



## City of Gainesville Agenda Item Report

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**File Number:** 2023-546

**Agenda Date:** June 1, 2023

**Department:** Office of the City Commission

**Title:** 2023-546 Consolidation of the City Clerk's Office under the City Manager's Office (B)

**Department:** Office of the City Commission

**Fiscal Note:** This item is in an information gathering stage and does not have a fiscal impact at this time.

**Explanation:** During the May 18, 2023, City Commission meeting, it was requested that this item be discussed at the General Government Budget workshop on May 25, 2023, where it was subsequently continued to the June 1, 2023, City Commission meeting, as time didn't allow for the discussion to occur during the workshop.

**Strategic Connection:**

- Goal 1: Equitable Community
- Goal 2: More Sustainable Community
- Goal 3: A Great Place to Live and Experience
- Goal 4: Resilient Local Economy
- Goal 5: "Best in Class" Neighbor Services

**Recommendation:** The City Commission discuss and take action deemed necessary.

City of  
**Gainesville**

**City Commission Proposed Operational Efficiency:  
City Clerk via City Manager's Office**

**PRESENTED BY: CYNTHIA W. CURRY, CITY MANAGER**

JUNE 1, 2023

# Proposed Operational Efficiency

2023-2546A

## Opportunities

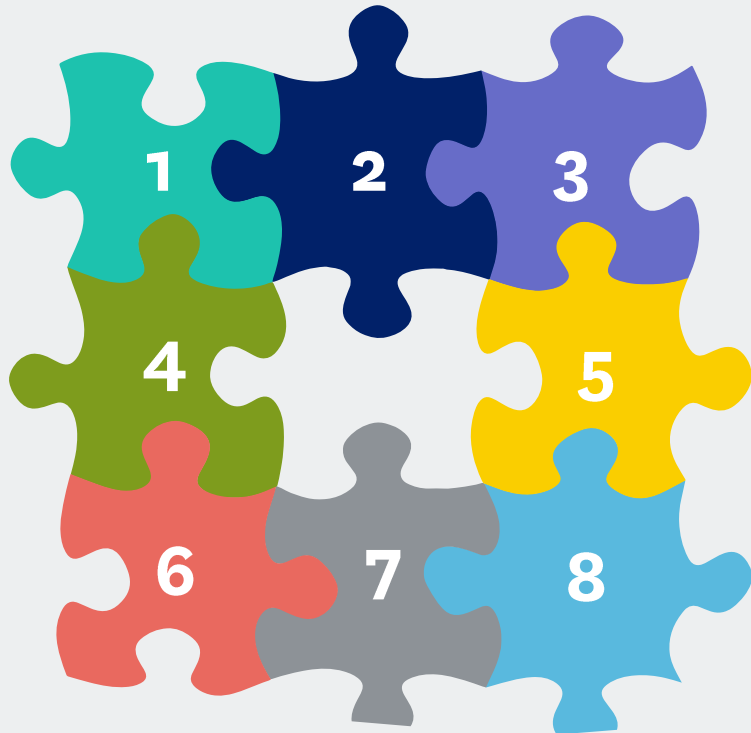
Streamlined administrative functions:

- Across all Clerk business processes/functions
- Better coordination between all departments and clerk functions
- Opportunity to consistently address constituent needs

## Challenges

- City Commission transition
- Staff transition
- Increased City management oversight

# Proposed Operational Efficiency: Streamlining and Connecting Business Processes



## 1. Clerk Operations

Provide oversight to department and support interdepartmental business processes.

## 2. Agenda Coordination

Remain under Clerk oversight to manage agenda coordination, meeting notices, and public calendars.

## 3. Records Management

Remain under Clerk oversight to manage all aspects of records and public records requests.

## 4. Policy Research

Transfer to Office of Management and Budget – Management Consulting Division

## 5. Commission Administrative Support

Remain under Clerk oversight to provide administrative support to Mayor and City Commissioners.

## 6. Management and Budget

Absorbs Policy Research Team and continues policy research and development work.

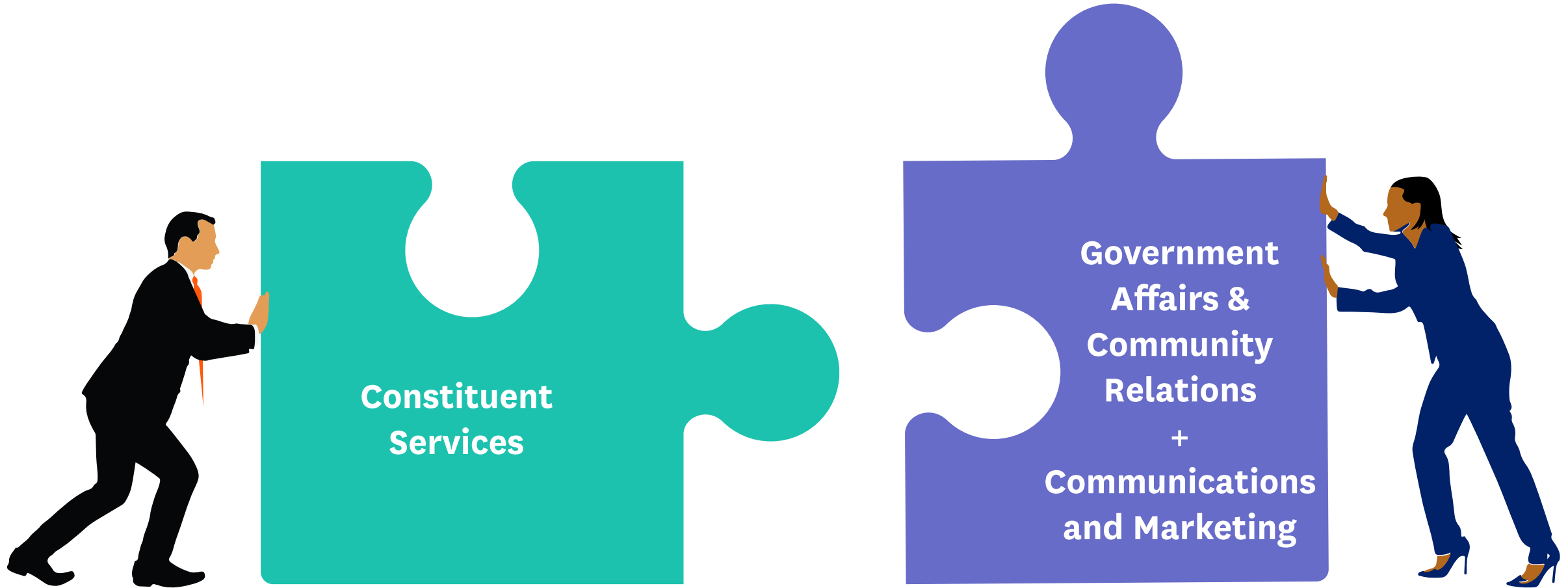
## 7. Government Affairs & Community Relations

Partner to the Clerk in addressing constituent services and other neighbor needs as well as external partner relationships.

## 8. Communications and Marketing

Partner with the Clerk to deliver streamlined communications services.

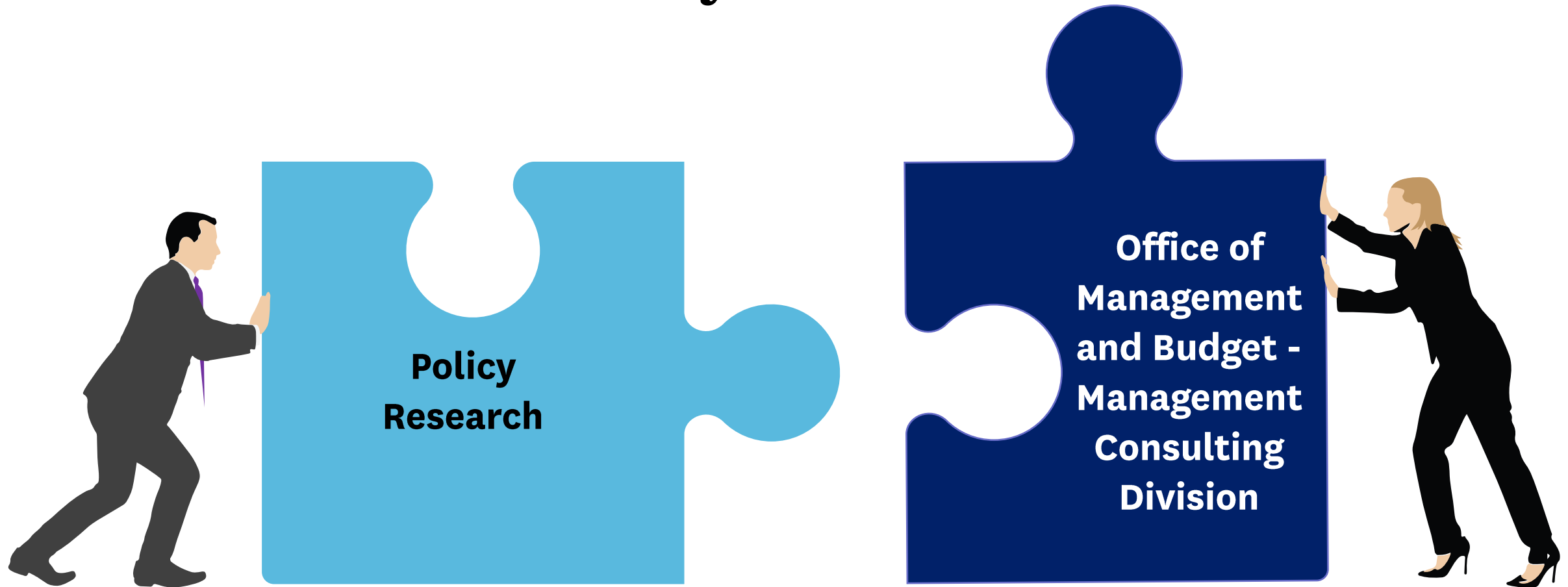
# Proposed Operational Efficiency: Constituent Services



Clerk staff will consolidate requests and work with the Office of Government Affairs & Community Relations and the Office of Communications and Marketing to resolve.

- ▶ myGNV
- ▶ Press Support
- ▶ Town Halls
- ▶ Community Engagement
- ▶ Partnerships

# Proposed Operational Efficiency: Policy Research



Policy Oversight Administrator and Policy Research Interns will work with the Office of Management and Budget – Management Consulting Division to streamline research/consulting activity.

► Coordinated Citywide Research & Policy Development ► Financial Impact Analysis

# Thank You.

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