

Village of Pinecrest



Internship Program Manual



Purpose of Manual

To provide basic information about the Village, the different Village departments and contact persons to assist and guide the intern throughout their internship experience. If you have suggestions on improving this Manual or the Internship Program in general, please contact the Human Resources Office.

About Pinecrest

Pinecrest was incorporated on March 12, 1996 and is one of thirty-four municipalities in Miami-Dade County. Pinecrest is home to approximately 18,223 residents and is conveniently located south of Downtown Miami and Miami International Airport. Pinecrest encompasses approximately eight square miles and is recognized as one of the most beautiful residential areas in South Florida. Pinecrest is governed by a five member Village Council and operates under the Council-Manager form of government.

The Pinecrest Municipal Center is located at:

12645 Pinecrest Parkway, Pinecrest, FI 33156



Department Contact Information

<p>Office of the Village Manager Municipal Center 12645 Pinecrest Parkway Pinecrest, FI 33156 <i>Yocelyn Galiano Gomez, Village Manager</i></p>	<p>Contact Person: Angela Gasca, Asst. to the Village Manager Email: agasca@pinecrest-fl.gov 305.234.2121</p>
<p>Office of the Village Clerk 12645 Pinecrest Parkway Pinecrest, FI 33156 <i>Guido H. Inguanzo, Village Clerk</i></p>	<p>Contact Person: Priscilla Torres, Asst. Village Clerk Email: ptorres@pinecrest-fl.gov 305.234.2121</p>
<p>Building & Planning Department Municipal Center 12645 Pinecrest Parkway Pinecrest, FI 33156 <i>Leo Llanos, Building Official</i> <i>Steve Olmsted, Planning Director</i></p>	<p>Contact Person (Building): Janet Fielder, Adm. Asst. Email: fielder@pinecrest-fl.gov Contact Person (Planning): Carolina Rojas, Adm. Asst. Email: rojas@pinecrest-fl.gov 305.234.2121</p>
<p>Finance Department Municipal Center 12645 Pinecrest Parkway Pinecrest, FI 33156 <i>Gary Clinton, Finance Director</i></p>	<p>Contact Person: Cindy Arnaes, Accounting Clerk Email: carnaes@pinecrest-fl.gov 305.234.2121</p>
<p>Human Resources Office Municipal Center 12645 Pinecrest Parkway Pinecrest, FI 33156 <i>Mayra R. Sauleda, Human Resources Manager</i></p>	<p>Contact Person: Chandaye Persad, HR Assistant Email: persad@pinecrest-fl.gov 305.234.2121</p>
<p>Parks & Recreation Department 5855 Southwest 111th Street Pinecrest, FI 33156 <i>Loren Matthews, Parks & Recreation Director</i></p>	<p>Contact Person: Melissa Salado, Adm. Asst. Email: msalado@pinecrest-fl.gov 305.284.0900</p>
<p>Pinecrest Gardens 11000 Red Road Pinecrest, FI 33156 <i>Alana Perez, Pinecrest Gardens Director</i></p>	<p>Contact Person: Julie Durstine, Adm. Asst. Email: jdurstine@pinecrest-fl.gov 305.669.6990</p>
<p>Police Department Municipal Center 12645 Pinecrest Parkway Pinecrest, FI 33156 <i>John R. Hohensee, Police Chief</i></p>	<p>Contact Person: Merlin Baglin Email: Baglin@pinecrest-fl.gov Commander P. Skumanich Email: skumanich@pinecrest-fl.gov 305.234.2109</p>
<p>Public Works Department 10800 Red Road Pinecrest, FI 33156 <i>Dan Moretti, Public Works Director</i></p>	<p>Contact Person: Maritza Casado, Adm. Asst. Email: casado@pinecrest-fl.gov 305.669.6916</p>

Driving Directions to Departments

Directions to Pinecrest Gardens:

From Pinecrest Municipal Center, head North on US1 (Pinecrest Parkway). Turn Right on to SW 112th Street. Continue East on 112th Street until 57th Avenue (Red Road). Pinecrest Gardens will be on the left.

Directions to Pinecrest Community Center:

From Pinecrest Municipal Center, head North on US1 (Pinecrest Parkway). Turn Right on to SW 112th Street. Continue East on 112th Street. The Community Center is located one block West of Pinecrest Gardens.

Directions to Public Works Department:

From Pinecrest Municipal Center, head North on US1 (Pinecrest Parkway). Turn Right on to SW 112th Street. Continue East on 112th Street until 57th Avenue (Red Road). Turn Left on 57th Avenue. The Public Works department entrance will be on your left, immediately after the Miami Dade Fire Station.

Village History

During the early 1900s, Miami pioneer and railroad tycoon Henry Flagler used the property at US 1 and Southwest 102 Street as a staging area during the construction of the Overseas Railroad to the Florida Keys.



In the 1930s, the area's growth continued and the community began to evolve around one of the first tourist attractions established in the Miami vicinity - Parrot Jungle and Gardens. The Parrot Jungle was founded in 1936 by Franz and Louise Scherr on twenty-acres of property located at Red Road and Southwest 111 Street and over the years became a world famous tourist attraction whose visitors included Sir Winston Churchill.

During the 1950s and 1960s the area flourished with the development and construction of ranch-style homes on acre lots which laid the foundation for the community's rural and lushly landscaped residential character. Rapid growth and local issues during the 1990s inspired a movement led by residents Evelyn Langlieb Greer and Gary Matzner to incorporate the area.

The Village of Pinecrest was officially incorporated on March 12, 1996. Ms. Greer was elected the first mayor and was succeeded, after serving two terms, by Mr. Matzner in 2004. The founding Village Council, including Evelyn Greer, Cindie Blanck, Barry Blaxberg, Leslie Bowe, Robert Hingston, together with Village Manager Peter G. Lombardi, are credited with establishing well-regarded municipal services including police, parks and recreation, building and planning services, and public works.

Village Council



The Village of Pinecrest is governed by a five member Village Council. Three councilmember's are elected to represent specific residential areas (Seats 1, 2 & 3) and must reside in their respective area. A fourth councilmember (Seat 4) and the mayor may reside anywhere in the Village. Village Council elections are non-partisan. As the legislative body of the Village, the Village Council determines policy, adopts the annual budget and makes the laws. The mayor is recognized as the head of the Village government, presides at all Village Council meetings and presents an annual State of the Village address.

The Village Attorney provides legal support and opinions to the Village Council and staff on all legal issues affecting the Village. The Village Attorney is a charter official and reports to the Village Council.

Office of the Village Manager

The Village Manager is the chief administrative officer of the Village and ensures the proper implementation of laws, policies, provisions of the Village Charter, and acts of the Village Council through the administration of all departments, divisions and agencies of the municipal government.

As an intern, you will see how the Village laws and policies are enforced daily; understand the preparation of the annual budget and supervision of all departments.

Office of the Village Clerk

The Village Clerk provides secretariat services for the Village Council, the Local Planning Agency, the Planning Board, and the Municipal Corporation. The Village Clerk is a charter official and reports to the Village Council.

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

As an intern, you will assist the Clerk's office in preparing council agenda's, learn about official record keeping, and be able to see government in action while attending a council meeting.

Building & Planning Department

The Department of Building and Planning is divided into two divisions: Building Division and Planning Division. Building is responsible for the processing of all permit applications, plan review, issuance, and inspection of all permits. Planning is responsible for the Village's Comprehensive Development Master Plan, Land Development Regulations, the Code Compliance functions, and the issuance of business tax receipts. Planning also presents cases to the Special Master, Planning Board and Village Council.

As an intern, you will join inspectors and compliance officers on their daily inspections, as well as be able to understand the permitting process.

Finance Department

The Department of Finance is the central fiscal control and accounting agency of the Village government. The Finance Director serves as the Chief Financial Officer for the Village. The department deals with the daily finance/accounting activities including payroll, accounts payable, revenue collection, cash management, risk management, purchasing, and financial reporting.

As an intern, you will review the process of accounts payable and receivables, monitor revenues, process payroll and manage Village debt.

Human Resources Office

The Human Resources Division coordinates all human resource functions of the Village government and operates under the direction of the Human Resources Manager.

As an intern, you will learn about the hiring process, advertising of jobs, interviewing of applicants, as well as become familiarized with the administration of benefits and compensation.

Parks & Recreation Department and Community Center



The Parks and Recreation Department is responsible for the management of all public parks in the Village including Coral Pine Park, Flagler Grove Park, Evelyn Greer Park, Suniland Park, and Veterans Wayside Park. The Department is also responsible for the coordination of all programs and activities at Village facilities including the Pinecrest Community Center. The Department functions under the direction of the Parks and Recreation Director.



The Pinecrest Community Center opened in 2008 and provides a focal point for the community to meet and participate in personal enrichment programs including health and fitness. The state-of-the-art fitness center provides members with an opportunity to get in shape with weight training programs, functional core training, cardio-vascular exercises, Pilates, ballet, and many other fitness programs. The center offers a myriad of enrichment programs for children and adults. New classes are offered on a regular basis

As an intern, you will assist the staff in developing programs and activities for parks, help coordinate park usage, and assist in the Pinecrest Gardens events.



Pinecrest Gardens

Pinecrest Gardens features over 1,000 varieties of rare and exotic tropical plants and palm trees in a native tropical hardwood and cypress setting. The dramatic landscape enhanced with natural streams, sinkholes, caves and fissures provide a breathtaking backdrop to the historically designated structures and buildings. Pinecrest Gardens is a lush paradise featuring tropical plants, rock formations and water features -- truly living up to its reputation as a hidden treasure. The garden contains approximately 4.3 acres of native forested wetland, with about 3.3 acres of tropical hardwood hammock and one acre of native cypress slough hammock. As an intern, you will get to work alongside the horticulturist and assist in event planning.



Police Department

The Pinecrest Police Department is a full service community oriented police agency. The department is accredited by the Commission on Accreditation for Law Enforcement Agencies and the Commission for Florida Law Enforcement Accreditation. Services include School Resource Officers, DARE Program, Police Explorers, Community Service Aides, Crossing Guards, Internal Affairs, Dispatching, Records, Crime Prevention and Crime Scene Investigation Units, Honor Guard Unit, and Uniform Patrol (including the Detective Bureau).



As an intern, you will ride-a-long with an officer for on-the-field experience, view dispatchers at work answering 911 calls, and see police administration first hand.

Public Works Department



The Department of Public Works is responsible for the maintenance of roads, public areas and public facilities, beautification projects, storm water sewer maintenance, and construction management of capital improvement projects.

As an intern, you will have the opportunity to join the foreman on inspections and on-going capital improvement projects, as well as learn about maintenance of roads, sidewalks, and signs.