

# City of Gainesville

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



## **Minutes - Draft**

**Tuesday, January 26, 2016**

**5:00 PM**

**City Hall, Room 16**

## **Audit and Finance Committee**

*Mayor Ed Braddy, Chair  
Mayor-Commissioner Pro Tem Craig Carter, 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.*

**CALL TO ORDER**

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

**ROLL CALL**

**ADOPTION OF THE AGENDA**

**Mayor Braddy moved to adopt the Audit and Finance Committee agenda for January 26, 2016. The motion was seconded by Commissioner Carter.**

**APPROVAL OF MINUTES**

**[150679.](#) Minutes of the Audit and Finance Committee Meeting of November 17, 2015 (B)**

**Attachments:** [150679 November 17 Minutes 20160126.pdf](#)

*The minutes of the Audit and Finance Committee meeting of November 17, 2015 were approved as circulated.*

**RECOMMENDATION** *The Audit and Finance Committee approve the minutes of November 17, 2015 as circulated.*

**Mayor Braddy moved to adopt the Audit and Finance Committee meeting minutes from November 17, 2015. Motion was seconded by Commissioner Carter.**

**DISCUSSION OF ITEMS**

**[150149.](#) Referral on the Navigant Report Recommendation Matrix for GRU (B)**

**Attachments:** [150149 GRU Response to Navigant Audit Recommendations 20160126.pdf](#)

*City Auditor Carlos Holt introduced the item referring to General Manager Ed Bielarski's verbal status report of the Navigant matrix presented at the November 17, 2015 Audit and Finance Committee meeting and the Committee's subsequent recommendation for submission of a written status report for presentation to the City Commission. The Committee accepted the status report and recommended the item be moved to the City Commission for Mr. Bielarski to make a formal presentation.*

**RECOMMENDATION** *The Audit and Finance Committee receive a status report from the General Manager for Utilities and recommend the General Manager make a presentation to the City Commission.*

**Approved as Recommended and Referred to the City Commission**

**[150562.](#) City Auditor to Report Back with Options for a Possible Forensic Audit of the GREC Contract (B)**

**Attachments:** [150562 City Auditor Report on Options for Possible Forensic Audit of GREC](#)

City Auditor Carlos Holt introduced the item and gave an update on his January 25, 2016 meeting with GRU General Manager Ed Bielarski, City Attorney Nicolle Shalley and Assistant City Attorney Lisa Bennett to discuss options regarding what can be obtained through a forensic audit. After reviewing events that took place prior to awarding the Request for Proposal (RFP) to Navigant, the attendees recommend tasking the City Auditor with reaching out to all of the bidders who were involved in the RFP process to make inquiries regarding a potential forensic audit. Once the City Auditor has gathered information from each source, he will schedule another meeting with the same Charter Officers to discuss the matter further.

**RECOMMENDATION** The Audit and Finance Committee hear an update from the City Auditor and recommend the item be retained in Committee for further consideration.

**Retained in Committee**

[150692.](#)

**Gainesville Regional Utilities Unaudited Internally Prepared Financial Statements for the Year Ended September 30, 2015 (B)**

**Attachments:** [150692 Unaudited Internally Prepared Financial Statements for Year Ended](#)

City Attorney Carlos Holt introduced the item. GRU Utilities Controller Claudia Rasnick presented and reviewed the statements noting the final audited statements will be presented to the Audit and Finance Committee in late March with no expected changes. Following discussion by the Committee and citizen comment, the Committee referred the item to the City Commission for approval.

**RECOMMENDATION** The Audit and Finance Committee review and recommend the City Commission accept the GRU Unaudited Internally Prepared Financial Statements for the year ended September 30, 2015.

**Approved as Recommended**

[150693.](#)

**Gainesville Regional Utilities Internally Prepared Budget to Actuals and Supplementary Data for the Year Ended September 30, 2015 (B)**

**Attachments:** [150693A GRU Budget to Actuals Statements Year Ended 9-30-15 20160126](#)  
[150693B Budget to Actual Supplementary Data Management Discussion & A](#)  
[150693C Fourth Qtr Supplementary Data Year Ended 9-30-2015 20160126.r](#)

City Auditor Carlos Holt introduced the item. Managing Utility Analyst Diane Wilson presented and reviewed the item. Following discussion by the Committee and citizen comment, the Committee referred the item to the City Commission for approval.

**RECOMMENDATION** The Audit and Finance Committee review and recommend the City Commission accept the GRU Internally Prepared Budget to Actuals and Supplementary Data for the year ended September 30, 2015.

**Approved as Recommended**

[150126.](#)

**Hotline Implementation (B)**

**Attachments:** [150126 Hotline Implementation 20160126.pdf](#)

City Auditor Carlos Holt updated the Committee on the implementation of the InTouch hotline reporting tool. The Committee approved the item for presentation by Mr. Holt to the City Commission.

**RECOMMENDATION** The Audit and Finance Committee receive a status report on the implementation of the hotline reporting system and recommend the City Auditor make a presentation to the City Commission.

**Approved as Recommended**

[150681.](#)

**Audit of Gainesville Fleet Operations (B)**

**Attachments:** [150681 Audit of Gainesville Fleet Operations 20160126.pdf](#)

City Auditor Carlos Holt introduced the item. Senior Auditor Brecka Anderson presented the audit and reviewed the first three objectives (Customer Satisfaction, Billing, Industry Standards). Information Technology Auditor Sartaj Baban reviewed objective four (Application Management). After discussion, the Committee recommended the item to the City Commission for approval.

**RECOMMENDATION** The Audit and Finance Committee recommends that the City Commission accept the City Auditor's report and the City Manager's response.

**Approved as Recommended**

[150685.](#)

**Audit of General Fund Revenue Estimates Included in the Proposed Budget for the Fiscal Year Ending September 30, 2016 (B)**

**Attachments:** [150685 Audit of GF Revenue Estimates in Proposed Bdgt for FY End 9-30-16](#)

City Auditor Carlos Holt introduced the item. Assistant City Auditor Eileen Marzak presented the item reviewing the focus and outcome of the audit. The Committee recommended the item to the City Commission for approval.

**RECOMMENDATION** The Audit and Finance Committee recommends that the City Commission accept the City Auditor's report.

**Approved as Recommended**

[150682.](#)

**Review of Discussion of Audit and Finance Committee Referral Listing (B)**

**Attachments:** [150682 AFC Auditor Referrals Update 20160126.pdf](#)

Due to the late hour, the Committee deferred discussion of the item. The City Auditor will review the referral listing with Mayor Braddy.

**RECOMMENDATION** The Audit and Finance Committee review the referral listing and update as needed.

**Deferred**

**CITIZEN COMMENT**

*No citizen comment.*

**NEXT MEETING DATE**

*March 29, 2016*

**ADJOURNMENT**

*Mayor Braddy adjourned the meeting at 7:20 PM*