

City of Gainesville

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



Meeting Agenda

July 11, 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

[130107.](#)

Audit, Finance and Legislative Committee Minutes of March 26, 2013

RECOMMENDATION

The Audit, Finance and Legislative Committee approve the minutes of March 26, 2013 as circulated.

[130107-Minutes AFLC 3-26-13.pdf](#)

DISCUSSION ITEMS

[110489.](#)

Road Maintenance Costs Associated With Providing Residential Solid Waste Collection Services (B)

Explanation: On August 18, 2011, the City Commission accepted the City Auditor's report related to a Review of Solid Waste Collection Fees and authorized the Audit, Finance and Legislative Committee to retain Issue #3 from the report, regarding Road Maintenance Costs, in committee for further discussion.

A copy of the audit report, which includes a response from the City Manager, is submitted as backup for this item. Issue #3 appears on page 8 of the report and includes a recommendation for management to evaluate the methodology established in 1993 to calculate road maintenance costs associated with providing residential solid waste collection services and determine if annual allocations should be changed to reflect current cost factors and inventory of residential streets. Attachment A at the end of the report includes a July 14, 2011 memo to the Mayor discussing the relevant history and provides an updated analysis regarding these costs.

On November 14, 2011, the Audit, Finance and Legislative Committee (AFLC) discussed this issue and requested staff to return with further information related to this program.

On November 26, 2012, the AFLC agreed to recommend that the City phase in over a three year period the total cost of roadway pavement management for the Solid Waste Program, beginning with Fiscal Year

2014. The Committee also recommended that management implement a process of periodically adjusting the solid waste rates after the 3 year transition to keep up with identified costs. The item was retained in Committee so that staff can provide additional information on the 3 year phase in for cost increases by can size.

RECOMMENDATION *The Audit, Finance and Legislative Committee discuss the issue and take appropriate action.*

Legislative History

11/14/11	Audit, Finance and Legislative Committee	Approved as shown above (See Motion)
11/26/12	Audit, Finance and Legislative Committee	Retained in Committee

[110489 - Audit Report Issue #3 - Road Maintenance Costs - AFLC 11-26-12.pdf](#)

[110489 - Attachment A - Memo from Teresa Scott - Solid Waste Funding to Resi](#)

[110178-Review of Solid Waste Collection Fees - AFLC 11-14-11.pdf](#)

[110858.](#)

Solid Waste - Can Sizes and Fees (B)

Explanation: During the March 12, 2012 Special City Commission Meeting regarding Fiscal Year 2013 and 2014 budget discussions, Commissioner Bottcher requested that this item be referred to the Audit, Finance and Legislative Committee to discuss the methodology used to establish solid waste rates and to evaluate whether changes to the rate structure are warranted.

On November 26, 2012, Solid Waste Management gave a presentation on the solid waste rate structure and the relationship of can sizes to solid waste rates. The item was retained in Committee with a request for staff to review other cities of similar size and compare their fee schedule structures to that of the City of Gainesville and return with possible modified rates structures which provide greater incentives for customers to utilize smaller can sizes.

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
11/26/12	Audit, Finance and Legislative Committee	Retained in Committee

[110858 Solid Waste Rate Structure-AFLC- 11-26-12.pdf](#)

[130101.](#)

Fiscal Year 2013 Operating Funds Quarterly Monitoring Report - Quarter Ending March 31, 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 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 March 31, 2013.

[130101 - GG- 2nd Quarterly Report FY2013.pdf](#)

[130100.](#)

Second 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.

[130100 - GG FY13-2ND-AMEND-BGT-RESOLUTION.docx](#)

[130100 - Attachment A - GG-FY2013 Amendatory 2nd Quarter \(Revised Final\).r](#)

[130102.](#)

Quarterly Financial Report - Gainesville Regional Utilities (B)

RECOMMENDATION

The Audit, Finance & Legislative Committee Review and recommend that the City Commission receive the GRU Quarterly Financial Report as of March 31, 2013.

[130102 - GRU 2013 Second Quarter Financials.pdf](#)

[090456.](#)

Payment Methods of City Fees and Licenses (B)

This item is to discuss the issue of traditional options of payment for City fees and licenses versus online payments and also includes Legistar Referral #100219.

Explanation: In an effort to implement the City Commission's goals related to E-Commerce and to prepare for declining resources, staff has implemented a number of on-line government services (E-Gov services), including payment of parking citations, business tax renewals, parking decals and landlord license renewals.

In order to realize to full benefit of implementing E-Gov services, mailed payments were not offered as an option to customers. The attachment illustrates a comparison of the staff effort required to process mailed payments, payments made in person and on-line/electronic payments.

The on-line payment only requires three steps from staff (four if by wire transfer). Payment by mail is much more labor-intensive than any other types of payments. Some customers have been reluctant to use the on-line process, while staff is struggling to keep up with the demand of offering payment methods that require a significant amount of effort to process with fewer resources and staff. Some have suggested implementing an additional fee for mailed payments to cover the cost of processing.

Fiscal Note: None at this time.

RECOMMENDATION

The Audit, Finance and Legislative Committee discuss the issue and take any action deemed appropriate.

Legislative History

9/17/09	City Commission	Referred to the Audit, Finance and Legislative Committee
11/30/09	Audit, Finance and Legislative Committee	Continued
3/29/10	Audit, Finance and Legislative Committee	Continued
6/29/10	Audit, Finance and Legislative Committee	Retained in Committee
4/4/11	Audit, Finance and Legislative Committee	Retained in Committee

[090456_Payment Methods of Fees and Licenses_20091130.pdf](#)

[090456_methods of payment_20110404.PDF](#)

[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

[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

[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

MEMBER COMMENT

CITIZEN COMMENT

NEXT MEETING DATE

ADJOURNMENT