



THE SUNRISE CITY
FORT PIERCE
CITY CLERK'S OFFICE
Florida

TO : Mayor and Commissioners

FROM : Linda W. Cox, City Clerk

RE : Performance Evaluation

DATE : July 14, 2025

This past year has been quite a year for me and for my office to say the least. Six months of the year was me serving as Acting City Manager. Tina Rel, Records Management Coordinator, stepped in to fully assist with all of my City Clerk duties and entire team stepped in wherever needed. I am extremely proud of the team that worked together to insure that the level of service remained seamless in a time of extreme transition with the new computer system launching and me in a new role which took me completely out of my normal duties.

Overall, we completed the implementation of the Tyler system for the business and professional licensing module. Even with the last minute transition from Business Tax Receipts to Certificate of Use, I believe the process went very smoothly. The team had to pivot right before 'go-live' to rebuild the module, but we accomplished the goal. The entire process is now fully on-line for contractor licensing, certificate of use (the old Business Tax Receipts) and Short Term and Vacation rentals, from application to renewals. The first round of renewals has launched and is going as planned. Now that everything is fully on-line, we were able to establish a computer terminal in the office to provide personal assistance to members of the public who may need additional assistance. As with any new computer system, we continue to learn and grow as we discover its capabilities and how to address our own reporting needs and the needs of the public.

We were unable to complete vacating our secondary records storage unit at the Public Works compound as anticipated, but will do so by the end of 2025. Our records management coordinator is continuing her efforts to work directly with staff to create department specific maintenance and destruction plans as well as providing regular staff training. Public Records production remains a strong priority and an area of increased training and awareness for employees.

As always, 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.