


MEMORANDUM CLK-19-01

TO: Honorable Mayor & Members of the Fort Lauderdale City Commission
FROM: Jeffrey A. Modarelli, City Clerk 
SUBJECT: City Clerk's Office Annual Update
DATE: January 31, 2019

During Calendar Year 2018, while successfully handling our day to day duties and responsibilities with increasing volume, the City Clerk's Office focused on coordinating the January 16 and March 13, 2018 Municipal Triennial Elections. In addition, we remained committed to training and gathering feedback in the many disciplines offered (Exhibit 1). Outlined below are some highlights from Calendar Year 2018.

Records Retention Program

The City Clerk's Office and Information Technology Services (ITS) successfully implemented the Laserfiche software program to be utilized by the Human Resources Department (HR), enabling HR staff to begin storing records in a digital format. As the City transitions additional departments to digital record storage, we anticipate a further reduction in the number of records/boxes in storage, thus increasing annual cost savings. At this time, the Department of Sustainable Development, Fire-Rescue Department, HR and the City Clerk's Office are storing records digitally in Laserfiche with more departments to be implemented in the upcoming year.

In addition to coordinating approximately 6,000 boxes being delivered to staff and returned to storage, the Clerk's Office coordinated destruction and removal of over 3,300 boxes in 2018, resulting in over a 300% increase in annual savings over the previous year.

In 2018, the City Clerk's Office trained 26 staff members on the record retention process to include digital storage and preparation for Laserfiche implementation. Our Records Retention Coordinator will emphasize digital storage as we continue to transition additional departments throughout the year and into the future.

Minutes

Over 90 City Commission Regular, Conference, CRA Board, Special Meeting and Workshop Meeting Minutes were completed in 2018. Meeting our benchmark, 98% of minutes were approved within one month of the date the meeting was held.

Although our goal for Action Minutes (Vote Summary) to be completed and posted online is one to three days, 98% were completed and posted online the next day before close of business, thereby exceeding our goal.

Legislation and Contracts

In 2018, the City Clerk's Office handled 336 pieces of legislation (288 Resolutions and 48 Ordinances) for finalization, routing, signature and special handling. A total of 87 resolutions, ordinances and notices were published by our office; over half published on multiple occasions. The City Clerk's Office offered Publishing Training on multiple dates. The training was completed by 18 staff members responsible for ensuring legislation meets publishing deadlines.

The City Clerk's Office trained 10 staff members and tracked over 700 contracts for execution in 2018, a 17% increase over the previous year.

Lobbyist Registration

In 2018, the City Clerk's Office successfully handled 306 Lobbyist Registrations, a 9% increase over the previous year. In addition, we have completed implementation and now accept lobbyist registration online electronic payments.

Commission Agendas and Meeting Support

In 2018, the City Clerk's Office created and published 255 City Clerk Agenda items, a 3% increase over the previous year. We also collaborated with all the Charter Offices and the City Commission Office to publish 92 agendas, a 12% increase over the previous year.

Following recording and broadcasting each Commission Meeting, the City Clerk's Office creates an agenda item segmented video and publishes it to the City's Webpage. We also create and schedule the videos to rebroadcast on the weekends following the meetings. In 2018, all City Commission Meeting videos were published to the City Website the day following the meeting, in line with our goal.

Record Requests

In 2018, our office coordinated gathering records and responses for approximately 860 record requests, a 43% increase over the previous year. These requests ranged from simple document gathering to multi-department requests involving cost estimates, correspondences, emails, audio/videos and subpoenas. In addition, we conducted five (5) record request trainings. A total of 59 staff members were informed regarding proper compliance with Florida Public Records Law.

The City Clerk's Office also handled over 500 requests for records from City Staff.

Advisory Boards

The City Clerk's Office coordinates 36 City Advisory Boards each with specific legislation, duties and membership terms. In 2018, the City Clerk's Office received 159 new applicants, a 250% increase over the previous year. We facilitated 224 advisory board member appointments, prepared appointment resolutions, agenda items, Communications to the Commission, posted public notices and gathered necessary forms and documents.

In April of 2018, the City Clerk's Office and City Attorney's Office held the annual *Training for Board and Committee Members Interactive Workshop*. With a focus on *Sunshine Law* and Advisory Board roles and duties, 36 Advisory Board Members and 10 Staff Liaisons completed the training, a 46% increase in attendees from the previous year. In addition to the Annual Training, the City Clerk's Office provided training on an as-needed/requested basis to newly appointed Advisory Board Members and Staff. In 2018, we trained an additional 5 Advisory Board Members and 35 Staff Members one-on-one, a 43% increase in one-on-one training from the previous year.

The City Clerk's Office collaborated with the City Attorney's Office to address term limits resulting in new legislation approved by the Commission. In 2019, our office will be implementing these changes while working closely with the Commission Office and in consultation with the City Attorney's Office throughout the process.

Public Notices

In 2018, City Clerk's Office coordinated posting over 500 public meeting notices. We trained 20 staff members in the discipline of public notice posting in 2018.

Elections

The City Clerk's Office worked with the Broward Supervisor of Elections (SOE) to secure and schedule 69 precincts within 56 polling locations for the 2018 Municipal Elections. Our office qualified 15 candidates, collected over 300 campaign treasurer reports and held 21 meetings with candidates and potential candidates to provide forms and information pertaining to the 2018 Municipal Elections.

In this current year, we will be focusing on securing 69 precincts and polling locations and coordinating with SOE for the upcoming March 12, 2019 Special Municipal Election.

Attachment

City Clerk's Office

Process Orientation/Training

All Orientation/Training below is recommended for Staff Liaisons in each discipline and any Staff responsible for each discipline.

8th Floor Conference Room and 1st Floor Chambers Audio/Visual Training – Enable staff to utilize audio/visual equipment for general meetings, advisory board meetings and recording.

Advertising/Publishing Training – Provide understanding of the process and deadlines to have an advertisement appear in a newspaper/publication.

Advisory Board Liaison/Administrator Training – Provide helpful information for creating minutes, agendas, voting conflicts and board member appointment processes.

Agenda Process - Provide understanding of the process and deadlines to have an item appear on the agenda and identify necessary content and digital guidelines for each attachment.

Contract Routing/Tracking – Enable staff to route contracts and explain the contract tracking chart to ensure final execution.

Meeting Notice Posting Training – Assist staff in identifying necessary content for meeting notices and explain process for posting notices at City Hall.

Records Request Training – Introduce staff to applicable Florida Statutes and explain process of providing cost estimates, gathering responsive documents and tracking requests.

Records Search Training – Help staff know where to find records depending on record type and year.

Records Storage and Disposition Training – Introduce staff to applicable Florida Statutes and Record Retention schedules. Training will be tailored to individual Department/Division needs and explain City policy/process to send records to storage or Laserfish.