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◦ 2009-2010 ANNUAL REPORT

Clerk's Office

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Serving the Village Council, staff and public in a responsive and efficient manner while pledging to be ever mindful of its neutrality and impartiality by rendering equal service to all — Clerk's Office Mission Statement

Greetings from the Village Clerk

Guido H. Inguanzo, Jr., CMC

I am pleased to provide this report highlighting the activities of the Clerk's Office during Fiscal Year 2009-2010.

This annual report is intended to acquaint the Village Council, Village staff and the general public with the day-to-day operations of the Clerk's Office and the accomplishments of the past fiscal year.

The Clerk's Office is proud to be an integral part of the municipal team and continues to deliver excellence every day.

I am particularly humbled to have been recognized by my peers this past year with the Florida Association of City Clerks' distinguished *City Clerk of the Year* award — it is a real honor.

I want to thank Assistant Village Clerk Priscilla Torres for her hard work during the past fiscal year and Mayor Lerner and the Village Council for their on-going support. Our team is looking forward to continued service to the citizens of Pinecrest in the upcoming fiscal year.



CLERK'S OFFICE OVERVIEW

The Clerk's Office was established by Section 3.5 of the Village Charter which states that "the Clerk shall give notice of Council meetings to its members and the public, shall keep the journal of its proceedings which shall be a public record and shall perform such other duties...as the Council may prescribe from time to time. The Clerk shall report to the Council." During 2009-2010, the Clerk's Office was staffed by a full-time Village Clerk and a full-time Assistant Village Clerk. The appropriated operating and capital budget was \$266,300.

OBJECTIVES

SUPERVISOR OF ELECTIONS

- Supervise municipal elections including Village Council, referenda and charter petitions;
- Qualify all candidates for municipal elections;
- Maintain custody of petitions and determine validity according to law;
- Serve on the municipal canvassing board; and
- Certify the results of all municipal elections.

ADMINISTRATIVE OFFICIAL

- Maintain and supervise the publication of the Village Charter and Code of Ordinances;
- Serve as the Financial Disclosure Coordinator and Records Management Liaison with the State of Florida;
- Coordinate the scheduling, retention and/or disposition of Village records;
- Provide notary services and administer oaths of office to Village officials; and
- Provide information and records research to the Village Council, Village staff and the general public.

CORPORATE SECRETARY

- Record and maintain accurate minutes of the official proceedings of the Village's governing body — the Village Council;
- Prepare and distribute meeting agendas and packets in consultation and cooperation with the Village Manager;
- Process, record and file agreements, ordinances, proclamations, and resolutions;
- Publish public notices as required by law;
- Maintain custody of the official municipal seal;
- Sign and attest to official documents; and
- Maintain custody of official records not specifically handled by other departments.

SPECIAL PROJECTS

○ WEB SITE REDEVELOPMENT

The Village Council authorized an appropriation in the 2009-2010 budget for the redevelopment of the web site. In late November 2009, the Village retained the firm of Vision Internet — a national leader in the development of government sites. Assistant Village Manager Yocelyn Galiano and the clerk were tasked to serve as project managers and oversee the development team. The project managers conducted a series of teleconferences and meetings with Vision Internet staff regarding the designs and content of the new web site. Initial design concepts were approved in late February 2010 and all new content was provided to the vendor by late March. The vendor conducted on-site training for Village staff in late April. The new site was launched on May 15, 2010. The site incorporates the newest technologies, including integration with social media sites such as Facebook, Twitter and YouTube, and provides citizens with a more user-friendly virtual experience. The site's new features include:

- One-click access to frequently used resources
- E-Government functions including forms
- Centralized document depository
- Calendar of all Village functions including meetings
- Expanded news section with archive
- Companion mobile site for access from smart phones



○ 2010 U.S. CENSUS

The Clerk's Office served as Pinecrest's Complete Count Committee and led the Village's 2010 U.S. Census efforts. The committee's responsibilities included raising awareness of the decennial census and promoting participation. The Village's preliminary response rate was 77% which exceeded the national and Florida response rates of 72%. The committee conducted the following specific activities:

- Created content for the Village's web site
- Produced public service announcements for newspapers
- Prepared mailer sent to all Village residences
- Submitted column for the Pinecrest Tribune
- Coordinated the issuance of a mayoral proclamation
- Organized staff's participation on Census Day



○ DECLARATION OF INDEPENDENCE VISITS PINECREST

The Clerk's Office coordinated the public viewing of a rare and historic original print of the Declaration of Independence at the Pinecrest Branch Library on February 27, 2010. The document was on a national tour sponsored by the Pearson Foundation and was also displayed at Miami Palmetto Senior High School in recognition of the school's commitment to helping students get excited about American history. Pinecrest was one of only six cities on the national tour. Over 1,500 citizens, including Village staff and members of the Village Council, viewed the document at the library.



OFFICE OF THE VILLAGE CLERK

2009-2010 ACCOMPLISHMENTS

Ceremonies...The Clerk's Office coordinated and organized the following ceremonies and events:

- 2010 State of the Village Address; and
- Flagler Grove Historical Marker Unveiling.

Code of Ordinances...The Clerk's Office supervised the electronic publication of Supplement #5 (Update 3) to the Code of Ordinances.

Committees...The Clerk's Office coordinated scheduling, preparing agendas, researching information, and other tasks on behalf of the advisory groups including the Community Center Advisory Committee, Education Advisory Council, Pinecrest Gardens Advisory Committee, and Youth Advisory Council.

Elections...The Clerk's Office administered all activities relating to the 2010 municipal elections including:

- Served as the liaison with Miami-Dade County's Elections Department;
- Developed and published the 2010 Candidate's Handbook; and
- Qualified and disseminated information to candidates.

Liens...The Clerk's Office coordinated activities relating to municipal liens including conducting 452 municipal lien verifications, which generated \$21,800 in revenue, and recording all pertinent documents with the Miami-Dade County Clerk of Courts.

Public Information...The Clerk's Office served as a liaison with the local media and responded to numerous requests for information as well as managed the E-mail Subscription Service which published 101 announcements.

Public Records...The Clerk's Office, as the official records custodian, processed all non-police related requests for public records and provided a myriad of documents via copies, fax, e-mail, and/or on the Village's web site.

Public Notices...The Clerk's Office drafted, posted and published all public notices required by the Code of Ordinances, Florida Statutes or as otherwise directed by the Village Council.

Records Management...The Clerk's Office coordinated the scheduling, retention and disposition of records including:

- Scanned and indexed 19,776 pages of vital and mission-critical documents including agreements, development orders, meeting agendas, minutes, ordinances, resolutions, police case reports, and personnel records requiring long-term or permanent retention; and
- Supervised the disposition of approximately 201 cubic feet of records having met state-mandated retention schedules.

Village Council...The Clerk's Office provided support services to the Village Council, pursuant to the Village Charter, including:

- Prepared and distributed agendas and packets for the eleven (11) regular meetings, four (4) special meetings, three (3) workshops, and eight (8) Committee of the Whole meetings, served as recording secretary at all meetings, and prepared minutes of all proceedings;
- Drafted, executed and created a legislative history for the seventy-nine (79) resolutions and four (4) ordinances adopted by the Village Council;
- Served as editor of the mayor's monthly E-News;
- Drafted and prepared twenty (20) proclamations, at the direction of the mayor, and notified the Village Council pursuant to Resolution 96-32; and
- Provided clerical and research assistance to members of the Village Council.

CLERK'S OFFICE...ONLINE 24/7

- Agendas
- Code of Ordinances
- Document Depository
- Election Information
- Meeting Calendar
- Minutes
- Resolutions
- Streaming Video
- Village Charter



Village Council

Cindy Lerner, *Mayor*
Joseph M. Corradino, *Vice Mayor*
Jeff Cutler
Nancy L. Harter
Bob Ross

Office of the Village Clerk

Guido H. Inguanzo, Jr., CMC
Village Clerk

Priscilla Torres
Assistant Village Clerk



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