

VILLAGE OF PINECREST

CLERK'S OFFICE ANNUAL REPORT

2004-2005

MESSAGE FROM THE VILLAGE CLERK

Guido H. Inguanzo, Jr., CMC
Village Clerk



I am pleased to provide this report highlighting the activities of the Office of the Village Clerk during Fiscal Year 2004-2005.

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 Clerk's Quill newsletter to keep staff informed of Village Council actions, secretariat services at official proceedings, and overall supervision of municipal elections.

The Office of the Village Clerk is proud to be a part of our municipal team and

continues to operate in the spirit of the department'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 am looking forward to celebrating "A Decade of Excellence" in 2006 as the Village of Pinecrest commemorates the first ten years of incorporation. I am also looking forward to continued service in the new fiscal year.



VILLAGE COUNCIL

Gary C. Matzner, Mayor
Cindie Blanck, Vice Mayor
Nancy L. Harter
Robert Hingston
Gail D. Serota

OFFICE OF THE VILLAGE CLERK

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

Erika Gonzalez-Santamaria
Assistant Village Clerk
santamaria@pinecrest-fl.gov

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CLERK'S OFFICE: AN 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."

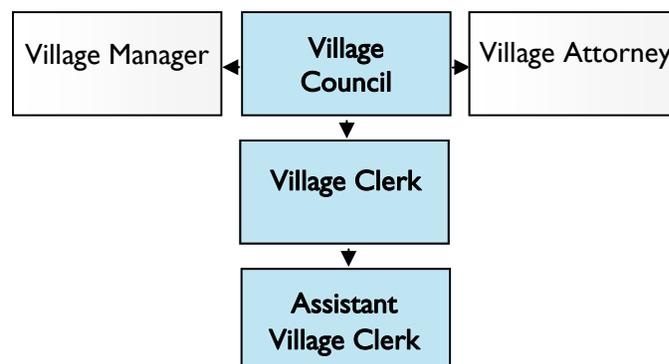
During 2004-2005, the Office of the Village

Clerk was staffed by a full-time Village Clerk and a full-time Assistant Village Clerk. The appropriated operating and capital budget was \$228,480.

OBJECTIVES

SECRETARY OF THE MUNICIPAL CORPORATION	ADMINISTRATIVE OFFICIAL	SUPERVISOR OF ELECTIONS
<ul style="list-style-type: none"> 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. 	<ul style="list-style-type: none"> Supervise the publication of the Village Charter and Code of Ordinances; 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. 	<ul style="list-style-type: none"> 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; and Serve on the municipal canvassing board.

ORGANIZATIONAL CHART



2004-2005 ACCOMPLISHMENTS

BANNERS

The Clerk's Office, in cooperation with the Manager's Office, coordinated all matters relating to the design and installation of Village banners along US 1 (Pinecrest Parkway). During Fiscal Year 2004-2005, the following banners were installed:

- Season's Greetings (November 2004 - January 2005)
- Welcome (throughout the entire fiscal year)
- Pinecrest Municipal Center (September 2004 - September 2005)

CODE OF ORDINANCES

The Clerk's Office supervised the contract with Municipal Code Corporation for the publication of the Village's Code of Ordinances. During Fiscal Year 2004-2005, one electronic update (Supplement #3, Update #2) of the code was made available via the Village's web site. The next paper supplement (Supplement #3, Updates #1-3) is scheduled for publication in December 2005.

ELECTIONS

The Clerk's Office coordinated all activities relating to the November 2004 municipal elections including the following:

- Prepared qualifying packets and the 2004 Candidate's Handbook;
- Qualified four (4) candidates pursuant to the provisions of Section 2-231 of the Code of Ordinances and Section 2.4 of the Village Charter;
- Served as a liaison with the Miami-Dade County Elections Department and coordinated the logistics of conducting the November 2, 2004 municipal election; and
- Coordinated the swearing-in ceremony and post-ceremony reception on November 3, 2004.

INFORMATION TECHNOLOGY MANAGEMENT AND RESOURCES

The Clerk's Office served as the Village's chief information officer and provided assistance to staff on a myriad of technology-related issues including the following specific activities:

- Procuring, coordinating installation, monitoring, and maintaining the new weather station installed at the Pinecrest Municipal Center;
- Responsibility for daily-backup of mission-critical applications and data including the procurement and implementation of a new state-of-the-art back-up system;
- Assisting the Building and Planning Department with programming of the department's databases and overall responsibility of the Filemaker Pro software application including the migration to and installation of the new Filemaker Pro 7.0, a new dedicated server and deployment of select databases to the Internet for access by staff and the public;
- Day-to-day maintenance of all non-police application servers including applying all service packs, security patches, software upgrades, and monitoring virus detection and firewall logs; and
- Trouble-shooting of computer-related problems and providing end-user support to non-police personnel in cooperation with the Village's information and technology (IT) consultant and over-all responsibility for developing specifications, ordering and installing all new workstations, servers and associated peripherals.

INTERNET/E-MAIL/TELECOMMUNICATIONS

The Clerk's Office has overall responsibility for the maintenance and supervision of the Village's Telephone and Internet resources including the following:

- Liaison with BellSouth and State of Florida on matters relating to telecommunication and data resources including the Village's T-1 communication link, State of Florida Internet Access (SOFIA), State of Florida SUNCOM telephone and long distance services, and telephone and data services at all Village facilities (including Pinecrest Gardens);
- Day-to-day maintenance of the Village's e-mail and web servers and associated software and hardware including a new SPAM filtering device, which blocked approximately 171,000 e-mails deemed to be SPAM during 2004-2005, and upgrading the Village's e-mail system with a new server and Exchange 2003 software for enhanced access by remote users;
- Responsible for setting-up telecommunication and data resources in the municipal center's Emergency Operations Center activated on August 25, 2005 for Hurricane Katrina;
- The Village Clerk continues to serve as the Village's webmaster. The current web site was re-designed in January 2005 and provides effective and efficient access to regularly requested materials and information. The Village's web site includes electronic copies of all Village Council meeting minutes, an electronic copy of the Village Charter and Code of Ordinances, electronic copies of other documents including resolutions, the operating and capital budget, Land Development Regulations, live building inspection results, and other important information. Beginning in January 2005, a streaming video archive of Village Council meetings and real-time weather information from the station at the municipal center were also added to the web site. The Village Clerk is also responsible for posting meeting notices, meeting agenda packets and other important information to provide interested parties with instant access to time-sensitive materials; and
- Coordinated the planning, installation and implementation of a Wi-Fi pilot program at Evelyn Greer Park. The service was inaugurated by the Village Council on March 17, 2005.

LIENS

The Clerk's Office coordinated all municipal business relating to liens including the following specific activities:

- Processed, researched and responded to 641 requests for municipal lien verification pursuant to Resolution 2002-25 which generated \$16,275 in revenues; and
- Prepared and recorded fifteen (15) Release of Lien forms and prepared and recorded thirty-five (35) Claim of Lien forms with the Miami-Dade County Clerk of Circuit and County Courts.

	00-01	01-02	02-03	03-04	04-05
Lien Research	506	773	890	661	641
Release of Liens	46	22	62	33	15
Claim of Liens	0	80	22	49	35

PLANNING BOARD

The Clerk's Office provided support services to the Planning Board pursuant to Division 2.3(c)6 (Chapter 30) of the Code of Ordinances including the following specific activities:

- Prepared and distributed agendas and minutes for the six (6) meetings of the board; and
- Prepared and executed four (4) Development Orders approved by the board.

PROCLAMATIONS

The Clerk's Office, at the direction of the Mayor, prepared ten (10) proclamations and notified the Village Council pursuant to Resolution 96-32.

PUBLIC NOTICES

The Clerk’s Office drafted, posted and advertised all public notices as required by the Village’s Code of Ordinances, Florida Statutes or as otherwise directed by the Village Council including the following specific activities:

- Eleven (11) planning hearing (Planning Board and Village Council) meeting notices were drafted, posted and advertised;
- Fourteen (14) ordinance notices were drafted, posted and advertised;
- Eleven (11) invitation to bid notices and request for proposals notices were posted and advertised; and
- Special notices for other matters including Sample Ballot for November 2, 2004 election, Visioning Workshop on March 17, 2005, Budget Hearings in September 2005, and consideration of proposed and final Evaluation and Appraisal Report relating to the Village’s Comprehensive Development Master Plan.

PUBLIC RECORDS

The Clerk’s Office, as the Village’s official records custodian, processed all non-police requests for public records and provided a myriad of documents via fax, e-mail and/or on the Village’s web site. The Clerk also responded to numerous requests during the year for information from the news media including The Miami Herald and the Pinecrest Tribune.

RECORDS MANAGEMENT

The Clerk’s Office coordinated the scheduling, retention and destruction of appropriate records during the fiscal year including the following specific activities:

- Electronically scanned and indexed 4,938 pages of vital and mission-critical records created during the fiscal year including all agreements, development orders, minutes, ordinances, and resolutions (1,142) as well as Invitation to Bid and RFP-related documents (599) and 1998/1999 police case files (2,669) requiring long-term or permanent retention;
- Supervised the destruction of approximately twenty-four (24) cubic feet of records having met state-mandated retention schedules; and
- Supervised the contract for the scanning and indexing of approximately 261,201 pages of Building and Planning Department plans and records.

VILLAGE COUNCIL

The Clerk’s Office provided support services to the Village Council, pursuant to Section 3.5 of the Village Charter, including the following specific activities:

- Prepared and distributed agendas and packets for the sixteen (16) meetings of the Village Council;
- Served as recording secretary at the sixteen (16) meetings of the Village Council and prepared official minutes of all proceedings;
- Drafted, executed and created a legislative history of the fourteen (14) ordinances adopted by the Village Council and drafted, executed and created a legislative history of the forty-five (45) resolutions adopted by the Village Council;
- Provided support services, including preparation of agenda packets and meeting minutes, for the six (6) meetings where the Village Council served in their capacity as the Local Planning Agency (LPA); and
- Provided secretarial, clerical and research assistance to councilmembers.

Meetings	00-01	01-02	02-03	03-04	04-05
Regular	11	11	11	11	11
Special	10	7	2	2	3
Workshop	0	0	1	1	2
LPA	0	9	2	3	6



VILLAGE OF PINECREST

Office of the Village Clerk
 12645 Pinecrest Parkway
 Pinecrest, Florida 33156
 (305) 234-2121
 (305) 234-2131 Fax
 489-2121 SUNCOM
clerk@pinecrest-fl.gov
www.pinecrest-fl.gov/clerk

ADDITIONAL INFORMATION IS
 AVAILABLE ONLINE AT:

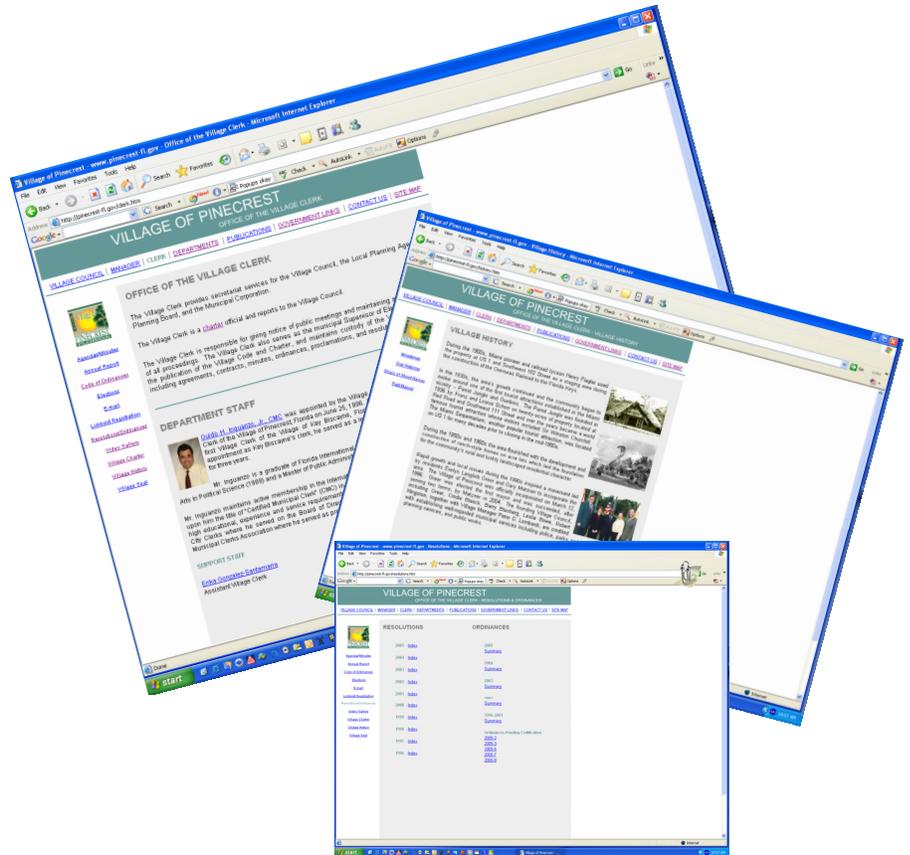


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Produced by the Office of the Village Clerk

VISIT THE CLERK'S OFFICE ONLINE 24/7



2004-2005 YEAR IN PICTURES

1. Village Clerk Guido Inguanzo attests to former Mayor Evelyn Langlieb Greer's signature on her last official document as mayor during a special Village Council meeting on October 28, 2004. At the special meeting, the Village Council designated the new Pinecrest Municipal Center as the Village's seat of government.
2. L-R — Village Clerk Guido Inguanzo, Village Manager Peter Lombardi, Councilmember Nancy Harter, Councilmember Gail Serota, Mayor Gary Matzner, Vice Mayor Cindie Blanck, Councilmember Robert Hingston, and Village Attorney Cynthia Everett at the November 3, 2004 swearing-in ceremony of the Village's new elected officials.
3. Village Clerk Guido Inguanzo at the podium during the "Pinecrest Honors the Founding Village Council" event at Evelyn Greer Park on December 4, 2004.
4. L-R — Village Clerk Guido Inguanzo, Mayor Gary Matzner, Congresswoman Ileana Ros-Lehtinen, and Vice Mayor Cindie Blanck during the Village's 9th Anniversary Celebration at Pinecrest Gardens on April 30, 2005.
5. The Village's elected officials and staff at the dedication ceremony of the Pinecrest Municipal Center on October 30, 2004.
6. L-R — Councilmember Robert Hingston, Mayor Gary Matzner, Miami-Dade Mayor Carlos Alvarez, Vice Mayor Cindie Blanck, Councilmember Gail Serota, Bal Harbor Village Clerk Ellisa Horvath, and Village Clerk Guido Inguanzo at the Miami-Dade County Municipal Clerks Association luncheon, hosted by the Village, on April 29, 2005.
7. A banner at Evelyn Greer Park announces the Wi-Fi pilot program inaugurated at the park by the Village Council on March 17, 2005.

