

City of Gainesville

City Hall
200 East University Avenue
Gainesville, Florida 32601



Minutes - Draft

Tuesday, January 29, 2013

4:00 PM

City Hall, Room 16

Audit, Finance and Legislative Committee

*Mayor Craig Lowe, Chair
Mayor-Commissioner Pro Tem Lauren Poe, 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

Meeting was called to order at 4:03 PM

ROLL CALL

ADOPTION OF THE AGENDA

Adopted

APPROVAL OF MINUTES

120609. Audit, Finance and Legislative Committee Minutes of November 26, 2012.

RECOMMENDATION

The Audit, Finance and Legislative Committee approve the minutes of November 26, 2012 as circulated.

Approved as Recommended

DISCUSSION ITEMS

120757. Fiscal Year 2013 Operating Funds Quarterly Monitoring Report - Quarter Ending December 31, 2012 (B)

Finance Director Mark Benton gave a brief presentation about overall revenue and expenditure projections.

RECOMMENDATION

The Audit, Finance and Legislative Committee review and recommend that the City Commission receive the quarterly budget monitoring report for the quarter ended December 31, 2012.

Approved as Recommended

120758. First Amendment to the FY 2012-2013 General Government Financial and Operating Plan (B)

Jared Blanton, Senior Analyst, reviewed the recommended budget amendments. Amendments will be presented to the City Commission for adoption via resolution.

RECOMMENDATION

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

Approved as Recommended

120125. Overall Charter Review Process Referral (NB)

City Auditor Brent Godshalk gave a brief history of the referral from the City

Commission to the Audit, Finance and Legislative Committee. Committee Chair Craig Lowe, Committee Member Lauren Poe and City Commissioner Thomas Hawkins discussed the item and requested City Auditor Brent Godshalk prepare a plan identifying the timing of a general process for the City Commission to review and discuss possible changes to the City Charter, with a goal for completion by the Spring 2014 election.

RECOMMENDATION The Audit, Finance and Legislative Committee discuss the item and take appropriate action.

Retained in Committee

120207

Policy and Procedures to Manage Risk in the Urban Forest (B)

Former City Arborist Meg Neiderhoffer gave a presentation on the need for a policy to manage risk in the urban forest. Public Works Director Teresa Scott discussed with the Committee the Memorandum of Understanding between Public Works and the Parks, Recreation and Cultural Affairs Department regarding tree maintenance. The Committee requested Public Works staff work with the City Attorney to bring back a departmental policy documenting how we effectively manage our tree canopy.

RECOMMENDATION The Audit, Finance and Legislative Committee hear a presentation by former City Arborist Meg Niederhofer and discuss the issue of developing policies and procedures for managing risk in the urban forest.

Retained in Committee

120755.

Review of GRU Billing and Collection (B)

City Auditor Brent Godshalk and Senior Auditor Brecka Anderson provided a general overview of the audit process and the resulting recommendations for improvement, as well as the General Manager's written response.

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

1. Accept the City Auditor's report and the response from the General Manager for Utilities, 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.

Approved as Recommended

120201.

Community Grant Program Requirements (B)

John Wachtel, Neighborhood Planning Coordinator, gave a presentation on the proposed Community Grant Program revisions and changes to the application process. The Committee agreed to: 1) recommend this item, including the changes discussed, to the City Commission for approval; and 2) recommend removal of this item from the referral list.

RECOMMENDATION The Audit, Finance and Legislative Committee discuss this issue and take action deemed appropriate.

Approved as Recommended, as Modified

120741.

Amendment to Purchasing Procedures to Provide for Bid Protest Bond

(B)

Finance Director Mark Benton provided a presentation on current bid protest policies and procedures for General Government. The Committee recommended that the City Commission approve staff's request to amend General Government Purchasing Procedures to provide for a bid protest bond. Included in the procedural change will be staff's explanation of the bid protest bond process.

RECOMMENDATION

Staff recommends that the Audit, Finance and Legislative Committee approve the request for this amendment to Purchasing Procedures and forward the request to the full City Commission for their consideration.

Approved as Recommended, as Modified

MEMBER COMMENT

CITIZEN COMMENT

NEXT MEETING DATE

ADJOURNMENT

Meeting adjourned at 5:45 PM