

CITY OF HALLANDALE BEACH
MEMORANDUM

DATE: October 22, 2025

TO: Honorable Mayor, Vice Mayor, and Commissioners

FROM: Jenorgen Guillen, City Clerk 

SUBJECT: City Clerk's Office Quarterly Report | July 2025 – September 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)	July 2025	August 2025	September 2025
City Commission	Recess	2	2
GISND Board of Directors	Recess	0	2
TISND Board of Directors	Recess	0	2
HBCRA Board of Directors	Recess	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)	July 2025	August 2025	September 2025
City Commission	Recess	55	70
GISND Board of Directors	Recess	0	6
TISND Board of Directors	Recess	0	6
HBCRA Board of Directors	Recess	5	13

Resolutions

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

Total(s)	July 2025	August 2025	September 2025
City Commission	Recess	26	27
GISND Board of Directors	Recess	0	4
TISND Board of Directors	Recess	0	4
HBCRA Board of Directors	Recess	0	9

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)	July 2025	August 2025	September 2025
City Commission	Recess	14	16

Minutes

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

Total(s)	July 2025	August 2025	September 2025
City Commission	Recess	3	4
GISND Board of Directors	Recess	0	1
TISND Board of Directors	Recess	0	1
HBCRA Board of Directors	Recess	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.

	July 2025	August 2025	September 2025
Total(s)	10	20	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.

	July 2025	August 2025	September 2025
Total(s)	254	268	248
Revenue Total	\$ 2,428.34	\$ 3,129.49	\$ 1,923.03

Presentations

The summary below highlights the total number of recognition presentations coordinated, prepared, and facilitated by the City Clerk's Office during the reporting period.

Total(s)	July 2025	August 2025	September 2025
Proclamations	0	4	3
Certificates	0	0	0
Keys to the City	0	0	1
Student of the Month	0	0	0

Contracts

The summary below presents the total number of contracts administered, reviewed, and maintained by the City Clerk's Office during the reporting period.

Total(s)	July 2025	August 2025	September 2025
Contracts	0	4	3

eRecordings

The summary below outlines the total number of electronic recordings (eRecordings) processed by the City Clerk's Office through the County's recording system during the reporting period.

Total(s)	July 2025	August 2025	September 2025
City of Hallandale Beach	13	14	10
HBCRA	5	6	1

Advisory Board/Committee Vacancies

The information below reflects the number of current vacancies.

Total(s)	July 2025	August 2025	September 2025
Civil Service Board	Recess	1	1
Parks & Recreation Advisory Board	1	1	1
Planning & Zoning Advisory Board	Recess	0	0
Police/Fire Pension Board	0	0	0
Public Transportation, Traffic & Parking Advisory Board	3	3	3
Sustainability & Flood Mitigation Advisory Board	1	2	2