

Annual Report



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Greetings from the Village Clerk

I am pleased to provide this report highlighting the activities of the Office of the Village Clerk during Fiscal Year 2008-2009.

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

The Office of the Village Clerk continues to provide a myriad of services including day-to-day management of the Village's records, coordination and implementation of information and technology resources, monthly publication of the staff-oriented *Clerk's Quill*, secretariat services at all official proceedings of the Village Council, and overall supervision of municipal elections.

The Office of the Village Clerk is proud to be an integral part of the municipal team and continues to operate in the spirit of the office's Mission Statement - *Serving the Village Council, staff and public in a responsive and efficient manner while pledging to be ever mindful of its neutrality and impartiality - rendering equal service to all.*

I would like to thank Assistant Village Clerk Priscilla Torres for her hard work during the past fiscal year and the Village Council for their on-going support.

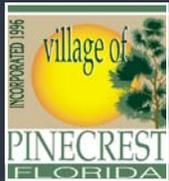
As always, I am looking forward to the opportunities and challenges of the upcoming fiscal year and continuing to provide excellence to our citizens.

Guido H. Inguanzo, Jr., CMC
Village Clerk

Clerk's Office Overview

The Office of the Village Clerk 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 2008-2009, the Office of the Village Clerk was staffed by a full-time Village Clerk and a full-time Assistant Village Clerk. The appropriated operating and capital budget was \$280,970.



VILLAGE COUNCIL

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

OFFICE OF THE VILLAGE CLERK

Guido H. Inguanzo, Jr., CMC
Village Clerk

Priscilla Torres
Assistant Village Clerk

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

- 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 destruction 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.



2008-2009 HIGHLIGHTS

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

- Historical Entrance Building Dedication;
- Tree City USA Sign Unveiling;
- State of the Village Address;
- Earth Day 2009; and
- Stritter Court Dedication.

Code of Ordinances...The Clerk's Office supervised the publication of updates to the Code of Ordinances. Supplement #5 (Update 2) was published during the 2008-2009 Fiscal Year.

Elections...The Clerk's Office administered all activities relating to the 2008 municipal elections including:

- Liaison with Miami-Dade County's Elections Department;
- Qualified and disseminated information to candidates; and
- Organized the swearing-in ceremony and administered the oath of office to elected officials.

Liens...The Clerk's Office coordinated activities relating to municipal liens including conducting 393 municipal lien verifications which generated \$20,150 in revenue.

Planning Board...The Clerk's Office provided secretariat services to the Planning Board, pursuant to Division 2.3(c) of the Land Development Code, including preparing meeting notices, agendas, minutes, and development orders for the one meeting of the board during the fiscal year.

Public Information...The Clerk's Office served as a liaison with the local media and responded to numerous requests for information.

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 including:

- Two planning hearing notices;
- Three ordinance notices;
- Nine invitation to bid notices; and
- Sixty-nine notices distributed via E-mail Subscription Service.

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

- Scanned and indexed 20,750 pages of vital and mission-critical documents including agreements, development orders, meeting agendas, minutes, ordinances, resolutions, and personnel records requiring long-term or permanent retention;
- Supervised the disposition of approximately 105 cubic feet of records having met state-mandated retention schedules; and
- Supervised the contract for the imaging of 96,246 pages of Building and Planning records.

Video Projects...The Clerk's Office, with the support of the Village Council, coordinated the implementation of a new streaming video service on the web site. Village Council meetings are now available live and archived at www.pinecrest-fl.gov/live. The Clerk's Office also launched a YouTube channel to provide the public access to videos of interest.

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 regular meetings, five special meetings, three workshops, and three 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-two resolutions adopted by the Village Council;
- Drafted, executed and created a legislative history for the three ordinances adopted by the Village Council;
- At the direction of the mayor, drafted and prepared eleven proclamations and notified the Village Council pursuant to Resolution 96-32; and
- Provided clerical and research assistance to councilmembers.

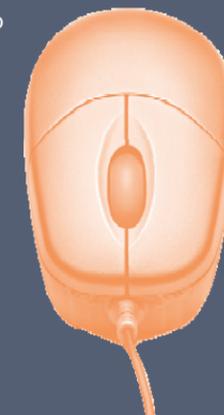
Information and Technology

Chief Information Officer

The Clerk's Office is responsible for the Village's information and technology resources and provides staff with assistance on a myriad of technology-related matters. Specific and on-going responsibility include the daily back-up of mission-critical data and applications; day-to-day maintenance of all non-police servers including applying service packs, security patches and software upgrades; trouble-shooting of computer-related problems; and providing support to non-police staff.

In Fiscal Year 2008-2009, the Clerk's Office implemented a web-based Help Desk system to improve the efficiency and response to staff on technology related matters. The Clerk's Office also coordinated and supervised the implementation of the Personnel Office's new software system and the transition to a new organization-wide e-mail system.

The Clerk continues to serve as the Village's webmaster and will oversee a major overhaul of the Village's web site in 2009-2010.



COMMITTEES

Civic Engagement

Mayor Cindy Lerner has established several advisory groups in an effort to provide a forum for discussion and seek community input on issues. The groups include Education, Going Green, Pinecrest Gardens, and Transportation. The Clerk's Office provides support to these groups by publishing public notices, preparing materials, and, when necessary, providing staff support. A description of each advisory group and schedules of upcoming meetings are available at www.pinecrest-fl.gov.

E-NEWS

Monthly Newsletter

In December 2008, Mayor Cindy Lerner launched a new monthly newsletter entitled E-News to provide residents with important information about activities of the Village government.



The Clerk's Office provides editing services for the publication and is responsible for the distribution via the Clerk's Office E-mail Subscription Service. Interested persons can register to receive the E-News by visiting www.pinecrest-fl.gov.



The Staff

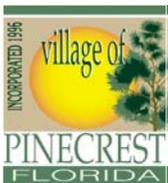
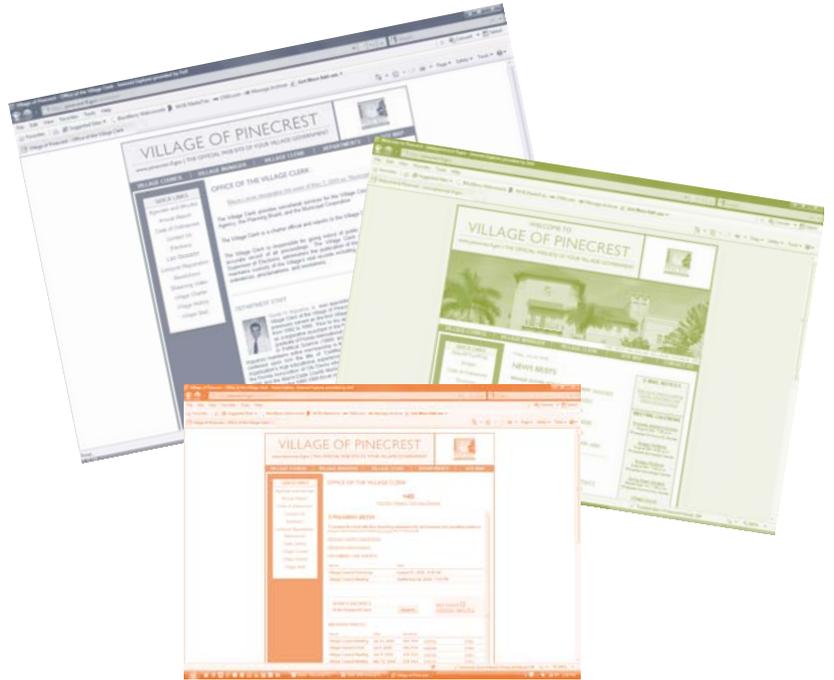
Guido H. Inguanzo, Jr. was appointed as the Village Clerk in 1996. He is a certified municipal clerk and has a Master's Degree in Public Administration from FIU. He is active in the local and state professional associations of municipal clerks.

Priscilla Torres joined the Clerk's Office, as the Assistant Village Clerk, in 2008.

The Clerk's Office...Online...24/7

Visit the Clerk's Office online at www.pinecrest-fl.gov/clerk.

- Agendas
- Code of Ordinances
- Elections
- Minutes
- Resolutions
- Streaming Video
- Village Charter
- Village History



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