


**CITY OF HALLANDALE BEACH
MEMORANDUM**

DATE: April 23, 2025
TO: Honorable Mayor, Vice Mayor, and Commissioners
FROM: Jenorgen Guillen, City Clerk 
SUBJECT: City Clerk's Office Quarterly Report | January 2025 – March 2025

The report is provided to the City Commission for informational purposes on the critical tasks completed and other accomplishments through the City Clerk's Office.

Meetings

The information below reflects the total number of agendas published and meetings scheduled and conducted by the City Clerk's Office.

Total(s)	January 2025	February 2025	March 2025
City Commission	2	2	3
GISND Board of Directors	1	0	0
TISND Board of Directors	0	1	0
HBCRA Board of Directors	0	1	1

Agenda Items

The information below reflects the total number of agenda items reviewed and published through the City Clerk's Office.

Total(s)	January 2025	February 2025	March 2025
City Commission	27	18	38
GISND Board of Directors	1	0	0
TISND Board of Directors	0	4	0
HBCRA Board of Directors	0	5	8

Resolutions

The information below reflects the total number of Resolutions managed and recorded per the State Mandate and City Code of Ordinance.

Total(s)	January 2025	February 2025	March 2025
City Commission	16	12	16
GISND Board of Directors	1	0	0
TISND Board of Directors	0	0	0
HBCRA Board of Directors	0	2	5

Ordinances

The information below reflects the total number of Ordinances managed, advertised, and recorded per the State Mandate and City Code of Ordinance.

Total(s)	January 2025	February 2025	March 2025
City Commission	2	4	2

Minutes

The information below reflects the total number of minutes compiled and adopted.

Total(s)	January 2025	February 2025	March 2025
City Commission	2	0	4
GISND Board of Directors	0	0	0
TISND Board of Directors	0	3	0
HBCRA Board of Directors	0	1	1

Public Notices

The information below reflects the total number of Public Notices managed and published per the State Mandate and City Code of Ordinance.

	January 2025	February 2025	March 2025
Total(s)	14	21	25

Public Records Requests

The information below reflects the total number of records requests managed and completed per the State Mandate and City Code of Ordinance.

	January 2025	February 2025	March 2025
Total(s)	230	249	235
Revenue Total	\$ 2,056.97	\$ 2,671.30	\$ 3,531.03

Presentations

The information below reflects the number of recognition presentations managed by the City Clerk’s Office.

Total(s)	January 2025	February 2025	March 2025
Proclamations	1	1	4
Certificates	1	0	19
Keys to the City	0	0	0
Student of the Month	0	0	1

Advisory Board/Committee Vacancies

The information below reflects the number of current vacancies.

Total(s)	January 2025	February 2025	March 2025
Civil Service Board	1	1	1
Parks & Recreation Advisory Board	0	0	0
Planning & Zoning Advisory Board	0	0	0
Police/Fire Pension Board	0	0	0
Public Transportation, Traffic & Parking Advisory Board	0	0	0
Sustainability & Flood Mitigation Advisory Board	3	3	3
Unsafe Structures Board	0	0	0