


CITY OF HALLANDALE BEACH
MEMORANDUM

DATE: October 30, 2024
TO: Honorable Mayor, Vice Mayor, and Commissioners
FROM: Jenorgen Guillen, City Clerk 
SUBJECT: City Clerk's Office Quarterly Report | July 2024 - September 2024

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 2024	August 2024	September 2024
City Commission	Recess	2	2
GISND Board of Directors	Recess	2	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 2024	August 2024	September 2024
City Commission	Recess	43	58
GISND Board of Directors	Recess	3	10
TISND Board of Directors	Recess	0	6
HBCRA Board of Directors	Recess	8	15

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 2024	August 2024	September 2024
City Commission	Recess	15	27
GISND Board of Directors	Recess	1	5
TISND Board of Directors	Recess	0	4
HBCRA Board of Directors	Recess	2	11

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 2024	August 2024	September 2024
City Commission	Recess	1	5

Minutes

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

Total(s)	July 2024	August 2024	September 2024
City Commission	Recess	6	9
GISND Board of Directors	Recess	0	4
TISND Board of Directors	Recess	0	2
HBCRA Board of Directors	Recess	2	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 2024	August 2024	September 2024
Total(s)	12	22	21

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 2024	August 2024	September 2024
Total(s)	222	206	224
Revenue Total	\$ 1,719.63	\$ 3,025.09	\$ 1,935.16

Presentations

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

Total(s)	July 2024	August 2024	September 2024
Proclamations	3	2	3
Certificates	0	0	0
Keys to the City	0	0	1
Student of the Month	0	0	0

Advisory Board/Committee Vacancies

The information below reflects the number of current vacancies.

Total(s)	July 2024	August 2024	September 2024
Civil Service Board	Recess	1	1
Parks & Recreation Advisory Board	Recess	3	4
Planning & Zoning Advisory Board	Recess	0	0
Police/Fire Pension Board	Recess	0	0
Public Transportation, Traffic & Parking Advisory Board	Recess	3	3
Sustainability & Flood Mitigation Advisory Board	Recess	0	0
Unsafe Structures Board	Recess	0	0