



City of Hallandale Beach City Commission Agenda Cover Memo

Meeting Date:	Item Type:		1 st Reading	2 nd Reading
2/7/2024	<input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Ordinance <input type="checkbox"/> Other	Ordinance Reading	N/A	N/A
		Public Hearing	<input type="checkbox"/>	<input type="checkbox"/>
		Advertising Required	<input type="checkbox"/>	<input type="checkbox"/>
		Quasi-Judicial:	<input type="checkbox"/>	<input type="checkbox"/>
File No.:				
24-010				
Fiscal Impact (\$):	Account Balance (\$):	Funding Source:	Project Number:	
\$30,000	\$35,000	1910.531010	C1910	
Contract/P.O. Required	RFP/RFQ/Bid Number:	Sponsor Name:	Department:	
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	N/A	Jenorgen Guillen, City Clerk	City Clerk's Office	
Strategic Plan Focus Areas:				
<input type="checkbox"/> Finance & Budget		<input checked="" type="checkbox"/> Organizational Capacity		<input type="checkbox"/> Infrastructure/Projects
Implementation Timeline:				
Estimated Start Date: 2/21/2024 Estimated End Date: 9/30/2024				

SHORT TITLE:

A RESOLUTION OF THE MAYOR AND CITY COMMISSION OF THE CITY OF HALLANDALE BEACH, FLORIDA, AUTHORIZING A PROFESSIONAL SERVICES AGREEMENT WITH FLORIDA ATLANTIC UNIVERSITY FOR RECORDS MANAGEMENT SERVICES IN AN AMOUNT NOT-TO-EXCEED THIRTY THOUSAND DOLLARS (\$30,000); AND PROVIDING AN EFFECTIVE DATE.

STAFF SUMMARY:

Summary:

The City Clerk's Office is requesting approval of the proposed Resolution for professional services from the John Scott Dailey Florida Institute of Government at Florida Atlantic University (FAU), in collaboration with SML, Inc., for records management consulting services and the ongoing development of the City's records management plan. Authorize the City Clerk, per Ordinance 2023-16, to execute the professional services agreement. According to the contract, these

services will be provided by Steve Lewis, Inc., through the John Scott Dailey Institute of Government at FAU, for a sum not exceeding \$30,000.00.

On January 30, 2012, the City Commission unanimously agreed to have staff present them with the complete Records Management Plan that was finalized in December 2011. Records consultant Steve M. Lewis developed this plan in collaboration with the John Scott Dailey Florida Institute of Government at Florida Atlantic University (FAU).

Background:

Florida Statue Chapter 119 and Florida Administration Code Chapter 1B-24 require the management of records, retention, and disposition of public records in accordance with all state and federal requirements.

The Records Management Plan, which was presented to the City Commission in December 2011, necessitates an update and ongoing monitoring to maintain legal compliance, cost-effectiveness, and efficiency. Managing Public Records has become increasingly complex due to today's litigious environment, evolving technologies, and growing public demand for access. In a city the size of Hallandale Beach, effective records management cannot be achieved solely by one Records Management Liaison Officer (RMLO); it requires the input, assistance, and collaboration of staff at all levels. Consequently, regular training and support for record coordinators are essential, mainly as these staff positions are subject to change.

Moreover, state and federal regulations are in a constant state of flux. The Department of State frequently updates Rule Chapters 1B-24, 1B-26, F.A.C., and General Schedule 1-SL, which are crucial to the program's regulatory structure. Since our plan's inception, there have been many new opinions from the Attorney General, and ongoing changes in court rulings regarding Public Records are continually altering the landscape. The City Clerk's Office's standards require the support of professional records managers for effective monitoring and implementation. As a result, the Clerk's Office requires the expertise of professional records managers from Florida Atlantic University for specific reasons:

- Assistance with monitoring evolving legislation, Attorney General, and Court Opinions.
- Help track changes in the Florida Administrative Code and Retention Schedules.
- Support in designing filing systems.
- Professional training for staff records coordinators, available monthly.
- Aid in compiling Florida Department of State Compliance Statements.
- Assistance in creating Disposition Lists as record series titles expand with each passing retention period.
- Support with integrating technology and adapting to changes in the Florida Administrative Codes, especially Rule Chapter 1B-26.
- Help select records management service providers and ensure their compliance.
- Assistance in designing and implementing file arrangements for efficient disposition and data retrieval.
- Support in drafting record Policy and Procedure as new issues emerge, particularly concerning record requests.
- Retention and disposition of public records in accordance with all state and federal requirements (including, but not limited to, Chapter 119 and 257, F.S. and Chapter 1B-24, F.A.C., and Chapter 1B-26, F.A.C.).
- Management access to both active and inactive records in an accurate and timely fashion (to include a filing system and consideration of imaging potential).

- Retention of all records under secure conditions, preventing unauthorized access by employees and third parties.
- Protection of all records from physical calamity and decay.
- Provision for the timely destruction of records at the end of their retention period in a secure manner.
- Conversion of long retention records to microfilm.
- Provision for disaster recovery; and
- Achievement of these goals in the most cost-efficient manner available.

The City Clerk would like to obtain the services of John Scott Dailey, Florida Institute of Government at Florida Atlantic University, in partnership with SML, Inc., to provide Records Management Plan and Consulting Services. Mr. Steve M. Lewis is a seasoned Records and Information Management Consultant with over 30 years of experience across various government agencies of all sizes. His firm, specializing in Records and Information Management Consulting and Implementation, boasts over 60 years of combined experience. The firm's client base spans diverse sectors, including small towns, major cities, counties, school boards, state agencies, universities, community colleges, utilities, transportation, law enforcement, court, and regulatory agencies. Additionally, they have significant experience in the private sector, encompassing defense, manufacturing, and service industries nationally and internationally. The firm is adept at managing extensive collections, including those as large as two million cubic feet. Their services are comprehensive, from designing records management plans and systems to identifying records for destruction and ensuring legal compliance. They are skilled in writing retention schedules, drafting policies and procedures for data management, conducting record inventories, providing training, and fulfilling various other records and information management needs.

Steve M. Lewis has provided professional services to a wide range of municipalities, including, but not limited to:

- City of Altamonte Springs
- City of Anna Maria
- City of Aventura
- City of Bartow
- City of Boynton Beach
- City of Cedar Grove (through Bay County BoCC)
- City of Coconut Creek
- City of Coral Gables
- City of Coral Springs
- City of Clermont
- City of Davie
- City of DeBary
- City of Deland
- City of Doral
- City of Edgewater
- City of Fellsmere
- City of Fernandina Beach
- Town of Golden Beach
- City of Green Cove Springs
- City of Greensboro
- City of Groveland
- City of Gulfport
- Haines City
- City of Hallandale Beach
- Town of Haverhill
- City of Holly Hill
- City of Holmes Beach
- Town of Indian River Shores
- City of Indian Rocks Beach
- City of Jacksonville
- City of Key West
- Town of Lake Hamilton
- City of Lakeland
- City of Lauderdale Lakes
- Town of Longboat Key
- City of Madison
- City of Margate
- Town of Melbourne Beach
- City of Miami
- City of Miami Beach
- City of Madeira Beach
- City of Midway
- City of Miramar
- City of Mount Dora
- City of Naples Airport Authority
- City of North Lauderdale
- City of Oak Hill

- City of Ocala
- City of Ocoee
- Orlando Orange County Expressway Authority
- City of Palm Bay
- City of Palm Beach Gardens
- City of Pinellas Park
- Town of Ponce Inlet
- City of Sanford
- City of Sanibel
- City of Seminole
- Town of Southwest Ranches
- City of St. Pete Beach
- Tampa Bay Water
- Tampa Port Authority
- City of Tavares
- City of Titusville
- City of Venice
- City of Winter Park
- City of Winter Springs.

Current Situation:

The proposed agreement with John Scott Dailey Florida Institute of Government at Florida Atlantic University in partnership with SML, Inc. will help update the 2011 Records Management plan with the general requirements and specific data relative to the City and its operations that include

- A disposition procedure for all Public Records in accordance with Rule Chapter 1B-24, F.A.C. An City-Wide Disposition List for City Public Records in accordance with Rule Chapter 1B-24, F.A.C. based on a record series title inventory.
- A filing system matrix with an automated file code tracking system and/or boxed record index, word-searchable, written to Microsoft Excel, which may be saved to SQL as a network version.
- Detailed scheduling, disposition, and imaging options to include destruction, microfilm and digital imaging in accordance with Rule Chapter 1B-26, F.A.C.
- Organization structure recommendations related to record operations.
- An email policy and dispositioning solution.
- A training outline and training manual to be used by personnel with record responsibilities.
- Records Management Program Goals and Approach
- Program Implementation
- Program Administration
- Program Maintenance
- Public Records Definitions
- Categorization
- Scheduling
- Format & Media Selection
- Electronic Communications
- Social Media Records
- Storage & Security
- Filing Systems
- Public Records Access (Public Records Request)
- Exemptions
- City-Specific Records Collections Issues
- Policies & Procedures

Why Action is Necessary:

In accordance with City Code Section 23-8, Exception to bid requirements, (2) Professional services, contracts for professional services involving peculiar skill, ability, experience or expertise, which are in their nature unique and not subject to competitive bidding, are exempt from the competitive bidding requirements of this article; however, a formal written contract, approved by the commission, shall be required for all such contracts in excess of \$25,000.00 and any applicable state law, such as the Consultant's Competitive Negotiation Act, shall be followed.

The City Commission considers the attached Resolution authorizing the City Clerk to execute a professional services agreement with John Scott Dailey, Florida Institute of Government at Florida Atlantic University, in partnership with SML, Inc.

Cost Benefit:

It is in the City's best interest to award this contract to guarantee compliance with the Florida Statue Chapter 119 and Florida Administration Code Chapter 1B-24. Ensuring compliance with the following:

- Improved Information Retrieval: Enhanced management of paper records and the effective implementation of electronic records management systems increase efficiency. This reduces the incidence of misfiled or lost records, saving time and reducing costs.
- Compliance with Legal Retention: An essential aspect of records management is establishing retention requirements based on legal, fiscal, administrative, and historical values. This prevents the premature destruction or unnecessary retention of records, avoiding legal risks and reducing operational costs.
- Protection of Vital Records: Identifying essential records and preparing a comprehensive disaster response plan minimizes vulnerability. The loss of crucial records can severely impact the City's functionality and the well-being of the citizens it serves.
- Control over Record Creation: Managing records, forms, and reports can curb the creation of unnecessary documents, reducing costs and enhancing the effectiveness of necessary records.
- Identification of Historical Records: Records managers are crucial in identifying and protecting records of historical significance. Their role includes preserving and making accessible records with archival value, contributing to preserving documentary heritage.

PROPOSED ACTION:

The City Commission considered the attached Resolution.

ATTACHMENT(S):

Exhibit 1 – Proposed Resolution

Exhibit 1A – FAU Professional Service Agreement and Proposal

Exhibit 2 – 2011 FAU City of Hallandale Beach Records Management Plan