

Annual Evaluation for 2020

October 29, 2020

Dear Honorable Mayor & Commissioners,

This evaluation period concludes my third year as Clerk of the Commission for the City of Gainesville. This year, despite the 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.

Departmental Vision Processes & Procedures

- **Last Year:** Our office improved our public records requests automation by launching the city's first public records portal, conducted city-wide training for public records liaisons and provided on-going support.
- **This Year:** We have continued providing city-wide training, updated the City's Public Record Policy (G5) and distributed training materials/guides that align with the use of the new portal.
- **Last Year:** We hosted education sessions and provided training material on our agenda process and began improvements to our advisory board/committees appointment process. In order to improve transparency, we moved almost all of our advisory boards/committees into Legistar for record keeping (agendas/minutes).
- **This Year:** We have continued city-wide training for new employees and refresher training on our agenda process and agenda management software in addition to making updates to our agenda packets to assist in more simplified meeting material for the public. We also hosted the City Commission's first meet and greet with board members and most all of our advisory boards/committees continue to use Legistar for their agendas and minutes.
- **Last Year:** I created a 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.
- **This Year:** We remain fully staffed with a competent and motivated team. We have also successfully completed a full year in our new policy process with our legislative team producing 61 policy reports.

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Technology Enhancements

- Last year, we went live with the JustFOIA public records portal where neighbors can make and pay for public records requests online. This first year, we have successfully processed over 1,300 public records requests through the portal and provided countless hours of training and technical assistance to city employees.
- Last year, we worked through the procurement process for our Records Management Software. This year, we implemented Laserfiche while building out a broader Records Management Program. This aligns with our goal of being a paperless office within 3-5 years.
- We have also begun using Granicus tools for e-comment and speaker sign up, which has led to increased engagement on topics that come before the Commission.
- Additionally, the unique situation the pandemic put us in allowed us to take advantage of the opportunity to mobilize our office upgrading our computer technology and permanently giving staff the ability to telework in the event of any situation that requires staff to be out of the office for an extended period of time.

Additional Duties This Year

- The Clerk's Office served as the Administrator for the Charter Review Commission from the beginning through the end of their meeting cycle managing an 11 member, 2 alternates board. We successfully clerked and managed the needs of the CRC through completion of their meetings and other duties as required by the ordinance.

Continuous Service

Our office continues to:

- Administer the lobbyist registration portal and database
- Administer domestic partner registrations
- Serve as the official qualifying officer for City of Gainesville elections and the point of contact for the city
- Oversee city 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

The Clerk's office has served as clerk for over 75 City Commission, General Policy Committee, Digital Access Subcommittee, Race & Equity Subcommittee & Zero Waste 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.