

# Village of Pinecrest Office of the Village Clerk 2001-2002 Annual Report

WWW.CI.PINECREST.FL.US/CLERK

## Message from the Village Clerk

Guido H. Inguanzo, Jr., CMC  
Village Clerk

I am pleased to provide this annual report highlighting the activities of the Office of the Village Clerk during Fiscal Year 2001-2002.

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.

During the past year, the Office of the Village Clerk has provided a myriad of services including day-to-day management of the Village's

records, coordination and implementation of information and technology resources, secretariat services at Village Council and Planning Board meetings, overall supervision of municipal election matters, and organization of community events and ceremonies including the Red Road Linear Park Dedication, the 6th Anniversary Parade and Picnic, the Patriot Day Observance, and the Suniland Park Ground-breaking Ceremony.

I am looking forward to continued service and to the tasks and challenges that lie ahead for the Office of the Village Clerk and the Village government.



### Village Council

Evelyn Langlieb Greer  
Mayor

Robert Hingston  
Vice Mayor

Cindie Blanck  
Seat 2

Barry Blaxberg  
Seat 1

Leslie Bowe  
Seat 3

### Office of the Village Clerk

Guido H. Inguanzo, Jr., CMC  
Village Clerk

Ileana Remmer  
Administrative Assistant



## Village Clerk's Office: An Overview

The Office of the Village Clerk is established by Section 3.5 of the Village Charter and requires 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 part-time Administrative Assistant during Fiscal Year 2001-2002. The appropriated operating budget was \$167,110.

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## Objectives of the Clerk's Office

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.

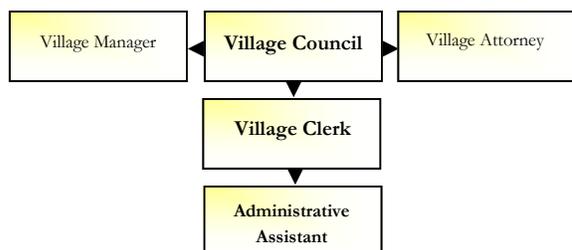
### SUPERVISOR OF MUNICIPAL ELECTIONS

- 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;
- Serve as Financial Disclosure Coordinator and Records Management Liaison with the State of Florida;
- Coordinate the scheduling, retention and/or destruction of all Village records; and
- Provide notary services and administer oaths of office to Village officials.

## Organizational Chart and Mission Statement



**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.

## 2001-2002 Accomplishments

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### 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 2001-2002, the following banners were installed:

- Season's Greetings (November 2001-January 2002);
- Welcome (November 2001-January 2002); and
- American Flag (December 2001-July 2002).

### CEREMONIES

The Clerk's Office organized and coordinated the following ceremonies during Fiscal Year 2001-2002:

- Red Road Linear Park Dedication (January 27, 2002);
- Franz and Louis Scherr Street Dedication (January 27, 2002);
- Patriot Day Observance (September 11, 2002); and
- Suniland Park Ground-breaking (September 18, 2002).

### CODE OF ORDINANCES

The Clerk's Office supervised the contract with Municipal Code Corporation for the publication of the Code of Ordinances. Supplement 1 was published and distributed in Spring 2002.

### ELECTIONS

The Village Clerk served as the municipal representative on Miami-Dade County's RFP committee reviewing and recommending the purchase of new voting equipment.

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

- Preparation of qualifying packets for the 2002 municipal election; and
- Qualifying of candidates for the 2002 municipal 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 5.5 software;
- Day-to-day maintenance of all seven non-police application servers including applying all service packs and security patches;
- 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 printers.

## 2001-2002 Accomplishments (continued)

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### 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;
- 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 Summer 2002 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 (1996-present), 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, 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 773 requests for municipal lien verification from outside sources pursuant to Resolutions 97-27 and 2002-25;
- Prepared and recorded 22 Release of Lien forms with the Miami-Dade County Clerk of Circuit and County Courts; and
- Prepared and recorded 80 Claim of Lien forms with the Miami-Dade County Clerk of Circuit and County Courts.

### LOCAL PLANNING AGENCY

The Clerk's Office provided support services to the Local Planning Agency including the following specific activities:

- Prepared and distributed agendas and packets for the nine (9) meetings of the board;
- Prepared minutes for the nine (9) meetings of the board; and
- Assisted special counsel and staff with preparation of amendments to the Land Development Regulations.

### PLANNING BOARD

The Clerk's Office provided support services to the Planning Board pursuant to Section 30-10(c)(6) of the Code of Ordinances including the following specific activities:

- Prepared and distributed agendas and packets for the eight (8) meetings of the board;
- Prepared minutes for the eight (8) meetings of the board; and
- Prepared and executed fourteen (14) Development Orders approved by the board.

### PROCLAMATIONS

The Clerk's Office, at the direction of the Mayor, prepared fifteen (15) proclamations and notified the Village Council pursuant to Resolution 96-32.

## 2001-2002 Accomplishments (continued)

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### 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:

- Twelve (12) planning hearing meeting notices were drafted, posted and advertised;
- Eleven (11) ordinance notices were drafted, posted and advertised;
- Ten (10) invitation to bid notices and three (3) request for proposals notices were posted and advertised; and
- Targeted post-card communications were mailed to affected citizens in matters relating to the Village's 6th Anniversary Celebration held on March 9, 2002 concerning road closures and the parade staging area, the adoption of a settlement agreement with the Florida Department of Community Affairs relating to the Village's Comprehensive Development Master Plan, and community meeting relating to traffic study of Southwest 72nd Avenue.

### PUBLIC RECORDS

The Clerk's Office, as the official records custodian of the Village, processed all non-police requests for public records including reproducing approximately 1,400 copies, nine (9) audio tapes and providing a myriad of other documents via fax, e-mail or the Village's web site.

The Clerk also responded to numerous requests during the year for information from the print media including the Coral Gables Gazette, The Miami Herald and the Pinecrest Tribune.

### PUBLICATIONS

The Clerk, in collaboration with the Manager's Office, co-edited the publication of "Welcome Home to Pinecrest - A Five Year Retrospective" highlighting the accomplishments of the Village government during its first five years of operations.

### RECORDS MANAGEMENT

The Clerk's Office coordinated the scheduling and destruction of appropriate records during the fiscal year. All current vital and mission-critical records created during the fiscal year (including agreements, development orders, minutes, ordinances, and resolutions) have been imaged by the Clerk's Office. The Clerk's Office also supervised the contract for the imaging of approximately 66,865 pages of Building and Planning Department 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 eighteen (18) meetings of the Village Council;
- Served as recording secretary at the eighteen (18) meetings of the Village Council and prepared official minutes of the proceedings;
- Drafted, executed and recorded eleven (11) ordinances adopted by the Village Council;
- Drafted, executed and recorded sixty (60) resolutions adopted by the Village Council; and
- Provided secretarial, clerical and research assistance to councilmembers at their request.

## Visit the Clerk's Virtual Office at [ci.pinecrest.fl.us/clerk](http://ci.pinecrest.fl.us/clerk)

**VILLAGE OF PINECREST, FLORIDA > OFFICE OF THE VILLAGE CLERK**

**OFFICE OF THE VILLAGE CLERK**  
 Guido H. Inguanzo, Jr., CMC, Village Clerk

The Village Clerk is the secretary for the Village Council, Local Planning Agency, the Planning Board, and of the Municipal Corporation.

The Village Clerk is a charter officer confirmed by a majority of the Village Council.

The Village Clerk is responsible for giving notice of public meetings and maintaining an accurate record of all proceedings. The Village Clerk also serves as the municipal Supervisor of Elections, administers the publication of the Village Code and Charter, and maintains custody of the Village's vital records including agreements, contracts, minutes, ordinances, proclamations, and resolutions.

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## Contact the Office of the Village Clerk

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 Office of the Village Clerk  
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 Pinecrest, Florida 33156

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 489-2121 Suncom

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[www.ci.pinecrest.fl.us/clerk](http://www.ci.pinecrest.fl.us/clerk)

## Meet the Village Clerk



Guido H. Inguanzo, Jr. was appointed by the Village Council to serve as the first Village Clerk of the Village of Pinecrest, Florida on June 25, 1996.

Mr. Inguanzo previously served as the first Village Clerk of the Village of Key Biscayne, Florida from 1992 to 1996. He served as a legislative assistant in the Florida Senate for three years prior to his

appointment as Key Biscayne's clerk.

Mr. Inguanzo is a graduate of Florida International University (Miami, Florida) with a Bachelor of Arts in Political Science (1989) and a Master of Public Administration (1996).

Mr. Inguanzo maintains active membership in the International Institute of Municipal Clerks which conferred upon him the title

of "Certified Municipal Clerk" (CMC) in December 1994 for his achieving the organization's high educational, experience and service requirements. He is also a member of the Florida Association of City Clerks where he served on the Board of Directors from 1996 to 1998 and the Miami-Dade County Municipal Clerks Association where he served as president during the 1995-1996 fiscal year.