



▶ PINECREST WELCOMES  
NEW MANAGER..... 2



▶ SPECIAL CEREMONIES  
HELD DURING 2010-11... 2



▶ 2010 VILLAGE COUNCIL  
ELECTIONS ..... 2

## ○ 2010-2011 ANNUAL REPORT

# Clerk's *Office*

[WWW.PINECREST-FL.GOV/CLERK](http://WWW.PINECREST-FL.GOV/CLERK)

*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 2010-2011.

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 want to congratulate our new Village Manager - Yocelyn Galiano Gomez. I pledge to work with her to ensure that we remain an efficient, effective and transparent municipal government

I want to thank Assistant Village Clerk Priscilla Torres for her hard work during the past fiscal year and Mayor Cindy Lerner and the members of the Village Council for their on-going support. We are looking forward to continued service to the citizens of Pinecrest in 2011-12.



## 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 2010-2011, 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 \$258,320.

## 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

### ○ VILLAGE MANAGER SEARCH

On April 28, 2011, the Village Council selected the firm of Colin Baenziger and Associates and confirmed appointments to the Village Manager Search Committee to assist with the selection of a new manager. The Village received 93 applications. The Village Manager Search Committee, which was chaired by former county commissioner Katy Sorenson, met during May and June to review the applications and interview candidates. The committee submitted a list of finalists on June 29th. The finalists were interviewed by the Village Council on July 18th. Mayor Cindy Lerner nominated Yocelyn Galiano Gomez to serve as Pinecrest's second manager. She was confirmed by a unanimous vote of the Village Council and sworn-in on August 17th. The Clerk's Office provided staff support to the committee and was the liaison to the search firm.



### ○ CEREMONIES

The Clerk's Office coordinated and organized the following special ceremonies during the 2010-11 Fiscal Year:

- **Andre Dawson Day...**The Village Council adopted Resolution 2010-53 designating Field #2 at Suniland Park as the Andre Dawson Field in honor of the long-time Pinecrest resident's induction into the Baseball Hall of Fame. A ceremony to unveil the sign was held on January 15, 2011 at Suniland Park where hundreds of participants listened to Mr. Dawson's inspiring words.
- **State of the Village...**Mayor Cindy Lerner delivered her 3rd State of the Village address on January 20, 2011 in the Banyan Bowl.



### ○ 2010 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;
- Qualified candidates pursuant to the Village Charter and Section 2-231 of the Code of Ordinances; and
- Organized the swearing-in ceremony and administered the oath of office to Councilmembers Joseph M. Corradino and Jeff Cutler on November 9, 2010.



# OFFICE OF THE VILLAGE CLERK

## 2010-2011 ACCOMPLISHMENTS

**Code of Ordinances...**The Clerk's Office supervised the electronic publication of Supplement #5 (Update 4) to the [Code of Ordinances](#).

**Committees...**The Clerk's Office coordinated the scheduling of meetings, the posting of public notices, the preparation of meeting agendas and other documents, the researching of information, and conducting other tasks as necessary on behalf of the Village's [Advisory Groups](#) which include the Community Center Advisory Committee, Education Advisory Council, Pinecrest Gardens Advisory Committee, Transportation Advisory Committee, and Youth Advisory Council. There were a total of 33 committee meetings held during Fiscal Year 2010-11. The Clerk's Office also worked with Councilmember Nancy L. Harter to develop standard committee procedures which were adopted by Resolution 2011-5 on January 11, 2011.

**Liens...**The Clerk's Office coordinated activities relating to municipal liens including conducting 459 municipal lien verifications, which generated \$25,950 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. The Clerk's Office also managed the [E-mail Subscription Service](#), which published 87 announcements to 800+ subscribers during the fiscal year, regularly updated the Village's social media sites including [Facebook](#) and [Twitter](#) and served as the editor of the monthly [E-News](#).

**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 paper 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 5,565 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 405 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, five (5) special meetings, two (2) workshops, and seven (7) 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 eighty (80) resolutions adopted by the Village Council;
- Supervised the legislative process for the twelve (12) ordinances adopted by the Village Council;
- Drafted and prepared seventeen (17) 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.

**Webmaster...**The Clerk's Office served as the Village's webmaster with overall responsibility for the web site.

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

## Office of the Village Clerk

Guido H. Inguanzo, Jr., CMC  
*Village Clerk*

Priscilla Torres  
*Assistant Village Clerk*



## Village of Pinecrest

Office of the Village Clerk  
12645 Pinecrest Parkway  
Pinecrest, Florida 33156

t 305.234.2121  
f 305.234.2131

[clerk@pinecrest-fl.gov](mailto:clerk@pinecrest-fl.gov)



 [pinecrest-fl.gov](http://pinecrest-fl.gov)

