



THE SUNRISE CITY
FORT PIERCE
CITY CLERK'S OFFICE
Florida

TO : Mayor and Commissioners

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

RE : Performance Evaluation

DATE : June 8, 2020

The City Clerk's Office has been busy with business tax receipts and contractor licensing. As a result of the COVID-19 closure of City Hall, we have adjusted our processes to provide electronic application submission and approvals effectively and efficiently. We anticipate in the future that most applications will be done electronically rather than personal visits to City Hall. We are extremely pleased to report that we are in the final testing stage of the on-line renewal system for BTRs and Contractor Licensing that will be in place for the 2020-21 renewal season.

The public records portal on the City's website is where the responses to most public records requests are posted for retrieval. This allows us to provide large files to the requestor without the need of flash drives and paper copies; it also eliminates multiple requests for the same information. To address those routine requests, on the first of each month a new business report is posted along with current vacation rentals. Additionally, all commission mail is scanned and posted each month and all memos from the City Manager are posted as they are received.

We are very close to having the ability to open a public search portal for all minutes, resolutions and ordinances which are scanned into our OptiView system.


As part of our comprehensive records destruction program, I prepared a position description for the creation of a new position within my office, Records Management Coordinator, which has been approved by HR. However, due to the current status of the city's financial position and the unknown impacts of COVID-19, I will not recommend nor request funding this position at this time. In the meantime, we will continue to assist and guide departments with their efforts to scan and/or destroy records within their department. During the initial closure of City Hall, I encouraged all departments to utilize any time available to work on records destruction.

I have completed my graduate certificate in Local Government Management, a certificate program within the Master of Public Administration (MPA) graduate program. They have invited me to continue on to obtain the MPA; since I have my MBA, I'm still considering the opportunity. (Unofficial transcript attached)

Miriam Garcia is entering her third year toward her Certified Municipal Clerk designation and has maintained her Florida Business Tax Official certification. Unfortunately, all conferences were cancelled this year which has delayed all certifications. In the meantime, Maura Stokes will be working toward her Florida Business Tax Official certification and Andrea Trumble will begin her Florida Records Management certification.

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. In the upcoming year, we will be refining the on-line renewal process, expand the type of documents contained in the OptiView system, and coordinate with IT to facilitate the searchable public portal for city documents.

Display Transcript

 This is NOT an official transcript. Courses which are in progress may also be included on this transcript.

[Institution Credit](#) [Transcript Totals](#)

Transcript Data

STUDENT INFORMATION

Birth Date: 04-FEB-****

Student Type: Post-bac non-degree

Curriculum Information

Current Program

Program: Local Government
 Management

Major and Department: Local Gov't Management Cert,
 Political Science & Public Adm

***Transcript type:UOFF is NOT Official ***

INSTITUTION CREDIT [-Top-](#)

Term: Spring 2019

Major: Local Gov't Management Cert

Academic Standing: Good Standing

| Subject | Course | Level | Title | Grade | Credit Hours | Quality Points |
|---------|--------|-------|--------------------------------|-------|--------------|----------------|
| PAD | 6060 | GR | Intro to Public Administration | A | 3.000 | 12.00 |
| PAD | 6417 | GR | Public Personnel Admin | A | 3.000 | 12.00 |

Term Totals (Graduate)

| | Attempt Hours | Passed Hours | Earned Hours | GPA Hours | Quality Points | GPA |
|----------------------|---------------|--------------|--------------|-----------|----------------|------|
| Current Term: | 6.000 | 6.000 | 6.000 | 6.000 | 24.00 | 4.00 |
| Cumulative: | 6.000 | 6.000 | 6.000 | 6.000 | 24.00 | 4.00 |

Unofficial Transcript

Term: Fall 2019

Major: Local Gov't Management Cert

Academic Standing: Good Standing

| Subject | Course | Level | Title | Grade | Credit Hours | Quality Points |
|---------|--------|-------|------------------------------|-------|--------------|----------------|
| PAD | 6136 | GR | Public Mgmt in Political Env | A | 3.000 | 12.00 |
| PAD | 6227 | GR | Public Budgeting | A | 3.000 | 12.00 |

Term Totals (Graduate)

| | Attempt Hours | Passed Hours | Earned Hours | GPA Hours | Quality Points | GPA |
|----------------------|---------------|--------------|--------------|-----------|----------------|------|
| Current Term: | 6.000 | 6.000 | 6.000 | 6.000 | 24.00 | 4.00 |

Cumulative: 12.000 12.000 12.000 12.000 48.00 4.00

Unofficial Transcript

Term: Spring 2020

Term Comments: Extraordinary circumstances encountered (COVID-19)

Major: Local Gov't Management Cert

Academic Standing: Good Standing

| Subject Course Level Title | | | | Grade | Credit Hours | Quality Points |
|-----------------------------------|------|----|------------------------------|--------------|---------------------|-----------------------|
| PAD | 6335 | GR | Strategic Planning | A | 3.000 | 12.00 |
| URP | 5312 | GR | Growth Mgmt & Comp. Planning | A | 3.000 | 12.00 |

Term Totals (Graduate)

| | Attempt Hours | Passed Hours | Earned Hours | GPA Hours | Quality Points | GPA |
|----------------------|----------------------|---------------------|---------------------|------------------|-----------------------|------------|
| Current Term: | 6.000 | 6.000 | 6.000 | 6.000 | 24.00 | 4.00 |
| Cumulative: | 18.000 | 18.000 | 18.000 | 18.000 | 72.00 | 4.00 |

Unofficial Transcript

TRANSCRIPT TOTALS (GRADUATE) -Top-

Events: Local Government Mgmt Cert
Decision: COMPLETED

| | Attempt Hours | Passed Hours | Earned Hours | GPA Hours | Quality Points | GPA |
|---------------------------|----------------------|---------------------|---------------------|------------------|-----------------------|------------|
| Total Institution: | 18.000 | 18.000 | 18.000 | 18.000 | 72.00 | 4.00 |
| Total Transfer: | 0.000 | 0.000 | 0.000 | 0.000 | 0.00 | 0.00 |

Unofficial Transcript

RELEASE: 8.7.1