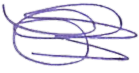




Memorandum

To: Mayor Ryan and City Commissioners
From: Felicia M. Bravo, City Clerk 
Date: July 30, 2021
Re: FY 2021/2021 City Clerk's Office Accomplishments & Highlights to Date
CC: City Manager Mark Lubelski; City Attorney Kimberly Kisslan; Chief Police Anthony Rosa;
Fire Chief John McNamara

Below please find a list of accomplishments to date by the City Clerk's Office in FY 2020/2021:

- November 2020 General Election for City Commission Seats A and B (candidates were elected by virtue of no opposition);
- Conducted a Special Election in November 2020 for Seat D involving 5 candidates;
- Conducted a referendum on 3 Charter Amendment questions in November 2020;
- Completed the inaugural appointment of the newly created 10-member Law Enforcement Review and Advisory Board;
- Developed and conducted a drive-thru administration of Oath of Office for the 2021 board appointees;
- Trained 38 new board members on the Sunshine Law and Code of Ethics via multiple virtual training sessions on GoToMeeting and trained the Law Enforcement Review and Advisory Board in person;
- Introduced residents to the City Clerk's Office by presenting to the Residents Leadership Academy

In addition to the above, the following tasks were performed:

- Coordinated Supervisor of Elections and Commission on Ethics reporting for 100 to 106 Form 1 filers (fluctuates quarterly)
 - Registered lobbyists representing 42 clients
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- Produced 484 public records requests
- Transcribed 18 sets of minutes
- Processed and digitized 294 ordinances, resolutions, agreements, amendments, and other accompanying documentation totaling 4,674 pages
- Processed 4,227 lien inquiries
- Digitally recorded 146 documents
- Wrote 15 Satisfaction of Liens
- Processed 170 applications for the City's 15 advisory boards, including conducting background checks
- Maintain membership and process payment for 129 advisory board members
- Maintained inactive archive of 9,189 boxes in off-site storage
- Destroyed 990.9 c.f. of documents pursuant to State Statutes

Should you have any questions after reviewing the list, please feel free to contact me at 954-746-3331.