



CITY OF PORT ST. LUCIE
HEART OF THE TREASURE COAST

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 2026/27

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 24 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.

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 GovQA 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 2.4 days.
- 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.

PERFORMANCE MEASURES AND SCORECARD

CITY CLERK'S OFFICE

Workload Measures							
Goal	Key Performance Indicator	2022/23 Results	2023/24 Results	2024/25 Results	2025/26 Target	2025/26 Results	2026/27 Target
7	Council, board & committee meetings attended	282	225	212	250	228	230
7	Outgoing mail	87,079	69,831	98,109	74,100	90,088	87,532
7	Records (boxes) processed	605	450	476	400	343	442
7	Total Time to complete and Publish Minutes • Typing 1 pg. per hr. • Proofing 10 pages per hr. • Corrections/ Distribution/ Publishing • 1 pg./3.5 min. • *Totals include Board & Committee and Negotiation Minutes	1,244 hrs.	1,600 hrs.	1,486 hrs.	1,500 hrs.	1,410 hrs.	1,465 hrs.

Effectiveness Measures							
Goal	Key Performance Indicator	2022/23 Results	2023/24 Results	2024/25 Results	2025/26 Target	2025/26 Results	2026/27 Target
7	Records Management Savings Upon Destruction	437 Cu ft.	400 Cu ft.	450 Cu ft.	400 Cu ft.	296 Cu ft.	500 Cu ft.
7	Average initial response time for public records requests, excluding City Attorney's Office & Human Resources	1.81 days	1.75 days	1.8 days	1.5 days	2.4 days	2 days