

VILLAGE OF PINECREST CLERK'S OFFICE ANNUAL REPORT

2005-2006

MESSAGE FROM THE VILLAGE CLERK

Guido H. Inguanzo, Jr., CMC
Village Clerk



I am pleased to provide this report highlighting the activities of the Office of the Village Clerk during Fiscal Year 2005-2006.

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 official proceedings, and overall supervision of municipal elections. The Office of the Village Clerk also had the privilege of being an active participant in the coordination of events commemorating Pinecrest's 10th

Anniversary.

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 am looking forward to continued service as the Village government begins its second decade of providing excellence to all Pinecrest citizens.

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 2005-2006, 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 \$204,190.



**CELEBRATING
A DECADE OF
EXCELLENCE**

VILLAGE COUNCIL

Gary C. Matzner, Mayor
Robert Hingston, Vice Mayor
Cindie Blanck
Nancy L. Harter
Gail D. Serota

OFFICE OF THE VILLAGE CLERK

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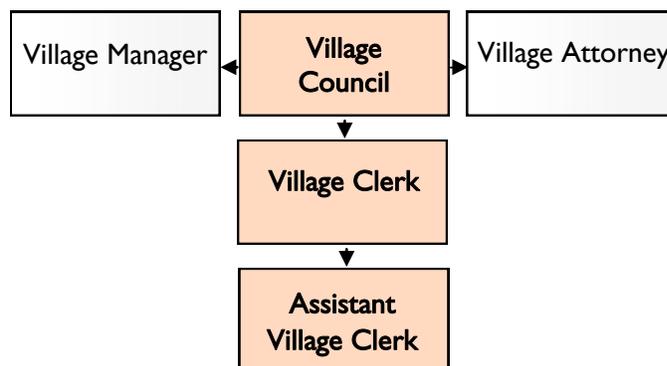
Amy Roman
Assistant Village Clerk
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OBJECTIVES

| SECRETARY OF THE MUNICIPAL CORPORATION | ADMINISTRATIVE OFFICIAL | SUPERVISOR OF ELECTIONS |
|--|---|--|
| <ul style="list-style-type: none"> 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. | <ul style="list-style-type: none"> Supervise the publication of the Village Charter and Code of Ordinances; 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. | <ul style="list-style-type: none"> 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. |

ORGANIZATIONAL CHART



2005-2006 ACCOMPLISHMENTS

BANNERS

The Clerk's Office coordinated all matters relating to the design and installation of Village banners along US 1 (Pinecrest Parkway). During Fiscal Year 2005-2006, the following banners were installed:

- Season's Greetings (November 2005 - January 2006)
- Celebrating a Decade of Excellence (January 2006 - December 2006)

CEREMONIES

The Clerk's Office coordinated the following ceremonies during Fiscal Year 2005-2006:

- Community Center and Library Ground-breaking Ceremony held at Pinecrest Gardens on September 27, 2006

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 2005-2006, one electronic update (Supplement #4, Update #1) was made available via the Village's web site. A paper supplement (Supplement #3, Updates #1-3) was published in November 2005.

COMMITTEES

10TH ANNIVERSARY EVENT COMMITTEE - the Clerk served as vice chairman of the committee responsible for planning, staging and hosting the "Pinecrest Celebrates a Decade of Excellence" event held on March 18, 2006 at Evelyn Greer Park including the following specific activities:

- Coordinating the development and implementation of a logo and other materials including tickets and banners
- Assisting chairman with contacting sponsors and providing any requisite documentation and materials
- Liaison with event producer in matters relating to the talent portions of the event
- Organizing and directing tasks for staff prior to and at the event

CHARTER REVISION COMMISSION - the Clerk's Office provided technical and administrative support to the Charter Revision Commission, appointed by the Village Council on March 14, 2006, pursuant to Section 6.1(c) of the Village Charter, including the following specific activities:

- Prepared and distributed agendas, minutes and materials for the four (4) meetings of the commission
- Prepared proposed charter amendments and final report of the commission as directed by the commission

UTILITY STUDY COMMITTEE - the Clerk's Office provided support to the Utility Study Committee, appointed by the Village Council on December 20, 2005, including the following specific activities:

- Prepared and distributed agendas, minutes and materials for the six (6) meetings of the commission

ELECTIONS

The Clerk’s Office coordinated all activities relating to the November 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
- Liaison with the Miami-Dade County Elections Department on matters relating to the logistics of conducting the November 7, 2006 municipal election

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:

- Maintaining the weather station at the Pinecrest Municipal Center
- On-going responsibility for daily-backup of mission-critical applications and data
- Assisting the Building and Planning Department with programming of the department’s databases and overall responsibility of the Filemaker Pro software application including deployment of select databases to the Internet for access by staff and the public
- Day-to-day maintenance of all non-police application servers including applying all service packs, security patches, software upgrades, and monitoring virus detection 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 BellSouth and State of Florida on matters relating to telecommunication and data resources including the Village’s T-1 communication link, State of Florida Internet Access (SOFIA), State of Florida SUNCOM telephone and long distance services, and telephone and data services at all Village facilities
- Day-to-day maintenance of the Village’s e-mail and web servers and associated software and hardware including a SPAM filtering device which blocked approximately 318,000 e-mails deemed to be SPAM during 2005-2006
- The Village Clerk continues to serve as the Village’s webmaster. The current web site was re-designed in January 2006 and provides effective and efficient access to regularly requested materials and information. The Village’s web site includes streaming video of Village Council meeting, electronic copies of all Village Council meeting minutes, 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, live building inspection results, real-time weather information from the station at the municipal center, and other important information. The Village Clerk is also responsible for posting meeting notices, meeting agenda packets and other information to provide interested parties with instant access to time-sensitive materials.
- Coordinated the planning, installation and implementation of a Wi-Fi spot at Suniland Park

LIENS

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

- Processed, researched and responded to 535 requests for municipal lien verification pursuant to Resolution 2002-25 which generated \$13,375 in revenues
- Prepared and recorded sixteen (16) Release of Lien forms and prepared and recorded two (2) Claim of Lien forms with the Miami-Dade County Clerk of Circuit and County Courts

| | 01-02 | 02-03 | 03-04 | 04-05 | 05-06 |
|------------------|-------|-------|-------|-------|-------|
| Lien Research | 773 | 890 | 661 | 641 | 535 |
| Release of Liens | 22 | 62 | 33 | 15 | 16 |
| Claim of Liens | 80 | 22 | 49 | 35 | 2 |

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.

PUBLIC RECORDS REQUESTS/PUBLIC NOTICES

The Clerk's Office, as the Village's official records custodian, processed all non-police requests for public records and provided a myriad of documents via fax, e-mail and/or on the Village's web site. The Clerk also responded to numerous requests during the year for information from the news media including The Miami Herald, Pinecrest Tribune and NBC6. 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:

- Eleven (11) planning hearing (Planning Board and Village Council) meeting notices were drafted, posted and advertised
- Twelve (12) ordinance notices were drafted, posted and advertised
- Nine (9) invitation to bid notices and request for proposals notices were posted and advertised
- Special notices for other matters including adoption of EAR, Charter Revision Commission hearings, road closure petitions, Annexation of the Snapper Creek Canal Commercial Triangle hearing, budget hearings in September 2006, and 2006 municipal election qualifying period

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 4,054 pages of vital and mission-critical records created during the fiscal year including all agreements, development orders, minutes, ordinances, and resolutions requiring long-term or permanent retention
- Supervised the disposition of approximately sixty-five (65) cubic feet of records having met state-mandated retention schedules
- Supervised the contract for the scanning and indexing of approximately 2,248 pages of Building and Planning Department plans and 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 seventeen (17) meetings of the Village Council, served as recording secretary at all meetings and prepared official minutes of the proceedings
- Drafted, created a legislative history and executed six (6) ordinances adopted by the Village Council and drafted, created a legislative history and executed fifty (50) resolutions adopted by the Village Council
- Provided support services, including preparation of agenda packets and meeting minutes, for two (2) 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
- Provided secretarial, clerical and research assistance to members of the Village Council



VILLAGE OF PINECREST

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ADDITIONAL INFORMATION IS
AVAILABLE ONLINE AT:



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CELEBRATING A DECADE OF EXCELLENCE

The year 2006 marked a significant milestone in the Village's brief history - it commemorated the first ten years of providing excellence as a municipal government.

The Village celebrated in style with a community event on March 18, 2006 at Evelyn Greer Park. Thousands of residents joined with Village officials and staff to commemorate Pinecrest's 10th anniversary. The celebration included a community picnic, performances by local school groups including the Palmetto Senior High School marching band and the jazz ensemble, a concert by KC and the Sunshine Band, and a fireworks spectacular. "Our dreams of becoming a small, hometown community have come true," Mayor Gary Matzner told the crowd. The clerk was honored to serve on the committee responsible for planning the event. Video highlights from the celebration are available at pinecrest-fl.gov/wmv/10thanniv.wmv.

The Village also published a "Celebrating a Decade of Excellence" Ten Year Progress Report which was mailed to all residences. The clerk was privileged to serve as co-editor of the publication. A copy is available at pinecrest-fl.gov/publications/10yrrpt.pdf.

The clerk also celebrated a decade of service to the Village Council and public during 2006. On August 15, 2006, the clerk became the first Pinecrest employee to be recognized with the Village's Ten Year Service Pin. Mayor Matzner presented Village Clerk Guido Inguanzo with the award during the August Village Council meeting stating "he is the consummate clerk—he is the standard."



Village Clerk Guido Inguanzo receives his Ten Year Service Pin from Mayor Gary C. Matzner.



Village Clerk Guido Inguanzo joins members of the Village Council and the 10th Anniversary Event Committee, along with "KC," during the "Pinecrest Celebrates a Decade of Excellence" event.