



Memorandum

To: Mayor Ryan and Commissioners

From: Felicia M. Bravo, Sunrise City Clerk

Date: August 5, 2026

Re: To-Date FY 2025-2026 City Clerk's Office Accomplishments

The City Clerk's Office has had a productive fiscal 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 enhanced transparency, required collaboration with other departments, all while improving internal and/or external customer service. Several of those projects were funded in the FY 2025/2026 budget. The following provides an update related to those projects and information about additional activities and improvements made by the City Clerk's Office.

Ongoing Professional Development of City Clerk Staff

The City Clerk's Office continued to prioritize professional development by ensuring all staff participated in position-appropriate education and training throughout the year. These efforts support the knowledge, skills and abilities required to provide exceptional service and regulatory compliance within and beyond the Office. As a result, Deputy City Clerk Lina Zapata earned her Certified Municipal Clerk (CMC) designation in January 2026.

Implementation of Campaign Finance Software as a Service (SaaS)

In December 2025, the City Clerk's Office successfully implemented a cloud-based Campaign Finance Software as a Service (SaaS) platform, transitioning all municipal candidates to an online campaign finance reporting system. The new platform streamlines the filing process by allowing candidates to electronically submit required campaign finance reports, reducing reliance on paper filings and improving accessibility for both candidates and the public.

The transition was completed smoothly with minimal disruption to candidates. City Clerk staff provided guidance and support throughout the implementation process, ensuring users were able to navigate the new system effectively. The online platform enhances efficiency,

improves the accuracy and timeliness of campaign finance reporting and increases transparency by making campaign finance information more readily available to the public.

Transition to Granicus' Peak Agenda/SwagIT

As Granicus' NovusAgenda, MediaManager, and LiveManager agenda management and meeting streaming service platforms reach end-of-life, they are being replaced with newer solutions: Granicus' Peak Agenda/SwagIT.

Peak Agenda Management offers the flexibility required to support the City's agenda workflow and approval process. SwagIT provides live streaming through the City's website and supports simultaneous broadcasts to Facebook and YouTube. In addition, SwagIT offers both partially managed and fully managed video production services.

Residents will be able to access meeting transcripts and select any word or section of the transcript to navigate directly to the corresponding point in the meeting video. These enhanced features will provide a more user-friendly experience by making it easier for residents to locate specific agenda items, follow meeting discussions, and quickly access the information most relevant to them.

Implementation is underway and includes extensive workflow configuration and staff training. The SwagIT meeting streaming services portion of the project will launch in several weeks, while the Peak Agenda Management portion will roll-out toward the end of the calendar year.

Online Public Records Request Software as a Service (SaaS)

The City Clerk's Office is far outpacing last fiscal year's number of public records requests. While the present method of processing requests has worked well in the past, efficiencies may be found by using an intermediary to receive the requests. The FY 2025/2026 City Clerk's Office budget included funding for a public records processing software as a service (SaaS) platform. The City Clerk's Office invited the Police Department to join the effort with their own request portal within the software.

Implementation is underway with both departments, including workflow configuration and staff training, with a soft launch anticipated in September. The new platform will streamline request processing, improve tracking and communication with requestors, and enhance transparency and reporting.

Document Management System Migration

In collaboration with the Information Technology Department (IT), the City Clerk's Office is transitioning from the unsupported Optiview Document Management software to Tyler Content Management (TCM). The new system will provide a platform for managing official

City records and improve long-term records management. The project is currently in the testing phase, with staff validating system functionality and preparing for implementation.

Off-site Records Management Workflow Improvement through Microsoft SharePoint

In collaboration with the Information Technology (IT) Department, the City Clerk's Office implemented a SharePoint-based workflow to standardize the submission and tracking of requests related to off-site records. The new process provides departments with a consistent, centralized method for requesting records, improving efficiency, enhancing tracking and accountability, and reducing processing time for record retrievals and returns.

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 a 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.