

# Annual Evaluation for 2022

November 3, 2022

Honorable Mayor & Commissioners,

This evaluation period concludes my fourth 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). When I began in this role, I committed to bringing the City Clerk's Office into the 21st Century with regard to technology and operations. As I begin my 5th year as City Clerk, I am pleased to report that I have delivered on my promise to this Commission. This year, we have very significant achievements, closing technology gaps and providing greater public accessibility to public records within the City of Gainesville.

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 and I am pleased to highlight my accomplishments for the year.

## Accomplishments of the Year

- **Records Management:** Last year, Global Solutions was chosen to assist with our efforts to take the Clerk's Office "digital." I am pleased to report that every record kept in perpetuity in the City Clerk's office has been digitized. By the end of December 2022, a publicly searchable online portal will be launched that contains every single ordinance, resolution, and all minutes in the city's history. Additionally, all future resolutions, ordinances and minutes will be uploaded increasing ease of access and transparency. These records, dating back to the 1800's, will be available without having to submit a public records request.
- **Meeting Management:** Last year, we completed the city's first RFP process for an agenda management system. The city procured eScribe, an intuitive, and user-friendly solution that saves the city approximately \$15,000 annually. We are now fully operational in that system. All data stored in the prior system was preserved through a data migration process both into eScribe and into Laserfiche, our official repository system. Throughout the coming year, our team will continue to work to refine this system to improve overall functionality and tailored for unique user needs.
- **Public Records Portal:** We have processed 2,213 public records requests through JustFOIA, our public records portal this year, up from 1,765 the prior year. We have continued providing city-wide public records training, that is required and assigned to every new employee through Workday.
- **Policy Process:** The policy team has completed its third full year and is entering into its fourth year and we continue to look for new ways to increase our value by refining our processes and work product. Over 30 research reports were completed this year. We also increased our complement of research fellows to 7 in order to allow each Commissioner direct one-on-one support from our team.

OMICHELE D. GAINNEY, CMC

CITY CLERK

## ***Accomplishments of the Year***

- **Elections:** We have successfully completed an unexpected Special Election onboarding process last November, and the city's regular election in August. Our office along with the Supervisor of Elections office ensured that our neighbors were able to elect the Commissioner they wanted to serve the community for the duration of the term of the At-Large B seat and the new Commissioners that will serve the community beginning in January.

## ***Continuous Service***

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

- Provide administrative assistance to the City Commission;
- Plan all Commission sponsored events, including several engaging town halls in the community;
- Serve as the official keeper of the city seal and provide certified copies of resolutions and ordinances;
- Administer the lobbyist registration portal and database;
- Administer the domestic partner registration program;
- Staff all City Commission, General Policy Committee, Digital Access Subcommittee, Environmental Justice Subcommittee, Joint Food Policy Committee, and Joint Water and Policy Subcommittee meetings.

Overall, the Clerk's Office continues to be effective in our role and in our service to the community and I enjoy my continued service to the City of Gainesville as the City Clerk.

Best,

**Omichele D. Gainey, IIMC-CMC**  
City Clerk  
City of Gainesville, FL

**OMICHELE D. GAINNEY, CMC**

**CITY CLERK**



## Charter Officer Annual Performance Evaluation Form

<b>Fiscal Year: 2021-2022</b>	<b>Evaluator:</b>
<b>Charter Officer: Gainey, Omichele D.</b>	<b>Title: City Clerk</b>

*Goal(s) If needed use additional goals sheet (page 5):*

**\*Overall Support of City Commission Goals and Objectives.** Demonstrates an understanding of and supports the City's philosophy (vision, mission, values); actively pursues an understanding of organizational goals and objectives and how these relate to the Charter Officers' job and department.

**\*Charter to attach Accomplishments Report for Evaluation Period**

Describe Goal(s):

**Please see the attached accomplishments list for the evaluation period for all accomplishments and comments/highlights.**

<b>Commission Member: Check performance rating</b>	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>	N/A <input type="checkbox"/>
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Commission Member Comments:

<b>Charter Officer: Check self-evaluation rating</b>	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input checked="" type="checkbox"/>	N/A <input type="checkbox"/>
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Charter Officer Comments:

**Competencies:**

**1. Business Acumen.** Understands the business, financial status of the organization and core operational area of responsibility; realizes implications of key financial indicators, and uses economic and industry data to accurately diagnose business strengths and weaknesses.

<b>Commission Member: Check competency rating</b>	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>	N/A <input type="checkbox"/>
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Commission Member Comments:

<b>Charter Officer: Check self-evaluation rating</b>	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input checked="" type="checkbox"/>	5 <input type="checkbox"/>	N/A <input type="checkbox"/>
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Charter Officer Comments:



## Charter Officer Annual Performance Evaluation Form

**2. Communication and Building Relationships.** Communicates and listens effectively, open to receiving and giving constructive feedback, promotes frank and open discussions on issues. Cultivates a network of relationships both internal and external, promotes collaboration and removes barriers across organizational lines, builds credibility for the City.

<b>Commission Member: Check competency rating</b>	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>	N/A <input type="checkbox"/>
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Commission Member Comments:

<b>Charter Officer: Check self-evaluation rating</b>	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input checked="" type="checkbox"/>	N/A <input type="checkbox"/>
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Charter Officer Comments:

**3. Fiscal Management.** Prepares a balanced budget to provide services at a level directed by the Commission, ensuring actions and decisions reflect an appropriate level of responsibility for financial planning and accountability.

<b>Commission Member: Check competency rating</b>	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>	N/A <input type="checkbox"/>
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Commission Member Comments:

<b>Charter Officer: Check self-evaluation rating</b>	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input checked="" type="checkbox"/>	5 <input type="checkbox"/>	N/A <input type="checkbox"/>
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Charter Officer Comments:



# Charter Officer Annual Performance Evaluation Form

**4. Integrity.** Demonstrates the highest level of integrity and ethical behavior, adhering to the City's code of conduct upholding the values of the City, challenges questionable work standards and confronts or reports suspicious practices to appropriate leaders or authorities.

Commission Member: Check competency rating    1     2     3     4     5     N/A

Commission Member Comments:

Charter Officer: Check self-evaluation rating    1     2     3     4     5     N/A

Charter Officer Comments:

**5. Leading and Supervision.** Effectively establishes strategies to develop and maximize employee performance, foster high standards in meeting the vision, mission and goals of the department.

Commission Member: Check rating    1     2     3     4     5     N/A

Commission Member Comments:

Charter Officer: Check self-evaluation rating    1     2     3     4     5     N/A

Charter Officer Comments:

Charter Officer Signature: 

Date: 11-7-2022

Commission Member Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Return fully completed Charter Officer Performance Evaluation form to Human Resources Director, Box 20

