MEMORANDUM CLK-18-02

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 26, 2018

During Calendar Year 2017, the City Clerk's Office focused on implementing new processes and meeting goals developed the previous year. Our staff met these challenges by working as a team. We further refined tasks and responsibilities to allow proper resource allocation for City Elections and more effective collaboration handling legislation and contracts. In addition, we remain committed to training and gathering feedback in the many disciplines offered (Exhibit 1). Outlined below are some highlights from Calendar Year 2017.

Records Retention Program

The City Clerk's Office, Department of Information Technology (IT) and Department of Sustainable Development (DSD) collaborated to begin storing records in a digital format using Laserfiche software. As the City transitions to digital record storage, we anticipate a further reduction in the number of records/boxes in storage, thus increasing annual cost savings.

In addition to launching digital storage software, the Clerk's Office coordinated destruction of over 900 boxes in 2017, resulting in an additional annual savings.

In 2018, following Municipal Elections, Records Retention will be one of our major focuses. We have recently filled our Records Retention Coordinator position and plan to emphasize digital storage as we continue to transition additional departments throughout the year and into the future.

Minutes

Over 80 City Commission Regular, Conference, CRA Board, Special Meeting and Workshop Meeting Minutes were completed in 2017. Meeting our benchmark, 96% 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

After streamlining the process during 2017, the City Clerk's Office handled nearly 350 pieces of legislation (298 Resolutions and 47 Ordinances) finalization, routing, signature and special handling. Over 100 resolutions, ordinances and notices were published; over half published on multiple occasions.

After developing a more effective, comprehensive process and training over 20 staff members, our office tracked over 600 contracts for execution in 2017, a 33% increase over the previous year.

Lobbyist Registration

In 2017, the City Clerk's Office implemented online lobbyist meeting registration and successfully handled over 279 Lobbyist Registrations. During 2018, we anticipate a larger number of lobbyist online registrations as e-check or credit card payments will be accepted via the City's webpage in addition to mail or hand-delivery.

Commission Agendas and Meeting Support

In 2017, the City Clerk's Office created and published 255 City Clerk Agenda items and collaborated with all the Charter Offices and the City Commission Office to publish over 80 agenda and 1,000 additional agenda items.

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 2017, all City Commission Meeting videos were published to the City Website the day following the meeting, in line with our goal.

Record Requests

In 2017, our office coordinated gathering records and responses for over 600 record requests, a 35% 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 trained over 30 staff members on proper compliance with Florida Public Records Law.

Advisory Boards

The City Clerk's Office coordinates 35 City Advisory Boards each with specific legislation, duties and membership terms. In 2017, the City Clerk' Office received 65 new applicants, facilitated appointment of 246 advisory board members, prepared appointment resolutions, agenda items, Communications to the Commission, posted public notices and gathered necessary forms and documents.

In April of 2017, 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, 23 Advisory Board Members and 13 Staff Members 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 2017, we trained an additional 7 Advisory Board Members and 21 Staff Members one-on-one.

Public Notices

Utilizing feedback from our neighbors, City Commission and stakeholders, our Office enhanced the City's public meeting notice process to include listing all Sunshine Meetings on the "Event Calendar" located on our Website/Homepage. We trained over 100 staff members in the discipline of public notice posting in 2017. During the year, the City Clerk's Office posted and coordinated posting of over 1,000 public meeting notices.

Elections

The City Clerk's Office worked with the Broward Supervisor of Elections to secure and schedule 69 precincts within 56 polling locations for the upcoming elections. To date, 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.

As we prepare for the upcoming March 13, 2018 Citywide Election, the City Clerk's Office will continue to work with the Broward County Supervisor of Elections and our candidates.

As we move forward into the New Year, the City Clerk's Office Team will be focusing on completing the 2018 Municipal Elections, digital records retention and increasing internal office efficiencies.

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.
(Offered Oct/Jan/April/July)

Advertising/Publishing Training – Provide understanding of the process and deadlines to have an advertisement appear in a newspaper/publication.
(Offered December/ March/June/September)

Advisory Board Liaison/Administrator Training – Provide helpful information for creating minutes, agendas, voting conflicts and board member appointment processes.
(Offered November/February/May/August)

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.
(Offered December/ March/June/September)

Contract Routing/Tracking – Enable staff to route contracts and explain the contract tracking chart to ensure final execution.
(Offered November/February/May/August)

Meeting Notice Posting Training – Assist staff in identifying necessary content for meeting notices and explain process for posting notices at City Hall.
(Offered December/ March/June/September)

Records Request Training – Introduce staff to applicable Florida Statutes and explain process of providing cost estimates, gathering responsive documents and tracking requests.
(Offered November/February/May/August)

Records Search Training – Help staff know where to find records depending on record type and year.
(Offered Oct/Jan/April/July)

Records Storage and Disposition Training – Introduce staff to applicable Florida Statues 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.
(Offered Oct/Jan/April/July)