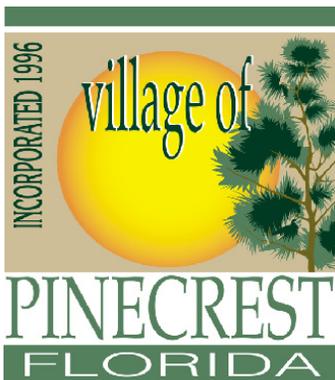


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Village of Pinecrest

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VILLAGE OF PINECREST OFFICE OF THE VILLAGE CLERK 1999-2000 ANNUAL REPORT



Message from the Clerk

I am pleased to provide you with this annual report highlighting the activities of the Office of the Village Clerk during Fiscal Year 1999 – 2000.

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

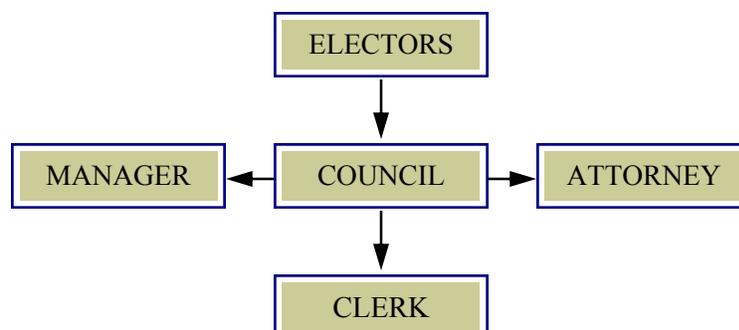
I am looking forward to continued service in Fiscal Year 2000 – 2001 and to the tasks and challenges that lie ahead for the Clerk's Office and our Village government.

Guido H. Inguanzo, Jr., *CMC*
Village Clerk

Clerk's Office: An Overview

In Pinecrest, the Office of the Village Clerk is established by Section 3.5 of the Village Charter and mandates 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, not in conflict with the administrative duties of the Village Manager, as the Council may prescribe from time to time. The Clerk shall report to the Council."

Organizational Chart



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:

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 as canvassing board for municipal elections.

ADMINISTRATIVE OFFICIAL

- Supervise the publication of the Village Code and Village Charter;
- Serve as Financial Disclosure Coordinator and Records Management Liaison with 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.

1999-2000 Accomplishments

BANNERS

The Clerk, in cooperation with the Manager's Office, coordinated the design and installation of banners on Pinecrest Parkway (US 1). During Fiscal Year 1999-2000, "Welcome" and "Pinecrest Celebrates 2000" banners were installed on the parkway.



CODE OF ORDINANCES

The Clerk's Office supervised the contract with Municipal Code Corporation for the publication of Supplement #4 (July 2000) to the Code of Ordinances and coordinated distribution of the code supplement.

FLORIDA LEAGUE OF CITIES INTERGOVERNMENTAL RELATIONS COMMITTEE

The Clerk was appointed by the president of the Florida League of Cities (FLC) to serve on the FLC's Intergovernmental Relations Committee during 1999-2000. The committee, chaired by Hialeah Council President Alex Morales, formulated recommendations for the FLC's 2000 Legislative Policy Statement with a focus in the following areas: multi-jurisdictional relationships; emergency management; intergovernmental programs; unfunded mandates; and state agency rule-making.

COMPUTER AND INFORMATION SYSTEMS MANAGEMENT

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

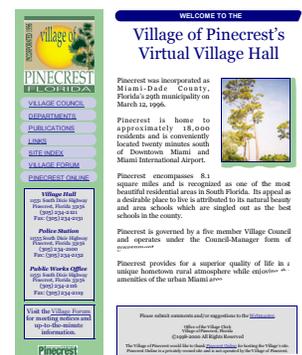
- Responsibility for daily back-up of vital network files;
- Assisting the Building and Planning

- Department with programming of the department's databases and upgrading workstations with Filemaker Pro 5 software;
- Assisting the Finance Department with installation and upgrading of Fund Balance software;
- Maintenance of the Village's two local area networks (LANs) including an upgrade to Version 5.00g of Novell Netware (Service Pack 4);
- Responsibility for developing specifications, ordering and installing all new workstations and associated peripherals; and
- Day-to-day trouble-shooting of computer related problems.

INTERNET AND E-MAIL

The Clerk serves as the Village's webmaster and is responsible for maintaining the Village's presence on the Internet.

The Village's website includes Village Council meeting minutes, information regarding Village departments, the Village's Code of Ordinances and Charter, Building and Planning Department forms, the Comprehensive Development Master Plan, the 2000-2001 Operating and Capital Budget, the 1998-1999 CAFR 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.



The Clerk also coordinated and supervised the implementation of the Village's new e-mail system during the 1999-2000 Fiscal Year.

1999-2000 Accomplishments (Continued from Page 3)

CENSUS 2000

The Clerk, at the request of the Manager, served as the Village's Census 2000 coordinator.



The Clerk worked with the Census Bureau's Atlanta Office to develop maps with accurate municipal boundary information and an up-to-date address list of all properties within the Village. The Clerk also developed an informational brochure mailed to all residential properties, prepared public service advertisements which appeared in the Miami Herald, wrote an informational article for the Pinecrest Tribune, and participated in events at the local public schools promoting the census.

The Village's initial response rate of 77% was the highest in Miami-Dade County and one of the best in the State of Florida.

ELECTIONS

The Clerk's Office, with the assistance of the Miami-Dade County Elections Department, coordinated the activities pertaining to the 2000 municipal elections including the following specific activities:

- Prepared qualifying information packets for interested candidates; and
- Qualified four candidates during the qualifying period held from August 7-18, 2000.

LIENS

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

- Processed, researched and answered 456 requests received for municipal lien verification from outside sources pursuant to Resolution 97-27;
- Prepared and recorded 2 Claim of Liens with the Miami-Dade County Clerk of Circuit and

County Courts; and

- Prepared and recorded 38 Release of Liens 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 agenda packets for the 8 meetings of the board;
- Prepared minutes for the 8 meetings of the board; and
- Coordinated with Solin and Associates, the Mayor, the Manager, the Attorney, and the Planning Director the preparation of the Land Development Regulations draft ordinance.

PARADE AND PICNIC

The Clerk served on the "Pinecrest Celebrates 2000" Committee which organized the Village's 4th Anniversary Parade and Picnic.

The event, held on March 11, 2000, was the largest ever with approximately 2,500 participants.



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 8 meetings of the Board;
- Prepared minutes for the 8 meetings of the Board; and
- Prepared and executed 14 Development Orders approved by the Board.

PROCLAMATIONS

1999-2000 Accomplishments (Continued from Page 4)

The Clerk's Office, at the direction of the Mayor, prepared 15 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 Florida law and as otherwise directed by the Village Council including the following specific activities:

- 15 zoning hearing notices were posted and advertised;
- 7 ordinance notices were posted and advertised; and
- Targeted post-card communications were mailed to affected citizens for the renewal of the contracts for use of the Palmetto Middle School Athletic Fields, information relating to Holiday-related crimes, announcing the parade route on Southwest 104 Street for the "Pinecrest Celebrates 2000" event, and the purchase of the Southwest 104 Street sites for development of the municipal center.

PUBLIC RECORDS REQUEST

The Clerk's Office, as the records custodian of the Village, processed all requests for public records.

RECORDS

The Clerk's Office coordinated the scheduling and destruction of appropriate records during the fiscal year. All current vital records (including agreements, minutes, ordinances, and resolutions) have been imaged by the Clerk's Office. The Clerk also supervised the contract for the imaging of over 50,000 Building and Planning Department records.

STREET SIGN IDENTIFICATION PROGRAM

The Clerk, in consultation with the Manager's Office, prepared the Invitation to Bid for the Village's Street Sign Identification Program. The Village Council met in a workshop session on May 9, 2000 to discuss the program and accepted Guidance Pathways

Systems' (GPS) offer to manufacture three prototypes of proposed signage for the Village. The prototypes were installed in July 2000. At the September 12, 2000 Village Council meeting, the Village Council selected a design for the new signs and authorized a pilot program along Southwest 67 Avenue. The Clerk served as the Village's liaison with GPS and coordinated the various stages of the pilot project.



TELECOMMUNICATIONS

The Clerk's Office coordinated all internal telecommunication matters including the following specific activities:

- Conversion of the Council Chamber into offices for the Building and Planning Department and the conversion of the former Finance Department annex into offices for the detectives; and
- Served as the liaison with BellSouth on all internal telecommunication matters including equipment and service (excluding 911 matters).

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 26 meetings (11 regular meetings, 13 special meetings and 2 workshop meetings) of the Village Council;
- Served as the recording secretary at the 26 meetings of the Village Council and prepared official minutes of the proceedings;
- Drafted 5 ordinances adopted by the Village Council and executed and recorded the 7 ordinances adopted by the Village Council;
- Drafted, executed and recorded the 47 resolutions adopted by the Village Council; and
- Provided secretarial, clerical and research assistance to Councilmembers at their direction.