


**CITY OF HALLANDALE BEACH, FLORIDA**  
**MEMORANDUM**

**DATE:** January 8, 2025

**TO:** Honorable Mayor, Vice Mayor, and Commissioners

**FROM:** Jenorgen M. Guillen, MMC 

**SUBJECT:** Annual City Clerk Evaluation 2024

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I am deeply honored to serve as Hallandale Beach's City Clerk Charter Officer and am grateful for the opportunity to contribute to our community. Before sharing the achievements and upcoming initiatives of the City Clerk's Office, I want to acknowledge my team's unwavering dedication and hard work: Deputy City Clerk Anastacia I. DeLeon, Records Manager April Manning, and Office Manager Alejandro Macias. Together, we have made significant strides, and I am proud to highlight the key accomplishments of 2024 while offering a glimpse into the exciting projects on the horizon.

**Achievements**

The City Clerk's Office ensured transparency and accessibility by publishing resolutions and ordinances on the city's website within 24 hours of adoption. Our Office successfully organized and managed forty-eight (48) meetings, of which twenty-one (21) were City Commission Meetings, ten (10) GISND Board of Directors Meetings, six (6) TISND Board of Directors Meetings, and eleven (11) HBCRA Board of Directors Meetings. Four hundred eighty-nine (489) agenda items were reviewed, processed, and published for discussion by the Commission.

My office achieved compliance by implementing digital signage software and streamlining compliance with Florida Statute Chapter 286.011. We also facilitated two-hundred-three (203) Public Notices and enhanced public communication. These accomplishments underscore our commitment to efficiency, transparency, and effective public engagement.

Additionally, by enhancing the Proclamation process, the City Clerk's Office successfully facilitated the processing and presentation of sixty-three (63) Proclamations, sixteen (16) Certificates of Appreciation, two (2) Keys to the City, and seven (7) Student of the Month recognitions. These efforts reflect the City's dedication to honoring and celebrating its residents' and community members' achievements and contributions.

In 2024, the City Clerk's Office successfully managed and responded to 2,536 public records requests, generating \$27,013 in revenue. A notable achievement remains the continued implementation and optimization of JustFOIA software, which has significantly modernized and streamlined the public records request process, replacing the outdated system of emails and Excel spreadsheets.

This software delivers numerous advantages, including online payment options for added user convenience, real-time tracking of request statuses, immediate access to downloadable documents upon availability, and a user-friendly interface for submitting requests. Additionally, it facilitates efficient communication by addressing questions or

concerns from the public, further enhancing transparency and accessibility. Through these advancements, the City Clerk's Office reaffirms its commitment to improving efficiency and delivering exceptional service to the community.

The Clerk's Office also supports all City departments by offering essential training to ensure compliance with Florida Statute Chapter 119, equipping City personnel with the tools and knowledge to handle public records requests effectively while staying informed about state laws and administrative guidelines. By fostering a culture of compliance and transparency, the Clerk's Office ensures that City staff are fully prepared to manage records requests professionally and accurately.

Dedicated to continuous improvement, the office conducts ongoing research and development to enhance JustFOIA and further optimize the public records request process. These efforts highlight the City Clerk's Office's unwavering commitment to maintaining high standards in public service, embracing innovation, and fostering a more efficient and transparent government.

The City Clerk's Office oversees 10 active Boards and Committees and supports ten (10) Board Liaisons. In 2024, the Clerk's Office prioritized addressing numerous board and committee vacancies by notifying the public of openings, reviewing new applications, and facilitating appointments in alignment with the codified policies for advisory boards and committees. To further enhance transparency and engagement, the office plans to ensure the timely publication of Boards' and Committees' minutes, keeping council members and residents informed about the vital services these groups provide to the community.

In 2024, the City Clerk's Office filled 95% of all board and committee seats, leaving only seven vacancies. This accomplishment highlights the office's dedication to ensuring all boards and committees are fully staffed with engaged members. The Clerk's Office is committed to implementing annual training for all board and committee members. This training will equip members with the knowledge, skills, and resources necessary to carry out their duties effectively. These efforts align with the City's mission to foster active civic participation, ensuring that each board and committee can make meaningful contributions to the community and support the continued growth and success of Hallandale Beach.

On February 7, 2024, the City Commission authorized a Professional Services Agreement with Florida Atlantic University (FAU) for Records Management Services to update the City's Records Management Plan. The City Clerk's Office sought approval for this resolution to engage the John Scott Dailey Florida Institute of Government at FAU, in collaboration with SML, Inc., for consulting services to refine the City's records management practices.

The City's original Records Management Plan was finalized in December 2011 with the guidance of consultant Steve M. Lewis in partnership with FAU. Since then, the landscape of records management has evolved, influenced by changes in state and federal regulations, technological advances, and growing public demands for transparency. Florida Statute Chapter 119 and Florida Administrative Code Chapter 1B-24 stipulate that public records management, retention, and disposition must comply with legal standards. Given the increasing complexity of managing public records, regular updates and professional oversight are essential to ensure continued compliance, cost-effectiveness, and operational efficiency.

In 2024, the office successfully disposed of 241.90 square feet of records, equivalent to 162 banker's boxes of records. Moreover, I am diligently working on updating the 2011 Records Management Plan by addressing several key areas, including developing disposition procedures for public records, implementing an automated filing and tracking system, and creating comprehensive training programs for City staff. Establish strategies for disaster recovery, protect vital records, and ensure the City remains compliant with evolving legal requirements. By providing the protection and efficient management of records, the City aims to improve information retrieval, safeguard historical records, and minimize legal risks—all while controlling operational costs and improving records management efficiency.

### **Upcoming Improvements**

The Citywide Records Management Project is poised to create a comprehensive, standardized system for managing city records across all departments. This initiative aims to ensure legal compliance, enhance the accessibility of information, and preserve the city's historical and administrative documents. The project aims to streamline processes, improve operational efficiency, and foster greater transparency and accountability within city government by implementing a unified records management strategy and digitizing records.

Key deliverables for this project include an updated Records Management Plan that integrates robust monitoring systems, comprehensive training programs, and streamlined procedures for efficient record management. The project will evolve, with the initial phases—including digitizing priority records, system deployment, and staff training—anticipated to begin in 2025. This continuous, long-term initiative will ensure the integrity, security, and accessibility of the city's records for years.

In addition to records management, the Clerk's Office is focused on enhancing the lobbyist application process. This will include implementing an online submission platform for applications and payments and ensuring full compliance with lobbyist laws and regulations through thorough research. The goal is to have these improvements completed by the summer of 2025. Recognizing the importance of compliance, the City Clerk's Office also provides annual training for boards and public records liaisons to ensure adherence to state regulations and city policies.

I am deeply grateful for the opportunity to serve the Hallandale Beach community and my colleagues, and I remain dedicated to fulfilling my role as City Clerk with unwavering commitment. I look forward to continuing to support and improve our city's operations for the benefit of all residents.