



Hallandale Beach
PROGRESS. INNOVATION. OPPORTUNITY.

400 South Federal Hwy
Hallandale Beach, FL 33009

City of Hallandale Beach City Commission Agenda Cover Memo

Meeting Date:	November 28, 2018		Item Type: <i>(Enter X in box)</i>	Resolution	Ordinance	Other X	
Fiscal Impact: <i>(Enter X in box)</i>	Yes	No	Ordinance Reading: <i>(Enter X in box)</i>	1st Reading		2nd Reading	
		X	Public Hearing: <i>(Enter X in box)</i>	Yes	No	Yes	No
					X		
Funding Source:	N/A		Advertising Requirement: <i>(Enter X in box)</i>	Yes		No	
						X	
Account Balance:	N/A		Quasi-Judicial: <i>(Enter X in box)</i>	Yes		No	
						X	
Project Number :	N/A		RFP/RFQ/Bid Number:	NA			
Contract/P.O. Required: <i>(Enter X in box)</i>	Yes	No	Strategic Plan Priority Area: <i>(Enter X in box)</i>				
			Safety <input type="checkbox"/>				
		X	Quality of life <input checked="" type="checkbox"/>				
			Improve City Infrastructure <input type="checkbox"/>				
Sponsor Name:	Nydia M. Rafols-Sallaberry, Interim City Manager		Department: City Manager's Office	Noemy Sandoval, Grants Manager			

Short Title:

Administrative Policy Management – A Roger's Raiders Project

Staff Summary:

Background:

The Roger's Raiders Leadership Development Program provides an opportunity for candidates to participate in special projects, strategic learning events, and informal mentoring. Projects are assigned as individual or group projects. As part of the Roger's Raiders Program, Noemy Sandoval, Grants Manager, was assigned to review and analyze the City's Administrative Policy Management process and to work with program mentor, Assistant City Manager Greg Chavarria.

The scope of the project included an assessment of current practices, best practices, and the identification of immediate and future opportunities for improvement in the various areas of the Administrative Policy Management process (creating, reviewing, approving, disseminating, revising, voiding and storing policies). At the conclusion of the project, a report was written to summarize challenges, opportunities and next steps in making the process more accessible, efficient and modern-based for the City of Hallandale Beach.

Key project deliverables included: 1) document accessibility, central repository, and online collaborative platform, 2) searchable policy inventory, 3) assessment of manual processes and paper-based files, 4) revision of governance document for the entire administrative policy lifecycle including forms, templates and guides, and 5) plan for citywide comprehensive review process.

Process maintenance and sustainability recommendations were presented to the City Administration for implementation. Recommendations included the designation of Departmental Administrative Policy Liaisons, roll out of a Citywide Comprehensive Review Process, and software automation for version and security controls.

The ultimate goal of this project was to provide an opportunity for a Roger's Raider to re-imagine the Administrative Policy Management process in an effort to reduce tangible and intangible costs, increase efficiency, and modernize City processes through the use of current technology investments and possible enhancements.

Proposed Action:

No action is proposed at this time. This item is for presentation purposes only.

Attachment(s):

Exhibit 1 – Project Report

Prepared By:



Noemy Sandoval, Grants Manager

Reviewed by:



Greg Chavarria, Assistant City Manager