



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

FROM: David R. Soloman, City Clerk

DATE: February 6, 2024

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

Recommendation

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

Background

Pursuant to Resolution No. 21-278 adopted on December 21, 2021, I continue to be privileged 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 my annual performance review. The following are highlights of the work performed by the City Clerk's Office under my leadership:

2024 Election

The City Clerk's Office is currently bringing online a web-based software system which will allow candidates to electronically submit their candidate campaign finance reports. The Office is now preparing for the November 2024 election.

Public Record Requests

In 2023, our office coordinated gathering records for and responding to over 1,400 public record requests and subpoenas, a substantial increase over 2022. The amount and complexity of requests processed continue to grow yearly, however, the City Clerk's Office staff has been able to complete those requests in a timely fashion. To increase efficiency and transparency, the Office offers in-person and virtual trainings to city employees on public record requests. City Clerk's Office staff also attend 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 thirty-seven city advisory boards and committees, and over 270 appointed board and committee members. The 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 board and committee members and staff liaisons. In addition to the yearly training, we provide individualized trainings with new liaisons and board and committee members on an as needed basis. We also coordinate appointments for fifteen boards and committees outside the city structure.

Lobbyist Registrations

In 2023, the City Clerk's Office processed over 100 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 2023, the City Clerk's Office processed all ordinances and resolutions for routing and signature, and some for special handling. In 2023, the City Clerk's Office tracked and routed over 700 contracts for execution. We are currently working with the City Attorney's Office and the City Manager's Office to transition most contracts to electronic signature, which will streamline contract execution significantly. The Office also published or advertised resolutions, ordinances, and public hearings, as required.

Commission Agendas and Meeting Support

In collaboration with the other Charter Offices, the City Clerk's Office published seventy-nine agendas in 2023. We continue to create and load an agenda-item-bookmarked video of each City Commission meeting and make it available to the public within one day of the meeting.

Public Notices

In 2023, the City Clerk's Office posted over 700 public meeting notices in compliance with the State of Florida's Government-in-the-Sunshine Law.

Minutes

In 2023, seventy-nine sets of City Commission meeting minutes were completed and uploaded to the City's website. The City Clerk's Office focuses on providing quality, summary style minutes that provide transparency and a clear picture of what occurred at City Commission meetings.

Records Retention

The City Clerk's Office continues to digitize records on microfilm. This project will protect records that are vulnerable to aging, and will 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, the City Clerk's Office continually offers and provides training throughout the City to individual departments and divisions.

In 2023, a new vendor was brought in via RFP for outside storage of over 28,000 boxes containing City records. We are currently working with both the old and new vendor to

coordinate the transition of these records. The City Clerk's Office coordinated with the outside storage facility vendor for the delivery and return of over 3,000 boxes to/from City staff. The Office also worked extensively with City staff to ensure that the records in City Hall were preserved and properly boxed and stored to meet deadlines of shutting down City Hall after the April 2023 flood.

Attachments

Exhibit 1 - Resolution

Prepared by: David R. Soloman, City Clerk

Charter Officer: David R. Soloman, City Clerk