



THE SUNRISE CITY
FORT PIERCE
CITY CLERK'S OFFICE
Florida

TO : Mayor and Commissioners

FROM : Linda W. Cox, City Clerk

RE : Performance Evaluation

DATE : June 10, 2019

The Office of the City Clerk continues to work diligently to timely process business tax receipts, contractor licensing, public record requests and items related to the city commission agendas while providing professional staff support to the Mayor and Commissioners. We have made great progress scanning current and historical documents into our OptiView system in preparation for a public record access portal. Additionally, I am pleased to report that many departments are undergoing successful records destruction programs where they are scanning documents into our OptiView system which eases the burden of maintaining paper files and making locating records much more efficient.

I just completed my first semester at Florida Gulf Coast University where I am working toward my graduate certificate in Local Government Management. This is a certificate program within the Master of Public Administration graduate program. This certificate requires 18 credit hours which is 6 courses; I anticipate being complete by June, 2020.

Ms. Miriam Garcia is entering her second year toward her Certified Municipal Clerk designation and has maintained her Florida Business Tax Official certification. We are pleased to welcome Maura Stokes and Kara DePasquale to our office and are happy for Noemi Rios who moved to Risk Management and Jucelyne Serrano who is now with Public Works.

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" or comparable program 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.