



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

#15-0638

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

FROM: Jonda K. Joseph, City Clerk

DATE: April 30, 2015

TITLE: City Clerk Annual Performance Review and Compensation

The City has employed Jonda K. Joseph as City Clerk by employment agreement dated March 19, 2004. The agreement provides for an annual performance review.

The following information is provided to assist the City Commission in their review.

The City Clerk took on the City's records management function and reduced allocated staff from full-time to part-time. Together with another staff reduction to part-time, an \$85,000 budget reduction was achieved. The program was transferred from the City Manager. Savings in staffing of \$85,000 was reported to the City Commission during my last performance review in 2012. The projected recurring savings is now \$20,944. A training program was designed with the Florida Division of Library and Information Services. Four sessions have been held for staff.

The City Clerk took a lead role for public records requests from the City Attorney in 2014. Although the City Attorney's Office provides guidance, the City Clerk's role is much more than routine, mechanical processing. In 2014, the City Clerk handled 300+ non-routine requests. This number has increased to an expected 450 this year.

The City Clerk serves as supervisor of elections for municipal elections and referendums. The following highlights some primary functions performed independent of the services provided by the county. Fort Lauderdale is the only municipality in the county that conducts a primary, requiring what is termed, stand-alone – no piggy-back, with the county electoral process. There are 69 voter precincts.

- Secure facility use commitments from 39 private entities citywide
- Coordinate placement of ballot in voting system
- Fulfill public notice requirements
- Coordinate election morning and after hours responses to complaints/problems
- Serve as filing officer for all campaign documentation

Since the City Clerk performance review in September of 2012, the City has conducted five elections.

The City Clerk launched an online system offered by Legistar for applying to advisory boards and committees. There are in excess of three hundred people serving. An application unique to the requirements for each board or committee is available and includes the particular enabling legislation. This office manages the appointment process and has worked with the City Attorney on a comprehensive review of all appointment legislation. The City Clerk and City Attorney's Office provide training annually on the Sunshine Law, public records law, how to properly conduct public meetings and the role of advisory boards.

The City Clerk manages technology for the agenda process, and the audio and video related to City Commission meetings.

The City Clerk is the filing officer for City Commission disclosures and certifications pursuant to Broward County Ethics Code and Florida Statutes, deadlines: campaign contribution fundraising, charitable contribution fundraising, outside concurrent employment, financial interests, and public service ethics training. The City Clerk manages registration of lobbyists. There are nearly one hundred registered lobbyists with over seven hundred clients.

The City Clerk handles public notice for City Commission matters.

Pursuant to the City Charter and Code of Ordinances, the City Clerk is the official custodian of all records and papers of an official character pertaining to the affairs of the city. In the past year, this office received and handled over 1,600 documents.

Merit adjustment history is as follows:

2.50%	March 13, 2005
5.00%	September 25, 2005
7.50%	September 24, 2006
5.00%	October 1, 2008
4.00%	September 30, 2012

Attached is a comparative analysis from the cities of Hollywood, Miramar, Pembroke Pines and Pompano Beach.

