

Kervin Alfred, City Clerk
Accomplishments for Calendar Year December 2024- December 2025

1. I am excited to announce a new project aimed at transforming city departments by replacing outdated paper-based processes with fully electronic systems. This shift will enhance efficiency, streamline workflows, and reduce waste. It reflects our commitment to innovation and to contributing to more productive, efficient process management across the various departments. I am particularly excited to highlight that the Golf Division has been identified as participating in our pilot program and has already achieved significant success in this transformation. This move not only streamlines their workflow but also eliminates paper and adopts maintainable record management practices within the division.
2. Reviewed and aligned our fee schedule with those of other cities offering similar services and made it easily accessible to the public on the City's website. Additionally, the fee structure was streamlined by removing outdated fees and introduced a new e-recording administrative fee, which received Commission approval on May 27, 2025.
3. Phase 1 of the Microfilm Conversion Project (Ongoing): This project involves converting historical police records, spanning from 1960 to 1998, from microfilm format into fully accessible digital files. This initiative aims to preserve and enhance the accessibility of these important documents for future reference. As of now, significant progress has been made, with an additional 30% completed during 2025, bringing the overall conversion total to 80% of the police records originally stored on microfilm successfully digitized, marking a substantial step toward modernizing our archival systems.
4. Supervised a remote training session via webinar, engaging 38 of existing and newly appointed members to the Advisory Boards and various Committees. The session focused on crucial topics related to ethics and the requirements of the State's Sunshine Law, ensuring that all participants were well-informed about these important legal standards and their implications for transparency and accountability in governance.
5. Coordinated the appointments/reappointments of 127 individuals to serve on the City's Advisory Boards/Committees. As of December 2025, our Advisory Boards/Committees total membership is 95.8%.
6. Coordinated the submission of the annual report for the State-mandated reporting on Minority Appointments for Advisory Boards/Committees.
7. Coordinated the annual submission of State-mandated financial disclosures for 73 individuals, including members of the City Commission, city employees, and advisory boards/committees.
8. Supervised the preparation of all agenda items (582 in FY 2024/2025) submitted for the City Commission and CRA Board approval and ensured all relevant supporting documents were properly entered and streamlined into the Granicus system designed to manage the City's paperless agenda operation.

9. Oversee the processing of over 2,802 Public Records Requests filed through the JustFOIA software. These requests were processed in accordance with federal and state public records laws.
10. Reviewed and attested all official documents adopted by the City Commission/ CRA throughout the year, for a total of 301 documents consisting of Ordinances, Resolutions, Contracts/Agreements, and Advisory Board Appointments.
11. Attested to approximately 168 contracts related to the procurement of goods and services, each valued at under \$200,000, along with contracts related to housing matters associated with the Office of Housing and Urban Improvement, all of which are in addition to those contracts that received approval from the City Commission.
12. Successfully led the comprehensive budgeting process for the Fiscal Year 2026, which involved detailed planning, analyzing historical financial data, and collaborating with various departments. This included preparing and submitting the budget proposals for my office, the Election division, the Records Division, and the Print Shop account. Each account's budget was prepared to reflect operational needs and future initiatives while ensuring compliance with fiscal policies and regulations.
13. Managed the timely advertisement of 78 Legal Notices pursuant to legislative requirements of the State Statute and City Code of Ordinances.
14. Transcribed 52 sets of City Commission Regular, Community Redevelopment Agency (CRA) and Special meeting minutes, which were 100% approved by the City Commission and CRA Board.
15. Supervised the processing of 19 registered lobbyists along with their respective principals generating approximately \$3,475 of revenue to the City.