

# City of Gainesville

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



## **Meeting Agenda**

**January 27, 2011**

**1:00 PM**

**City Hall, Room 16**

## **Audit, Finance and Legislative Committee**

*Mayor Craig Lowe, Chair  
Mayor-Commissioner Pro Tem Jeanna Mastrodicasa, 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****DISCUSSION OF PENDING REFERRALS****100185.****Charter Officer Evaluations (B)**

*Explanation:* This item was referred by the City Commission to the Audit, Finance and Legislative Committee on July 1, 2010. Attached as backup is a summary of the current process and a copy of the process followed by Alachua County.

*Fiscal Note:* None

**RECOMMENDATION**

The Audit, Finance and Legislative Committee discuss and approve a process for evaluating the performance of Charter Officers.

**Legislative History**

7/1/10	City Commission	Referred (6 - 0 - 1 Absent)	Audit, Finance and Legislative Committee
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100185\_Charter Officer Eval\_20110127.PDF

100185\_attachments\_20110127.pdf

**100392.****Structure and Supervision of City Commission Support Staff (B)**

*Explanation:* Audit and Finance and Legislative Committee requested Human Resources to research the possibility of having City employee benefits applied to a temporary appointment in the Office of the Clerk of the Commission in a manner similar to that used by the University of Florida.

A summary of information provided by the University of Florida's Human Resources Department regarding classes of employees and benefits is provided as backup.

Should the City Commission wish to pursue benefits for this position, three options to consider are:

1. Hire assistant as a regular employee with the understanding that the individual may be subject to lay-off at the end of the Mayor's term in office, provided the position is no longer necessary.
2. Create a term-limited regular position which would require a charter

revision as well as changes to the pension and other benefit plans.  
 3. Create the ability for temporary employees to accrue benefits which would require changes to all the benefit plans and the pension plan.

Both options #1 and #2 will require the development of a new job description and pay grade and normally would require a competitive selection process.

*Fiscal Note:* Depends upon the option selected.

**RECOMMENDATION**                      *The Audit and Finance and Legislative Committee discuss and determine the appropriate action.*

**Legislative History**

9/16/10	City Commission	Referred (3 - 2 - 2 Absent)	Audit, Finance and Legislative Committee
11/30/10	Audit, Finance and Legislative Committee	Retained in Committee	

100392\_final Information from UF\_20110127.PDF

**100507.**

**Update on Funding Regional Transit System (RTS) Routes and Associated Americans with Disabilities Act (ADA) Service Outside Gainesville City Limits (B)**

**This item is an update on funding Regional Transit System (RTS) Routes and Associated Americans with Disabilities Act (ADA) service outside Gainesville City Limits as requested by the Audit, Finance and Legislative Committee.**

*Explanation:* On November 4, 2010, a request was made of the Audit, Finance and Legislative Committee to approve policy criteria for transit service rates for fixed route services outside Gainesville City limits. At that time, a proposed policy including the objective, definitions, directives, and the formula for the service rate was submitted.

*The following information is an update to that policy as shown on the backup document: 1) the portion of the formula discounting depreciation was eliminated to address capital costs concerns and an additional cost of \$7.30 has been included in the rate calculation; 2) GRU rates have been reviewed and appear to have a surcharge minimum of 10% which RTS does not recommend but has included in the formula to give the committee additional information; and 3) RTS does not recommend including the Consumer Price Index (CPI) to bring costs to actual costs because the CPI appears to have been very low or negative the past few years.*

*Fiscal Note:* Revenue generated by the service rate will cover any operating expenses associated with the service.

**RECOMMENDATION**                      *The Audit, Finance and Legislative Committee: 1) accept the updated recommended criteria for establishing transit service rates for fixed rate service*

*outside the Gainesville City limits; and 2) forward the proposed policy to the City Commission for final approval.*

**Legislative History**

11/4/10	City Commission	Referred (7 - 0)	Audit, Finance and Legislative Committee
11/30/10	Audit, Finance and Legislative Committee	Retained in Committee	

100507\_RTS Proposed Policy\_20101130.PDF  
100507\_Revised Formula\_20110127.pdf

**100533.**

**Review of GRUCom Revenues (B)**

*Explanation: In accordance with our Annual Audit Plan, we have completed a Review of GRUCom Revenues. Our report, which includes a response from the General Manager, is attached for your review.*

*We request that the Committee recommend the City Commission accept our report and the management response. Also, in accordance with City Commission Resolution 970187, Section 10, Responsibilities for Follow-up on Audits, we request that the Committee recommend the City Commission instruct the City Auditor to conduct a follow-up review on recommendations made and report the results to the Audit, Finance and Legislative Committee.*

**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.*

100533\_grucom\_audit report\_20110127.pdf

**080475.**

**Status Update on the City Commission Strategic Initiative to Increase Opportunities for Civic Engagement (B)**

**This item is to discuss City Commission Strategic Initiative 4.3: Increase opportunities for civic engagement. The item includes an update to the AFL Committee and seeks direction for civic engagement activities in fiscal year 2011 and beyond.**

*Explanation: This Strategic Initiative was first introduced by the City Commission in December, 2006 at the Strategic Planning Retreat. The Initiative was later adopted and added to the Strategic Plan on February 12, 2007.*

*In FY 2007, a team of employees representing various departments throughout the City was formed. The team compiled a matrix detailing the current*

*opportunities for civic engagement. The matrix identified over 50 different boards, committees, and groups that offer citizens the opportunity to participate in City government.*

*In FY 2008, a meeting in each of the City Commission Districts was held to inform citizens of capital projects in their neighborhoods, provide Departmental updates, and relevant information on the City Budget. General Government also conducted a Citizen Survey to give residents the opportunity to provide feedback on the quality of community and government services*

*In FY 2009, four town hall meetings were held in each of the City Commission Districts to discuss the upcoming budget and the Evaluation and Appraisal Report (EAR) for the City’s Comprehensive Plan update. In addition, over 50 residents participated in the Citizens Academy, which provides education on topics such as public safety, energy supply, and infrastructure projects.*

*In FY 2010, the City continued to provide public forums for community engagement through the Citizen’s Academy, public workshops and Town Hall meetings. In addition, the City was awarded a grant from the Center on Government Performance of the National Center for Civic Innovation to engage the public in their performance measurement and reporting process.*

*Many of the programs that have been offered by the City since this initiative was adopted continue as normal business operations. The purpose of this agenda item is to discuss civic engagement activities for FY 2011 and beyond.*

*Fiscal Note: There is no immediate fiscal impact of this discussion.*

**RECOMMENDATION**

*The Audit, Finance and Legislative Committee discuss Strategic Initiative 4.3: Increase opportunities for civic engagement and provide staff with feedback and guidance for civic engagement activities for FY 2011 and beyond.*

**Legislative History**

10/2/08	City Commission	Referred	Audit, Finance and Legislative Committee
1/5/09	Audit, Finance and Legislative Committee	Heard	
080475_Report_20090105.pdf			
080475_FY11-12_CCOM_Strategic_Plan_20110127.pdf			

**MEMBER COMMENT**

**CITIZEN COMMENT**

**NEXT MEETING DATE**

**ADJOURNMENT**

