



Office of the Village Clerk 2002-2003 Annual Report

www.pinecrest-fl.gov/clerk

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 2002-2003.

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 including the transition to a new user-friendly domain name, secretariat services at official proceedings, overall supervision of

municipal election matters, and organization of ceremonies including the dedication of the former Parrot Jungle site as the Village's newest municipal park -Pinecrest Gardens.

I am looking forward to continued service and to the tasks and challenges that lie ahead for the Village government including the long anticipated move to the Village's new municipal center.

AN OVERVIEW: THE CLERK'S OFFICE

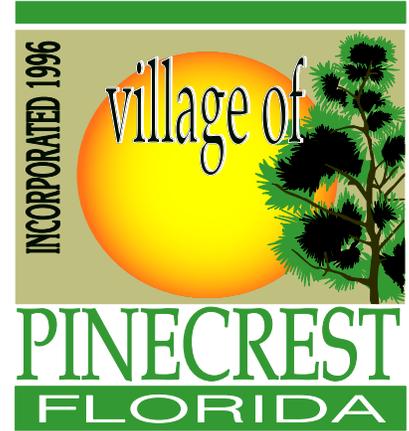
The Office of the Village Clerk was established by Section 3.5 of the Village Charter which states that **"the Clerk shall give notice of Council meetings to its members and the public, shall keep the journal of its**

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."

The Office of the Village Clerk was

staffed by a full-time Village Clerk and a full-time Assistant Village Clerk during Fiscal Year 2002-2003.

The appropriated operating budget for 2002-2003 was \$185,000.



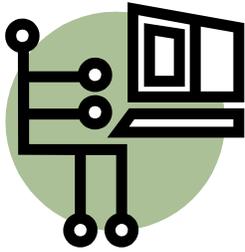
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Village Council
 Evelyn Langlieb Greer, Mayor
 Barry Blaxberg, Vice Mayor
 Cindie Blanck, Seat 2
 Leslie Bowe, Seat 3
 Robert Hingston, Seat 4

Office of the Village Clerk
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 Village Clerk
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Erika Gonzalez-Santamaria
 Assistant Village Clerk
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OBJECTIVES

The Office of the Village Clerk is entrusted with numerous and diverse duties pursuant to Florida state law, the Village Charter and local customs, ordinances and rules. The duties are summarized by the following objectives:

SECRETARY TO THE VILLAGE COUNCIL

- 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; and
- Publish public notices as required by law.

SECRETARY OF THE MUNICIPAL CORPORATION

- Maintain custody of the official municipal seal;
- Sign and attest to official documents;
- Maintain custody of official records not specifically handled by other departments; and
- Provide information and records research to the Village Council, Village staff and the general public.

SUPERVISOR OF MUNICIPAL 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; and
- Serve on the municipal canvassing board.

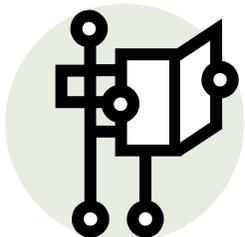
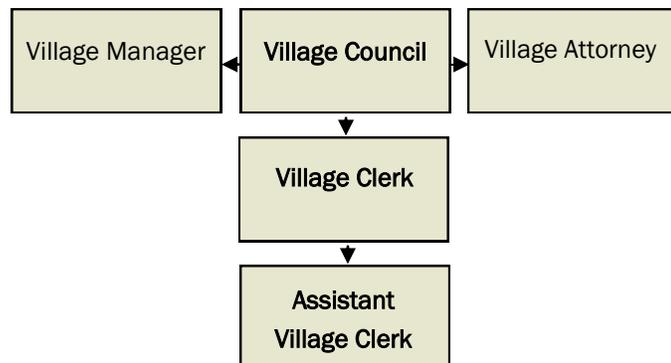
ADMINISTRATIVE OFFICIAL

- 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; and
- Provide notary services and administer oaths of office to Village officials.

MISSION STATEMENT

The Office of the Village Clerk is committed to 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.

ORGANIZATIONAL CHART

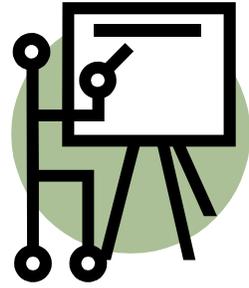


2002-2003 ACCOMPLISHMENTS

BANNERS

The Clerk's Office, in cooperation with the Manager's Office, coordinated the design and installation of banners on Pinecrest Parkway (US 1). During Fiscal Year 2002-2003, the following banners were installed:

- Season's Greetings (November 2002 - January 2003)
- American Flag (March 2003 - July 2003)



CEREMONIES

The Clerk's Office organized and coordinated the following ceremonies, in cooperation with the Manager's Office, during Fiscal Year 2002-2003:

- Village Council Swearing-in Ceremony (November 13, 2002);
- Pinecrest Gardens Dedication Ceremony (March 8, 2003)
- Pinecrest Municipal Center Ground-breaking Ceremony (September 9, 2003)
- Suniland Park Dedication Ceremony (September 16, 2003)

CODE OF ORDINANCES

The Clerk's Office supervised the contract with Municipal Code Corporation for the publication of the Code of Ordinances. Supplement 2 was published and distributed in Summer 2003.

ELECTIONS

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

- Qualifying of candidates for the 2002 municipal election; and
- Organizing the swearing-in ceremony for officials elected in the election.

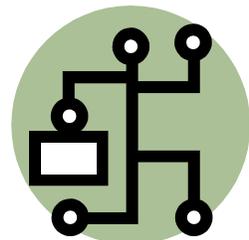
INFORMATION SYSTEMS MANAGEMENT/TECHNOLOGY RESOURCES

The Clerk's Office 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 upgrading all workstations with Filemaker Pro 6.4 software;
- Day-to-day maintenance of all non-police application servers including applying all service packs, security patches and software upgrades;
- Trouble-shooting of computer-related problems and providing end-user support to non-police personnel; and
- Over-all responsibility for developing specifications, ordering and installing all new workstations, servers and associated peripherals including the installation and deployment of a new network at Pinecrest Gardens.

PINECREST-FL.GOV

The Clerk's Office coordinated the transition to the Village's new Internet domain name - www.pinecrest-fl.gov. The new name is part of the Village's on-going efforts to provide residents and interested parties with convenient 24/7 access to the activities of the municipal government and to frequently requested materials, forms and information. The new name provides Internet users with access to the Village's web portal previously available at www.ci.pinecrest.fl.us



2002-2003 ACCOMPLISHMENTS (continued)



INTERNET/E-MAIL/WEB SITE

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

- Liaison with BellSouth and State of Florida on matters relating to the Village's T-1 communication link in addition to other telecommunication needs;
- Day-to-day maintenance of the Village's e-mail and web servers and associated software and hardware; and
- The Village Clerk serves as the Village's webmaster. The current web site was re-designed during January 2003 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.
- Coordinated the transition to the Village's new user-friendly Internet domain name - www.pinecrest-fl.gov. The new domain name was officially unveiled on June 23, 2003.



The Village Clerk served on the manager's municipal center development committee during 2002-2003. Pictured below is the Village Council and senior staff during the ground-breaking for the facility on September 9, 2003.



LIENS

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

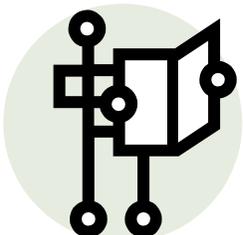
- Processed, researched and responded to 890 requests for municipal lien verification pursuant to Resolution 2002-25 which generated \$22,250 in revenues;
- Prepared and recorded 62 Release of Lien forms with the Miami-Dade County Clerk of Circuit and County Courts; and
- Prepared and recorded 22 Claim of Lien forms with the Miami-Dade County Clerk of Circuit and County Courts.

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

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 seven (7) meetings of the board;
- Prepared minutes for the seven (7) meetings of the board; and
- Prepared and executed six (6) Development Orders approved by the board.



PROCLAMATIONS

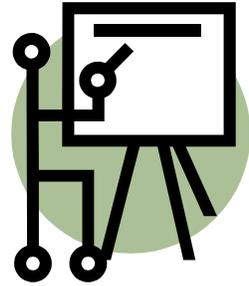
The Clerk's Office, at the direction of the Mayor, prepared 19 (nineteen) proclamations and notified the Village Council pursuant to Resolution 96-32.

2002-2003 ACCOMPLISHMENTS (continued)

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:

- Fifteen (15) planning hearing meeting notices were drafted, posted and advertised;
- Nine (9) ordinance notices were drafted, posted and advertised;
- Twelve (12) invitation to bid notices and request for proposals notices were posted and advertised; and
- Targeted post-card communications were mailed to affected citizens in matters relating to the creation of the North Pinecrest Business Zoning District.



PUBLIC RECORDS

The Clerk's Office, as the Village's official records custodian, processed all non-police requests for public records including reproducing approximately 2,560 photocopies, two (2) audio tapes and providing a myriad of other 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 agreements, development orders, minutes, ordinances, resolutions and approximately 4,479 pages of archived personnel records from 1996-2002 requiring long-term or permanent retention;
- Supervised the contract for the imaging of approximately 33,652 pages of Building and Planning Department records; and
- Supervised the destruction of approximately 245 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 the proceedings;
- Drafted, executed and recorded nine (9) ordinances adopted by the Village Council;
- Drafted, executed and recorded forty-eight (48) resolutions adopted by the Village Council; and
- Provided secretarial, clerical and research assistance to councilmembers.

