



## LETTER TO THE COMMISSION

**LTC No: 25-270**

**TO:** Honorable Mayor and Members of the Fort Lauderdale City Commission  
**FROM:** Rickelle Williams, City Manager *RW*  
**DATE:** December 8, 2025  
**SUBJECT:** **Designation of Acting City Manager**

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I will be away on City business beginning the evening of Tuesday, December 9, 2025 and returning to the office on Thursday, December 11, 2025. Chris Cooper, Deputy City Manager, will be joining me.

Although I will be available via email and phone, Yvette Matthews, Assistant City Manager, will assume the duties and responsibilities of the City Manager. Please contact Yvette for general and urgent matters.

Yvette's contact information is as follows:

Office: (954) 828-6103

Cell: (954) 599-2347

Email: [y Matthews@fortlauderdale.gov](mailto:y Matthews@fortlauderdale.gov)

c: D'Wayne M. Spence, Interim City Attorney  
David R. Soloman, City Clerk  
Patrick Reilly, City Auditor  
City Manager's Office  
Department Directors