

VILLAGE OF PINECREST

CLERK'S OFFICE ANNUAL REPORT

2003-2004

MESSAGE FROM THE VILLAGE CLERK

Guido H. Inguanzo, Jr., CMC
Village Clerk



As the Village of Pinecrest prepares to write a new chapter in its brief history, I am pleased to provide this report highlighting the activities of the Office of the Village Clerk during Fiscal Year 2003-2004.

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 all official proceedings, and overall supervision of municipal elections.

During the past fiscal year, the Office of the Village Clerk also provided extensive support in the

development and implementation of several facets of the new municipal center including telecommunication and data infrastructure, state-of-the-art multi-media for the new Council Chamber, acquisition of furnishings, and internal signage.

The Office of the Village Clerk continues to operate in the spirit of its 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 continued service and the tasks that lie ahead for our Village government.

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 2003-2004, 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 \$190,080.



VILLAGE COUNCIL

Evelyn Langlieb Greer, Mayor
Leslie Bowe, Vice Mayor
Cindie Blanck
Barry Blaxberg
Robert Hingston

OFFICE OF THE VILLAGE CLERK

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

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

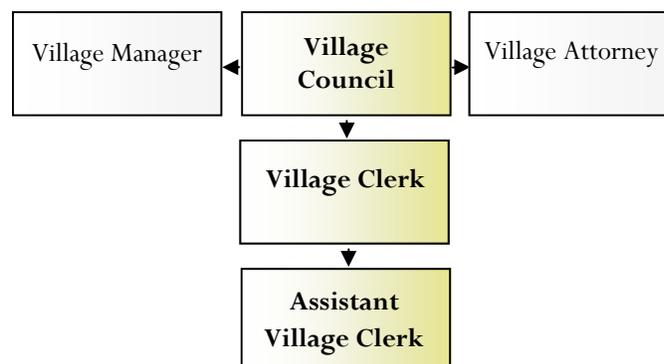
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OBJECTIVES

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



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 Pinecrest Parkway (US 1). During Fiscal Year 2003-2004, the following banners were installed:

- Season's Greetings (November 2003 - January 2004)
- Welcome (November 2003 - January 2004)
- Pinecrest Municipal Center (September 2004 - October 2004)

CODE OF ORDINANCES

The Clerk's Office supervised the contract with Municipal Code Corporation for the publication of the Code of Ordinances. During Fiscal Year 2003-2004, a new procedure for updating the code was implemented by the Village Clerk to improve the availability of the information and to reduce costs associated with the publication of paper supplements. As part of this new procedure, electronic updates are now available via the Village's web site on a regular basis and a paper supplement will be printed on an annual basis. The next paper supplement is scheduled for publication in January 2005.

ELECTIONS

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

- Prepared qualifying packets and the 2004 Candidate's Handbook;
- Served as a liaison with the Miami-Dade County Elections Department to coordinate the logistics of conducting the municipal election; and
- Qualified the four (4) candidates scheduled to participate in the November 2, 2004 election pursuant to the provisions of Section 2-231 of the Code of Ordinances.

INFORMATION SYSTEMS MANAGEMENT/TECHNOLOGY 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:

- Responsibility for daily-backup of mission-critical applications and data;
- Assisting the Building and Planning Department with programming of the department's databases and overall responsibility of the Filemaker Pro software application;
- 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;
- 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 service at all Village facilities;
- Day-to-day maintenance of the Village's e-mail and web servers and associated software and hardware including the implementation of a new SPAM filtering device which blocked 10,480 (of 16,300 total received) e-mails during September 2004 (the first full month of the device's operation); and
- The Village Clerk continues to serve as the Village's webmaster. The current web site was re-designed in January 2004 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. 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.

LIENS

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

- Processed, researched and responded to 661 requests for municipal lien verification pursuant to Resolution 2002-25 which generated \$16,850 in revenues;
- Prepared and recorded thirty-three (33) Release of Lien forms with the Miami-Dade County Clerk of Circuit and County Courts; and
- Prepared and recorded forty-nine (49) Claim of Lien forms with the Miami-Dade County Clerk of Circuit and County Courts.

	99-00	00-01	01-02	02-03	03-04
Lien Research	456	506	773	890	661
Release of Liens	38	46	22	62	33
Claim of Liens	2	0	80	22	49

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 packets for the four (4) meetings of the board;
- Prepared minutes for the four (4) meetings of the board; and
- Prepared and executed one (1) Development Order approved by the board.

PROCLAMATIONS

The Clerk's Office, at the direction of the Mayor, prepared twelve (12) 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:

- Ten (10) planning hearing meeting notices were drafted, posted and advertised;
- Four (4) ordinance notices were drafted, posted and advertised;
- Twelve (12) invitation to bid notices and request for proposals notices were posted and advertised; and
- Seven (7) notices for other matters including creation of North Pinecrest Business Alternative District; Small Scale Comprehensive Plan amendments, election qualifying period, and Land Development Regulation amendments.

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 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 all vital and mission-critical records created during the fiscal year including all agreements, development orders, minutes, ordinances, resolutions and approximately 23,919 pages of archived personnel records, 2,646 pages of archived Invitation to Bid and RFP-related documents and 373 pages of finance-related documents requiring long-term or permanent retention;
- Supervised the contract for the imaging of approximately 80,391 pages of Building and Planning Department records; and
- Supervised the destruction of approximately thirty-four (34) 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 Section 3.5 of the Village Charter including the following specific activities:

- Prepared and distributed agendas and packets for the fourteen (14) meetings of the Village Council;
- Served as recording secretary at the fourteen (14) meetings of the Village Council and prepared official minutes of all the proceedings;

Meetings	99-00	00-01	01-02	02-03	03-04
Regular	11	11	11	11	11
Special	10	10	7	2	2
Workshop	2	0	0	1	1

- Drafted, executed and created legislative history of the four (4) ordinances adopted by the Village Council;
- Drafted, executed and created legislative history of the thirty-nine (39) resolutions adopted by the Village Council; and
- Provided secretarial, clerical and research assistance to councilmembers.



VILLAGE OF PINECREST
 Office of the Village Clerk
 11551 Pinecrest Parkway
 Pinecrest, Florida 33156
 (305) 234-2121
 (305) 234-2131 Fax
clerk@pinecrest-fl.gov
www.pinecrest-fl.gov

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PINECREST MUNICIPAL CENTER: AN OBSERVATION



The Village's new municipal center is scheduled for completion on October 8, 2004. The development of the municipal center has been a team effort from day one. The Village Manager solicited input from all departments and various members of the Village staff.

The Office of the Village Clerk is proud to have been part of this collaborative effort and for contributing time and resources to the establishment of the Village's

permanent seat of government.

From the initial discussions by the Village Council for the establishment of a Village Hall in 1998, to the ground-breaking ceremony in September 2003, and to the Office of the Village Clerk's active role in developing and implementing the telecommunication and data infrastructure, state-of-the-art multimedia in the Council Chamber, and coordinating furnishings and interior signage, it has been a chance of a lifetime to participate in this process.

