



City of North Port

MEMORANDUM

Office of the City Clerk

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TO: Honorable Chair and City Commission

THRU: Steven S. Crowell, Jr., City Manager

FROM: Helen Raimbeau, MMC, City Clerk

SUBJECT: Monthly Report for August, 2010

DATE: September 8, 2010

Activities include:

- Posted/recorded/transcribed/documented 21 Commission/Advisory Board/Public Meetings.
- Processed 13 canceled/no quorum Advisory Board meetings.
- Scheduled /documented 85 room reservation requests.
- 1st floor lobby security was provided for evening and week-end Commission/Advisory Board scheduled meetings.
- Processed 16 approved Advisory Board memberships/resignations/removals.
- Processed and delivered 79 public record requests.
- Prepared 22 public record boxes for storage.
- Front Lobby Reception Desk – received and directed 1402 phone calls and assisted 422 walk-in customers. *See attached for details.
- City Clerk Department received approximately 426 phone calls and assisted approximately 60 walk-in customers.
- Updated the City website calendar as needed and emailed changes to appropriate parties.
- Performed 132 lien searches resulting in 93 payoff calculations for properties totaling \$276,689.00 in lien payoff amounts due.
- Processed 35 Code Enforcement Board case preparations.
- Recorded 3 CEB Orders.

- Received/Process 47 Lien Payments & Releases totaling \$36,041.00.
- Processed 11 filing packets to Sarasota County Clerk of Court; 1 case review packet to CEB Attorney.
- Processed 206 Special Assessment Liens.
- Prepared 47 outgoing certified mailings for CEB cases
- Received, processed, and delivered 192 UPS, Fed Ex or Express Mail packages to the appropriate Departments (does not include Office Depot, Ikon, Furniture, etc.).
- Processed approximately 43 outgoing shipments.
- Processed outgoing Certified Mail.
- Processed 14 travel arrangements for City Clerk staff and Commissioners.
- Processed 4 purchase requisitions.
- Processed 3 work orders.
- Delivered all outgoing mail to Post Office.
- Sorted and distributed all incoming mail.
- Updated City Hall front lobby activities board daily.
- Stocked first floor lobby with City brochures as needed.
- Processed various e-mail requests.
- Processed various WAV File requests.
- Provided standing Commission e-mail requests for Newspapers.
- Updated Website and posted news items as needed.

Performance Measures

- Department staff attended 1 department meeting.
- Sharon Sheroski and Beth Legare attended 4 I&T training sessions.

Upcoming Agenda Items

- Commission Meeting Minutes.
- Proclamations
- Advisory Board Membership approvals/removals.

August, 2010 1st Floor Reception Area	Phone Calls	Walk Ins		Phone Calls	Walk Ins
			Planning & Zoning	57	5
BUILDING	114	37	Engineering	26	1
Inspections	8	2	Property Information	2	1
City Arborist	3		Scrub Jay Information	2	
Licensing	11	16	Total	87	7
Maintenance	2				
Permitting	80	36	Police	49	4
Property Standards	175	27	Animal Control	22	
Total	393	118	Break-In Information		
			Ticket Information		
City Clerk Department	85	6	Total	71	4
Appointments					
Lien Information/Payoff	2	1	Public Utilities	22	11
Public Record Requests			Central Cashier	51	79
Scheduled Meetings		5	Surplus Equipment		
Total	87	12	Water Concerns	6	
			Water Restriction	2	
City Commissioners	15		Total	81	90
Appointments					
Total	15	0	Public Works	99	4
			Bulk Pick-up	19	2
City Manager	21	2	Debris in Canal	2	
Assistant City Manager	9		Recycle	9	1
Community Outreach	5	1	Road & Drainage	24	2
Economic Development Manger	20	3	Solid Waste	45	6
Total	55	6	Special Pick-Up	15	2
			Trash pick-up	20	1
Finance	23		Fleet	3	
Purchasing	29	7	Total	236	18
Total	52	7			
			North Port		
Fire Rescue	10		Veterans Office		8
Fire Test/Controlled Burns					
Total	10	0	Sarasota County	9	6
			Clerk of Court		4
General Services	9		Drivers License	37	27
Human Resources	38	15	Health Department	6	1
I&T	39		Homestead	3	1
Risk Management	5		Marriage License		1
Total	91	15	Property Appraiser		
			Social Security		
Parks & Recreation	17	5	Tax Collector	5	1
Event Information	6		Total	60	41
George Mullen Activity Center	32	1			
Rental Information					
Skate/Bike Park	1				
YMCA Swimming Pool					
Total	56	6			

	Phone	Walk Ins
	Calls	
Misc/Info	28	8
Chamber of Commerce		1
Comcast		
Info on North Port/Maps	3	2
North Port Library	2	
Notary		
Phone Numbers	8	1
Post Office	10	
SCAT Bus Schedule		
Social Services	17	1
Suncoast Workforce	9	32
Telemarketing		
Use of Restroom		8
Voting Information	18	34
Yard Sale Information	1	3
Total	96	90
Misdialed/Hang-ups Numbers	12	0
Inner Office	0	0
Totals	1402	422

**City Clerk Department Reception Desk 2nd Floor/1st Floor Rollover
Aug-10**

	Phone Calls	Walk-Ins		Phone Calls	Walk-Ins
BUILDING			Planning & Zoning		
Maintenance			Engineering		
Permitting	65		Property Information	2	
Inspections	17		Scrub Jay Information		
Licensing					
Property Stand.	41		Police		
			Animal Control		
City Clerk	20		Break-In Information		
Codes	2		Ticket Information		
Lien Information/Payoff	32	6			
			Public Utilities		
City Commissioners			Central Cashier	2	
Appointments	5	17	Water Concerns	5	
City Manager			Public Works		
Assistant City Manager			Bulk Pick-up		
Econ. Deve. Manager			Debris in Canal	18	
Community Outreach			Recycle		
			Road & Drainage	2	
Finance			Special Pick-Up	14	
Auction			Solid Waste	12	
Purchasing	1		Trash pick-up	5	
			Fleet		
Fire Rescue					
Test			Veterans Office		
Fire Pit Information					
			Sarasota County		
General Services			Clerk of Court		
I&T	2		Drivers License	32	1
Human Resources	15	8	Health Department	11	5
Risk Management			Homestead		
Social Services	1		Property Appraiser	2	
			Tax Collector	3	
Parks & Recreation			Marriage License	4	
George Mullen Ctr	5			1	
Summer Camp Regist			Misc/Info		
Rental Information			North Port Library		
Special Events			Comcast	1	
			Job Etc		
HANG UP CALLS			Post Office	1	3
			SCAT Bus Schedule	2	
Totals	206	31	Totals	117	9

Totals Calls	323
Total Walk-ins	40