

**Accomplishments for Calendar Year February 2019-2020**  
**Asceleta Hammond, City Clerk**

- 1) Prepared the required notices and secured the approval from the Broward County Supervisor of Elections to hold a Special Election in March 2020 for three (3) referendum questions to amend a section of the City's Charter on the election process.
- 2) Coordinated the report for CityStats for the City of Pompano Beach and submitted this to the Florida League of Cities.
- 3) Coordinated and ensured that the required report was completed and submitted in a timely manner regarding the City's participation in the Florida Benchmarking Consortium component of Civic Engagement by the City.
- 4) Prepared agenda items for the appointments/reappointments of approximately 95% of all the Advisory Board/Committee members who serves the City.
- 5) Attested to all official documents adopted by the City Commission throughout the year, which includes approximately 402 documents consisting of Ordinances, Resolutions, Contracts and Agreements.
- 6) Prepared and submitted the budgeting documents for both the City Clerk and Election Accounts for Fiscal Year 2020.
- 7) Supervised the preparation of all the items submitted for the City Commission Agenda process, which included items and its relevant backup are properly streamlined into the Granicus Legistar system designed to manage the City Commission agenda items as a paperless operation.
- 8) Successfully managed the posting of 132 Legal Notices pursuant to legislative requirements,
- 9) Supervised the processing of 736 Public Records Requests in accordance to federal and state public records laws.
- 10) Successfully managed destruction of 1,552 cubic feet of City Records in accordance with the State's General Retention Schedule.
- 11) Transcribed twenty six (26) sets of City Commission minutes, which were 100% approved by the Commission.

- 12) Attested to and supervised the processing of over 150 various contracts under \$75,000, 38 GO Bond contracts as approved by City Commission, and the updating of contract templates by the Contract Manager.
  
- 13) Successfully coordinated the reporting/processing of 31 registered lobbyists along with 57 registered principals generating \$5,825 worth of revenue to the City.