

City of Gainesville

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



Meeting Agenda

August 29, 2013

5:00 PM

City Hall, Room 16

Audit, Finance and Legislative Committee

*Mayor Ed Braddy, Chair
Mayor-Commissioner Pro Tem Randy Wells, 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

ROLL CALL

ADOPTION OF THE AGENDA

APPROVAL OF MINUTES

[130235.](#)

Audit, Finance and Legislative Committee Minutes of July 11, 2013 (B)

RECOMMENDATION

The Audit, Finance and Legislative Committee approve the minutes of July 11, 2013 as circulated.

[130235 - Minutes of AFLC mtg 7-11-13.pdf](#)

DISCUSSION ITEMS

[130244.](#)

Review of Combined Communication Center Expenses (B)

Explanation: In accordance with our Annual Audit Plan, the City Auditor's Office completed a Review of Combined Communications Center (CCC) Expenses. The primary objective of this audit was to provide the City Commission with reasonable assurance the City's share of expenditures is calculated in accordance with the terms of the ongoing CCC interlocal agreement between the City of Gainesville, Alachua County and the Alachua County Sheriff. Our procedures included reviewing the interlocal agreement for the CCC, reviewing relevant documents and data, interviewing General Government, Alachua County and Alachua County Sheriff staff members knowledgeable of or responsible for administering the interlocal agreement and drawing conclusions from the information reviewed.

The attached report provides a detailed background regarding the administration of the interlocal agreement for the CCC, an analysis of historical CCC expenses, a summary of our review process and our overall audit conclusions. Based on the results of our review, we believe that the City's share of expenditures for Fiscal Year 2011 was calculated in accordance with the terms of the ongoing CCC interlocal agreement. We have provided two issues for the City, County and the Sheriff to consider for the next interlocal agreement, which we believe will help to provide greater transparency in the annual budget process and clarify the City of Gainesville's ability to access CCC financial and operational records.

RECOMMENDATION

The Audit, Finance and Legislative Committee recommend that the City Commission accept the City Auditor's report and the written response to our report from Sheriff Sadie Darnell.

[130244 - Review of Combined Communications Center Expenses - AFLC 8-29-](#)

[130170.](#)

Gainesville Chamber of Commerce Recommendations for Small Business (B)

Explanation: Recently, the Gainesville Area Chamber of Commerce published a report, "Growing Your Small Business in Gainesville: A Conversation with City Leaders". The report's publication follows a forum held in May, 2013 with members of the community, elected officials, City staff and Gainesville Chamber of Commerce staff.

The report contains twenty seven (27) recommendations to the Gainesville City Commission regarding relationships with the small business community with a focus on six principles of accessibility, accountability, simplicity, consistency, affordability and efficiency. This agenda item seeks to review the recommendations and provide a referral of each one to the appropriate City Commission Committee, Charter Officer and/or staff.

RECOMMENDATION

The Audit, Finance and Legislative Committee: 1) hear a brief presentation from staff; 2) review the proposed referral of Gainesville Area Chamber of Commerce Recommendations for Small Business; and 3) take action as deemed appropriate.

Legislative History

7/18/13 City Commission Referred to the Audit, Finance and Legislative Committee

[130170-A- Gainesville Chamber of Commerce Recommendations for Small Bus](#)

[130170-B Growing Your Small Business in Gainesville.pdf](#)

[130170-C- Small Business Growth Dialogue Report Recommendations in Phas](#)

[120044](#)

Early Voting Site on the University of Florida (UF) Campus (NB)

Explanation: The City Commission on May 17, 2012, based on a motion by Commissioner Wells, referred to the Audit, Finance and Legislative Committee the issue of supporting an early voting site on the UF campus, and one additional site within the City.

RECOMMENDATION

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

Legislative History

5/17/12	City Commission	Referred to the Audit, Finance and Legislative Committee
7/11/13	Audit, Finance and Legislative Committee	Continued

[120551.](#)

City Commission Candidate Qualification Process (NB)

Explanation: The City Commission, on November 1, 2012, based on a motion by Commissioner Bottcher, referred the issue of Including a requirement of collecting petitions for the candidate qualification process to the Audit, Finance and Legislative Committee.

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

Legislative History

11/1/12	City Commission	Referred to the Audit, Finance and Legislative Committee
7/11/13	Audit, Finance and Legislative Committee	Continued

[110822.](#)

Sales Tax Rebate (NB)

Explanation: The City Commission, based on a motion by Commissioner Wells during the March 12, 2012 Special City Commission Meeting regarding FY2013-14 preliminary budget discussions, referred the issue of sales tax rebates for low income people to the Audit, Finance and Legislative Committee.

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

Legislative History

3/12/12	City Commission	Referred to the Audit, Finance and Legislative Committee
7/11/13	Audit, Finance and Legislative Committee	Continued

[130236.](#)

Fiscal Year 2013 Operating Funds Quarterly Monitoring Report -
Quarter Ending June 30, 2013 (B)

Explanation: The City's General Government Budget Policy requires staff to prepare and submit a quarterly budget compliance report in substantially the same form as the final budget document, for all major operating funds, including the status of General Fund balances to the Audit, Finance and

Legislative Committee.

RECOMMENDATION

The Audit, Finance and Legislative Committee review and recommend that the City Commission receive the quarterly budget monitoring report for the quarter ended June 30, 2013.

[130236 - 3rd Qtr Monitoring Report Final 08-22-13.pdf](#)

[130254.](#)

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

Explanation: The purpose of this amendment is to accurately reflect and incorporate into the City's FY 2012-2013 General Government budget those transactions and activities that were not anticipated during the budget process.

Fiscal Note: All of the recommended changes are funded either by increases in revenue budgets, decreases in expenditure budgets, or decreases in appropriate fund balances.

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.

[130254-A- FY13-3rd-AMEND-BGT-RESOLUTION.PDF](#)

[130254-B- FY2013 Amendatory 3rd Quarter.pdf](#)

[130246.](#)

Quarterly Financial Report - Gainesville Regional Utilities (B)

RECOMMENDATION

The Audit, Finance and Legislative Committee review and recommend that the City Commission receive the GRU Quarterly Financial Report as of June 30, 2013.

[130246 - GRU 2013 Third Quarter Financials Final.pdf](#)

MEMBER COMMENT

CITIZEN COMMENT

NEXT MEETING DATE

ADJOURNMENT