


MEMORANDUM CLK-20-01

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

FROM: Jeffrey A. Modarelli, City Clerk 

SUBJECT: City Clerk's Office Annual Update

DATE: February 11, 2020

During Calendar Year 2019, the City Clerk's Office expanded use of innovative technologies to become more efficient. We continued our commitment to training and gathering feedback in the many disciplines offered (Exhibit 1). While successfully coordinating the 2019 Special Municipal Election with the Broward County Supervisor of Elections, we also coordinated with City Staff to respond to over 1,000 record requests, a 38% increase over the past year. Outlined below are some additional highlights from Calendar Year 2019.

Records Retention Program

The City Clerk's Office and Information Technology Services (ITS) continue to collaborate the implementation of digital record storage through the Laserfiche software program, further reducing boxes in storage and increasing annual cost savings. At this time, Department of Sustainable Development, Fire-Rescue Department, Human Resources, Finance and the City Clerk's Office are storing records digitally in Laserfiche with more departments to be implemented in the upcoming year. In 2019, the Clerk's Office successfully transferred approximately 94% of the Board and Committee agendas and minutes into Laserfiche, dating back from 2015.

In addition to coordinating delivery of approximately 9,600 boxes to staff and returning to storage, our Office coordinated destruction and removal of approximately 950 boxes in 2019, resulting in an annual savings for paper record storage.

In 2019, the City Clerk's Office trained over 50 staff members on the record retention process, including digital storage and preparation for Laserfiche implementation. We also attended the bi-weekly Employee Orientations to emphasize the importance of records management and retention to all new hires. Our Record Management Coordinator will continue emphasizing digital storage as we 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 2019. Meeting our benchmark, 100% of minutes were submitted for approval 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 2019, 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.

We trained 10 staff members and tracked over 700 contracts for execution in 2019.

Lobbyist Registration

In 2019, the City Clerk's Office successfully handled 357 Lobbyist Registrations, an 8.5% increase over the previous year. Continuing to move towards efficiency, approximately 87% of all registrations received were submitted online and approximately 82% were paid electronically.

Commission Agendas and Meeting Support

In 2019, the City Clerk's Office created and published 240 City Clerk Agenda items and collaborated with the Charter Offices and the City Commission Office to publish 90 agendas. 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 2019, all City Commission Meeting videos were published to the City Website the day following the meeting, in line with our goal.

Record Requests

In 2019, our office coordinated gathering records and responses for approximately 1,183 record requests, a 38% increase over the previous year and 81% increase over the last two years. These requests ranged from simple document gathering to complex, multi-department requests involving cost estimates, email gathering and reviewing, creating audio and video files, and subpoenas. The complex requests have increased significantly this year. In addition, we conducted six (6) record request trainings, with a total of 66 staff members trained on proper compliance with Florida Public Records law. By the second quarter of 2020, the public will have the ability to submit a public record request through a web portal.

Advisory Boards

The City Clerk's Office coordinates 40 City Advisory Boards each with specific legislation, duties and membership terms. For these boards, we prepared appointment resolutions, agenda items, Communications to the Commission, posted public notices and gathered necessary forms and documents.

As a result of legislation passed in 2019, our office facilitated 375 advisory board member appointments, a 60% increase over the previous year. In May of 2019, 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 13 Staff Liaisons completed the training. 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 2019, we trained an additional 11 Advisory Board Members and 27 Staff Members one-on-one.

Public Notices

In 2019, City Clerk's Office coordinated posting over 770 public meeting notices in compliance with *Sunshine Law*.

Elections

The City Clerk's Office worked with the Broward Supervisor of Elections (SOE) to coordinate the 2019 Special Municipal Elections, placing Bond and Charter Revision questions on the March 12th ballot. We secured and scheduled 69 precincts within 56 polling locations for the elections. In addition, we assisted Department of Public Works in carrying out the Las Olas Isles Undergrounding Election and certifying ballot results.

In this current year, we will be focusing on the 2020 Municipal Elections and qualifying candidates in June, 2020.

Attachment

Exhibit 1

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 Laserfishe.