

**SUPPLEMENTAL AGENDA #1
CITY COMMISSION, CITY OF HALLANDALE BEACH, FLORIDA
WEDNESDAY, FEBRUARY 02, 2011....10:00 AM**

8. CITY BUSINESS

- D. Discussion Concerning City Clerk Departmental Staffing Levels and the Use of Outside Services. (Staff: City Clerk) (See Backup)

CITY OF HALLANDALE BEACH
CITY MANAGER
2011 FEB -1 PM 4:52

CITY OF HALLANDALE BEACH, FLORIDA
MEMORANDUM

DATE: January 31, 2011

TO: Mark Antonio, City Manager

FROM: James Buschman, City Clerk

SUBJECT: Discussion Concerning City Clerk Departmental Staffing Levels and the Use of Outside Services

PURPOSE:

City Commission consider utilizing outside services on a short term basis for the completion of backlogged City Commission Minutes; and discuss long-term solutions by increasing staffing levels within the City Clerk Department.

BACKGROUND:

On January 28th, 2011, during the Special City Commission Visioning Session, staff was directed to prepare a Supplemental Agenda Item to be presented at the February 2nd, 2011 City Commission meeting to outline what it would take as far as staff to get caught up on Minutes, as well as consider using the City Clerk's office as the liaison for all Advisory Boards and Committees.

DISCUSSION:

Currently there is a backlog of fifteen (15) sets of Regular and Special City Commission Minutes to be completed and adopted. (See Attachment 1). Staff has completed a survey of fifteen (15) cities and can conclude that nine (9) of the cities transcribe and adopt their minutes within fourteen (14) days of the meeting date. However, it should be noted, there is an average of 4 full-time persons on staff with the City Clerk's offices and 2 people are assigned to the preparation of minutes. (See Attachment 2).

At present, the City Clerk's office is staffed with a City Clerk (this person is also the City's Risk Manager and Director of General Services), a Deputy City Clerk and an Administrative Office Assistant (AOA I). The daily duties of the City Clerk's office include, but are not limited to:

- City Commission Agendas;
- Minutes of City Commission Meetings;
- Lien Searches;
- Public Records;
- Records Management;
- Preparation of Proclamation/Resolutions/Ordinances (transmit to all related parties);
- Advertisement and Legal/Public Notices (Sunshine Law Compliance);
- Provide Notary and Certification Services;

- Maintain City Clerk's Webpage on City's Website;
- Monitor Advisory Boards and Committee Attendance and Membership;
- Conduct Annual Overview of Sunshine Law with Advisory Boards and Committees.

Additionally, five (5) of the cities surveyed use the City Clerk's office as the direct Liaison for all Advisory Boards and Committees. It should be noted that there is a separate staff person within the City Clerk's office designated as the Board/Committee Secretary/Liaison. The City of Hallandale Beach's Board/Committees are responsible for selecting their own Chair, Vice-Chair and Secretary; there are also responsible for producing their own minutes. The minutes of each meeting are usually adopted at the Board/Committee's next scheduled meeting. The City Clerk's office forwards the minutes from each Board and Committee upon their approval and their submittal to the City Clerk's Office. (See Attachment 3 for Status of Advisory Board/Committee Minutes).

Staff has contacted temporary employment agencies, surrounding cities' Human Resources Departments as well as the Florida Association of City Clerk's (FACC) for a collection of resumes for Clerk's in transit that may be interested in providing their services on a short-term basis. Staff has determined that a part-time person could be hired at an approximate cost of \$25 per hour at 25 hours per week for a total of \$2,500 per month. Staff anticipates that the Minutes can be brought up to date in approximately 60 days for a total cost of \$5,000.

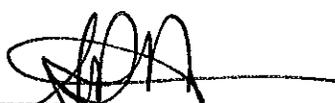
As we endeavor to work towards a long-term and permanent solution, staff firmly believes that a full-time City Clerk position should be evaluated as part of the upcoming budget cycle.

RECOMMENDATION:

City Commission authorize the City Manager to:

1. Hire a part-time City Clerk on a temporary basis to assist with completion of backlogged Minutes; if approved, funding in an amount not to exceed \$10,000 will be utilized out of account no. 001-8090-519-3448.

Prepared by:


Sheena James, Deputy City Clerk

Reviewed:


Mark Antonio, City Manager

2-1-11
Date

Approved

Denied

Hold for Discussion

Comments:

ATTACHMENT 1

Outstanding Minutes to Be Adopted

Sept. 01, 2010 **

Sept. 15, 2010 **

Sept. 15, 2010 (Special) **

Sept. 27, 2010 (Special)**

Sept. 29, 2010 (Special)**

Oct. 6, 2010

Oct. 20, 2010

Nov. 3, 2010

Nov. 17, 2010

Dec. 8, 2010

Jan. 5, 2011

Jan. 5, 2011 (Special)

Jan. 18, 2011

Jan. 14, 2011 (Special)

Jan. 28, 2011 (Special)

**** - Minutes to be presented at the February 16, 2011 Meeting**

Survey of App. Turnaround Time for Minutes from Surrounding Cities as of 1/27/2011

<u>Municipality Name</u>	<u>Type of Minutes</u>	<u># of Employees in City Clerk's Office</u>	<u>Process</u>	<u>App. Turnaround Time</u>	<u># Of Regular Meetings Per Month</u>	<u>Agenda Release Time</u>	<u>City Clerk's Office is Liaison for Advisory Boards/Committees</u>
Coconut Creek	Summary	3	Deputy Clerk transcribes, City Clerk Reviews	14 days (adopted at next CC Mtg)	2	1 week	Yes
Cooper City	Action	5	City Clerk transcribes, Assistant City Clerk Reviews	14 days (adopted at next CC Mtg)	2	10 days	No
Dania Beach	Summary	3	Deputy Clerk transcribes, City Clerk Reviews	14 days (adopted at next CC Mtg)	2	1 week	No
Davie	Action/Summary	6	Minutes are outsourced	30-90 days	2	4 days	Quasi-Judicial Boards Only
Deerfield Beach	Action	4	City Clerk transcribes, Deputy City Clerk Reviews	14 days (adopted at next CC Mtg)	2	3 days	No
Hallandale Beach	Action	2 ft/1pt	Deputy City Clerk transcribes, Deputy City Manager Reviews	90-180 days	2	1 Week	No
Hollywood	Action	4	AOA transcribes, Deputy City Clerk Reviews	90-120 days	2	4 days	No
Lauderdale Lakes	Summary	5	City Clerk transcribes, Commission Aides assist and review.	14 days (adopted at next CC Mtg)	2	1 week	No

Survey of App. Turnaround Time for Minutes from Surrounding Cities as of 1/27/2011

Margate	Action	5	City Clerk transcribes.	30 days	2	1 week	Yes
Miramar	Action/Verbatim	4	Minutes are outsourced	14 days (adopted at next CC Mtg)	2	5 days	No
North Lauderdale	Detailed Summary	3	City Clerk transcribes	60 days	2	3 days	Quasi Judicial Boards only
North Miami Beach	Action	5	Deputy Clerk transcribes, City Clerk Reviews	14 days (adopted at next CC Mtg)	2	4 days	Yes
North Miami	Summary	4	Deputy Clerk transcribes, City Clerk Reviews	14 days (adopted at next CC Mtg)	2	4 days	Yes, for some boards only.
Pembroke Pines	Summary	6	Deputy Clerk transcribes, City Clerk Reviews	60-90 days	2	4 days	Yes
Pompano Beach	Detailed	6ft/1pt	Deputy Clerk transcribes, City Clerk Reviews	14 days (adopted at next CC Mtg)	2	3 days	Quasi Judicial Boards and some Committees
Weston	Action	2	City Clerk transcribes.	14 days (adopted at next CC Mtg)	2	6 days	N/A

Boards & Committees Meetings Held

Jan-10	NM	Ad Hoc Parking/ Gary Gibson	14-Jan	13-Jan	14-Jan	11-Jan	25-Jan	12-Jan	11-Jan	12-Jan	9-Feb	24-Feb	11-Jan	26-Jan	7-Jan	NM	11-Jan
Feb-10	NM		14-Jan	13-Jan	14-Jan	11-Jan	25-Jan	12-Jan	11-Jan	12-Jan	9-Feb	24-Feb	11-Jan	26-Jan	7-Jan	NM	11-Jan
Mar-10	NM		11-Mar	14-Apr	11-Mar	8-Feb	22-Feb	11-Mar	12-Apr	13-Apr	9-Mar	24-Mar	1-Mar	26-Jan	4-Feb	NM	8-Feb
Apr-10	4/4-4/19		8-Apr	14-Apr	11-Mar	8-Feb	22-Feb	11-Mar	12-Apr	13-Apr	9-Mar	24-Mar	1-Mar	26-Jan	4-Feb	NM	8-Feb
May-10	NM		8-Apr	14-Apr	11-Mar	8-Feb	22-Feb	11-Mar	12-Apr	13-Apr	9-Mar	24-Mar	1-Mar	26-Jan	4-Feb	NM	8-Feb
Jun-10	23-Jun		8-Apr	14-Apr	11-Mar	8-Feb	22-Feb	11-Mar	12-Apr	13-Apr	9-Mar	24-Mar	1-Mar	26-Jan	4-Feb	NM	8-Feb
Jul-10	NM		8-Apr	14-Apr	11-Mar	8-Feb	22-Feb	11-Mar	12-Apr	13-Apr	9-Mar	24-Mar	1-Mar	26-Jan	4-Feb	NM	8-Feb
Aug-10	NM		8-Apr	14-Apr	11-Mar	8-Feb	22-Feb	11-Mar	12-Apr	13-Apr	9-Mar	24-Mar	1-Mar	26-Jan	4-Feb	NM	8-Feb
Sep-10	NM		8-Apr	14-Apr	11-Mar	8-Feb	22-Feb	11-Mar	12-Apr	13-Apr	9-Mar	24-Mar	1-Mar	26-Jan	4-Feb	NM	8-Feb
Oct-10	NM		14-Oct	13-Oct	14-Oct	11-Oct	18-Oct	25-Oct	13-Sep	14-Sep	12-Oct	27-Oct	10-Oct	26-Oct	7-Oct	NM	11-Oct
Nov-10	NM		11/11, 11/16	10-Nov	18-Nov	8-Nov	15-Nov	25-Oct	13-Sep	14-Sep	12-Oct	27-Oct	10-Oct	26-Oct	7-Oct	NM	11-Oct
Dec-10	NM		9-Dec	13-Dec	27-Dec	13-Dec	14-Dec	13-Dec	14-Dec	14-Dec	14-Dec	14-Dec	14-Dec	14-Dec	2-Dec	NM	15-Nov

LEGEND:
 Minutes forwarded to CC