



Memorandum

To: Mayor Ryan and Commissioners

From: Felicia M. Bravo, Sunrise City Clerk

Date: August 5, 2025

Re: FY 2024-2025 City Clerk's Office Accomplishments through July 2025

The City Clerk's Office has had a productive year. During the FY 2024/2025 budget process, several projects were cited as justification to add an additional position to the office. All of the proposed projects would enhance transparency, require collaboration with other departments, all while improving internal and/or external customer service. An Administrative Officer I was hired in late January 2025. The following provides an update related to each project and information about additional activities and improvements by the City Clerk's Office.

Addition of 16th City Advisory Board – AIM Advisory Board

On October 8, 2024, the City Commission created the Accessibility, Inclusion and Mobility (AIM) Advisory Board. The 11-member board has strict membership qualifications. The City Clerk's Office created an online application with specific questions related to the board membership requirements. The Office contacted appropriate organizations to identify potential members and to ensure the applicants met the requirements. Staff confirmed each applicant completed and passed background checks. The new AIM Board brought the total number of board members to 140.

Online Public Records Request Software as a Service (SaaS)

The City Clerk's Office is on a par with last fiscal year's record number of public records requests. While the present method of processing has worked well to date, efficiencies may be found by using an intermediary to receive the requests. A Program Modification for public records processing software as a service (SaaS) was included in the proposed FY 2025/2026 City Clerk's Office budget for your consideration.

Implementation of Campaign Finance Software as a Service (SaaS)

In June 2025, the City Commission adopted a resolution allowing for the submission of Campaign Finance Reports through an electronic filing system. The same evening, the City Commission approved a “Candidate Financial Reporting System Agreement for Municipalities” between the Broward County Supervisor of Elections and the City. The Supervisor of the Elections Office has since advised that it is reviewing their partnership with VR Systems, Inc. As a result, an executed agreement has not been returned. However, another company, EasyVote, has improved its software to include a two-step approval process for the reports and it is a now viable solution. EasyVote is used by 33% of Broward County municipalities.

City-wide Training on the Sunshine Amendment

The City Clerk’s Office is eager to continue the training of City staff regarding both the Public Records Law and the Open Meetings Law. In mid-August, the City Clerk’s Office will once again provide department-specific training regarding the Sunshine Amendment. This training is in addition to board liaison and board member Sunshine Amendment and ethics training.

Online Lien Inquiries Software as a Service (SaaS)

Software services that respond to lien inquiries have been in the marketplace for many years. In the past these services were explored but not utilized because the City’s land management system was incompatible. The City now uses enterprise software. Staff from Community Development, Finance and the City Clerk’s Office met with three different vendors to see how the products performed. There are concerns that the software may not be able to handle the various ways in which lien fines are calculated. In order to test the software, both lien inquiry processes would need to run concurrently for 30 days to ensure the software output is accurate. If the software is able to perform properly, the Public Service Division would be the major beneficiary, but the Code Compliance Division would have to continue using the current method due to the complexity of property maintenance and code compliance liens.

Historical Museum

The City Clerk’s Office is processing 53 boxes from offsite storage that contain historical documents, articles and artifacts. Once the contents of each box are confirmed and correctly catalogued as necessary, the City Clerk’s Office and City Manager’s Office will proceed with the initial selection of documents and artifacts for display.

Automated Document Routing and Management

Currently, routing documents for signature is a highly manual process. City staff are examining opportunities to use digital signatures, which opens up the possibility of routing, executing and managing documents digitally. Implementation would allow staff from multiple departments to see the status of a document during the routing process. The City Clerk’s Office is researching viable systems.

Sunshine Amendment Training for New Employees

As part of the onboarding process in the City, training on the Public Records Law and Open Meetings Law should be mandatory for all new employees. The training could be conducted once a month or quarterly at a central location.

Additional Projects/Improvements

In addition to the above-listed efforts, the City Clerk's Office has also moved forward with other projects and improvements.

- Addition of two new staff members in 2024 and 2025. Deputy City Clerk Lina Zapata joined the office in late August 2024 and Administrative Officer I Mariana Esposito began in late-January 2025. Both are working toward obtaining their Certified Municipal Clerk (CMC) designations through various training opportunities.
- The Office is working with IT to create an off-site records management request form in SharePoint which will standardize the manner in which departments submit their requests to the City Clerk.
- The Office is working with IT to create an online retirement plan board voting system using Microsoft 365. It is approaching the testing phase.
- A standardized records exemption notification form is in development.
- To provide easier access to the Commission and Boards webpage for residents, the Office worked with Marketing to develop flyers with QR codes which take prospective board members directly to the webpage, which has a link to the board application.
- Board rosters were modernized to make it easier to change and add additional information.
- The monthly public meetings notice was modernized to make it easier to change and add additional information.

All of the projects and process improvements moved forward while maintaining the regular duties of the office, which include processing lien inquiries, recording documents, maintaining Form 1 Filer lists, registering lobbyists, transcribing minutes, processing and digitizing ordinances, resolutions and agreements, processing board applications and maintaining board membership, publishing out-of-section display ads, and finally, managing active and inactive records.

The City Clerk's Office is proud of its accomplishments to date and staff looks forward to shepherding the projects to fruition.