



Taxation, Revenue, and Utilization of Expenditures (TRUE) Commission

Bruce Glassman, Chair
Tom Crabtree, Vice Chair

Meeting Minutes

February 15, 2005

4:00 p.m.

Attendance: Bruce Glassman (Chair), Lee Martin, Dick Berry, Tony Bates, John Palombi, Randall Deen, Marcella Lowe, Charles Curley, Lou Myers, Charles Magee, Louvenia Tippins

Excused: Tom Crabtree, Mark Roesser, Mike Meroney,

Absent: Don Wolfson, Dan Davis, Elaine Burnett,

The meeting convened at 4:04 p.m. with a quorum present.

Minutes

The minutes of the January 18, 2005 meeting were previously distributed.

◆ The minutes were **approved as distributed**.

In response to a question from the Chair, the commission indicated their general agreement with the usefulness and format of the Council Auditor's PowerPoint presentations at the last meeting, but Commissioner Bates felt that the presentations failed to present sufficient detail about the audits findings and recommendations and duplicated work that should be done in committee. He felt that a committee of several commissioners should go through each audit in-depth with the Auditor's staff and with the audited department/entity before the full Commission considers taking any action.

Committee Reports

Audit #595 – Public Parking Division: deferred

Audit #601 – Tax Collector's Office: Commissioner Lowe distributed a written report stating that the Commission had heard a PowerPoint presentation of the audit at its January 18, 2005 meeting fully explaining the audit's findings and recommendations and the Tax Collector's response.

◆ Commissioner Lowe moved that the audit be accepted and forwarded without comment, with the understanding that the Council Auditor's Office will be doing a follow-up on the audit within a year. The motion was **approved** by a vote of 10-1.

Cash Management Committee: Commissioner Lowe explained that she has corresponded with City Director of Administration and Finance Cal Ray and learned that the Mayor's Office has approved the proposed cash management policy and standard operating procedures as presented to the commission by Mitchell Perin several months ago. The Executive Order is in the process of being prepared, and an ordinance to amend the Ordinance Code will be required as well. She recommended that the Commission defer action until the Executive Order and ordinance are available for review and comment.

Audit #541 – Jacksonville Children's Commission: deferred

Performance Measurement Committee: Commissioner Palombi reported that the committee had met several times and drafted a committee report for distribution and comment by the commissioners. The report establishes a baseline of what City departments, agencies and Constitutional officers are doing in the area of performance measurement and reporting. In general the City departments seem to be doing fairly well in the area of performance measurement, with some improvements needed here and there. Now that a baseline is established the current committee, or a future version of the committee, will be able to look at further issues such as the success of feedback loops and the practical application of performance measurement to work prioritization and budgeting decisions when the time is right. Mr. Palombi requested feedback prior to then next meeting, at which the report will be moved for action.

Audit #589 – JEA Pipe Bursting Contract: deferred

Audit #598 – Oceanfront Parks Revenue: Commissioner Berry distributed the committee's report containing 3 findings and recommendations: 1) the TRUE Commission concurs with the audit's findings regarding opportunities for increasing revenue and improving internal controls, particularly with regard to cash management practices; 2) 17 of the 18 recommendations were promptly addressed by the department, and the department is to be commended for their swift response and follow-up action plans to ensure completion of the recommended items; and 3) the TRUE Commission recommends that the Auditor's Office consider requiring audited departments/entities to provide plans (including time schedules and assignments of responsibility) demonstrating how audit recommendations will be accomplished within the next 6 months. The committee reiterated that the Parks and Recreation Department had moved very quickly to implement the recommendations of the audit and had accomplished 17 of the 18 recommendations within 3 months of the audit's issuance.

◆ Commissioner Berry moved that the committee report on Audit #598 be approved as distributed. During discussion the commission clarified 2 points: the text in item #2 should read that only one of the 18 recommended actions was reported as *not* completed, and item #2 should be divided into two separate items – a findings statement about Parks and Recreation's completion of the 17 action items and a new item #3 commending the department for its quick response and good follow-up documentation. The former item #3 will be renumbered as #4. These clarifications were accepted by the maker of the motion. The motion was **approved** as clarified.

Audit #531 – Duval County Housing Finance Authority: deferred

Hill-Burton Act Committee: deferred

Chairman's Report

Chairman Glassman requested clarification about the commission's procedure under the Ordinance Code for declaring and filling vacancies. Staff explained that the Code provides for a commission to declare a seat vacant for reason of excessive unexcused absences, and that this declaration typically takes the form of a resolution or other official vote of the commission. The declaration of vacancy is then forwarded to the appropriate appointing authority with a request to appoint a replacement member to fill the vacancy.

- ◆ Commissioner Lowe moved that the commission declare the seats held by Commissioners Donald Wolfson and Dan Davis to be vacant by virtue of their 7 and 5 consecutive unexcused absences, respectively, that a letter be sent to the two commissioners thanking them for their service on the TRUE Commission, and that letters be sent to the appropriate appointing authority(s) requesting the appointment of replacement members.
- ◆ Commissioner Martin moved that letters be drafted and sent to Commissioners Wolfson and Davis pointing out their absences, stating the City policy and asking if they wanted to voluntarily resign their seats. The substitute motion **failed** by a vote of 4-7.
- ◆ The original motion was **approved** unanimously.

New Business

Commission powers/duties/priorities – deferred

Simplified audit review process – Commissioner Palombi explained his proposal for a two-step process for determining how much review and investigation an audit needs based on a standard set of screening questions. When an audit is released by the Council Auditor’s Office a commissioner either volunteers for or is assigned to review the audit. Using the standard set of questions that commissioner determines what the audit covered, whether the audit relates to earlier audits of the same entity, what issues and risks were discovered by the audit, how the audited entity responded to the audit and whether corrections appear to be taking place as recommended, the severity or importance of the findings, and any significant issues that seemingly should have been addressed by the audit but were not. With this overview the commissioner could then make one of five recommendations: accept the audit without comment; accept the audit with comments; accept the audit pending a post-audit review of corrective actions; recommend that a TRUE committee be established to conduct a more thorough review of the audit; or recommend some other action. The commissioner’s report should be in writing to the full commission through the Chair, with attached documentation.

Commissioner Palombi distributed a report he prepared on Audit #593 – Animal Care and Control Revenue – as an example of his proposal. The report proposed that the audit be accepted with 3 comments: 1) that management of the Animal Care and Control Division be commended for scheduling date commitments as part of their response; 2) that the audit again identifies the generic issue of inadequate cash management controls, but this division has agreed to implement interim controls until a new City-wide policy is implemented; and 3) the Council Auditor should request that the division management provide “completion or reschedule” notifications as commitment actions are implemented.

- ◆ Commissioner Palombi moved that his report on Audit #593 be approved as submitted. The motion was **approved** by vote of 10-1.

Commissioner Comments

- Commissioner Bates noted that the commission, when it adopted its report on the CityLink office, stated that it would follow up in 6 months on the progress of various actions the department was planning to undertake and asked how that follow-up was to occur. Mr. Bates volunteered to work with staff to accomplish this follow-up review.
- Commissioner Berry asked about the issue of TRUE commissioners being granted access to the City’s employee Intranet for purposes of accessing internal performance measurement data and other information relevant to TRUE’s investigations. Staff is exploring this issue and will report back at the next meeting.
- Commissioner Lowe asked to have the Sheriff’s Office Investigative Fund audit and the Housing Authority audit included on the pending items list due to lack of response to TRUE Commission letters by those agencies. She also suggested that the commission take up the matter of non-response to inquiries with the GPATE Committee. Finally, Ms. Lowe indicated that she would prepare a memo for the next meeting to attempt to wrap up the Sheriff’s Office audit.

- Commissioner Bates suggested that the commission had not yet fulfilled its obligation to appear at the GPATE Committee on a regular basis to report on the commission's activities.

Next meeting

The commission's next meeting is scheduled for Tuesday, March 15th at 4:00 p.m.

There being no further business, the meeting was adjourned at 5:40 p.m.

Items pending further follow-up

- Children's Commission audit – Commissioners Wolfson and Bates
- Cash Management Committee – Commissioner Lowe
- JEA Pipe Bursting audit committee – Commissioner Martin
- Performance Measurement Committee – Commissioner Palombi
- Powers and Duties – 57.105(b) – Commissioners Curley and Myers
- Powers and Duties – 57.105(f) – Commissioners Roesser, Glassman and Palombi
- Fleet Management audit – Commissioners Glassman and Lowe (recommendation #2)
- Housing Commission response to TRUE inquiries – Chairman Glassman
- JEDC reorganization – Commissioners Berry and Bates
- Better Jacksonville Plan courthouse and roadway projects update – Chairman Glassman
- Hill-Burton Act application in hospital emergency rooms – Commissioner Burnett
- TRUE commissioner access to the City Intranet – staff
- Audit #595, Public Parking Division – Commissioner Roesser
- CityLink audit follow-up – Commissioner Bates
- Sheriff's Office Investigative Fund audit follow-up – Commissioner Lowe