

# Annual Evaluation for 2021

January 3, 2022

Dear Honorable Mayor & Commissioners,

This evaluation period concludes my third year as City Clerk for the City of Gainesville (January 15, 2018 start date as City Clerk, May 25, 2015 start date with the City of Gainesville). This year, despite continued unique challenges caused by the pandemic, I have continued to lead a strong team, building upon the prior year's accomplishments and continuing to improve existing operations.

Section 3.04 of the City Charter lists the duties of my role. *"The commission may employ a clerk of the commission who shall keep records and perform such other duties as are prescribed by this act or the commission. The clerk of the commission shall serve at the will of the commission."*

Many of my day-to-day responsibilities far exceed those listed in the charter as well as my job description. The highlights of my accomplishments are outlined for your review below.

## Highlights of the Year

- **Public Records Portal:** We have continued providing city-wide public records training, and have created "virtual" training that will be available in Workday to all new hires and as an annual refresher to existing employees. We have processed 1,765 public records requests through our public records portal this past fiscal year.
- **Meeting Management:** We completed the city's very first RFP for our agenda management system. The current solution, Granicus/Legistar was a sole source selection when it was implemented back in the late 1990's. As a result of this RFP, the city has procured a much more intuitive, less expensive and user-friendly solution and will save the city approximately \$15,000 annually. In addition the annual 5% service fee (increase) with Granicus is now reduced to 2.5% annually with eScribe.
- **Policy Process:** We remain fully staffed with a competent and motivated team. We have made several enhancements to our policy process as part of the city's cultural audit and our internal processes. The policy process has completed its second full year and is entering into its third year and we continue to look for new ways to refine it. This year the policy team produced over 50 research reports.
- **Records Management:** This past year, we completed the RFP process and selected Global Solutions firm to assist us with our efforts to take the Clerk's Office "digital." Global Solutions is actively transforming our paper records into electronic files. We are also using this project as a prototype to assist the rest of the city as well by creating a data classification schema that can be applied to other departments we hope to help do the same.

OMICHELE D. GAINNEY

CITY CLERK

## ***Highlights of the Year***

- **Elections:** This past March concluded our last "regular" city election and our canvassing board. We successfully made it through our elections with no reported issues.
- **Community Engagement:** Continuing through the trenches of COVID, our office continues to provide our community with the valuable opportunity to participate in City Commission meetings virtually and to provide public comment by phone, by voicemail, using our Granicus eComment function or by email. We believe these have become permanent fixtures in our meeting process and have established value that will continue to be appreciated. Over 2,370 calls have been received during this expanded opportunity for public comment.

## ***Continuous Service***

In addition to the highlights mentioned above, our office continues to also:

- Administer the lobbyist registration portal and database
- Administer domestic partner registrations
- Provide administrative assistance to the City Commission
- Serve as the official keeper of the city seal and provide certified copies of resolutions and ordinances

The Clerk's office has served at over 80 City Commission, General Policy Committee, Digital Access Subcommittee, Race & Equity Subcommittee, Zero Waste and Joint Water and Policy Subcommittee meetings thus far through quite challenging times this year.

Overall, through adaptability and a strong team, we continue to be effective in our role and in our service to the community.

OMICHELE D. GAINNEY

CITY CLERK