



**CITY OF FORT LAUDERDALE
City Commission Agenda Memo
REGULAR MEETING**

#23-0158

TO: Honorable Mayor & Members of the
Fort Lauderdale City Commission

FROM: David R. Soloman, City Clerk

DATE: March 8, 2023

TITLE: City Clerk Annual Performance Review - **(Commission Districts 1, 2, 3
and 4)**

Recommendation

Staff recommends the City Commission review the performance of City Clerk David R. Soloman in accordance with his employment contract.

Background

Since January 23, 2022, pursuant to Resolution No. 21-218, I continue to be privileged to serve as the City of Fort Lauderdale's City Clerk since my formal appointment. In accordance with the Employment Contract dated December 21, 2021, this is intended to be the annual performance review for the City Clerk.

In 2022, following the retirement of the two (2) most tenured employees of the City Clerk's Office, our office worked diligently to restructure and reorganize without any mishaps. We promoted employees from within the office and hired two (2) new employees to become fully staffed. In addition, we continue to offer city-wide trainings to assist the organization's continued growth and prosperity. Our office prides itself in working collaboratively with the Charter Offices to achieve the goals and priorities set forth by the City Commission. Outlined below are some highlights of the City Clerk's Office from the past year.

2022 Special Municipal Elections and Future Elections

Our office successfully coordinated three (3) special elections with the Broward Supervisor of Elections for Commission Districts 1, 3, and 4 in November 2022. We worked with a total of sixteen (16) candidates and successfully completed two (2) qualifying periods for the special elections.

By the second quarter of 2023, our office will bring online a web-based software system which will allow candidates to digitally submit their monthly treasurer reports to eliminate the need for candidates to visit city hall. With the conclusion of the special municipal elections, the City Clerk's Office will now focus into preparing for the next quadrennial municipal general election in November 2024.

Public Record Requests

In 2022, our office coordinated gathering records for and responding to over 1,300 public record requests and subpoenas. The amount and complexity of requests processed continues to grow yearly, however, our staff has been able to complete those requests in a timely fashion. In an effort to increase efficiency and transparency, our office offers in-person and virtual trainings to city employees on public record requests. City Clerk Office staff also attends all New Employee Orientations to discuss the importance of record gathering and retention.

Advisory Boards

With the recent addition of a new committee, the City Clerk's Office now coordinates 41 city advisory boards and committees, and over 270 appointed board and committee members. Our office works closely with board and committee liaisons to coordinate appointment updates and ensure that vacancies are reported and filled in a timely manner. In coordination with the City Attorney's Office, we provide yearly trainings to both board and committee members and liaisons. In addition to the yearly training, we provide individualized trainings with new liaisons and board and committee members on a as needed basis. We also coordinate several appointments for boards and committees outside the city structure.

Lobbyist Registrations

In 2022, the City Clerk's Office processed 173 Lobbyist Registrations. Nearly all lobbyist registrations are now submitted online, and payments are processed electronically, which has drastically decreased the amount of time to complete the entire process.

Legislation and Contracts

In 2022, the City Clerk's Office processed 56 Ordinances and 331 Resolutions for routing, signature, and special handling. In 2022, the City Clerk's Office tracked and routed over 790 contracts for execution. Our office also published/advertised 170 resolutions, ordinances, and public notices.

Commission Agendas and Meeting Support

In collaboration with the Charter Offices, the City Clerk's Office published eighty (80) agendas in 2022. We continue to create and load an agenda item bookmarked video of each Commission meeting and make it available to the public within one day of the meeting.

Public Notices

In 2022, the City Clerk's Office posted over 700 public meeting notices in compliance with the State of Florida's Sunshine Law.

Minutes

In 2022, eighty (80) sets of Commission Meeting minutes were completed and uploaded to the City's website. Our office focuses on providing quality, summary style minutes that provide transparency and a clear picture as to what occurred at the Commission Meetings.

Records Retention

In early 2022, the City Clerk's Office purchased a microfilm converter and began to digitize records from our microfilm. This project will protect records that are vulnerable to aging, and reduce the cost of storing these records in an offsite storage facility. In addition to attending New Employee Orientations to train staff on records retention, our office continually offers and provides training throughout the city to individual departments and divisions.

Our office coordinated the delivery and return of approximately 4,000 boxes from the outside storage facility vendor, and coordinated the removal of 416 boxes, which results in annual savings for the organization. In 2023, we will be focusing on destroying boxes that have met their retention period, which will also result in annual savings.

Prepared by: David R. Soloman, City Clerk

Charter Officer: David R. Soloman, City Clerk