



TO : Mayor and Commissioners

FROM : Linda W. Cox, City Clerk *LWC*

RE : Performance Evaluation

DATE : June 12, 2017

During my evaluation in 2016, I indicated the following were goals for the City Clerk's office for the upcoming year:

1. Expansion of "Click to Gov" for online renewal, application, verification and payment of business tax receipts.
2. All ordinances, resolutions and minutes searchable on-line through public portal dating back to 1901.
3. On-line, searchable public access to active business tax receipts and contractor licensing.
4. All Deputy City Clerks to obtain their CMC.

The first three goals remain a high priority; however the implementation is dependent on factors outside of our control. We continue to work with the other city departments to insure that these goals are met.

As to the Deputy City Clerks obtaining their CMC, I am pleased to announce that Caleta will receive her certification in the fall, Katerri received her CMC but has accepted a new position as the City Clerk of Delray Beach, and Miriam just received her Certified Business Tax Official and will begin her CMC certification process next summer.

Records management will be our focus for the upcoming year. We will tackle the extensive project to initiate records destruction in accordance with Florida statutes and the Administrative Code. We have put in place a policy on how records are stored moving forward; however there is a significant number of records that are not properly labeled and are being held far beyond their required retention period. To assist in the effort, we continue to broaden the scope of the documents transferred to digital, searchable images.

Our office continues to evaluate our performance and look for ways in which we can improve efficiency, adhere to best practices and meet the goals and objectives established by the City Commission.