



City of North Port

MEMORANDUM Office of the City Clerk

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TO: Peter Lear, City Manager
FROM: Kathryn Peto, City Clerk *KMP*
SUBJECT: Monthly Report for January 2019
DATE: February 1, 2019

Activities Include:

- Posted/recorded/transcribed/documented **14** Commission/Advisory Board/Public/ Staff Meetings.
- Scheduled/re-scheduled **110** room reservation requests for upcoming meetings including adding meetings on Outlook, the Intranet and City of North Port Website calendars and emailed reservations to appropriate parties.
- Processed **6** cancelled/quorum Advisory Board/Public/Staff Meetings.
- Processed and delivered various public record requests.
- Processed **16** outgoing shipments (UPS & FedEx).
- Sorted and distributed all incoming mail.
- Reviewed and recycled record boxes as needed.
- Prepared Departmental public record boxes for storage.
- Updated Website with news and Advisory Board items as needed.
- City Clerk Peto attended the Environmental Advisory Board Meeting in Room 244 on January 7th.
- City Clerk Peto attended the Leadership North Port Government Day in Room 244 on January 11th.
- City Clerk Peto attended the Commission Retreat at the Morgan Center on January 15th.
- City Clerk Peto attended the Director's Retreat at the Morgan Center on January 16th.
- City Clerk Peto attended the Charter Review Advisory Board in Rom 244 on January 29th.



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- City Clerk Peto attended several GovQA meetings in IT throughout the month of January.
 - City Clerk Peto and Deputy City Clerk Taylor attended the State of the City Address at Suncoast Technical College in North Port on January 17th.
 - City Clerk Peto and Deputy City Clerk Taylor attended the Convocation of Governments at Suncoast Technical College in Sarasota on January 18th.
 - City Clerk Peto, Deputy City Clerk Taylor, Ida Goodman, Laura Reed and Susan Hale attended the Parliamentary Classes in Port Charlotte, FL on January 17th, 24th, and 31st.
 - Deputy City Clerk Taylor attended the Lunch & Learn in Room 244 on January 23rd.
 - Deputy City Clerk Taylor attended the Relay for Life Meeting in Room 244 on January 28th.
 - Rebecca Clifford attended 2019 – Public Records meetings with Assistant City Attorney on January 4th, 29th and 31st.
 - Rebecca Clifford attended the Safety Committee Meeting in Room 244 on January 9th.
 - Rebecca Clifford, Ida Goodman and Cynthia Kelly attended the Cigna Webinar: Employee Orientation to EAP in the Chambers on January 9th.
 - Rebecca Clifford attended GovQA Process and Workflow meetings with IT System Analyst on January 11th, 14th and 25th.
 - Rebecca Clifford met with Michael Baute re: NPPD participation with GovQA and GovQA process/workflow on January 18th and 23rd.
 - Rebecca Clifford attended a Project Meeting conference call with GovQA reps on January 25th.
 - Sue Carneiro attended the Wellness Committee Meeting in Room 244 on January 16th.
 - City Clerk Peto held Staff Meetings on January 11th and 29th.

Upcoming Agenda Items Include: 1) Advisory Board Vacancies/Term Expirations; 2) Commission Meeting Minutes; 3) Proclamations; and 4) Advisory Board Membership approvals/removals.

KP/sc