



Message from the Village Clerk

Table of Contents

Message	1
Overview	1
Objectives	2
Accomplishments	3-6
Organizational Chart	7
Pinecrest Radio	7
Web Site	8



I am pleased to provide this report highlighting the activities of the Office of the Village Clerk during Fiscal Year 2006-2007.

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

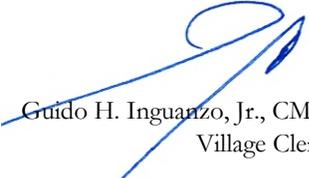
day-to-day management of the Village's records, coordination and implementation of information and technology resources, monthly publication of the staff-oriented *Clerk's Quill*, secretariat services at all official proceedings, and overall supervision of municipal elections.

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 year and Mayor Matzner and the entire Village Council for their ongoing support.

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


Guido H. Inguanzo, Jr., CMC
Village Clerk

Village Council

Gary C. Matzner, Mayor

Gail D. Serota, Vice Mayor

Joseph M. Corradino

Jeff Cutler

Nancy L. Harter

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 2006-2007, 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 \$262,630.

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.



2006-2007 Accomplishments

BANNERS

The Clerk's Office coordinated all matters relating to the design and installation of Village banners along Pinecrest Parkway (US 1). During Fiscal Year 2006-2007, the following banners were installed:

- Season's Greetings (November 2006-January 2007)
- Welcome (Year-round)

CEREMONIES

The Clerk's Office coordinated the following ceremonies during Fiscal Year 2006-2007:

- Village Council Swearing-in Ceremony held on November 8, 2006
- Flagler Grove Park Ground-breaking Ceremony held on September 18, 2007

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 2006-2007, two electronic updates (Supplement #4, Updates #2-3) were made available via the Village's web site. A paper supplement (Supplement #4, Updates #1-3) was published in June 2007.

COMMITTEES

Art in the Parks - This committee was established by the Village Council with the adoption of Resolution 2007-1. The committee's inaugural meeting was held on May 3, 2007. The Clerk's Office provided the following staff support:

- Prepared and distributed meeting agendas

Pinecrest Gardens Botanical - This committee was established by the Village Council with the adoption of Resolution 2007-2. The committee's inaugural meeting was held on February 6, 2007. The Clerk's Office provided the following staff support:

- Prepared and distributed meeting agendas and coordinated the preparation of minutes with the secretary
- Compiled a committee handbook



2006-2007 Accomplishments (continued)

ELECTIONS

The Clerk's Office coordinated all activities relating to the November 7, 2006 municipal election including the following:

- Prepared qualifying packets and the 2006 Candidate's Handbook
- Qualified five (5) candidates pursuant to the provisions of Section 2-231 of the Code of Ordinances and Section 2.4 of the Village Charter
- Served as Liaison with the Miami-Dade County Elections Department on matters relating to the logistics of conducting the 2007 special and general municipal elections
- Certified the results of the municipal election pursuant to Section 2-232(c) of the Code of Ordinances
- Coordinated the swearing-in ceremony held on November 8, 2006

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:

- On-going responsibility for daily-backup of mission-critical applications and data
- Assisted the Finance Department with the transition to new Logos financial software package and the Building and Planning Department with on-going programming and maintenance of the department's databases and Filemaker Pro software application
- 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 link, State of Florida Internet Access (SOFIA), State of Florida SUNCOM telephone and long distance services, and telephony and data services at all Village facilities
- Responsibility for operation of Wi-Fi spots at Evelyn Greer and Suniland parks
- Served as webmaster which included designing and overseeing the deployment of a new web site in June 2007 as well as regular on-going maintenance of the site including the posting of up-to-date materials



2006-2007 Accomplishments (continued)

LIENS

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

- Processed, researched and responded to 496 requests for municipal lien verification pursuant to Resolutions 2002-25 and 2007-32 which generated \$15,000 in revenues
- Prepared and recorded Release of Lien forms with the Miami-Dade County Clerk of Circuit and County Courts

	02-03	03-04	04-05	05-06	06-07
Lien Research	890	661	641	535	496
Release of Liens	62	33	15	16	7
Claim of Liens	22	49	35	2	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 two 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 also 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:

- Six (6) planning hearing (Planning Board and Village Council) meeting notices were drafted, posted and advertised
- Eleven (11) ordinance notices were drafted, posted and advertised
- Eight (8) invitation to bid notices and request for proposals notices were posted and advertised
- Special notices for other matters including the November 7, 2007 special election for charter amendments, the November 7, 2007 general election, the “Park and Ride” issue, the 2007-08 budget hearings, and the “Veterans Parkway” roadway co-designation



2006-2007 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 27,211 pages of vital and mission-critical records created during the fiscal year including agreements, development orders, minutes, ordinances, resolutions, and personnel records requiring long-term or permanent retention
- Supervised the disposition of approximately 133 cubic feet of records having met state-mandated retention schedules
- Supervised the contract for the scanning and indexing of approximately 204,122 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 eleven (11) hours of continuing education credits to maintain the professional designation of Certified Municipal Clerk (CMC) and the Assistant Village Clerk completed the first year, of a three year program, towards obtaining said professional designation
- Staff also attended training sessions sponsored by the Miami-Dade Elections Department, relating to changes in elections laws, and the Florida Institute of Government, relating to records management

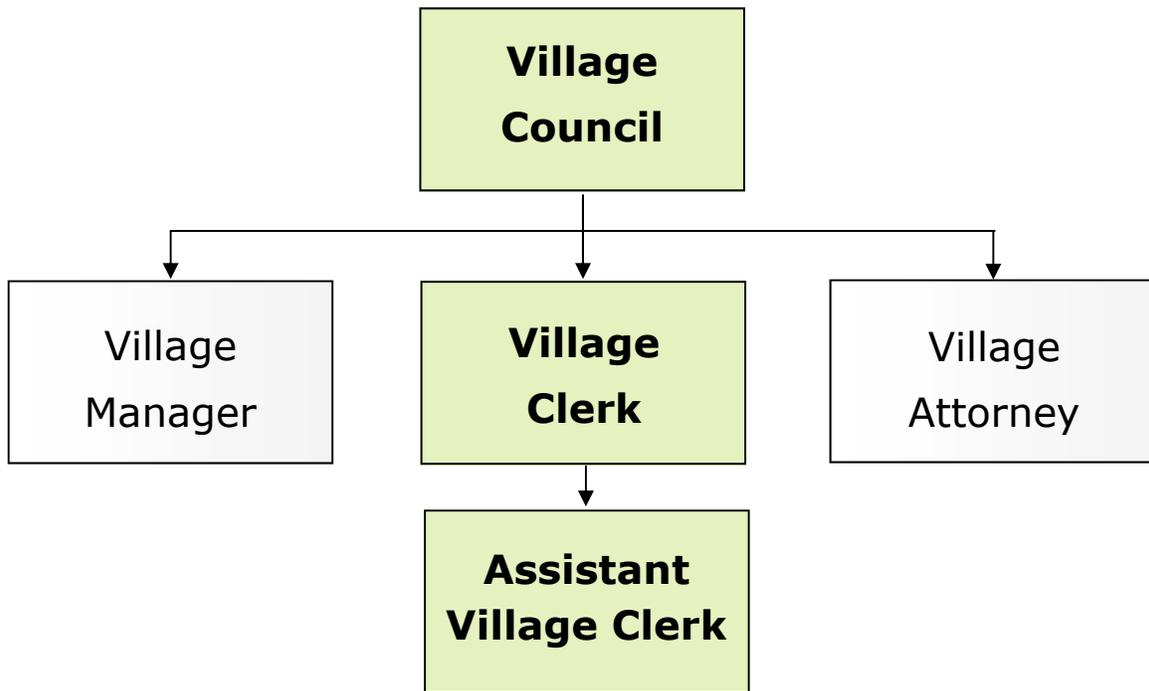
VILLAGE COUNCIL

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, six (6) special meetings, and five (5) 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 eleven (11) ordinances and fifty-eight (58) resolutions adopted by the Village Council
- Provided support services, including preparation of agenda packets and meeting minutes, for the three (3) meetings where the Village Council served in their capacity as the Local Planning Agency (LPA)
- At the direction of the Mayor, prepared seven (7) proclamations and notified the Village Council pursuant to Resolution 96-32

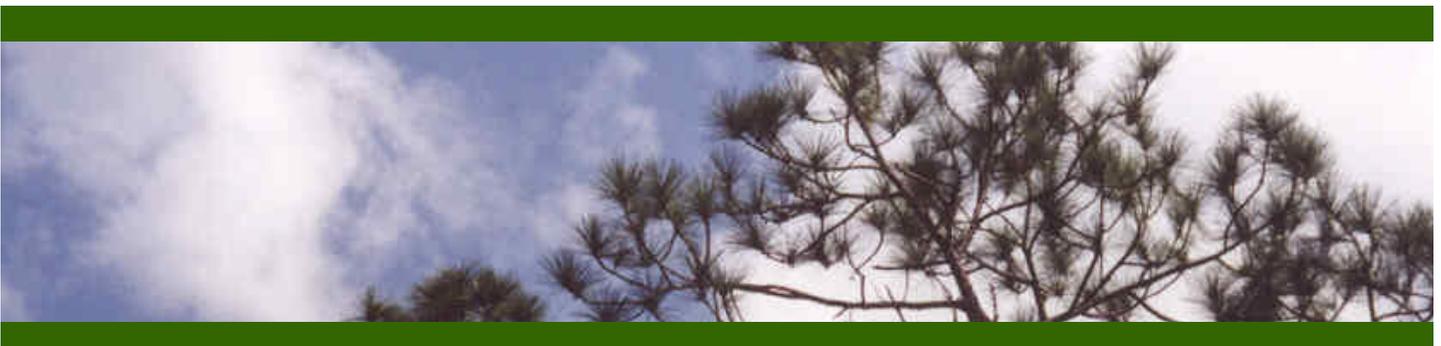


Organizational Chart



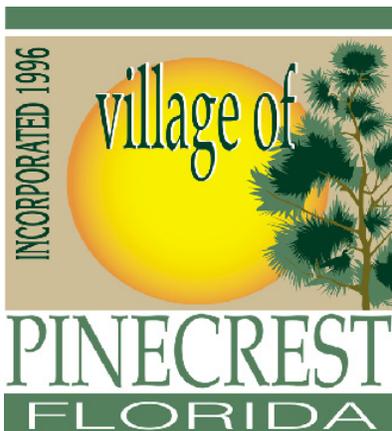
Pinecrest Radio/E-mail Subscription Service

In an effort to continue expanding the means of communicating with the Village's constituency, the Village Council approved two new programs during the 2007-2008 Fiscal Year. In December 2006, the Village Council directed the Village Clerk to initiate an *E-mail Subscription Service* for residents to sign-up for meeting notices and information relating to the Village. The program was implemented in January 2007. In February 2007, the Village officially launched *Pinecrest Radio*. The radio station (1590 on the AM dial) is primarily intended to provide important information during emergencies. The station also broadcasts announcements relating to upcoming community events, notice of upcoming public meetings, advisories regarding traffic-related matters such as scheduled construction, and other information of general interest to the community. Programming and maintenance of the station is a shared responsibility between the Clerk's Office and the Manager's Office.



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

www.pinecrest-fl.gov/clerk



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