



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

#25-0028

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

FROM: David R. Soloman, City Clerk

DATE: February 18, 2025

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

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. 21-218, 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 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:

2024 Elections & Beyond

For the 2024 election cycle, the City Clerk's Office qualified sixteen candidates running for office. Our office managed over 250 campaign treasurer report filings in the calendar year, coordinated with the Broward Supervisor of Elections to secure polling locations and verified that all ballots were correct and corresponded with the polling locations. We also successfully implemented a web-based software system which now allows candidates to digitally submit their monthly treasurer reports.

Public Record Requests (PRRs)

In 2024, our office coordinated gathering, reviewing and redacting records pursuant to Florida Statutes, prior to responding and providing records for over 1,560 public record requests and subpoenas, a 9% increase over 2023. In comparison to only 5 years ago, PRR totals are up 45% 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, we recently upgraded our cloud-based PRR tracking system which allows the public to now submit PRRs directly into the system and in the near future, the public will also be able to submit payments electronically. Our office continually offers in-person and virtual trainings to any/all city employees on PRRs. The City Clerk's 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 36 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 an as needed basis. We also coordinate appointments for 15 boards and committees outside the city structure.

101 Building - 11th Floor Conference Room Management

The office space located on the 11th floor of the 101 building was renovated and converted to a meeting room in early August of 2024. Since then, our office managed the coordination and scheduling of the room for 130 meetings, which includes 14 advisory boards/committees that meet on a monthly basis and staff-driven meetings and events.

Lobbyist Registrations

In 2024, the City Clerk's Office successfully processed all Lobbyist registrations and renewals. 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 2024, 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 1,000 contracts for execution. We are in the final stages of transitioning many of the City's contracts to electronic signature, which will significantly streamline contract execution.

Commission Agendas and Meeting Support

In collaboration with the Charter Offices, the City Clerk's Office published 73 agendas in 2024. 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 2024, the City Clerk's Office posted over 1,000 public meeting notices in compliance with the State of Florida's Sunshine Law, as well as other public meetings.

Minutes

In 2024, 73 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 41 Vote Summaries which shows the action taken on each commission agenda item and posted online within one day of the meeting.

Records Retention

The City Clerk's Office is continuing 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.

In 2024, we continued to coordinate transferring the City's paper records from our previous vendor to our new vendor. This massive project is 80% complete and it is anticipated to be completed in April, 2025. Our office coordinated the delivery and return of over 3,000 boxes filled with City records from the outside storage facility vendor to staff.

2024 Additions to the City Clerk's Office

Audio/Visual (AV) Team

In the third quarter of 2024, the AV Team transitioned to the City Clerk's Office. The AV Team is responsible for ensuring that all Commission Meetings are live streamed and recorded. Without a 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 also coordinates and/or sets up for all Advisory Board/Committee/Taskforce Meetings held in multiple locations, as well as supports Staff-driven meetings where advanced technical setup is needed. The AV team is currently comprised of two individuals, and we are expecting to fill the third position that was provided to us in the FY 2025 budget in the near future.

In collaboration with the Information Technology Services Department (ITS), we are also ensuring that the technology currently used is properly inventoried and tracked so that we can properly budget for future replacements and improvements. The AV Team also coordinates and/or assists with large scale projects; including but not limited to ongoing projects at the police headquarters, DSD technology upgrades, and Emergency Operations Center upgrades; and recently completed projects at Fire Station 2 and the new conference room at the 101 Building.

Commission Assistant to the Commission Offices

In 2024, the Commission Assistant position that serves all five commission offices transitioned back to the City Clerk's Office and reports directly to me. Our office also assumes all duties when the Commission Assistant is out of the office.

Attachment

Exhibit 1 – Resolution

Prepared by: David R. Soloman, City Clerk

Charter Officer: David R. Soloman, City Clerk