



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 14, 2021

The City Clerk's Office experienced great success in the business tax receipt and contractor licensing program during the past year, despite being closed because of COVID. The on-line renewal system was finally launched and widely used by the business community. We have also readjusted and streamlined the application process to strongly encourage on-line submittals, thus greatly reducing the in-person visits to our office.

As reported last year, I prepared a position description for the creation of a new position within my office, Records Management Coordinator, which has been approved by HR. As part of the budget process this upcoming year, I am asking that this position now be funded so we can move toward a comprehensive records management program.

In July, I will begin the certification process to attain the Florida Certified Records Manager by the Florida Records Management Association. This certification will also be required for the individual hired for the new position.

With the assistance of the IT Department, we are initiating a new public record request program which is a module of our existing agenda system. This on-line program will provide for greater transparency, tracking and reporting of all public record requests processed by the city.

With the departure of Maura Stokes, I have taken on the calendars for the Mayor and Commission and will continue to do so in the future.

I have attached an updated position description for the role of City Clerk to more accurately reflect the position and to also formally incorporate the business navigator duties which is a natural fit for the position. As I was being hired in 2013 the pay range for the position was downgraded in the computer system; although I have been unable to identify any documentation regarding that action. As part of the revised position description, I have assigned the position its original level as reflected in the pay and classification manual which is also in-line with the other charter officers.

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.