

# City of Gainesville

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



## **Meeting Agenda**

**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

## ROLL CALL

## ADOPTION OF THE AGENDA

## APPROVAL OF MINUTES

[140754.](#)

### Legislative and Organizational Policy Committee Meeting Minutes from February 3, 2015 (B)

#### RECOMMENDATION

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

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

## DISCUSSION OF PENDING REFERRALS

[140700.](#)

### Professional Services Contract Process (B)

*Explanation: During the January 15, 2015 City Commission meeting the Commission  
referred a discussion of the Purchasing Process for professional  
services to the Legislative and Organizational Policy Committee.*

*Staff will present the process for procuring professional services to  
include the evaluation of qualifications, written proposals, oral  
presentations, and the price. They will also discuss the Consultant's  
Competitive Negotiation Act (CCNA), when it applies, as well as when  
and how the Local Preference Policy enters into the process.*

*Fiscal Note: None*

#### RECOMMENDATION

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

#### Legislative History

1/15/15	City Commission	Referred to the Legislative and Organizational Policy Committee
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[140700\\_Procurement Presentation\\_20150303.pdf](#)

[140359.](#)

**Future Annexation Strategies (B)**

*Explanation:* During the February 3, 2015 Committee meeting staff made a presentation on annexation including historical trends, maps, and policies.

*Following a brief discussion, committee members agreed to continue this item for further discussion and asked staff to identify the City's strengths and weaknesses for commercial, undeveloped and residential properties, the "myths" that accompany annexation, and areas contiguous to the City that might have the best chance for future annexation.*

*Fiscal Note:* None

**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.*

**Legislative History**

9/18/14	City Commission	Referred to the Legislative and Organizational Policy Committee
2/3/15	Legislative and Organizational Policy Committee	Discussed

[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](#)

[130131.](#)

**Public Records Request (B)**

*Explanation:* During the January 20, 2015 Committee meeting agenda items #130131 Public Records Request and #130276 Public Records/Clerk's Office were discussed simultaneously. State law requires each employee be the custodian of records they hold and further requires they respond to a public records request in a reasonable amount of time, regardless of whether the entity has a centralized office designated to respond to public records requests. City policies and procedures also include costs

*and fees in accordance with State law.*

*Following a brief discussion, committee members asked staff to draft a web page or link on the City's website that helps citizen's understand how and where to make a public records request, and the potential cost of such requests.*

*Fiscal Note: None*

**RECOMMENDATION**

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

**Legislative History**

7/18/13	City Commission	Referred to the Audit, Finance and Legislative Committee
1/20/15	Legislative and Organizational Policy Committee	Discussed

[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](#)

**130276.**

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

*Explanation: During the January 20, 2015 Committee meeting agenda items #130131 Public Records Request and #130276 Public Records/Clerk's Office were discussed simultaneously. State law requires each employee be the custodian of records they hold and further requires they respond to a public records request in a reasonable amount of time, regardless of whether the entity has a centralized office designated to respond to public records requests. City policies and procedures also include costs and fees in accordance with State law.*

*Following a brief discussion, committee members asked staff to draft a web page or link on the City's website that helps citizen's understand how and where to make a public records request, and the potential cost of such requests.*

*Fiscal Note: None*

**RECOMMENDATION**

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

Legislative History

8/20/13	City Commission	Referred to the Audit, Finance and Legislative Committee
1/20/15	Legislative and Organizational Policy Committee	Discussed

[130276\\_Public Records Request Training Pkt\\_20150120.pdf](#)

[130276 Website Info Public Records Request 20150303 .pdf](#)

**MEMBER COMMENT**

**CITIZEN COMMENT**

**NEXT MEETING DATE**

*The next meeting is scheduled for April 14, 2015 at 5:00PM in the Roberta Lisle Kline Conference Room*

**ADJOURNMENT**