



Message from your Village Clerk

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I am pleased to provide this report highlighting the activities of the Office of the Village Clerk during Fiscal Year 2007-2008.

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

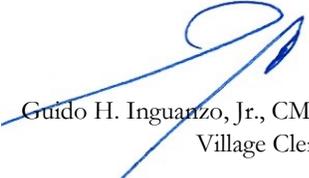
day-to-day management of the Village's records, coordination and implementation of information and technology resources, monthly publication of the staff-oriented *Clerk's Quill*, secretariat services at all official proceedings, and overall supervision of municipal elections.

The Office of the Village Clerk is proud to be an integral part of the municipal team and continues to operate in the spirit of the department's 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 would like to thank Assistant Village Clerk Amy Román for her hard work during the past fiscal year and the entire Village Council for their on-going support.

I am looking forward to the opportunities and challenges of the upcoming fiscal year as the Village government continues delivering excellence to all Pinecrest citizens.


Guido H. Inguanzo, Jr., CMC
Village Clerk

Village Council

Gary C. Matzner, Mayor

Nancy L. Harter, Vice Mayor

Joseph M. Corradino

Jeff Cutler

Gail D. Serota

Office of the Village Clerk

Guido H. Inguanzo, Jr., CMC
Village Clerk

Amy Román
Assistant Village Clerk

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 2007-2008, 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 \$222,650.

Objectives

Supervisor of 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;
- Serve on the municipal canvassing board; and
- Certify the results of all municipal elections.

Administrative Official

- Supervise the publication of the Village Charter and Code of Ordinances;
- Serve as the 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.

Secretary of the Municipal Corporation

- 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.



2007-2008 Accomplishments

CEREMONIES

The Clerk's Office coordinated the following ceremonies and events during Fiscal Year 2007-2008:

- *Veterans Day Commemoration at Veterans Wayside Park* on November 12, 2007;
- *Flagler Grove Park Dedication Ceremony* held on May 10, 2008; and
- *Pinecrest Community Center Dedication Ceremony and Open House* held on May 31, 2008.

CODE OF ORDINANCES

The Clerk's Office supervised the contract with Municipal Code Corporation for the publication of the Village's Code of Ordinances. During Fiscal Year 2007-2008, one electronic update (Supplement #5, Update #1) was made available on the Village's web site.

COMMITTEES

Pinecrest Gardens Botanical - This committee was established by the Village Council with the adoption of Resolution 2007-2. The Clerk's Office provided the following staff support:

- Prepared and distributed ten (10) meeting agendas and posted meeting notices; and
- Coordinated the preparation of minutes and notices with the committee's secretary.

Banyan Bowl Arts - This committee was established by the Village Council with the adoption of Resolution 2008-18. The Clerk's Office provided the following staff support:

- Prepared and distributed four (4) meeting agendas and posted meeting notices;
- Served as recording secretary at meetings and produced official minutes; and
- Coordinated the committee's public workshop originally scheduled for September 10, 2008 and later held on October 6, 2008 as a result of a severe weather threat from Hurricane Ike.



2007-2008 Accomplishments (continued)

ELECTIONS

The Clerk's Office coordinated all activities relating to the 2008 municipal election including the following:

- Prepared qualifying packets and the 2008 Candidate's Handbook;
- Qualified Eight (8) candidates pursuant to the provisions of Section 2-231 of the Code of Ordinances and Section 2.4 of the Village Charter; and
- Served as Liaison with the Miami-Dade County Elections Department on matters relating to the logistics of conducting the Village's elections.

INFORMATION TECHNOLOGY MANAGEMENT AND 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;
- Assisted the Finance Department with the transition to new Logos financial software package, the Building and Planning Department with on-going programming and maintenance of the department's databases and Filemaker Pro software application and the Parks and Recreation Department with the implementation of the RecTrac software system at the Pinecrest Community Center;
- Day-to-day maintenance of all non-police application servers including applying all service packs, security patches, software upgrades, and monitoring virus detection, SPAM and firewall logs;
- Trouble-shooting of computer-related problems and providing end-user support to non-police personnel in conjunction with the Village's information and technology consultant and overall responsibility for developing specifications, ordering and installing all new workstations, servers and associated peripherals;
- Liaison with AT&T and State of Florida on matters relating to telecommunication and data resources including the Village's T-1 circuit, MyFloridaNet Data Service, State of Florida SUNCOM telephone and long distance services, and telephony and data services at all Village facilities;
- Coordinated and supervised installation of telephony and data services at the Pinecrest Community Center;
- Responsibility for operation of Wi-Fi spots at Evelyn Greer and Suniland parks;
- Served as webmaster of the Village's web site; and
- Managed Pinecrest Radio (1590 AM)



2007-2008 Accomplishments (continued)

LIENS

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

- Processed, researched and responded to 304 requests for municipal lien verification, pursuant to Resolution 2007-32, which generated \$15,825 in revenue; and
- Prepared and recorded Release of Lien forms with the Miami-Dade County Clerk of Circuit and County Courts.

| | 03-04 | 04-05 | 05-06 | 06-07 | 07-08 |
|------------------|-------|-------|-------|-------|-------|
| Lien Research | 661 | 641 | 535 | 496 | 304 |
| Release of Liens | 33 | 15 | 16 | 7 | 2 |
| Claim of Liens | 49 | 35 | 2 | 0 | 0 |

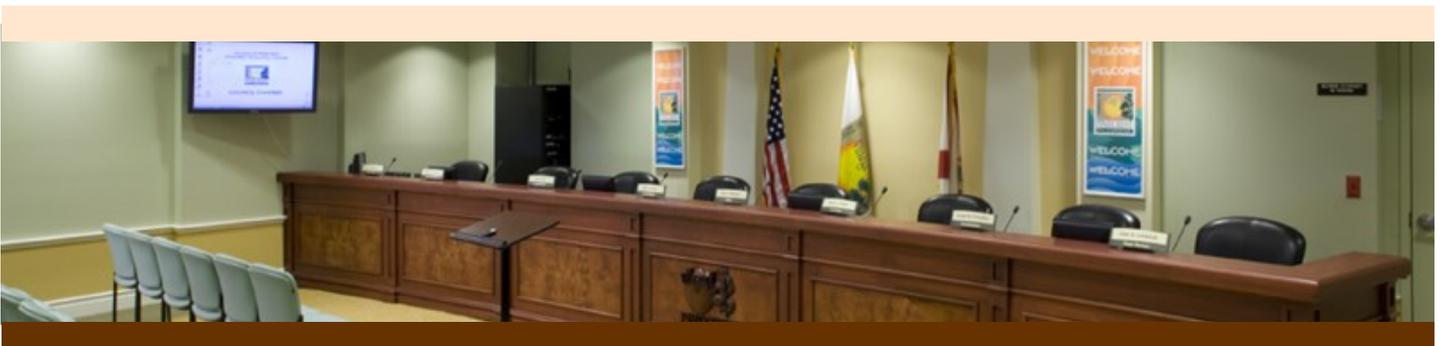
PLANNING BOARD

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 preparing meeting notices, agendas, minutes, and development orders for the three (3) meetings of the board held during the fiscal year.

PUBLIC RECORDS REQUESTS/PUBLIC NOTICES

The Clerk’s Office, as the Village’s official records custodian, processed all non-police related requests for public records and provided a myriad of documents via fax, e-mail and/or on the Village’s web site. The Clerk’s Office responded to numerous requests during the year for information from the news media. The Clerk’s Office also drafted, posted and published 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 notices for Planning Board and Village Council meetings were drafted, posted and advertised;
- Five (5) ordinance notices were drafted, posted and advertised;
- Four (4) invitation to bid notices and request for proposals notices were posted and advertised;
- Special notices for other matters including the 2008 Municipal Election Qualifying Period and Executive Sessions of the Village Council relating to litigation and collective bargaining negotiations; and
- Forty-seven (47) notices were prepared and distributed via the Village’s E-mail Subscription Service program.



2007-2008 Accomplishments (continued)

RECORDS MANAGEMENT

The Clerk's Office coordinated the scheduling, retention and disposition of appropriate records during the fiscal year including the following specific activities:

- Electronically scanned and indexed 15,402 pages of vital and mission-critical records created during the fiscal year including agreements, development orders, meeting agendas, minutes, ordinances, resolutions, and personnel records requiring long-term or permanent retention and supervised the disposition of approximately 267 cubic feet of records having met state-mandated retention schedules; and
- Supervised the contract for the scanning and indexing of approximately 66,322 pages of Building and Planning Department plans and records.

TRAINING

The Clerk's Office completed the following educational and/or training sessions during the fiscal year:

- The Village Clerk completed fifteen (15) hours of continuing education credits to maintain the professional designation of Certified Municipal Clerk (CMC) and the Assistant Village Clerk completed the second year, of a three year program, towards obtaining said professional designation; and
- Staff also attended training sessions sponsored by the Miami-Dade Elections Department, relating to changes in elections laws, and the Florida Department of State, relating to records management.

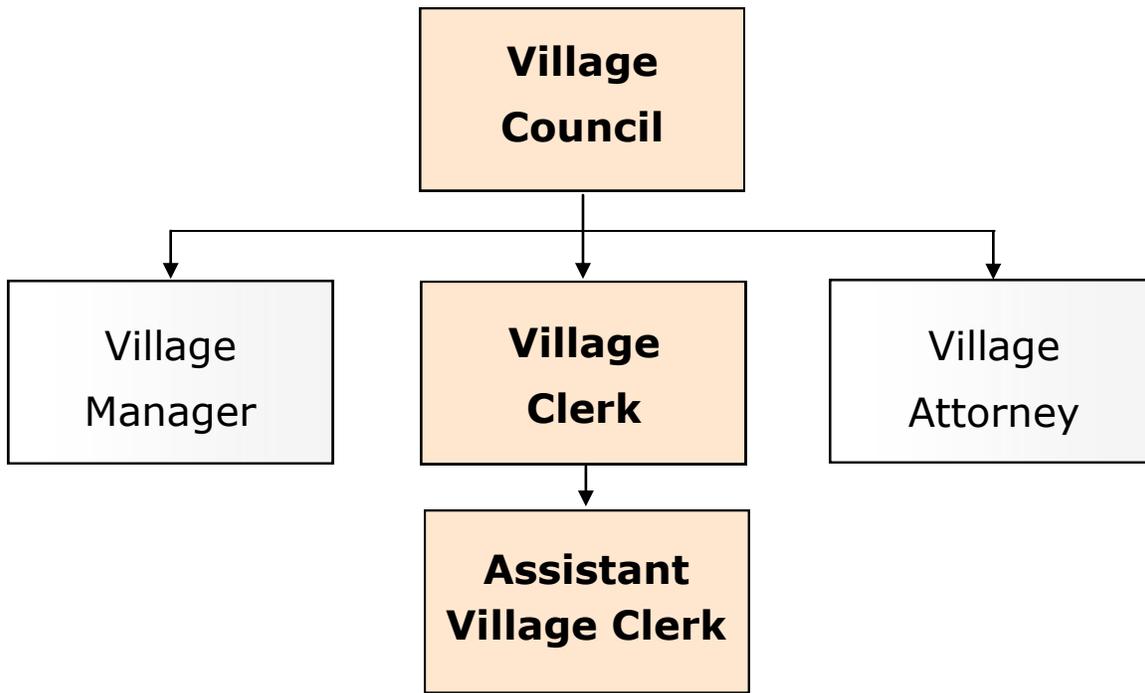
VILLAGE COUNCIL

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 eleven (11) meetings, eight (8) special meetings, and three (3) workshops of the Village Council, served as recording secretary at all meetings and prepared official minutes of the proceedings;
- Drafted, executed and created a legislative history for five (5) ordinances and thirty-two (32) resolutions adopted by the Village Council;
- At the direction of the Mayor, prepared twelve (12) proclamations and notified the Village Council pursuant to Resolution 96-32; and
- Provided secretarial, clerical and research assistance to members of the Village Council.

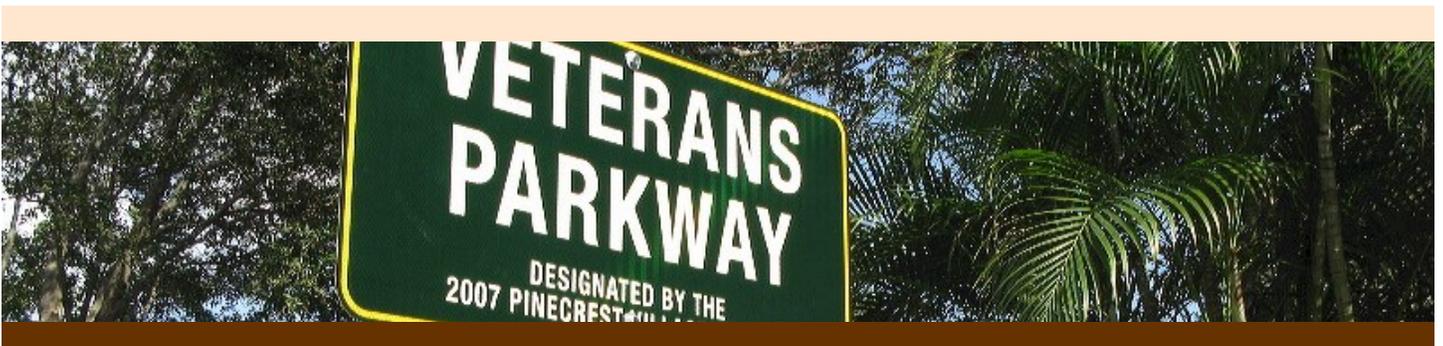
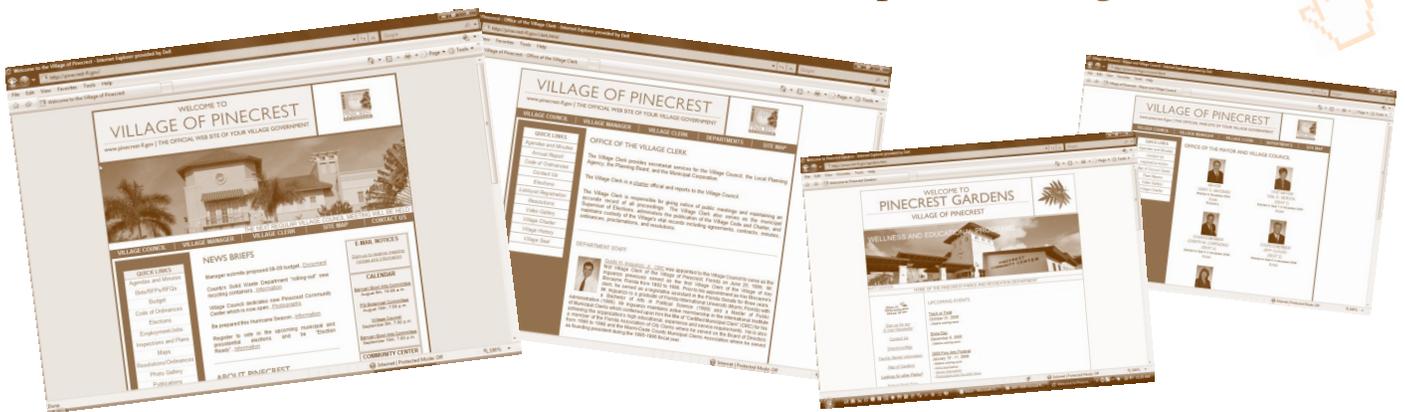


Organizational Chart



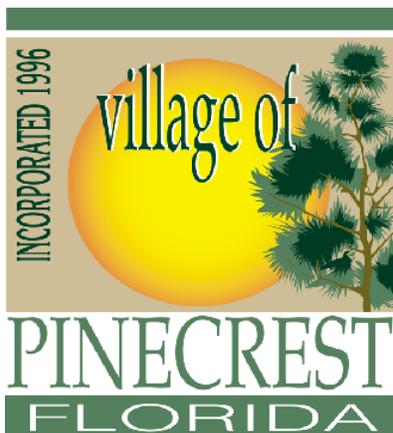
Visit the Clerk's Office Online 24/7...

www.pinecrest-fl.gov/clerk



2007-2008....

Year in Pictures



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