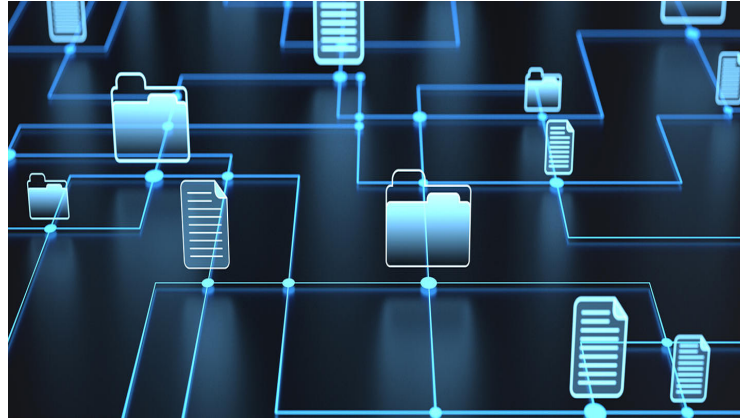


City Clerk's Office

2021 Annual Review



CITY CLERK'S OFFICE STAFF

- Assistant City Clerk Meryl Girard – Advisory Boards, Research, Legislation, Public Records Requests
- Bernita Sherrod, Administrative Aide II – Contracts, Legislation, Historical Commission, Bid Information, Public Records Requests
- Kathy Keenan, Administrative Aide I – Lien Inquiries, Public Records Requests

CITY CLERK'S OFFICE

The City Clerk is...

- Official Secretary to City Commission and City of Sunrise
- Local Supervisor of Elections
- Official Records Custodian & RMLO

SECRETARY OF THE LEGISLATIVE RECORD

- Custodian of City Seal
- Maintain, update, distribute, and correct City Charter and Code of Ordinances
- Attest to documents, legislation, warrants, checks, and certificates
- Notarization of City business
- Recording of official documents with Broward County
- Display advertising for public hearings
- Livestream City Commission meetings, including closed captioning
- Meeting Minutes for City Commission, LPA, STD#1, and MID



SECRETARY OF THE LEGISLATIVE RECORD

- Transcribed 18 sets of minutes
- Processed and digitized 294 ordinances, resolutions, agreements, amendments, and other accompanying documentation totaling 4,674 pages
- Digitally recorded 146 documents with Broward County

From October 1, 2020 to July 31, 2021



Local Supervisor of Elections



- Local filing officer for mayoral and commission candidates
- Ballot & preparation
- Liaison to Broward County Supervisor of Elections
- Evaluate and make recommendations for polling locations for all elections
- Secure polling locations for special elections
- Coordinate drop-off and pick-up of election equipment for special elections
- Create election calendar for campaign finance deadlines
- Prepare candidate packets
- Tri-lingual legal advertisement

Local Supervisor of Elections

November 3, 2020 Elections

- Mayor, Groups A and B elected without opposition
- Conducted special election for Seat D involving five (5) candidates
- Conducted referendum for three (3) Charter Amendment questions

Official Records Custodian



- Oversight and management of active and inactive public records
- Oversight and management of public records requests & research
- Oversight and management of subpoenas duces tecum
- Records Management Liaison Officer (RMLO) to State of Florida
- Maintenance, safeguarding, and digitization of official city records
- Conduct staff training regarding public records
- Provide for disaster recovery of official records

Official Records Custodian

- Maintain 9,189 boxes equaling 11,234 c.f.
- Destroyed 990.9 c.f. of documents pursuant to State Statutes
- Produced 484 public records requests
- Processed 4,277 lien inquiries
- Wrote 15 Satisfaction of Liens

From October 1, 2020 to July 31, 2021



Ethics & Lobbyists

- Register Lobbyists
- Coordinate lobbyist disclosures
- Local Financial Disclosure Coordinator for Commission on Ethics
- Local filing officer for County ethics ordinance disclosures
- Create and maintain lobbyist & ethics database
- Conduct training regarding open meetings and ethics laws



Ethics & Lobbyists

- Registered lobbyists representing 42 clients and will coordinate lobbyist expenditure reports
- Coordinated with the Supervisor of Elections and Commission on Ethics Form 1 filings for between 100 – 106 employees and board members (varies quarterly)

City Board Coordinator

- Coordinate 15 annual advisory board appointments
 - Advertising
 - Online board application and information
 - Administer Oaths of Office
 - Process reimbursement payments
 - Post notices of meetings
- Conduct City's 3 retirement plan boards' elections
- Conduct training regarding open meetings, public records and ethics
- Maintain rosters of all City boards, including monitoring attendance
- Maintain official advisory board records
- Provide secretarial services to Historical Commission



City Board Coordinator

2021 Board Appointment Process Yielded Record Amount of Applications and First-time Appointees

- Processed 170 applications for the City's 15 advisory boards, including conducting background checks
- 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, beginning with the first-time 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



City Clerk's Office

2021 Annual Review

It is an honor to serve the residents of the City of Sunrise
and the Sunrise City Commission.

THANK YOU!

