

Kervin Alfred, City Clerk
Accomplishments for Calendar Year 2022-2023

- 1) Completed the implementation of the JustFOIA software. JustFOIA manages every step of the open records process and lien searches from intake to delivery, saving valuable time through automating repetitive tasks, reminders, and communication with requesters and responders. It is effortless to invoice requesters and receive payment via credit card for the time and materials that is spent making open records requests once they meet the thresholds of the Florida Public Records Law. Overall, JustFOIA has streamlined our open records request process for the public and improved efficiencies for the City staff – saving time, money and resources.
- 2) Coordinated, in partnership with the City Attorney, a training class for 77 Advisory Board/Committee members on matters relating to ethics and the State's Sunshine Law.
- 3) Coordinated the submission of the annual report for the State mandated reporting on Minority Appointments for Advisory Boards/Committees.
- 4) Coordinated the appointments/reappointments of 60 individuals to serve on the City's Advisory Boards/Committees. As of October 2023, our Advisory Boards/Committees total membership is at 94.33%.
- 5) Supervised the preparation of all agenda items (588 in FY 2022/2023) submitted for the City Commission and CRA Board approval, and ensuring all relevant supporting documents were properly entered and streamlined into the Granicus system designed to manage the City's paperless agenda operation.
- 6) Oversee the processing of over 2,500 Public Records Requests filed through the JustFOIA software. Public Records Requests were processed in accordance with federal and state public records laws.
- 7) Assisted former City Clerk Hammond with the General Election held in November 2022 to fill the positions of five district Commissioners. This involved qualifying 14 candidates and ensuring that the City, as well as the State laws are observed for financial reporting purposes.
- 8) Assisted former City Clerk Hammond with the Palm Aire Special Recreation District Election and induction into office of three newly elected Board of Supervisors.

- 9) Reviewed and attested all official documents adopted by the City Commission throughout the year, for a total of 308 documents consisting of Ordinances, Resolutions, Contracts/Agreements and Advisory Board Appointments.
- 10) Successfully managed the Budget preparation and submittal for both the City Clerk and Election Accounts for Fiscal Year 2023.
- 11) Managed the timely advertisement of 90 Legal Notices pursuant to legislative requirements of the State Statute and City Code of Ordinances.
- 12) Transcribed 37 sets of City Commission Regular, Community Redevelopment Agency (CRA) and Special meeting minutes, which were 100% approved by the City Commission and CRA Board.
- 13) Supervised the processing of 28 registered lobbyists along with their respective principals generating approximately \$6,100 of revenue to the City.
- 14) Supervised the Contract Manager who created and processed over 242 various contracts under and over \$75,000, to include GO Bond contracts approved by City Commission.
- 15) Successfully managed destruction of 786 cubic feet of City Records in accordance with the State's General Retention Schedule.
- 16) Launched Phase 1 of the Microfilm Conversion Project – This project involves the conversion of police records from 1960 through 1998 from microfilm to digital. To date, 45% of the police records on microfilm have been converted to digital files.