

Accomplishments for Calendar Year February 2021-2022
Asceleta Hammond, City Clerk

- 1) Successfully collaborated with Broward County Supervisor of Elections Office for the launching of the VR Voter Focus Campaign Financial Reporting System, which is a complete electronic process set up to allow all candidates of the City of Pompano Beach to prepare and file their State mandated required campaign financial reports.
- 2) Prepared and submitted approximately 113 agenda items for the appointments/reappointments of several Advisory Board/Committee members who volunteer to serve the City.
- 3) Reviewed and attested all official documents adopted by the City Commission throughout the year, which is approximately 262 documents consisting of Ordinances, Resolutions, Contracts/Agreements and Advisory Board Appointments.
- 4) Successfully managed the preparation and submittal of the budgeting documents for both the City Clerk and Election Accounts for Fiscal Year 2022.
- 5) Managed the timely posting of 85 Legal Notices pursuant to legislative requirements by State and the City Code of Ordinances.
- 6) Oversee the processing of approximately 1,503 Public Records Requests in accordance with federal and state public records laws.
- 7) Transcribed nineteen 24 sets of City Commission Regular and Special meeting minutes, which were 100% approved by the City Commission.
- 8) Supervised the processing of approximately 53 registered lobbyists along with their respective principals generating approximately \$5,000 worth of revenues for the City.
- 9) Supervised the Contract Manager providing the basic training of personnel utilizing the Agiloft software to continue to streamline all contracts and agreements Citywide.