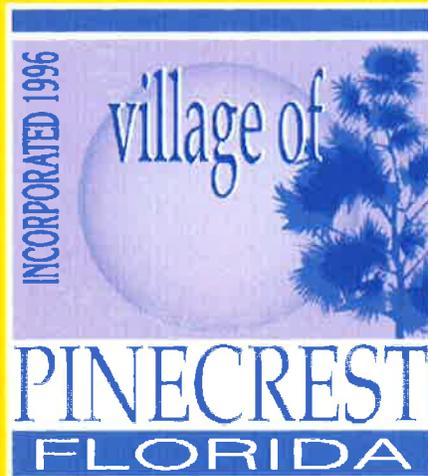


**VILLAGE OF PINECREST
OFFICE OF THE VILLAGE CLERK**

**1998-1999
ANNUAL REPORT**



**GUIDO H. INGUANZO, JR., CMC
VILLAGE CLERK**

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OFFICE OF THE VILLAGE CLERK

Village Council
Evelyn Langlieb Greer, *Mayor*
Barry Blaxberg, *Vice Mayor*
Cindie Blanck
Leslie Bowe
Robert Hingston

Village Clerk
Guido H. Inguanzo, Jr., CMC

October 1, 1999

The Honorable Mayor and Members of the Village Council
Village of Pinecrest
Pinecrest, Florida

Dear Mayor Greer and Councilmembers:

I am pleased to provide you with this annual report highlighting the activities of the Office of the Village Clerk during Fiscal Year 1998 – 1999.

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.

I am looking forward to continued service in Fiscal Year 1999 – 2000 and to the tasks and challenges that lie ahead for the Clerk's Office and our Village government.

Sincerely,

Guido H. Inguanzo, Jr., CMC
Village Clerk

INTRODUCTION

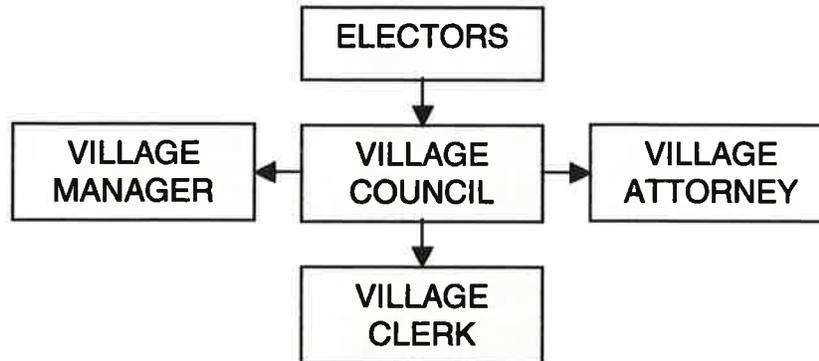
The position of clerk is one of the oldest and most common in local government. The office can be traced back as far as ancient Greece and the title “clerk” was developed during the early middle-ages when churches regulated many local government matters and only clergymen were educated and could write. The idea of a clerk as a writer, keeper of records and local official evolves from this history.

In America, the early settlers were aware of the importance of keeping accurate written records of their agreements and actions and so the position of town clerk was one of the earliest offices established in colonial towns. The office has continued to this day as an essential municipal post and every municipality, regardless of size or form of government, has a clerk or equivalent position.

William B. Munro, an eminent political scientist, wrote in one of the first textbooks on municipal administration that “no other office in municipal service has so many contacts. It serves the mayor, the city council, the city manager, and all administrative departments without exception. All of them call upon it, almost daily, for some service or information. Its work is not spectacular, but it demands versatility, alertness, accuracy, and no end of patience. The public does not realize how many loose ends of city administration this office pulls together.”

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



STAFFING

The 1998-1999 Operating and Capital Budget adopted by the Village Council appropriated one full-time equivalent position for the Clerk's Office – the Village Clerk.

CONTRACTUAL SERVICES

The 1998-1999 Operating and Capital Budget appropriated funds for the following contractual services under the supervision of the Clerk's Office:

- Codification of Ordinances adopted by the Village Council;
- Indexing of Village Council Meeting Minutes;
- Maintenance of Imaging Equipment; and
- Conducting 1998 Municipal Election.

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.

OBJECTIVES

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 state law;
- Serve as canvassing board for municipal elections; and
- Report and maintain receipt of municipal election results.

ADMINISTRATIVE OFFICIAL

- Supervise the publication of the Village Code and Village Charter;
- Serve as Financial Disclosure Coordinator with State of Florida Commission on Ethics;
- Serve as Records Management Liaison with State of Florida Department of State;
- Initiate and coordinate the scheduling of all Village records; and
- Provide notary services and administer oaths of office to Village officials.

1998-1999 ACCOMPLISHMENTS

CODE OF ORDINANCES AND SUPPLEMENTS

The Clerk's Office supervised the contract with Municipal Code Corporation for the publication of **Supplement #3** (March 1999) to the Code of Ordinances and coordinated distribution of the code supplement.

COMPUTER AND INFORMATION SYSTEMS MANAGEMENT

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

- Developing and programming the Building, Planning and Zoning Department's operating system and software (BOSS);
- Developing and programming the Police Department's temporary "Records" and "Alarms" databases;
- Maintenance of the Village's two local area networks (LANs) including an upgrade to Novell Netware 5 completed in August 1999;
- Responsibility for daily tape back-up of vital network computer files;
- Responsibility for developing specifications, ordering and installing eight additional workstations and peripherals during the fiscal year; and
- Day-to-day trouble-shooting of computer-related problems.

ELECTIONS

The Clerk's Office, with the assistance of the Miami-Dade County Elections Department, coordinated the activities pertaining to the scheduled 1998 municipal elections including the following specific activities:

- Prepared qualifying information packets for interested candidates;
- Qualified **2** candidates during the qualifying period held from August 5 – 17, 1998;
- Organized the swearing-in ceremony held on October 2, 1998.

LIENS

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

- Processed, researched and answered **601** requests received for municipal lien verification from outside sources pursuant to Resolution 97-27;
- Prepared and Recorded **171** Claim of Liens on delinquent stormwater utility accounts with the Miami-Dade Clerk of the Circuit and County Courts; and
- Prepared and Recorded **50** Release of Liens with the Miami-Dade Clerk of the 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 agendas and packets for the **10** meetings of the board; and
- Prepared minutes for the **10** meetings of the board.

PINECREST PARKWAY

The Clerk's Office served as the liaison between the Village and State Representative John Cosgrove's office on the co-designation of South Dixie Highway as Pinecrest Parkway including the following specific activities:

- Drafted the proposed legislation filed by Representative Cosgrove;
- Tracked the legislative bill during the Legislative Session and consulted with Representative Cosgrove's staff on the status of the bill; and
- Organized the dedication ceremony held by the Village Council on July 13, 1999.

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 **9** meetings of the board;
- Attended **9** meetings of the board and prepared official minutes of each meeting; and
- Prepared and executed **7** Development Orders approved by the board.

PROCLAMATIONS

The Clerk's Office, at the direction of the mayor, prepared the **20** proclamations issued by the mayor and notified the Village Council pursuant to Resolution 96-32.

PROCUREMENT

The Clerk's Office coordinated the procurement of miscellaneous items during the fiscal year including the following specific activities:

- Procured furnishings for newly established Public Works Department;
- Procured Village flags;
- Procured uniforms and apparel for general government staff; and
- Designed and procured **20** capital improvement project signs for the following Village projects: Miami Palmetto Senior High School Landscaping Program; Southwest 60 Avenue Landscaping Program, Southwest 82 Avenue Landscaping Program; Southwest 104 Street Landscaping Program; Southwest 120 Street Landscaping Program; Southwest 128 Street Landscaping Program; Suniland Park Parking Lot Improvement Project; Southwest 68 Court Sidewalk Project; Southwest 117 Street Sidewalk Project; and Pinecrest Park.

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:

- 19 zoning hearing notices were posted and advertised;
- 14 ordinance notices were posted and advertised; and
- Targeted post-card communications were mailed to affected citizens for the Parking Regulations Ordinance, Dumpster Enclosure Ordinance, Azelski property purchase, Pinecrest Park workshops, and Southwest 98 Street property (adjacent to Palmetto Expressway Overpass) acquisition.

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.

STREET SIGN IDENTIFICATION PROGRAM STUDY

The Clerk's Office, at the request of the Village Manager, prepared the Street Sign Identification Program Study. The study was presented to the Village Council on March 9, 1999. The study analyzed the current signage erected by Miami-Dade County and recommended alternatives, provided a cost estimate and included the recommended specifications for the new signage. The Clerk's Office also drafted the Request for Proposals for the Street Sign Identification Program and forwarded a copy to the Village Manager.

TELECOMMUNICATIONS MANAGEMENT

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

- Coordinated, procured and supervised the expansion of the telephone system to include the Public Works Department;
- Served as the liaison with the Police Department on the expansion of the internal telephone system to integrate the necessary 911 equipment; and
- Served as the liaison with BellSouth on all 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 **22** meetings (12 regular meetings, 8 special meetings and 2 workshop meetings) of the Village Council;
- Served as the recording secretary at the **22** meetings of the Village Council and prepared official minutes of the proceedings;
- Drafted **10** ordinances adopted by the Village Council and executed and recorded the **14** ordinances adopted by the Village Council;
- Drafted **45** resolutions adopted by the Village Council and executed and recorded the **48** resolutions adopted by the Village Council; and
- Provided secretarial, clerical and research assistance to Councilmembers at their direction.

WEBMASTER

The Clerk's Office, in cooperation with Pinecrest Online, designed and developed the Village's official website (<http://pinecrest.com/vop>) which was posted December 1998. The website includes all Village Council meeting minutes, information about each Village department, information about Village staff, an electronic copy of the Village Code of Ordinances, Building, Planning and Zoning Department forms, an electronic copy of the Comprehensive Development Master Plan, electronic copies of the 1998-1999 and 1999-2000 Operating and Capital Budgets, and other important information. The website is updated on an as need basis. The Clerk's Office is also responsible for posting meeting notices, meeting agendas and other important information on Pinecrest Online (<http://pinecrest.com>) to provide residents with instant access to time-sensitive materials.

VILLAGE OF PINECREST VIRTUAL VILLAGE HALL

Pinecrest was incorporated as Miami-Dade County, Florida's 29th municipality on March 12, 1998.

Communally located twenty minutes south of Downtown Miami and Miami International Airport, Pinecrest is home to approximately 18,500 residents.

Pinecrest encompasses 8.1 square miles and is recognized as one of the most beautiful residential areas in South Florida. Its appeal as a desirable place to live is attributed to its natural beauty and area schools which are singled out as the best schools in the county.

Pinecrest is governed by a five-member Village Council and operates under the Council-Manager form of government.

Pinecrest provides for a superior quality of life in a unique hometown rural atmosphere while enjoying the amenities of the urban Miami area.

Village Hall
11901 South Dixie Highway
Pinecrest, Florida 33106
(954) 354-8181
Fax: (954) 354-8181

Police Station
11906 South Dixie Highway
Pinecrest, Florida 33106
(954) 354-8100
Fax: (954) 354-8182

Please submit comments and/or suggestions to the [Village Manager](#)
21766-1000 Village of Pinecrest, Florida
The Village of Pinecrest would like to thank [Pinecrest Online](#) for its assistance with the Village's only website.
Pinecrest Online is a service provided by the Village of Pinecrest.

VILLAGE MANAGER

VILLAGE CLERK

BUILDING & ZONING

FINANCE

POLICE

PUBLIC WORKS

CALENDAR

E-MAIL DIRECTORY

VILLAGE COUNCIL

HOME PAGE

PINECREST ONLINE

DEPARTMENTS

The functions of the Village government are carried out by its various departments. The Village Council appoints the Village's administrative officers which include the manager, clerk and attorney. All other departments operate under the supervision of the Village Manager. The Village's Code of Ordinances (Chapter 2 Article IV) provides for the following departments: Building, Planning and Zoning; Finance; Police; and Public Works.

OFFICE OF THE VILLAGE CLERK

The Village Clerk is the secretary for the Village Council, Local Planning Agency, the Planning and Zoning Board, and of the Municipal Corporation.

[Guido H. Inguanzo, Jr., CMC](#)
Village Clerk

The Village Clerk is nominated by the mayor and confirmed by a majority of the Village Council.

The Village Clerk is responsible for giving notice of public meetings and maintaining an accurate record of all proceedings. In addition, the Village Clerk serves as the Supervisor of Elections, administers the publication of the Village Code and Charter, and maintains custody of Village records including agreements, contracts, minutes, ordinances, proclamations, and resolutions.

AGENDAS

CODE AND CHARTER

MINUTES

RESOLUTIONS

CALENDAR

VILLAGE HALL

DEPARTMENTS

E-MAIL DIRECTORY

HOME PAGE

GUIDO H. INGUANZO, JR., CMC
VILLAGE CLERK

On June 25, 1998, [Guido H. Inguanzo, Jr.](#) was appointed by the Village Council to serve as the first Village Clerk of the Village of Pinecrest, Florida.

Mr. Inguanzo previously served as the first Village Clerk of the Village of Key Biscayne, Florida from 1992 to 1998 where he was recognized by the mayor and Village Council on October 24, 1995 with the designation of "Guido H. Inguanzo, Jr. Day" for his contributions and service to the municipality. Mr. Inguanzo served as a legislative assistant in the Florida Senate for three years prior to his appointment as Key Biscayne's clerk.

Mr. Inguanzo is a graduate of Florida International University, Miami, Florida, with a Bachelor of Arts in Political Science (1989) and a Master of Public Administration (1988).

Mr. Inguanzo maintains active membership in the International Institute of Municipal Clerks which conferred upon him the title of "Certified Municipal Clerk" (CMC) in December 1994 for his achieving the organization's high educational, experience and service requirements. He is also a member of the [Florida Association of City Clerks](#) where he served on the Board of Directors from 1989 to 1998 and the Miami-Dade County Municipal Clerks Association where he served as president during the 1995-1996 fiscal year.

[BACK TO DEPARTMENT OF VILLAGE CLERK](#)

VISIT THE CLERK'S OFFICE ON THE WEB AT

<http://pinecrest.com/vop>

OFFICE OF THE VILLAGE CLERK VILLAGE SEAL

The Village Council authorized a "Village Seal Contest" on June 25, 1998 and encouraged area residents and students to enter submissions of a proposed seal for the Council's consideration. A Village Seal Committee, chaired by Councilmember Leslie Bovee, reviewed the submissions and presented the Council with its top six choices on August 20, 1998.

On September 10, 1998, the Council selected a submission by F.C. Martin Elementary School student Bonnie Ginsburg as the logo for the Village's youth-related activities.

The submission of Pinecrest resident Carlos Pita was selected as the official seal of the Village on September 17, 1998 and was adopted on November 19, 1998 by Ordinance 98-11. The Pita seal has served as the official seal of the Village of Pinecrest since that date.

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OFFICE OF THE VILLAGE CLERK ELECTIONS

Any citizen who is a qualified elector of Miami-Dade County and a resident of the Village of Pinecrest for at least one year preceding the date of filing may be a candidate for the Village Council.

The Village is divided into three Residential Areas. One councilmember must reside in the Northern Area ([Seat 1](#)), one councilmember in the Central Area ([Seat 2](#)) and one councilmember in the Southern Area ([Seat 3](#)). An additional councilmember ([Seat 4](#)) and the mayor shall be elected without regard to residence in any particular Residential Area. Candidates running for a particular Residential Area ([Seats 1, 2 and 3](#)) must be a resident of the Residential Area they propose to represent on the Village Council at the time of qualifying, at the time of their election and must continue to reside in such Residential Area during the term of office.

A General Election shall be held in each even-numbered year on the day of the second state primary election. Any candidate receiving a number of votes greater than fifty percent (50%) of the total of ballots cast shall be duly elected at such election. A Runoff Election, if necessary, shall be held in November of each even-numbered year on the same day U.S. Congressional elections are held. The ballot for the runoff election shall contain the names of the two candidates for each Council seat who received the most votes in the general election. The candidates receiving the most votes in the Runoff Election shall be duly elected.

The duly elected councilmembers shall serve a four year term that will commence at 12:00 noon on the day following the day of the general or runoff election in which they are elected.

2000 Municipal Elections

Florida ELECTIONS ONLINE

Miami-Dade County

Miami-Dade County Elections Department
Florida Department of State

[BACK TO DEPARTMENT OF VILLAGE CLERK](#)

OFFICE OF THE VILLAGE CLERK AGENDAS, MINUTES AND RESOLUTIONS

Current and recent electronic copies of Village Council meeting agendas and minutes may be viewed on the [Village Forum](#) section of Pinecrest Online.

MINUTES

[1998](#)

[1997](#)

[1996](#)

[1999](#)

RESOLUTIONS

[1998 Summary](#)

[1997 Summary](#)

[1996 Summary](#)

[1999 Summary](#)

For certified copies of agendas, minutes, ordinances, resolutions, or any other official documents please contact the [Village Clerk](#).

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