


**CITY OF HALLANDALE BEACH**  
**MEMORANDUM**

**DATE:** April 10, 2024  
**TO:** Honorable Mayor, Vice Mayor, and Commissioners  
**FROM:** Jenorgen Guillen, City Clerk   
**SUBJECT:** City Clerk's Office Quarterly Report | January 2024 – March 2024

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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.

<b>Total(s)</b>	<b>January 2024</b>	<b>February 2024</b>	<b>March 2024</b>
City Commission	2	2	2
GISND Board of Directors	0	0	1
TISND Board of Directors	0	0	0
HBCRA Board of Directors	2	0	1

**Agenda Items**

The information below reflects the total number of agenda items reviewed and published through the City Clerk's Office.

<b>Total(s)</b>	<b>January 2024</b>	<b>February 2024</b>	<b>March 2024</b>
City Commission	21	22	19
GISND Board of Directors	0	0	1
TISND Board of Directors	0	0	0
HBCRA Board of Directors	6	0	12

**Resolutions**

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

<b>Total(s)</b>	<b>January 2024</b>	<b>February 2024</b>	<b>March 2024</b>
City Commission	6	9	7
GISND Board of Directors	0	0	1
TISND Board of Directors	0	0	0
HBCRA Board of Directors	1	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.

<b>Total(s)</b>	<b>January 2024</b>	<b>February 2024</b>	<b>March 2024</b>
City Commission	6	0	2

**Minutes**

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

<b>Total(s)</b>	<b>January 2024</b>	<b>February 2024</b>	<b>March 2024</b>
City Commission	0	0	0
GISND Board of Directors	0	0	0
TISND Board of Directors	0	0	0
HBCRA Board of Directors	1	0	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.

	<b>January 2024</b>	<b>February 2024</b>	<b>March 2024</b>
Total(s)	9	14	13

**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.

	<b>January 2024</b>	<b>February 2024</b>	<b>March 2024</b>
Total(s)	181	190	216
Revenue Total	\$ 2,439.75	\$ 994.40	\$ 2,709.41

**Presentations**

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

	<b>January 2024</b>	<b>February 2024</b>	<b>March 2024</b>
Proclamations	2	18	6
Certificates	0	0	0
Keys to the City	0	0	0
Student of the Month	1	4	0

**Advisory Board/Committee Vacancies**

The information below reflects the number of current vacancies.

<b>Total(s)</b>	<b>January 2024</b>	<b>February 2024</b>	<b>March 2024</b>
Civil Service Board	1	1	1
Parks & Recreation Advisory Board	6	6	6
Planning & Zoning Advisory Board	2	2	2
Police/Fire Pension Board	0	0	0
Public Transportation, Traffic & Parking Advisory Board	3	3	3
Sustainability & Flood Mitigation Advisory Board	2	1	1
Unsafe Structures Board	0	0	0