



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

#17-1038

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

FROM: Jeffrey A. Modarelli, City Clerk

DATE: August 22, 2017

TITLE: City Clerk Annual Performance Review and Merit Adjustment

Background

It has been my pleasure to serve the City of Fort Lauderdale in various capacities over the past few decades, and it has been a privilege to serve as City Clerk since November 17, 2015. The Employment Contract Agreement between the City of Fort Lauderdale and the City Clerk provides for an annual performance review and allows for the City Commission to grant merit increases to the City Clerk to the extent that the City may determine desirable on the basis of the annual performance review.

Beginning last year with Memo CLK-16-12 (attached as Exhibit 1), our office provides a *City Clerk's Office Annual Update* for each fiscal year to inform the City Commission, City Staff and our Neighbors of our challenges, successes and goals.

Building upon the successes of our collaborative efforts in 2016, we have continued to enhance our efforts by offering training to Staff. In the first six months of the current fiscal year, City Clerk Staff has trained over 250 Staff members in the various disciplines coordinated by the City Clerk's Office (Exhibit 2). This training has been developed with the assistance, cooperation and input from Charter Offices and Department Staff.

During the first half of FY 2017, we continued working on enhancements to serve our Residents, Businesses and Visitors. During this time, the City Clerk's Office has processed over 80 Lobbyist Registrations. With the assistance and input from our ITS Department and City Attorney's Office we are on schedule to upgrade our current online lobbyist registration software to incorporate fully digital online registrations and payments. We also coordinated with the ITS Department and other Department Staff to incorporate the Commission and Advisory Board Meetings into the "Events Calendar". Additionally, the City Clerk's Office is on pace to coordinate over 500 public record requests in FY 2017.

Along with external collaborative efforts with Staff, Residents, Businesses and Visitors, our office organized and prioritized our various responsibilities according to staff strengths during the first months of FY 2017. Following this reprioritization, our staff has recently completed internal cross-training and will continue on an as needed basis. During the first half of FY 2017, the City Clerk's Office coordinated routing and execution of over 500 contracts, advertising and finalizing of over 200 pieces of legislation and researching over 100 items for staff and our neighbors.

As we have continued to build and develop over the past few years, each member of the City Clerk's Office Team has displayed, a positive attitude, a willingness to learn, an attention to detail and a focus on building positive relationships with Residents, Business, Visitors and Staff.

We attribute much of our success to collaborative efforts with City Staff to include: Commission Office, City Attorney's Office, City Auditor's Office, City Manager's Office, Departments, Staff Liaisons/Coordinators and many others.

Attachments

Exhibit 1 – Memo CLK-16-12

Exhibit 2 – City Clerk's Office Process Orientation/Training