

City of Gainesville

City Hall
200 East University Avenue
Gainesville, Florida 32601



Meeting Agenda

March 3, 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

ROLL CALL

ADOPTION OF THE AGENDA

APPROVAL OF MINUTES

[140754.](#) **Legislative and Organizational Policy Committee Meeting Minutes
from February 3, 2015 (B)**

RECOMMENDATION

The Legislative and Organizational Policy Committee approve the minutes from the February 3, 2015 meeting as submitted.

[140754_February 3 Minutes_20150303.pdf](#)

DISCUSSION OF PENDING REFERRALS

[140700.](#) **Professional Services Contract Process (B)**

Explanation: During the January 15, 2015 City Commission meeting the Commission referred a discussion of the Purchasing Process for professional services to the Legislative and Organizational Policy Committee.

Staff will present the process for procuring professional services to include the evaluation of qualifications, written proposals, oral presentations, and the price. They will also discuss the Consultant's Competitive Negotiation Act (CCNA), when it applies, as well as when and how the Local Preference Policy enters into the process.

Fiscal Note: None

RECOMMENDATION

The Legislative and Organizational Policy Committee hear a presentation from staff and take any action deemed appropriate.

Legislative History

1/15/15 City Commission Referred to the Legislative and Organizational Policy Committee

[140700_Procurement Presentation_20150303.pdf](#)

[140359.](#)

Future Annexation Strategies (B)

Explanation: During the February 3, 2015 Committee meeting staff made a presentation on annexation including historical trends, maps, and policies.

Following a brief discussion, committee members agreed to continue this item for further discussion and asked staff to identify the City's strengths and weaknesses for commercial, undeveloped and residential properties, the "myths" that accompany annexation, and areas contiguous to the City that might have the best chance for future annexation.

Fiscal Note: None

RECOMMENDATION

The Legislative and Organizational Policy Committee: 1) Hear a presentation from staff; 2) Continue discussion of future strategies; and 3) Take any action deemed appropriate.

Legislative History

9/18/14	City Commission	Referred to the Legislative and Organizational Policy Committee
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2/3/15	Legislative and Organizational Policy Committee	Discussed
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[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](#)

[130131.](#)

Public Records Request (B)

Explanation: During the January 20, 2015 Committee meeting agenda items #130131 Public Records Request and #130276 Public Records/Clerk's Office were discussed simultaneously. State law requires each employee be the custodian of records they hold and further requires they respond to a public records request in a reasonable amount of time, regardless of whether the entity has a centralized office designated to respond to public records requests. City policies and procedures also include costs

and fees in accordance with State law.

Following a brief discussion, committee members asked staff to draft a web page or link on the City's website that helps citizen's understand how and where to make a public records request, and the potential cost of such requests.

Fiscal Note: None

RECOMMENDATION

The Legislative and Organizational Policy Committee: 1) Review and discuss draft of webpage/link on website; and 2) Take action as deemed appropriate.

Legislative History

7/18/13	City Commission	Referred to the Audit, Finance and Legislative Committee
1/20/15	Legislative and Organizational Policy Committee	Discussed

[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](#)

[130131_Website Info Public Records Request_20150303.pdf](#)

[130276.](#)

Public Records/Clerk's Office (B)

Explanation: During the January 20, 2015 Committee meeting agenda items #130131 Public Records Request and #130276 Public Records/Clerk's Office were discussed simultaneously. State law requires each employee be the custodian of records they hold and further requires they respond to a public records request in a reasonable amount of time, regardless of whether the entity has a centralized office designated to respond to public records requests. City policies and procedures also include costs and fees in accordance with State law.

Following a brief discussion, committee members asked staff to draft a web page or link on the City's website that helps citizen's understand how and where to make a public records request, and the potential cost of such requests.

Fiscal Note: None

RECOMMENDATION

The Legislative and Organizational Policy Committee 1) Review and discuss draft of webpage/link on website; and 2) Take action as deemed appropriate.

Legislative History

8/20/13	City Commission	Referred to the Audit, Finance and Legislative Committee
1/20/15	Legislative and Organizational Policy Committee	Discussed

[130276_Public Records Request Training Pkt_20150120.pdf](#)

[130276_Website Info Public Records Request_20150303.pdf](#)

MEMBER COMMENT

CITIZEN COMMENT

NEXT MEETING DATE

The next meeting is scheduled for April 14, 2015 at 5:00PM in the Roberta Lisle Kline Conference Room

ADJOURNMENT