



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

**#26-0002**

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

**FROM:** David R. Soloman, City Clerk

**DATE:** February 17, 2026

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

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**Recommendation**

It is recommended that the Mayor and City Commission review the performance of City Clerk David R. Soloman in accordance with his employment contract.

**Background**

Since January 23, 2022 and pursuant to Resolution No. 21-278, I continue to be honored to serve as the City of Fort Lauderdale's City Clerk. In accordance with the Employment Contract dated December 21, 2021, this is intended to be the annual performance review for the City Clerk. The following are highlights of the work performed by the City Clerk's Office under my leadership:

**Public Record Requests (PRRs)**

In 2025, our office coordinated gathering and reviewing records for confidential/exempt information pursuant to Florida Statutes, prior to responding and providing records for over 2,450 public record requests and subpoenas, a 57% increase over 2024. In comparison to only 5 years ago, PRR totals are up 80% and the office has maintained the same level of staffing and completed them in a timely fashion. It is important to note that the complexity of PRRs continues to grow yearly as well. In an effort to increase efficiency and transparency, our cloud-based PRR tracking system allows the public to submit PRRs and submit payments electronically. Our office continually offers and provides in-person and virtual training to all city employees on PRRs. The City Clerk's Office staff also attends all New Employee Orientations to discuss the importance of public records requests and record retention.

**2026 Elections & Beyond**

In 2025, the City Clerk's Office worked with the Broward Supervisor of Elections (BSOE) to secure polling locations for the Midterms election cycle in 2026. We are actively managing campaign treasurer report filings, via the electronic system and in paper form, for those who filed to run for office in the upcoming 2028 election. Recently, the BSOE decided to end their contract with the software vendor for candidates to digitally file their

monthly treasurer reports. We are currently working with the vendor to execute a stand-alone contract and continue offering electronic reporting with no interruptions.

### Minutes

In 2025, 70 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. We also completed 40 Vote Summaries which shows the action taken on each commission agenda item and posted online within one day of the meeting.

### Advisory Boards

The City Clerk's Office coordinates 35 city advisory boards and committees, and facilitates the appointment of over 290 members to those boards and committees. Our office works closely with the Commission and the board and committee liaisons to coordinate appointment updates and ensure that vacancies are reported and filled in a timely manner. Our office coordinates several meeting locations for all boards and committees In coordination with the City Attorney's Office, we provide bi-annual trainings to both board and committee members and liaisons. In addition to the yearly trainings, we provide individualized trainings with new liaisons and board and committee members on an as needed basis. We also coordinate appointments for 17 boards and committees outside the city structure.

### 101 Building – 11<sup>th</sup> Floor Conference Room Management

In 2025, our office managed the coordination and scheduling of the 11<sup>th</sup> Floor Conference room for over 384 meetings, which includes advisory boards/committees that meet monthly and staff-driven meetings and events.

### Legislation and Contracts

In 2025, the City Clerk's Office processed all Ordinances/Resolutions for routing, signature, and special handling. Our office also published/advertised all required resolutions, ordinances, and public notices. Our Office tracked and routed over 1,100 contracts for execution.

### Lobbyist Registrations

In 2025, the City Clerk's Office successfully processed all Lobbyist registrations and renewals. Nearly all lobbyist registrations and payments are now submitted online, which has drastically decreased the amount of time to complete the entire process.

### Public Notices

In 2025, the City Clerk's Office posted over 1,100 public meeting notices in compliance with Sunshine Law, as well as other Public Meetings.

### Records Retention

The City Clerk's Office is continuing to digitize records stored on 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.

In 2025, we completed transferring the City's paper records from our previous vendor to our new records storage vendor. In addition to the transition, we coordinated a scanning project with our new vendor to digitize over 80 years of commission meeting minutes, which will drastically reduce research time and preserve the meeting minutes in a secondary format. Our office also coordinated the delivery and return of over 3,300 boxes of City records from the outside storage facility vendor to staff.

#### Commission Agendas and Meeting Support

In collaboration with the Charter Offices, the City Clerk's Office published 70 agendas in 2025. 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.

#### Audio/Visual (AV) Team

In 2025, AV Team successfully broadcast and recorded all Commission Meetings, as well as recording and assisting with all advisory board/committee meetings. Without permanent meeting space for Commission Meetings, there is a large coordination effort for our office which involves setting up all necessary AV technology for each Meeting. The AV Team, consisting of three individuals, also coordinates and sets up for all Advisory Board/Committee/Taskforce Meetings held in several locations, as well as supporting Staff-driven meetings.

The AV Team also coordinates and/or assists with large scale projects; including but not limited to ongoing projects at the new police department headquarters and the Emergency Operations Center.

#### Attachment

Exhibit 1 – Resolution

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Prepared by: David R. Soloman, City Clerk, City Clerk's Office

Charter Officer: David R. Soloman, City Clerk