

Clerk's Office Annual Report

2011-2012



MISSION STATEMENT

Serving the Village Council, staff and public in a responsive and efficient manner while pledging to be ever mindful of our neutrality and impartiality by rendering equal service to all.

Greetings from the Village Clerk

I am pleased to provide this report highlighting the activities and responsibilities of the Clerk's Office during Fiscal Year 2011-2012. The report is intended to acquaint the Village Council, staff and the public with the day-to-day operations and the accomplishments of the past fiscal year.

The Clerk's Office was established by Section 3.5 of the Village Charter. During 2011-2012, 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 for 2011-2012 was \$235,330.

In December 2011, the Village of Pinecrest was recognized by the South Florida Business Journal as "Best in South Florida for Quality of Life". In part, this

recognition is an acknowledgement of the efforts of the Village government providing efficient, effective and transparent municipal services. The Clerk's Office is proud to be an integral part of our municipal team!

I want to thank Assistant Village Clerk Priscilla Torres for her service during the past fiscal year as well as Mayor Cindy Lerner and the members of the Village Council for their on-going support of the initiatives and efforts of my office. The Clerk's Office is looking forward to continued service to the citizens of the Village of Pinecrest in 2012-13.

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

OBJECTIVES

SUPERVISOR OF ELECTIONS

- Supervise municipal elections in coordination with the Miami-Dade Elections Department;
- 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, staff and the public.

CORPORATE SECRETARY

- Record and maintain accurate minutes of the official proceedings of the Village's governing body;
- 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; and
- Sign and attest to official documents.

Special Projects

Citizen Academy



The Clerk's Office, in conjunction with the Manager's Office, created the Pinecrest Citizen Academy to provide a forum for Pinecrest citizens to 1) learn about their municipal government, 2) increase civic awareness and 3) understand how the Village's operations affect quality of life. The six-week program resulted in presentations to the participants from the manager, her department heads and other key personnel. The presentations were designed to provide important information about the activities and responsibilities of each department as well as practical material intended to enhance the participant's understanding of local government. The Village Clerk prepared the curriculum for the academy and served as the moderator at the sessions. The participants of the inaugural academy graduated in April 2012.

Intranet



As part of the Village Manager's effort to expand communication with the Village's dedicated staff, the Clerk's Office partnered with her office to develop and deploy a new employee Intranet site. This site provides news, access to HR materials and the ability for employees to post announcements.

Branding of Village Vehicles

Working with the Manager's Office and the respective departments, the Clerk's Office developed new branding designs for the Village's fleet of vehicles. The Public Works Department's vehicles were the first to display the new graphics package.



The Police Department's new livery was unveiled in September 2012.



Police Chief Search

At the request of the Village Manager, the Village Clerk had the pleasure of serving as a member of the Interview Panel for the selection of the Village's third police chief. The panel interviewed fifteen semi-finalists and submitted a recommendation with the names of six finalists for the Village Manager's consideration. Samuel Ceballos, Jr., was sworn-in on July 11, 2012 and became the first Pinecrest chief promoted from within the department.



2011-2012 DAY-TO-DAY TASKS

Charter Revision Commission

The Clerk's Office provided technical and administrative support to the Charter Revision Commission, appointed by the Village Council on March 20, 2012, pursuant to Section 6.1(c) of the Village Charter, including the following specific activities:

- Prepared and distributed agendas, minutes and materials for the four (4) meetings of the commission; and
- Prepared proposed charter amendments, ballot language and final report as directed by the commission.

Code of Ordinances

The Clerk's Office supervised the electronic publication of Supplement #5 (Update 5) 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 following:

- Community Center Advisory Committee;
- Education Advisory Council
- Pinecrest Gardens Advisory Committee;
- Transportation Advisory Committee; and
- Youth Advisory Council.

There were a total of 35 committee meetings held during Fiscal Year 2011-2012.

Elections

The Clerk's Office administered all activities relating to the 2012 municipal elections including:

- Served as the liaison with the Miami-Dade County Elections Department;

- Developed and published the 2012 Candidate's Handbook;
- Qualified and disseminated information to candidates; and
- Coordinated the special election relating to three (3) proposed charter amendments.

Liens

The Clerk's Office coordinated activities relating to municipal liens including conducting 522 municipal lien verifications which generated \$24,950 in revenue. In addition, 310 lien-related documents were recorded with the Miami-Dade County Clerk of Courts.

Public Information/Social Media

The Clerk's Office coordinated the Village's efforts for transparency which including:

- Served as the public information officer and responded to numerous requests for information from the local media and public;
- Managed the E-mail Subscription Service which published 68 announcements to the 1,000+ registered subscribers;
- Served as the editor of the monthly E-News;
- Prepared the monthly "Pinecrest Update" for the CBS4 Magazine; and
- Regularly updated the Village's social media sites including Facebook (508 Likes) and Twitter (197 Followers).

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 19,234 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 224 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, eleven (11) special meetings, two (2) workshops, and four (4) 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 82 resolutions adopted by the Village Council;
- Supervised the legislative process for the nineteen (19) ordinances adopted by the Village Council;
- Drafted and prepared sixteen (16) 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 and the Village's Internet presence.

Special Events

The Clerk's Office coordinates special events and ceremonies of the Village Council throughout the year including the following activities during 2011-2012:



State of the Village

2011-12 STATE OF THE VILLAGE

Mayor Cindy Lerner's 4th State of the Village Address was held on December 6, 2011 at Pinecrest Gardens. At the address, Mayor Lerner officially announced that Pinecrest Gardens had been listed by the United States Department of the Interior on the National Register of Historic Places and, together with members of the Village Council, unveiled a commemorative plaque memorializing the designation.



Lancer Lane Dedication Ceremony

LANCER LANE

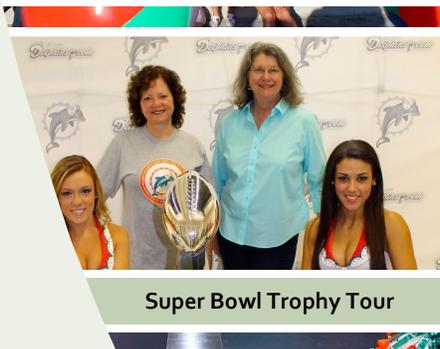
The Village Council co-designated a portion of Southwest 128th Street as Lancer Lane, in honor of Palmetto Middle School's mascot, to recognize the achievements of the school and the importance it plays in the Pinecrest community. A dedication ceremony was held on December 9, 2011.



Playful City USA Sign Unveiling

2012 PLAYFUL CITY USA

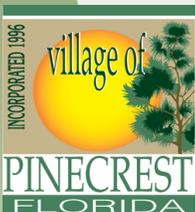
The Village received recognition from the national non-profit KaBOOM! as a 2012 Playful City USA community for Pinecrest's efforts to increase play opportunities for children – one of only 213 communities in the country to receive the designation. The Village Council held a sign unveiling ceremony on July 10, 2012.



Super Bowl Trophy Tour

MIAMI DOLPHINS' PERFECT SEASON TROPHY TOUR

The Village hosted the trophy tour commemorating the 40th Anniversary of the Miami Dolphins' Perfect Season of 1972 at the Pinecrest Community Center on September 1, 2012. Over 500 residents and visitors saw the Super Bowl trophy and participated in special activities.



Village of Pinecrest

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