

OFFICE OF THE VILLAGE CLERK | ANNUAL REPORT

FISCAL YEAR 2013-2014

Message from the Village Clerk

Mission Statement

Serving the Village Council, staff and public in a responsive and efficient manner while pledging to be ever mindful of our neutrality and impartiality by rendering equal service to all.

Village of Pinecrest

Village Council
Cindy Lerner, Mayor
Joseph M. Corradino, Vice Mayor
Jeff Cutler
James E. McDonald
Bob Ross

Office of the Village Clerk

Guido H. Inguanzo, Jr., CMC
Village Clerk
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Priscilla Torres
Assistant Village Clerk
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Michelle Hammontree Garcia
Communications Manager
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I am pleased to provide this report highlighting the activities and responsibilities of the Clerk's Office during Fiscal Year 2013-2014. The report is intended to acquaint the Village Council, staff and the public with the day-to-day operations and the accomplishments of the past fiscal year.

In 2013-2014, the Clerk's Office focused on enhancing communications with Village residents and stakeholders. With the establishment of the new Communications Division, and addition of the new

Communications Manager, we worked diligently to improve the overall caliber and frequency of communication with Village residents (See Page 2).

I want to thank Assistant Village Clerk Priscilla Torres and Communications Manager Michelle Hammontree Garcia for their dedicated service this past fiscal year. I also extend sincerest appreciation to the Village Council and Village Manager Yocelyn Galiano Gomez for their on-going support of the initiatives and efforts of

Your Clerk's Office

The Clerk's Office was established by Section 3.5 of the Village Charter as adopted by Pinecrest voters in 1996. During 2013-2014, the Clerk's

Office was staffed by a full-time Village Clerk, a full-time Assistant Village Clerk and a full-time Communications Manager (position



(L-R) Communications Manager Michelle Hammontree Garcia, Village Clerk Guido Inguanzo and Assistant Village Clerk Priscilla Torres at the 2013-2014 State of the Village address at Evelyn Greer Park.

my office. The staff of the Clerk's Office is looking forward to continued service to the citizens of Pinecrest in 2014-2015.

Guido H. Inguanzo, Jr., CMC
Village Clerk

funded in General Government). The appropriated budget for the department during the fiscal year was \$250,450.

OBJECTIVES**Supervisor of Elections**

- Supervise municipal elections in coordination with the Miami-Dade Elections Department;
- 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

- Maintain and 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 disposition of Village records;
- Provide notary services and administer oaths of office to Village officials; and
- Provide information and records research to the Village Council, staff and the public.

Corporate Secretary

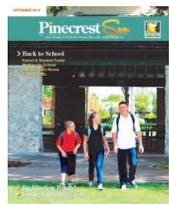
- Record and maintain accurate minutes of the official proceedings of the Village's governing body;
- Prepare and distribute meeting agendas and packets in consultation and cooperation with the Village Manager;
- Process, record and file agreements, ordinances, proclamations, and resolutions;
- Publish public notices as required by law;
- Maintain custody of the official municipal seal; and
- Sign and attest to official documents.

Special Projects

Communications

In coordination with the Village Manager, the Clerk's Office established the Communications Division to improve the Village's overall communications strategy. Under the guidance of the Village Manager and the supervision of the Village Clerk, the new Communications Manager serves as a key member of the Village's leadership team. The position was approved by the Village Council in the 2013-2014 budget. The following are some of the highlights of the Village's new communications initiatives:

Newsletter & Senior Focus



The inaugural newsletter of the Village government was published in April 2014 and mailed to all residences in the Village. The newsletter was named the *Pinecrest Sun* in an online vote of readers following the first edition. The second edition was published in September 2014. The *Pinecrest Sun* will be published three times per year and includes important information for Village residents in addition to programming and event highlights from Pinecrest Gardens and Parks and Recreation.

The *Senior Focus*, a newsletter previously published by the Parks and Recreation Department, was re-formatted to provide an easier to read format for senior citizens and the recipient list was expanded from 80+ year-olds to 65+. Currently, approximately 1,700 of the Village's seniors receive the bi-monthly publication.

Press Releases & Monthly Clipping Service

The Communications Manager regularly produces [press releases](#) and actively engages the local press to promote Pinecrest activities and programs. During the fiscal year, there were 64 releases which resulted in varying coverage of Pinecrest news.

The Clerk's Office publishes a monthly clipping and video report that is available on the Intranet to provide senior management and the elected officials with a summary of monthly news produced about the Village.

E-News

During 2013-2014, the Village Council directed staff to revamp the *E-News* and include an emphasis on Village Council meeting actions and updates on projects and other matters of interest to Village residents. The monthly electronic publication is sent to the Village's 1,267 e-mail service subscribers.

Social Media



The Village continues to maximize the use of social media to transmit important information and keep citizens engaged in the activities of the Village government. The Village achieved a milestone in 2013-2014 with its 1,000 "Like" on [Facebook](#). As of the end of the fiscal year, there were 1,021 Likes - a 34% increase from the previous year. There are 535 followers on [Twitter](#) (an increase of 73%) and the Village is exploring other social media opportunities including Instagram.

2013-2014 | By-the-Numbers

Code of Ordinances

The Clerk's Office supervised the electronic publication of Supplement #5 (Updates 9 and 10) to the Code of Ordinances.

Committees & Boards

The Clerk's Office coordinated the scheduling of meetings, the posting of public notices, the preparation of meeting agendas and other documents, the researching of information, and conducting other tasks as necessary on behalf of the Village's official Advisory Committees and Planning Board (renamed the Zoning Board by Ordinance 2014-2).

There were a total of eleven (11) committee meetings and four (4) Zoning Board meetings held during Fiscal Year 2013-2014.

Elections

The Clerk's Office administered all activities relating to the November 4, 2014 municipal election including:

Served as the liaison with the Miami-Dade County Elections Department;

Developed and published the 2014 Candidate's Handbook; and

Qualified candidates and disseminated information throughout electoral process.

Liens

The Clerk's Office coordinated activities relating to municipal liens including conducting 587 municipal lien verifications which generated \$30,875 in revenue. In addition, 85 lien-related documents were recorded with the Miami-Dade County Clerk of Courts.

Public Records

The Clerk's Office, as the official records custodian, processed all non-police related requests for public records and provided a myriad of documents via paper copies, e-mail, and/or on the Village's web site.

Public Notices

The Clerk's Office drafted, posted and published all public notices required by the Code of Ordinances, Florida Statutes or as

otherwise directed by the Village Council.

Records Management

The Clerk's Office coordinated the scheduling, retention and disposition of records including:

Scanned and indexed 5,248 pages of vital and mission-critical documents including agreements, development orders, meeting agendas, minutes, ordinances, resolutions, police case reports, and personnel records requiring long-term or permanent retention; and

Supervised the disposition of approximately 174 cubic feet of records having met state-mandated retention schedules.

Village Council

The Clerk's Office provided support services to the Village Council, pursuant to the Village Charter, including:

Organized the State of the Village address held on December 13, 2013 at Evelyn Greer Park;

Prepared and distributed agendas and packets

for the eleven (11) regular meetings, twelve (12) special meetings, five (5) workshops, and one (1) Committee of the Whole meeting, served as recording secretary at all meetings, and prepared minutes of all proceedings;

Drafted, executed and created a legislative history for the 75 resolutions adopted by the Village Council;

Supervised the legislative process for the eight (8) ordinances adopted by the Village Council;

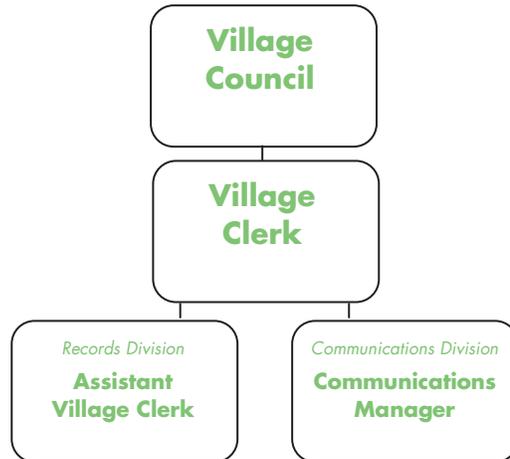
Drafted and prepared eight (8) proclamations, at the direction of the mayor, and notified the Village Council pursuant to Resolution 96-32; and

Provided clerical and research assistance to members of the Village Council.

Webmaster

The Village Clerk continues to serve as the Village's webmaster with overall responsibility for the main web site as well as the employee Intranet site. In 2013-14, there were 243,229 visits to www.pinecrest-fl.gov with over 732,133 page views.

Organization Chart



Facebook Photo Gallery

For more photographs from the past fiscal year, please visit www.facebook.com/pinecrestfl.



Village of Pinecrest

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