

Accomplishments for Calendar Year February 2020-2021
Asceleta Hammond, City Clerk

- 1) Prepared the required notices and secured the approval from the Broward County Supervisor of Elections to hold a Municipal General Election in November 2020 for the Mayor and five (5) District Commissioners.
- 2) Successfully managed the Results of the November 3, 2020 Election and inducted the Mayor and Commissioners into office for the next four-year and two-year terms.
- 3) Coordinated the submission of the annual report for CityStats for the City of Pompano Beach submitted to the Florida League of Cities. As well as the State mandated reporting on Minority Appointments for Advisory Boards/Committees.
- 4) Prepared and submitted agenda items for the appointments/reappointments of several Advisory Board/Committee members who serve the City.
- 5) Attested to all official documents adopted by the City Commission throughout the year, which includes approximately 337 documents consisting of Ordinances, Resolutions, Contracts and Agreements.
- 6) Successfully managed the preparation and submittal of the budgeting documents for both the City Clerk and Election Accounts for Fiscal Year 2021.
- 7) Approved the posting of 101 Legal Notices pursuant to legislative requirements by State and the City Code of Ordinances.
- 8) Supervised the processing of approximately 1,014 Public Records Requests in accordance with federal and state public records laws.
- 9) Transcribed nineteen (19) sets of City Commission meeting minutes, which were 100% approved by the Commission.
- 10) Attested to and supervised the processing of over 90 various contracts under \$75,000, as well as attested to approximately 63 G.O. Bond contracts/amendments as approved by City Commission.

- 11) Supervised the processing of approximately 54 registered lobbyists along with their respective principals generating approximately \$4,450 worth of revenues for the City.

- 12) Supervised the launching of Phase 1 of the acquisition of the Agiloft software to streamline all contracts and agreements citywide.