

2000-2001 ANNUAL REPORT

OFFICE OF THE VILLAGE CLERK

Message from the Village Clerk

Guido H. Inguanzo, Jr., CMC
Village Clerk

I am pleased to provide you with this annual report highlighting the activities of the Office of the Village Clerk during Fiscal Year 2000-2001 - the Fifth Anniversary of the incorporation of the Village.

This annual report is intended to acquaint the Village Council, staff and the general public with the day-to-day operation of the Office of the Village Clerk and the accomplishments of the past year.

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.

5th Anniversary Celebration

The Village celebrated its Fifth Anniversary with a Parade and Picnic on March 10, 2001. There were approximately 3,000 participants.



The parade, which traveled on Southwest 124 Street, included participation by local schools, scout groups, civic organizations and the Miami Palmetto Senior High School and Miami Jackson Senior High School marching bands. Billy the Marlin served as the parade's grand marshal. The picnic, held at Pinecrest Park, included entertainment by Radio Disney, Tito Puente, Jr., Hip Hop Kidz, and Miami Dolphins Quarterback Jay Fiedler. Please see page 7 for photographs of the event.

The Clerk served on the parade and picnic organizational committee and as the parade director.

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 is staffed by a full-time Village Clerk and a part-time Administrative Assistant.

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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 State law, the Village Charter and local customs, ordinances and rules. The duties include the following objectives:

SECRETARY TO THE VILLAGE COUNCIL

- Record and maintain accurate minutes of the proceedings of the Village Council;
- Prepare, in cooperation with the Manager, and distribute meeting agendas and packets;
- Process, record and file agreements, ordinances, proclamations, and resolutions; and
- Publish public notices as required by State and local law.

SECRETARY OF THE MUNICIPAL CORPORATION

- Maintain custody of the 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, staff and 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 of petitions according to law; and
- Serve on the municipal canvassing board.

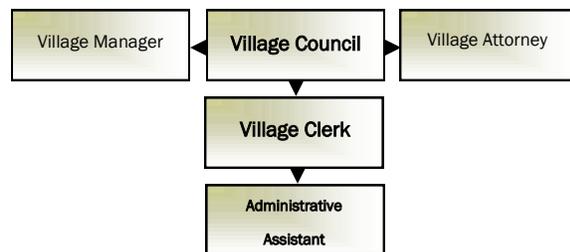
ADMINISTRATIVE OFFICIAL

- Supervise the publication of the Village Code and Village Charter;
- Serve as Financial Disclosure Coordinator and Records Management Liaison with the State;
- Initiate and coordinate the scheduling, retention and/or destruction of all 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



2000-2001 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) and Pinecrest Park. During Fiscal Year 2000-2001, "Welcome" and "Season's Greetings" banners were installed on US 1 and banners commemorating the dedication of Pinecrest Park were installed at the park.

CEREMONIES

The Clerk's Office organized and coordinated the following ceremonies during Fiscal Year 2000-2001:

- Swearing-in ceremony held on October 4, 2000 at Suniland Park for re-elected members of the Village Council;
- Dedication ceremony held on January 27, 2001 for Pinecrest Park (in cooperation with the Manager's Office and the Parks and Recreation Department); and
- Dedication ceremony held on May 15, 2001 at Pinecrest Park for the co-designation of a portion of Southwest 82 Avenue as Agent Jerry Dove Avenue and Agent Benjamin Grogan Avenue (in cooperation with the Police Department).

CHARTER REVISION COMMISSION

The Clerk's Office provided technical and administrative support to the Charter Revision Commission appointed by the Village Council on December 5, 2000 pursuant to Section 7.4 of the Village Charter including the following specific activities:

- Prepared and distributed agendas and materials for the five (5) meetings of the commission
- Prepared minutes for the five (5) meetings of the commission
- Prepared proposed charter amendments and final report of the commission as directed by the commission

CODE OF ORDINANCES

The Clerk's Office supervised the contract with Municipal Code Corporation for the republication of the Village Charter and Code of Ordinances to reflect charter amendments approved by the voters on May 1, 2001 and include the Land Development Regulations and other ordinances adopted by the Village Council during Fiscal Year 2000-2001. The republication of the charter and code was completed in September 2001.

ELECTIONS

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

- Village Council election scheduled for October 3, 2000 (incumbents were re-elected without opposition)
- Village Charter special election held on May 1, 2001 (mail-in ballot election)
- "Parrot Jungle/Municipal Center" non-binding special election held on September 11, 2001 (mail-in ballot election)

2000-2001 Accomplishments (continued from page 3)

INFORMATION SYSTEMS MANAGEMENT

The Clerk's Office provided assistance to staff on a myriad of computer-related issues including the following specific activities:

- Responsibility for daily back-up of vital network files;
- Assisting the Building and Planning Department with programming of the department's databases, upgrading workstations with Filemaker Pro 5.3 software and installation and set-up of Filemaker Pro 5.5 Server;
- Assisting the Finance Department with transition to new financial software package (American Fundware) including installation and set-up of Windows 2000 Server, upgrading workstations to Windows 2000 and providing technical assistance to software consultant;
- Assisting the Police Department with transition to new computer aided dispatch/records management system (OSSI CAD/RMS) and providing technical assistance to software consultant;
- Maintenance of the Village's two (2) Novell servers including an upgrade to Version 5.00i of Novell Netware (Service Pack 6);
- Coordinated transition from Novell servers to Windows 2000 servers including installation and set-up of main server;
- Responsibility for developing specifications, ordering and installing thirteen (13) workstations and associated peripherals and three (3) servers; and
- 169 hours of direct trouble-shooting of computer related problems and providing end-user support.

INTERNET/E-MAIL

The Clerk serves as the Village's webmaster and is responsible for maintaining the Village's presence on the Internet. The site is redesigned on an annual basis and the current site was posted in January 2001. The Village's web site, hosted by Pinecrest Online through a joint public-private partnership with Commitment Software, Inc., includes electronic copies of Village Council meeting minutes (1996-present), information relating to Village departments (including downloadable forms and e-mail contact information), an electronic copy of the Village Charter and Code of Ordinances, an electronic copy of the 2000-2001 Operating and Capital Budget, and other important information. The Clerk's Office is also responsible for posting meeting notices, meeting agendas and other important information to provide residents with instant access to time-sensitive materials.

During the 2000-2001 Fiscal Year, the Clerk's office also coordinated the installation and implementation of new technologies to enhance the Village's use of Internet resources including a T-1 communication link, an internal web server for the posting of time-sensitive documents and a Microsoft Exchange 2000 server to improve and expand the use of e-mail services by Village staff.

LIENS

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

- Processed, research and responded to 506 requests received for municipal lien verification from outside sources pursuant to Resolution 97-27; and
- Prepared and recorded 46 Release of Lien with the Miami-Dade County Clerk of Circuit and County Courts.

2000-2001 Accomplishments (continued from page 4)

PLANNING AND ZONING BOARD

The Clerk's Office provided support services to the Planning and Zoning Board pursuant to Section 20-32 of the Code of Ordinances including the following specific activities:

- Prepared and distributed agendas and packets for the five (5) meetings of the board;
- Prepared minutes for the five (5) 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 seventeen (17) 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 State law and as otherwise directed by the Village Council including the following specific activities:

- Fourteen (14) planning hearing notices were posted and advertised;
- Twelve (12) ordinance notices were posted and advertised; and
- Targeted post-card communications were mailed to affected citizens in the matters relating to the proposed settlement agreement with the Florida Department of Community Affairs concerning a transportation overlay district (January 24, 2001), the acquisition of Parrot Jungle (February 5, 2001), the parade route and staging area for the Village's 5th Anniversary Celebration (March 10, 2001), the co-designation of a portion of Southwest 82 Avenue as Agent Jerry Dove and Agent Benjamin Grogan Avenues (May 5, 2001), notice of storm drainage improvements (August 2001), and notice of "no parking" restrictions in the high school area (August 2001).

PUBLIC RECORDS/INFORMATION REQUESTS

The Clerk's Office, as the records custodian of the Village, processed all non-police requests for public records including reproducing approximately 2,286 copies, six (6) audio tapes of meetings and providing a myriad of other documents via fax or e-mail.

The Clerk provided on-camera interviews for WSVN (Channel 7), WLTU (Channel 23), and WSCV (Channel 51) relating to the Village's proposed hand-held cellular phone ban ordinance and an on-camera interview with the Canadian Broadcast Company (CBC) regarding the success of recently incorporated municipalities in Miami-Dade County. The Clerk also responded to various requests during the year for information from the print media including the Coral Gables Gazette, the Miami Herald, and the Pinecrest Tribune.

RECORDS

The Clerk's Office coordinated the scheduling and destruction of appropriate records during the fiscal year. All current vital records (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 72,503 Building and Planning Department records.

2000-2001 Accomplishments (continued from page 5)

STREET SIGN IDENTIFICATION PROGRAM

The Clerk, in consultation with the Manager's Office and the Public Works Department, served as the Village's liaison with the Village's street sign program contractor – Guidance Pathway Systems (GPS). The Clerk prepared the master list of the Village's approximately 750 intersections and, together with the Public Works Department, conducted an inventory and inspection of all materials upon receipt from GPS and upon completion by the installation contractor – US Lawns .

The final design for the street sign program was selected by the Village Council on October 17, 2000. Installation of the new signs and removal of the old county signs was approximately 95% complete by September 31, 2001.

VILLAGE COUNCIL

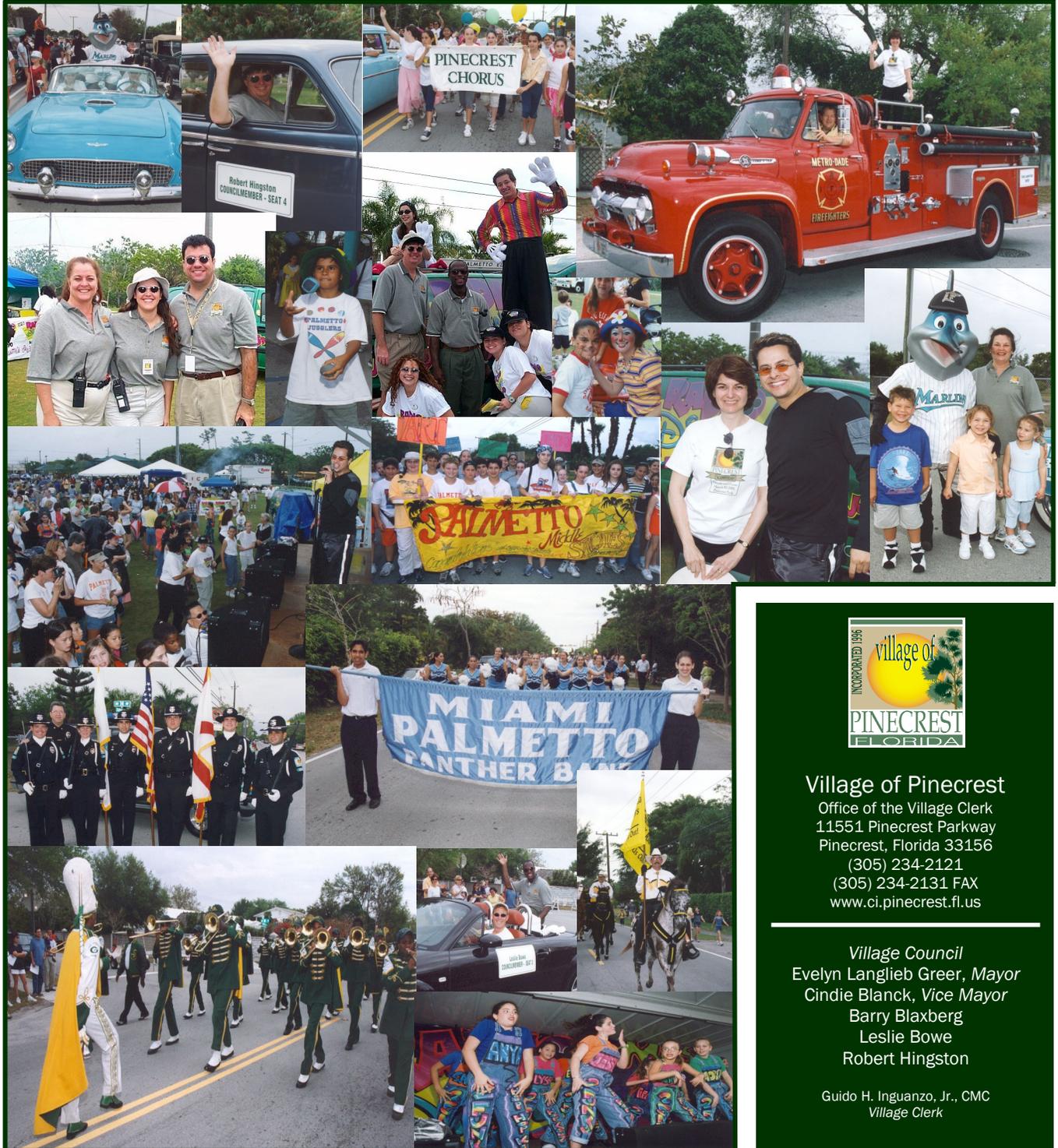
The Clerk's Office provided support services to the Village Council pursuant to Section 3.5 of the Village Charter including the following specific activities:

- Prepared and distributed agendas and packets for the twenty-one (21) meetings (eleven (11) regular meetings and ten (10) special meetings) of the Village Council;
- Served as the recording secretary at the twenty-one (21) meetings of the Village Council and prepared official minutes of the proceedings;
- Drafted, executed and recorded the twelve (12) ordinances adopted by the Village Council;
- Drafted, executed and recorded the eighty-five (85) resolutions adopted by the Village Council; and
- Provided secretarial, clerical and research assistance to Councilmembers at their direction.

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Office of the Village Clerk

5th ANNIVERSARY CELEBRATION



Village of Pinecrest

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