


MEMORANDUM CLK-16-12

TO: Honorable Mayor & Members of the Fort Lauderdale City Commission
FROM: Jeffrey A. Modarelli, City Clerk 
SUBJECT: City Clerk's Office Annual Update
DATE: December 30, 2016

Over the past Fiscal Year (FY 2016) the City Clerk's Office has undergone significant changes and challenges. During this time, one half (50%) of our staff either retired or was promoted to new opportunities. We met this challenge incrementally building as a team. All vacant positions were filled expeditiously with professional, talented and creative staff that have learned and performed duties exceeding expectation. Combined with the knowledgeable veteran staff, infusion of fresh talent and diverse backgrounds, the City Clerk's Office has had a productive year. Much of our success is attributed to collaborative efforts with the other Charter Offices, City Commission Office Staff and support of the City Commission. Outlined below are some highlights.

Records Retention Program

Since acquiring the City's Records Retention Program in 2012, the City Clerk's Office coordinated with all City Departments and Offices to destroy over 14,000 boxes that have met retention schedule, resulting in a savings of over \$60,000. In FY 2016, we identified an additional 8,200 boxes for destruction and coordinated destruction of over 1,800 boxes, resulting in an additional annual savings of about \$2,400.

As the City transitions to digital record storage utilizing our new software (Laserfishe), we anticipate even further reducing the number of records/boxes tagged for retention, thus increasing annual cost savings. The Clerk's Office and the Information Technology Department have collaborated to begin training the Department of Sustainable Development regarding digital storage and will continue to transition other departments throughout the year and into the future.

Minutes

Prior to the current Fiscal Year, City Commission Meeting and Workshop Minutes were being placed on the agenda for approval up to three or four months following the meeting. During the summer of 2016 we completed the backlog of pending meeting minutes with the goal of placing each set on the agenda for approval only one month following the Commission Meeting. Over 100 City Commission Regular and Conference, CRA Board and Workshop Meeting Minutes were completed in FY 2016.

In addition, beginning in 2016, the Action Minutes (Vote Summary) were completed and posted online within one to three days. In order to provide staff and our neighbors timely information, these new benchmarks are currently being met and will be our goal moving forward.

Legislation and Contracts

During FY 2016, the City Attorney's Office and the City Clerk's Office worked together to streamline the process for both advertising and finalizing legislation. As a result, the Clerk's Office creates the final (redline) legislation for signature and also works with the local newspaper to advertise as required. Our collaborative effort has resulted in process efficiencies for both offices.

In 2016, both the City Attorney's Office and City Manager's Staff requested process improvement for contract routing. After a few months working with both, we developed a more effective and comprehensive tracking process to provide more expedited execution. Our office tracked over 400 contracts for execution in FY 2016.

Lobbyist Registration

As a result of Broward County Ethics Code changes, the City of Fort Lauderdale was required to create and implement necessary changes by an April 1, 2016 deadline. We met with the Information Technology Services Department to implement these challenges. Our teamwork resulted in the City of Fort Lauderdale not only meeting the deadline, but also being the first municipality in Broward County to comply.

In FY 2016, the City Clerk's Office handled over 100 Lobbyist Registrations. We are currently working with the City Attorney's Office, Information Technology Services Department and Finance Department to offer an online lobbyist registration application process in FY 2017.

Commission Agendas and Meeting Support

In August of 2012, the City Clerk's Office began to publish City Commission Meeting Agendas and memos/backup in digital format using Granicus/Legistar software. In addition, our office publishes action and summary minutes, meeting audio/video and live broadcasts on the City Webpage and to ipads utilizing Granicus.

In FY 2016, the City Clerk's Office created and published 254 City Clerk Agenda items and collaborated with all the Charter Offices and City Commission Office to publish 58 agendas and over 1,000 additional agenda items. We record and broadcast each meeting and publish the videos to the City's Webpage. We also create the video in a manner that allows our neighbors to locate a specific agenda item discussion and hear it individually.

In order to clearly identify the Community Redevelopment Agency Board as a separate Board (CRA), the City Clerk's Office began to publish CRA Agendas, Minutes and audio/video separately, which are made available on the City's Webpage. The Clerk's Office also coordinated with the Security team to ensure our neighbors were afforded the opportunity to speak on specific items while attending public meetings.

Record Requests and Research

In 2014, while maintaining a collaborative effort with the City Attorney's Office and City Staff, the City Clerk's Office began coordinating City public record requests ranging from standard to complex. In FY 2016, our office coordinated gathering records and responses for over 450 record requests. These

requests ranged from simple document gathering to multi-department requests involving cost estimates, correspondences, emails, audio/videos and subpoenas.

In addition to providing open access to our Neighbors, our office provides research assistance to staff. Locating hard copy documents and digital files can be daunting depending on the nature of the request. As the City moves towards digitally storing records in Laserfishe, the Clerk's Office will coordinate with staff to ensure records are organized, easily accessible and stored properly per State Statutes.

Advisory Boards

In 2014, the Advisory Board application process was moved online to the City's Webpage. This allows our Neighbors to view board legislation, openings and apply for vacancies online. In FY 2016, we received 63 new applicants, a 300% increase over the previous year. In addition, the City Clerk's Office coordinated Advisory Boards to include: facilitating appointment of 240 advisory board members, preparing appointment resolutions, agenda items, Communications to the Commission, posting public notices and gathering necessary forms and documents.

Elections

Prior to the 2015 Municipal Elections, the City Clerk's Office worked with the City Auditor and proposed cost saving recommendations to the Broward County Supervisor of Elections. This proposal resulted in a reduction of precincts within the City of Fort Lauderdale from over 100 to 69, a substantial cost savings.

The 2018 Municipal Election will require significant coordination with the Broward Supervisor of Elections as the City of Fort Lauderdale is the only Broward County municipality that holds primary elections and one of the few municipalities in Broward County that does not hold elections in November.

Training

In order to enhance our current collaboration with other charter offices, the City Clerk's Office announced a comprehensive set of training to assist Staff Liaisons while performing duties in each discipline (See Exhibit 1). In our first few months, we have already trained over 50 staff members in specific disciplines. In addition, the *Training for Board and Committee Members interactive Workshop* continues to be offered for City Advisory Board and Committee Members. This collaboration with the City Attorney's Office, Assistant City Attorney D'Wayne Spence, was very successful in 2016 as 21 Board and Committee Members and 16 Staff Liaisons completed the training.

As we move forward into the New Year, the City Clerk's Office Team is ready to build upon the successes of 2016 and meet the challenges of 2017. We will continue to collaborate with other Offices while also improving our team internally.