

# City of Gainesville

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



## **Minutes**

**Tuesday, April 14, 2015**

**5:00 PM**

**Roberta Lisle Kline conference room (#16)**

**Legislative and Organizational Policy Committee**

## CALL TO ORDER

*Mayor Braddy called the meeting to order at 5:04PM*

## ROLL CALL

*Mayor Braddy, Commissioner Carter*

## ADOPTION OF THE AGENDA

Adopted

## APPROVAL OF MINUTES

[140859.](#) Legislative and Organizational Policy Committee Meeting Minutes from March 3, 2015 (B)

**Attachments:** [140859\\_March 3 Minutes\\_20150414.pdf](#)

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

Approved as Recommended

## DISCUSSION OF PENDING REFERRALS

[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](#)  
[130131\\_Public Records Request Website Page\\_20150414.pdf](#)  
[130131A\\_Web Pages\\_20150618.pdf](#)  
[130131B\\_April 14 Minutes\\_20150618.pdf](#)

*Administrative Services Director Becky Rountree introduced this Public Records agenda item, along with #130276 Public Records/Clerk's Office. At the previous Legislative and Organizational Policy Committee meeting, staff presented a draft web page to help citizen's understand how and where to make a public records request. Staff presented a revised web page with a "Helpful Hints" section for consideration. A link with the department contact numbers will be added, as well as links for the Human Resource Department and the records division of the Gainesville Police Department.*

*The Committee members suggested redesigning the page to add visual interest; and as a future project, they recommended adding a link to a library of popular/historic searches.*

**RECOMMENDATION**

*The Legislative and Organizational Policy Committee: 1) Review and approve the draft of webpage/link on website; and 2) Remove items #130131 and #130276 from the referral list.*

**The members requested this item be moved on consent to the full City Commission in May for approval; and remove both Public Records agenda items (130131 and 130276) from the Legislative and Organizational Policy Committee's referral list.**

**140186.**

**Residency Requirement for Candidates (B)**

**Attachments:**

[140186A\\_ARTICLE II CITY COMMISSION\\_20150414.pdf](#)

[140186B\\_Qualifications of Candidates for City Commission\\_20150414.pdf](#)

[140186A\\_ARTICLE II CITY COMMISSION\\_20150504.pdf](#)

[140186B\\_Qualifications of Candidates for City Commission\\_20150504.pdf](#)

[140186\\_Charter Laws Article II\\_20150812.pdf](#)

[140186\\_FL Bills Residency Requirements\\_20151104.pdf](#)

[140186\\_FL Bills Residency Requirements\\_20160218.pdf](#)

*Becky Rountree, Administrative Services Director, introduced this agenda item by referring to Article 2 Section 2.03 of the City Charter which outlines the eligibility requirements for each district and at-large candidates, as well as Section 9-10 of the code which discusses qualifications when a redistricting has occurred. Candidates must be a registered voter who lives in their district for not less than 6 months and must continuously reside in their district.*

*Candidates must sign an affidavit of eligibility when running for office. The Legislative and Organizational Policy Committee members would like to know who the controlling legal authority is for election concerns (sign placements, wording on the signs, eligibility requirements including residency, etc). David Schwartz, Assistant City Attorney, will bring a legal opinion regarding residency to the next committee meeting.*

**RECOMMENDATION**

*The Legislative and Organizational Policy Committee: 1) Discuss the residency requirement for candidates; 2) Take any action deemed appropriate; and 3) Remove #140186 from the referral list.*

**Continued**

**140622.**

**Advisory Board Appointments (B)**

**Attachments:**

[140622\\_Board Committee Matrix\\_20150414.pdf](#)

[140622A\\_Board Committee Matrix\\_20150521.pdf](#)

[140622B\\_April 14 Minutes\\_20150521.pdf](#)

*Administrative Services Director Becky Rountree simultaneously introduced agenda item 140622 Advisory Board Appointments and agenda item 140701 Advisory Board*

*Decisions. A matrix detailing each Advisory Board and committee including their terms, residency requirements and their quasi-judicial or administrative status was provided to the committee members. The Legislative and Organizational Policy Committee members discussed the current procedure of selecting applicants to ensure a diverse group of people serve on the Advisory Boards and Committees since these individuals make decisions with long-lasting impacts on the City.*

*Committee members recommended referring this item to the City Commission on the regular agenda to establish which Advisory Board vacancies should be interviewed for and which vacancies should be filled by completing a ballot.*

**RECOMMENDATION**      *The Legislative and Organizational Policy Committee discuss the selection process for Advisory Board & Committee appointments and take any action deemed appropriate.*

**Refer this item to the City Commission on the regular agenda to establish which Advisory Board vacancies should be interviewed for and which vacancies should be filled by completing a ballot; and remove this item from the Legislative and Organizational Policy Committee referral list.**

[140701.](#)

**Recourse for Advisory Board Decisions (B)**

**Attachments:**      [140701A\\_Boards and Committees - Code of Ordinances\\_20150414.pdf](#)  
[140701B\\_Board Committee Matrix\\_20150414.pdf](#)  
[140701A\\_April 14 Minutes\\_20150521.pdf](#)  
[140701B\\_Board Committee Matrix\\_20150521.pdf](#)

*Administrative Services Director Becky Rountree simultaneously introduced agenda item 140622 Advisory Board Appointments and agenda item 140701 Advisory Board Decisions.*

*A matrix detailing each Advisory Board and committee including their terms, residency requirements and their quasi-judicial or administrative status was provided to the committee members. Each Advisory Board is addressed in a section of the Code which may specifically state the power and appeal process for each Advisory Board. The committee members requested that the staff liaison and the chairperson for each board be directed to provide communication with the duties, rights, obligations and appeal process to the applicant and attendees when they attend a board meeting and provide them with the section of the Code for that committee.*

*The committee members recommended moving this item to the City Commission and removing this item from the Legislative and Organizational Policy Committee's referral list.*

**RECOMMENDATION**      *The Legislative and Organizational Policy Committee discuss the Advisory Board & Committee powers and duties and take any action deemed appropriate.*

**Refer this item to the City Commission on consent; direct the staff liaison and the chairs for each board to communicate the rights with the applicant and attendees, the appeal process, and section of the Code establishing that board; and remove this item from the Legislative and Organizational Policy Committee's referral list.**

[140449.](#)

**Removals From Airport Authority (NB)**

**Attachments:**    [140449A\\_GACCAR\\_Members\\_20150120.pdf](#)  
[140449B\\_Chapter\\_2006-363\\_20150120.pdf](#)  
[140449C\\_GACRAA\\_By-Laws\\_Approved\\_on\\_11-17-05\\_20150120.pdf](#)  
[140449\\_April\\_14\\_Minutes\\_20150521.pdf](#)

*Becky Rountree, Administrative Services Director, stated that during the January 20, 2015 Legislative and Organizational Policy Committee meeting, appointments and terms for the members of the Gainesville-Alachua County Regional Airport Authority (GACRAA) were discussed. The Gainesville City Commission appoints five of the nine GACRAA board members.*

*Committee members recommended referring this item to the City Commission to determine, along with the list of other Advisory Boards, which vacancies should be interviewed for and which vacancies should be filled by completing a ballot. The members recommended removing this item from the Legislative and Organizational Policy Committee referral list.*

**RECOMMENDATION**            *The Legislative and Organizational Policy Committee: 1) Discuss Airport Authority appointments, attendance and selection; and 2) Remove #140449 from the referral list.*

**Refer this item to the City Commission on consent to include this board on the list to be considered for interviews; and remove this item from the Legislative and Organizational Policy Committee referral list.**

**140828.**

**Legal Shield (B)**

**Attachments:**    [140828\\_LegalShield\\_brochure\\_20150414.pdf](#)  
[140828\\_LegalShield\\_brochure\\_20150618.pdf](#)

*Administrative Services Director Becky Rountree introduced this item and shared a brochure from LegalShield with the Committee members.*

*Following a brief discussion about employee benefits, the committee members asked to hold this agenda item in committee until Mark Minck, the LegalShield representative, can make a presentation at a future Legislative and Organizational Policy Committee meeting.*

**RECOMMENDATION**            *The Legislative and Organizational Policy committee discuss LegalShield, take any action deemed appropriate and remove from the referral list.*

**Continued**

**140829.**

**Transportation Allowance for Elected Officials (B)**

**Attachments:**    [140829\\_Mileage\\_Reimbursement\\_Log\\_20150414.pdf](#)  
[140829A\\_Mileage\\_Reimbursement\\_Log\\_20150521.pdf](#)  
[140829B\\_April\\_14\\_Minutes\\_20150521.pdf](#)

*Becky Rountree, Administrative Services Director, explained that a car allowance for City Commissioners would be classified as an addition to salary. Transportation allowances are taxable by IRS rules and would require a change to the Code. Local*

*travel reimbursement is available to all City employees, including City Commissioners, at the current IRS rate. City Commissioners using their vehicles to attend local events can complete a Mileage Reimbursement form and submit it on a regular basis. Commuting from home to work is not eligible for local travel reimbursement.*

*Committee members took no action on this agenda item since City Commissioners are currently governed by the IRS travel policies and recommended this item be removed from the Legislative and Organizational Policy Committee's referral list.*

**RECOMMENDATION**

*The Legislative and Organizational Policy Committee discuss the current practices, take any action deemed appropriate; and remove from the referral list.*

**Refer this item to the City Commission on consent with no action except to communicate the ability to request mileage reimbursement for local travel; and remove from the Legislative and Organizational Policy Committee's referral list.**

**MEMBER COMMENT**

**CITIZEN COMMENT**

**NEXT MEETING DATE**

*Monday, May 4, 2015 at 5:00PM in the Roberta Lisle Kline Conference Room (#16)*

**ADJOURNMENT**

*Mayor Braddy adjourned the Legislative and Organizational Policy Committee meeting at 6:30PM*