to the correct person/department.*

*Following a brief discussion, the committee members recommended that General Government add a link on the City website for "Making a Public Records Request." The link should have a disclaimer stating, "The more broad or general your request is, the more likely you are to incur a cost for these records."*

**RECOMMENDATION**      *Discuss the City policies and procedures related to Public Records and remove from the referral list.*

**Keep this item in Committee and discuss at a future Legislative and Organizational Policy committee meeting.**

### **CITIZEN COMMENT**

### **NEXT MEETING DATE**

*The next meeting of the Legislative and Organizational Policy Committee is scheduled for Tuesday, February 3, 2015 at 5:00PM in the Roberta Lisle Kline conference room (#16). Topics for discussion may include Annexation, Living Wages and the Canvass Board.*

### **ADJOURNMENT**

*Mayor Braddy adjourned the meeting at 6:23PM*