

ACCOMPLISHMENTS – 2019

Edward Bielarski GRU GM

As compared to Goals:

Work with Utility Advisory Board (UAB) to facilitate an Energy Plan to present to City Commission –

Action – Done - I worked as a voice of the utility in virtually all UAB workshops and meetings to assist in the shaping of the City Energy Policy. This plan was presented in October at a joint UAB/City Commission meeting.

Develop a plan to implement GRU's first commercial grade solar facility (through ownership or lease), with the approach to increase GRU's renewable portfolio –

Action – Done - GRU developed an extensive Invitation to Negotiate (ITN) which was issued on May 31st. We are currently working with the two best bidders and plan to come back to the Commission by end of year.

Implement an Inclusion and Diversity program based on the work of GRU's steering committee -

Action – Significant progress - Extension training has taken place with our consultant, Sara Taylor and we have established over 20 experts who will be leading the effort of a new office of Inclusion and Diversity.

Re-envision our Enterprise Resource Planning (ERP) project –

Action – Significant progress – GRU developed an Invitation to Negotiate (ITN) on a new Customer Information System (CIS), open to non-SAP providers and others. We are working through the analysis which will be brought back to the Commission.

Work with Human Resources, UAB and City Commission on the implementation of Total Rewards –

Actions – Done

Act as a subject matter expert on General Government initiatives –

Actions – Ongoing – *The budget process included multiple discussions and analysis of potential GRU work to facilitate affordable housing (Energy Policy), efficiency standards (Energy Policy) and code enforcement (Energy Policy).*

Facilitate budget workshops -

Actions – Done - *From January through the last budget vote GRU staff and I worked with the UAB and City Commission on budget matters. Included in the work was the issuance of two white papers, GRU at a Crossroads and GRU BY the Numbers, which laid the blueprint for GRU's financial and operational challenges.*

Maintain safe, reliable and competitively priced utility services as we progress towards 100% renewable power –

Actions – Ongoing – *Although recordable injuries increased in FY2019, we are re-focusing efforts to re-energize the workforce and as I write this we have gone 51 days without an injury. Reliability remains strong at 99.99% availability of power and GRU worked hard to reduce expenses to keep rate increases as low as they were.*

Balance the needs of the utility with needs of employees –

Actions – Ongoing – *Total Rewards implementation, Inclusion and Diversity and Safety re-energizing are all efforts we have made for the employees.*

Annual Evaluation for 2019

November 18, 2019

Dear Honorable Mayor & Commissioners,

This evaluation period concludes my second year as Clerk of the Commission for the City of Gainesville. This year I've aimed to build upon the new direction established for the Clerk's office, ultimately offering new services and improving existing operations.

Below are highlights of the major accomplishments under my leadership and direction.

Departmental Vision Processes & Procedures

- **Last Year:** We began the year with a series of visioning sessions, and adopted a vision "to be a progressive clerk's office dedicated and motivated to providing elite service," (and mission) "guiding public access to the commission, city legislation and earning the trust and respect of our citizens, employees and elected officials."
- **This Year:** Our office has made progress to improve our service to the community by launching the public records portal, conducting city-wide training for public records liaisons and providing on-going support. Additionally, we have finalized the Commission's policy process and hired the necessary management and research staff to support the new operation of the Clerk's office.
- **Last Year:** We conducted SWOT analysis to identify our departmental strengths, weaknesses, opportunities and threats.
- **This Year:** We have continued to build on our strengths by hosting education sessions and providing training material on our agenda process and have begun working on improvements to our advisory board/committee appointment process. I have taken the opportunity to fill the need for policy research by creating an entire policy team in the Clerk's Office to oversee the policy process and conduct all research for commission policy initiatives. We have completely staffed our Clerk's office with an efficient, professional and competent team. In doing so, we have built in succession opportunities for staff to grow into new roles and to add to the stability of the office long-term. In order to improve transparency, we have moved almost all of our advisory boards/committees into Legistar for record keeping (agendas/minutes) and we continue to plan for additional training and opportunities to improve communication, member education and reporting to the Commission. We have begun implementing a series of meeting efficiencies for the regular meetings of the Commission and the General Policy Committee. The benefits of these changes will continue into the new fiscal year and will be closely monitored for effectiveness.

OMICHELE D. GAINNEY

CLERK OF THE COMMISSION

Technology Enhancements

- We are now live with the JustFOIA public records portal where citizens can make public records requests online, track their status and in a few weeks, will be able to pay any fees associated with their request.
- We are also continuing work to go live with our records management system. Our goal is to become a paperless office in the coming year and to help align records management procedures city wide in the next three to five years.
- We are making better use of our contract with Granicus/Legistar by preparing to launch ecomment for all our agenda items as well as speaker sign up.

Continuous Service

Our office continues to provide these standard services in addition to added responsibilities:

- Administer the lobbyist registration portal and database.
- Administer domestic partner registrations process
- Serve as the official qualifying officer for City of Gainesville elections and the point of contact for the city. Oversees the elections administered by the Supervisor of Elections office.
- Provide administrative assistance to the City Commission
- Serve as the official keeper of the city seal and provide certified copies of resolutions and ordinances
- By year's end we will have clerked 65 City Commission meetings/workshops, 5 Race & Equity Subcommittee meetings, 7 Charter Review Commission meetings, 8 Digital Access meetings, 9 Rental Housing meetings, 19 General Policy Committee meetings, 7 CRA meetings and 5 Audit & Finance meetings.



DATE: November 5, 2019

TO: Honorable Mayor and Members of the City Commission

FROM: Teneeshia L. Marshall, Equal Opportunity Director

RE: FY2019 Performance Report for the Office of Equal Opportunity

I am providing the following information to assist you in evaluating my performance as the Equal Opportunity Director for the fiscal year period from October 1, 2018 to September 30, 2019. It is important to keep in mind that I did not begin employment until December 1, 2018. If you would like to discuss my performance prior to your public discussions of Charter Officer evaluations currently scheduled for the City Commission Meeting on December 3, 2019, please give me a call or have your assistant schedule a meeting directly through Outlook. Additionally, I am always open to questions and feedback regarding my work performance all year. I am looking forward to serving the City of Gainesville another year as the Equal Opportunity Director.

ROLE, RESPONSIBILITIES, and PROFESSIONAL OBLIGATIONS OF THE OFFICE OF EQUAL OPPORTUNITY.

To properly evaluate my performance, it is important to understand the roles and responsibilities of the Office of Equal Opportunity. The Office of Equal Opportunity's mission and core function is to ensure equal opportunity/equal access to employment, housing, public accommodations and credit within the Gainesville City limits without regard to an individual's sex, race, religion, national origin, marital status, sexual orientation, color, age, disability or gender identity and to work to ensure the city's workforce is diverse and well trained. Additionally, the Office of Equal Opportunity is responsible for the development, preparation and monitoring of the City's Affirmative Action Plan.

The office also houses the City's Small, Minority, Women and Veteran Business Program, which provides assistance in participating in the City's bid process as well as helping ensure bids are structured in a manner to maximize access to small, veteran and minority businesses without reducing the City's ability to acquire supplies and services at the best value for the price.

Lastly, the office also houses the City's Diversity and Inclusion Program. This program oversees the annual compliance training, but also has the responsibility for overseeing Requests for Proposals (RFP's), Requests for Quotes (RFQ's), Invitations to Bid (ITB's) and all formal solicitations, prior to public release, among other functions.

The Office of Equal Opportunity has an important role beyond compliance. We are a service provider, not only serving the needs of our customer, but employers as well, all while being neutral professionals.

The Equal Opportunity Director shall propose policies for the implementation of comprehensive equal opportunity and diversity programs and adherence to equal opportunity laws, policies, procedures, and related matters.

- During FY2019, the City became members of GARE (Government Alliance on Race and Equity) and it was voted to make racial equity a priority within the City of Gainesville. Through this vote, the Office of Equal Opportunity has been engaged with GARE on the needs of our organization and has. In FY2019, our office established the City's first Equity Core Team. The team will be responsible for designing, coordinating and organizing equity tools across our organization that is committed to equitable systems change. The team consists of a mix of several city departments at all leadership levels.
- During FY2019, the Office of Equal Opportunity also starting hosting diversity month events to broaden employees knowledge and understanding of the different cultures within our communities.

The Equal Opportunity Director shall develop, prepare, and monitor the city's affirmative action plan.

- The Office of Equal Opportunity develops and prepares an affirmative action plan biannually. The plan contains a set of specific results-oriented policies, practices and procedures, which are designed for achieving the fair utilization of women and minorities at all levels of the workforce where shortfalls may exist. In FY2019, the office opted to conduct an update to the plan and reviewed the workforce analysis information to check for accuracy. Additionally, since the office's affirmative action plan was being audited, we did not want to make any changes to the plan or program until the audit was complete. Currently, the audit is still pending.

The Equal Opportunity Director shall develop training, conduct workshops, and propose strategies and initiatives related to diversity and equal opportunity and related matters in employment, purchasing, services, programs, and activities.

- During FY2019, the Office of Equal Opportunity trained employees about their rights and responsibilities during the City's New Employee Orientation. 308 employees were trained.
- During FY2019, 2094 employees participated in our annual Diversity Compliance Training. This placed the City at approximately at 92% completion rate.
- During FY2019, the Office of Equal Opportunity partnered with Gainesville Housing Authority on a Fair Housing event, which taught community members about their rights regarding fair housing and where to report potential law violations.
- During FY2019, the Office of Equal Opportunity trained RTS bus drivers and supervisors during the summer, reduced service schedule. This training resulted in

Shall review all proposed changes to current or proposed new city employment policies, procedures, and guidelines, job descriptions, and purchasing policies, procedures, and guidelines for compliance with equal opportunity laws, policies, procedures, and guidelines, and related matters.

twenty six (26) businesses apply, eight (8) businesses commit to being mentors and seven (7) mentees.

- The Office of Equal Opportunity was a sponsor and attendee at the University of Florida Annual Small Business and Opportunity Fair and Summit on May 2, 2019.
- In FY2019, in partnership with the Greater Gainesville Chamber of Commerce, the Office of Equal Opportunity was a part of the Small Business Conference and Expo.
- In FY2019, the Office of Equal Opportunity held its first Community Information Expo at the Oaks Mall. The event consisted of information sharing with the community and we partnered with agencies such as Alachua County Equal Opportunity Office, Gainesville Fire and Rescue, Gainesville Police Department, Human Resources, Parks, Recreation and Cultural Affairs and others.
- In FY2019, the Office of Equal Opportunity hosted a series of workshops to support small businesses, which included, "Accessing Capital-Getting Your Bank to Say Yes," "Financial Management: Projecting Cash Flow," "What You Don't Know Can Hurt Your Business Part I," and "What You Don't Know Can Hurt Your Business Part II."

Annual Job Fair

- The Office of Equal Opportunity hosted its annual job fair. There were approximately 60 vendors in attendance and over 200 job applicants.

Employment Law Seminar

- The Office of Equal Opportunity along with Alachua County Equal Opportunity Office hosted its annual Employment Law Seminar, which consisted of over 120 attendees.

RTS Summer Training

- During the reduced summer schedule, the Office of Equal Opportunity offered Discrimination and Harassment and Prevention Training to RTS bus drivers and supervisors. The training resulted in 160 employees trained from May 8, 2019 to August 7, 2019.

Single-Use Restrooms

- The Office of Equal Opportunity worked closely with GG and GRU staff to change the signs on single use restrooms. This resulted in approximately 58 sign changes.



MEMORANDUM

Office of the City Attorney

Fax: 334-5011/Fax 334-2229

Box 46

TO: Mayor and City Commissioners

DATE: November 8, 2019

FROM: Nicolle M. Shalley, City Attorney *NMS*

SUBJECT: FY18-19 Performance Report for the Office of the City Attorney

The following information is provided to assist you in evaluating my performance as City Attorney for the fiscal year period from October 1, 2018 to September 30, 2019. If you would like to discuss my performance prior to your public discussion of Charter Officer evaluations currently scheduled for the City Commission Special Meeting on December 3, 2019, please give me a call or have your assistant schedule a meeting directly through Outlook, whenever I am available. In addition, at anytime throughout the year if you have questions regarding my work performance or the work performance of this Office, I welcome your call, email or visit. I look forward to another year of service as your City Attorney.

ROLE, RESPONSIBILITIES and PROFESSIONAL OBLIGATIONS OF THE OFFICE OF THE CITY ATTORNEY

To properly evaluate my performance, it is important to understand the role and responsibilities of the Office of the City Attorney. This Office serves as in-house corporate counsel to the City of Gainesville (including its business enterprise Gainesville Regional Utilities) and the Gainesville Community Redevelopment Agency, collectively referred to as our "Clients."

This Office has an integral, but supporting, role in many of the functions and business activities of our Clients. I characterize it as a supporting role, not to minimize the importance or necessity of our services, but because it is not the function or role of this Office to set or implement policy, to interpret and enforce the City Code, to make business decisions or manage City contracts. For the most part, this Office does not self-generate our workload. We are a service provider with two primary roles, advisor and advocate.

It is also important to understand the professional obligations that govern our conduct as attorneys licensed by the Florida Bar. In particular, each attorney in this Office is personally responsible for observing the Rules of Professional Conduct and may be disciplined for failure to do so. The Rules of Professional Conduct require that, as advisor, we must exercise independent professional judgment and render candid advice to our Clients and, as advocate, we cannot bring or defend a proceeding, or assert or controvert an issue therein, on behalf of our Clients, unless in our opinion there is a basis in law and fact for doing so.

PRIMARY and CORE OBJECTIVES OF THE CITY ATTORNEY

The primary objective I have set for this Office is to provide timely, competent and diligent legal counsel to our Clients in an efficient and cost-effective manner, thereby assisting and

supporting our Clients in bringing projects and programs to fruition, in running the business units they manage and in achieving their objectives and strategic initiatives and in defending and pursuing claims and litigation on behalf of the City. I review the performance of this Office in terms of the following core objectives:

Core Objective	Notable FY2018-2019 Achievements
<p>How did we perform as advocate in all levels of court and administrative proceedings, including the preparation of documents and oral arguments before the judicial body? Did we work effectively with Risk Management and other departments to investigate and evaluate all claims as necessary to determine those that warrant settlement and those that should be litigated in the best interest of the City?</p>	<p>Provided representation for our Clients in approximately 190 cases and claims, primarily these involve:</p> <ul style="list-style-type: none"> • Labor and employment issues; • Personal injury and other torts; • Police liability; and • Construction and other contract disputes.
<p>How did we perform as advisor in public meetings held by our Clients? Did we provide meaningful responses to legal questions from our Clients, without disclosing attorney client privileged information or legal strategy? Were we adequately prepared to address the matters that were on the agenda?</p>	<p>Provided legal counsel at regular and special meetings and workshops held by the City Commission, Community Revdevelopment Agency Board, Audit and Finance Committee, General Policy Committee, Broadband Connectivity Subcommittee, Rental Housing Subcommittee, City Charter Review Commission, Utility Advisory Board, Development Review Board, City Plan Board, Historic Preservation Board, Parking Board of Appeals, Canvassing Board, Human Rights Board, Tree Board of Appeals, Fire Safety Board of Adjustment, and Board of Trustees for the General Employees Pension Plan.</p>
<p>How did we perform as advisor in transactional and regulatory matters, including our availability for meetings with our Clients, responding to requests for legal guidance, review/preparation of contracts and other legal documents and preparation of ordinances?</p>	<p>Prepared and submitted 51 ordinances and reviewed numerous resolutions.</p> <p>Reviewed and/or drafted agreements and responded to requests for legal services and assisted our Clients with contract negotiations and resolution of disputes.</p>
<p>Did we clearly communicate our independent legal opinions and concisely frame legal issues to assist our Clients in evaluating particular courses of action and understanding the consequences of such action? Were our opinions based on current law and did we</p>	<p>Provided legal opinions to staff, Charter Officers, City Boards and the City Commission on a wide variety of matters.</p> <p>Conducted training and provided legal guidance on topics of interest, including: new Commissioner orientation; board trainings; GPD training; and advised city staff of changes in the law and developing court cases.</p>

**advise how changes in the law
affect our Clients' business?**

Did we provide legal services in a professional and ethical manner by practicing law in accordance with our Code of Professional Responsibility, the Code of Ethics for Public Officers and Employees, and the City's Personnel Policies and Procedures? Did we participate in educational events and associations to stay informed of developments in the law and maintain a network of professional relationships?

Did I provide proper management of the Office by operating within budget and by maintaining a professional staff (and retention of outside counsel) to provide legal services that meet our client's needs?

Six attorneys (including the City Attorney) maintained their Florida Bar Board Certification in City, County and Local Government Law. As such, we are recognized as "Specialists" or "Experts" in this area of law. Several attorneys serve as officers and leaders in local and state bar organizations and I serve on the Executive Board of the Florida Municipal Attorneys Association. Four legal assistants maintained professional legal assistant/paralegal certifications.

Continued to restructure positions to prepare for anticipated retirements, to provide career development opportunities and to more efficiently and cost effectively provide legal services to our Clients. Retained and oversaw outside counsel to respond to excess workload demand or handle specialized matters for our Clients for which we lack in-house expertise.

