

# City of Gainesville

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



## **Minutes**

**Tuesday, March 3, 2015**

**5:00 PM**

**Roberta Lisle Kline Conference Room (#16)**

## **Legislative and Organizational Policy Committee**

*Mayor Ed Braddy, Chair  
Commissioner Craig Carter, Member*

**CALL TO ORDER**

*Mayor Ed Braddy called the Legislative and Organizational Policy Committee meeting to order at 5:03PM.*

**ROLL CALL**

*Mayor Braddy, Commissioner Carter*

**ADOPTION OF THE AGENDA**

**Adopted**

**APPROVAL OF MINUTES**

[140754.](#) **Legislative and Organizational Policy Committee Meeting Minutes from February 3, 2015 (B)**

**Attachments:** [140754\\_February 3 Minutes\\_20150303.pdf](#)

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

**Approved as Recommended**

**DISCUSSION OF PENDING REFERRALS**

*The minutes are a summary of the meeting and are not verbatim discussion. A copy of the meeting recording will be provided upon request.*

[140700.](#) **Professional Services Contract Process (B)**

**Attachments:** [140700\\_Procurement Presentation\\_20150303.pdf](#)

*Administrative Services Director Becky Rountree introduced Finance Director Mark Benton who presented a PowerPoint on the Procurement of Professional Services. Committee members discussed the qualifications of the members for Selection Committees. For construction projects, the members recommended that the proportions of the Selection Committee be changed to include multiple people with building experience and construction knowledge, in addition to an end-user from the department. Commissioner Carter will meet with local builders for suggestions to RFP procedures, presentation expectations and ranking systems.*

*The members of the Legislative and Organization Policy committee recommended leaving this item in committee. Staff was asked to contact peer cities for their insight on weight of procurement for professional services, selection committees, and scoring.*

**RECOMMENDATION**

*The Legislative and Organizational Policy Committee hear a presentation from staff and take any action deemed appropriate.*

**140359.****Future Annexation Strategies (B)****Attachments:**

[140359A\\_Rusk Report 1997\\_20150203.pdf](#)

[140359B\\_Rusk Report 2007\\_20150203.pdf](#)

[140359C\\_Taxable Property Map\\_20150203.pdf](#)

[140359D\\_Adopted Annexation Policies\\_20150203.pdf](#)

[140359E\\_Urban Reserve Map\\_20150203.pdf](#)

[140359F\\_Annexation History\\_20150203.pdf](#)

[140359G\\_Future Annexation Strategy Ppt\\_20150203.pdf](#)

[140359H\\_Future Annexation Strategy - Modified\\_20150203.pptx](#)

[140359\\_Future Annexation Strategy\\_20150303.pdf](#)

*Administrative Services Director Becky Rountree introduced the agenda item. Lila Stewart, Strategic Planner Sr, gave a presentation describing the City's strengths and weaknesses, annexation myths and misunderstandings. Some of the ideas discussed for improving public trust include: collecting testimonials from business owners who have annexed; improve our messaging to communicate the value of annexation and the long-term impact of expanding city boundaries; transparency; and a high level of customer service.*

*Committee members requested staff develop a strong position statement for annexation and rethink our marketing piece. The Legislative and Organizational Policy committee members recommended keeping this item in committee.*

**RECOMMENDATION**

*The Legislative and Organizational Policy Committee: 1) Hear a presentation from staff; 2) Continue discussion of future strategies; and 3) Take any action deemed appropriate.*

**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\\_Website Info Public Records Request\\_20150303.pdf](#)

*Administrative Services Director Becky Rountree introduced agenda items 130131 and 130276 simultaneously. City Clerk Kurt Lannon clarified that the Clerk's office is the custodian of the City Seal, minutes from City Commission meetings, domestic partnership records, etc. Individual departments are the custodians of their own records. While the City can have a centralized office for records requests, the City cannot limit citizens to making requests specifically through a centralized office. Citizens can make public records requests directly from a department.*

*At the request of the Legislative and Organizational Policy Committee, staff designed a "How To Make a Records Request" page for the City website. After review, the Committee members recommended adding a box with helpful hints and guidance to expedite requests, as well as a link to individual departments on this page.*

*Committee members requested to keep this agenda item in committee for another month and requested a representative from Gainesville Police Department attend the meeting.*

**RECOMMENDATION**      *The Legislative and Organizational Policy Committee: 1) Review and discuss draft of webpage/link on website; and 2) Take action as deemed appropriate.*

**130276.****Public Records/Clerk's Office (B)**

**Attachments:**      [130276 Public Records Request Training Pkt 20150120.pdf](#)  
[130276 Website Info Public Records Request 20150303 .pdf](#)

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**NEXT MEETING DATE**

*April 14, 2015 at 5:00PM in the Roberta Lisle Kline Conference Room (#16)*

**ADJOURNMENT**

*Mayor Ed Braddy adjourned the meeting at 6:37PM.*