



TO : Mayor and Commissioners

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

RE : Performance Evaluation

DATE : May 14, 2018

The City Clerk's Office has experienced several staff changes during 2017. Ms. Katerri Johnson accepted the position of City Clerk for Delray Beach in May, 2017 and Ms. Caleta Scott received a promotion to serve the city as the Lincoln Park Revitalization Coordinator. While we experienced lots of change this past year, the City Clerk's Office successfully remained committed to and delivered a high level of prompt, customer service.

As previously reported, Miriam Garcia obtained her Certified Business Tax Official designation and is beginning her CMC certification process in October. Noemi Rios is starting her certification process for business tax official later this month and Jucelyne Seranno will commence her records management certification in the fall.

The following goals remain a high priority for our office; 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.

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.

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.