



TOP WAYS WE ARE PUTTING THE STRATEGIC PLAN INTO ACTION

CITY CLERK'S OFFICE

OVERVIEW

The City Clerk's Office is committed to serving the public by striving for excellence in preparation of agendas and minutes of meetings, operating the City Hall mail center and providing complete and accurate information while preserving the records of the City and maintaining a professional level of service in all phases of operation.

FY 26/27

SAFE, CLEAN & BEAUTIFUL

Facilitating the City-wide Residential Street Lighting Program in an effort to promote safety for our residents along residential streets throughout the City.



Process the 32 requests for residential street lighting this year.



Continue to explore ways to streamline our Residential Street Lighting processes.



Oversee the conversion project for the 600 agreements with FP&L for the City-wide LED street lighting conversion.



2025 NCS: 48% of residents positively rated street lighting, lower than the national benchmark.

HIGH-PERFORMING GOVERNMENT ORGANIZATION

- Accurately record, transcribe and preserve all official minutes of City Council and City Boards and Committees, per State Statutes, in a summarized minutes format to maximize efficiency.
- Prepare and post all meeting agendas and coordinate all packet documents to support City Council, Community Redevelopment Agency (CRA), Governmental Finance Corporation (GFC) and Board of Zoning Appeals agendas.
- Conduct Public Records Training to support transparency in government.
- Act in the capacity of official records custodian for the City of Port St. Lucie and maintain custody of all official City records, administer the City's Records Management Program Gov-Qa and perform the duties of the Records Management Liaison Officer (RMLO) to the State of Florida. Continue to monitor all departmental responses to public records requests to maintain an average response time of 1.5 days.

HIGH-PERFORMING GOVERNMENT ORGANIZATION

- Consistently pursue cross-training opportunities for all assigned staff to define a clear pathway to the department's Succession Plan and provide multiple backups for all positions.
- Analyze the need for process improvement and continue to integrate additional Advisory Boards and Committees into Legistar, for electronic review and production of meeting agendas and back-up documentation.
- Continue to strive for process improvement for the Boards and Committees currently processed within Legistar. Actively processed Boards and Committees include City Council, Planning & Zoning Board (P&Z), Public Art Advisory Board (PAAB), Governmental Finance Corporation (GFC), Community Redevelopment Agency (CRA), Board of Zoning Appeals, Affordable Housing Advisory Committee and the Solid Waste Task Force.

The move toward electronic agenda packet production continues to provide time and cost savings to the organization. Online views continue to rise, however, the numbers appear lower because of a change in calculation. The views are now counted by IP addresses so repeat visitors are not captured.

