

OFFICE OF THE VILLAGE CLERK | ANNUAL REPORT

FISCAL YEAR 2012-2013

Message from the Village Clerk

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.

Village of Pinecrest

Village Council

Cindy Lerner, Mayor
Jeff Cutler, Vice Mayor
Joseph M. Corradino
James E. McDonald
Bob Ross

Office of the Village Clerk

Guido H. Inguanzo, Jr., CMC
Village Clerk
ginguanzo@pinecrest-fl.gov

Priscilla Torres
Assistant Village Clerk
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I am pleased to provide this report highlighting the activities and responsibilities of the Clerk's Office during Fiscal Year 2012-2013. 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.

Like the 2013 NBA Champion Miami Heat, the Village of Pinecrest also had a notable year with national recognition as a Community of

Respect, Playful City USA and Tree City USA. 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. I also extend appreciation to Mayor Cindy Lerner, the members of the Village Council and Village Manager Yocelyn Galiano Gomez for their on-going support of the initiatives and efforts of my office. The Clerk's Office is looking

Your Clerk's Office

The Clerk's Office was established by Section 3.5 of the Village Charter adopted by Pinecrest voters in

1996. During 2012-2013, the Clerk's Office was staffed by a full-time Village Clerk and a full-time Assistant



Assistant Village Clerk Priscilla Torres and Village Clerk Guido Inguanzo with the Heat's Larry O'Brien Trophy in the Council Chamber. The Miami Heat partnered with the Village on several ventures during 2013.

forward to continued service to the citizens of the Village of Pinecrest in 2013-2014.


Guido H. Inguanzo, Jr., CMC
Village Clerk

Village Clerk. The appropriated budget for the department during the fiscal year was \$274,430.

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

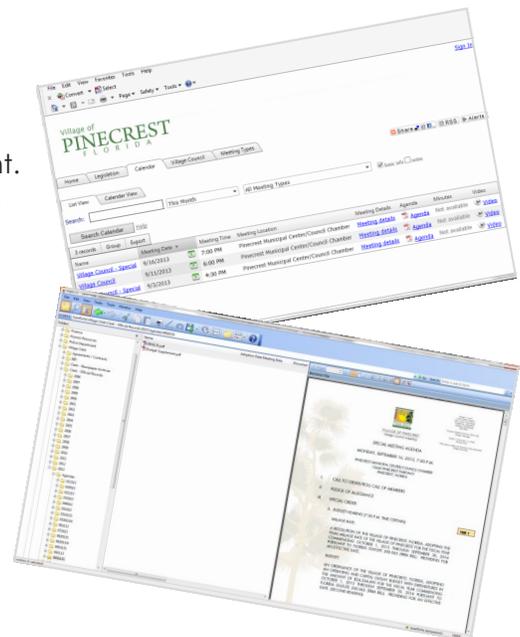
Branding

In coordination with the Village Manager, the Clerk's Office has managed the development of a new brand for the Village of Pinecrest. This is a comprehensive effort to create a consistent look through printed materials, signage, vehicles, and other communication avenues. The project included the adoption of standard graphics and fonts and the creation of a Visual Identity Guide for use by staff. The new brand includes an emphasis on social media as a means of promoting communication and transparency. The main graphic highlights the community's namesake pine tree and is also a symbol of the Village's commitment to green initiatives. The branding initiative began with an updated look to the Village's fleet of vehicles in 2011-2012, continued in 2012-13 with the transition to a new look on printed materials (letterhead, business cards, envelopes, etc.) and will culminate in 2013-14 with the expansion of communication resources including a quarterly newsletter to residents.



Technology Updates

During 2012-2013, the Clerk's Office implemented two major technology updates to further enhance the delivery of services by the department. *The first project* involved the transition from a legacy scanning/imaging system to a new document management, document imaging, business process management, and records management application (Laserfiche). The new system will dramatically improve researching capabilities for staff. The cost of this project was \$20,500. *The second project* was the implementation of a legislative management software system (Granicus/Legistar) that integrates with the existing streaming video component. The application allows staff to manage the entire legislative process including the creation of meeting agendas. The non-recurring cost of this project was \$21,000.



2012-2013 | By-the-Numbers

Citizen Academy

The academy was created in FY 2012 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 Village Clerk prepared the curriculum for the academy and served as the moderator at the sessions. The participants of the 2nd Citizen Academy graduated in April 2013.

Code of Ordinances

The Clerk's Office supervised the electronic publication of Supplement #5 (Updates 7 and 8) to the Code of Ordinances which included amendments to the Village Charter approved by the voters on November 6, 2012.

Committees & Planning Board

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 Committees and Planning Board.

There were a total of twenty (20) meetings held during Fiscal Year 2012-2013.

The Village Clerk also authored Ordinance 2013-7 establishing standard policies and procedures for advisory committees which was adopted on May 14, 2013.

Elections

The Clerk's Office administered all activities relating to the November 6, 2012 municipal election 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;

Coordinated the special election relating to three (3) proposed charter amendments;

Presented the certification of the results pursuant to Section 2-232 of the Code; and

Conducted the swearing-in ceremony.

Liens

The Clerk's Office coordinated activities relating to municipal liens including conducting 616 municipal lien verifications which generated \$32,425 in revenue. In addition, 108 lien-related documents were recorded with the Miami-Dade County Clerk of Courts.

Public Information

The Clerk's Office coordinated the Village's communications and transparency efforts including:

Served as public information officer and responded to requests for information from the local media and public;

Managed the E-mail Subscription Service which published 63 announcements to the 1,136 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 (764 Likes) and Twitter (310 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, 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 8,237 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 109 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, six (6) special meetings, one (1) workshop, and one (1) 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 87 resolutions adopted by the Village Council;

Supervised the legislative process for the fifteen (15) ordinances adopted by the Village Council;

Drafted and prepared twenty-two (22) 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 Village Clerk served as the Village's webmaster with overall responsibility for the main web site as well as the employee Intranet site.



Special Events

The Clerk's Office regularly coordinates special events and ceremonies of the Village Council throughout the year including the following activities during 2012-2013:

Swearing-in Ceremony

The 2012-2014 session of the Village Council began with the Village Clerk swearing-in Mayor Cindy Lerner and Councilmember Bob Ross to a second term on December 11, 2012. Joining them on the dais was the newly elected councilmember for Seat 3 - James E. McDonald.



State of the Village

Mayor Cindy Lerner's 5th State of the Village Address was held on January 31, 2013 at Pinecrest Gardens.

Cognac Day

The Village of Pinecrest's first sister city relationship was established with the signing of Twinning Agreement on February 15, 2013. Mayor Michel Gourinchas and his delegation from Cognac, France joined Village's officials, including former mayors Evelyn Langlieb Greer and Gary Matzner, at the ceremony at Pinecrest Gardens.



White Hot Heat Week

The Miami Heat selected Suniland Park as the only municipal park to be branded with their "White Hot" theme during the 2013 NBA playoffs. The Village's employees participated in an afternoon of activities at the park for the unveiling of the graphics on the basketball courts. Vice Mayor Jeff Cutler presented Heat officials with a proclamation designing the week of April 14, 2013 as White Hot Heat Week.



White Hot Heat Street

The Village Council unveiled the White Hot Heat Street sign during a ceremony on June 13, 2013 to recognize the historic season of the Miami Heat and express support during the 2013 NBA Finals. The temporary co-designation of Suniland Place was approved by Resolution 2013-44.



Village of Pinecrest

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