Village of Key Biscayne

Office of the Village Clerk
Annual Report to the Village Council
January 2008

Conchita H. Alvarez, CMC
Village Clerk

Myriam Restrepo
Assistant to the Village Clerk

VILLAGE OF KEY BISCAYNE

Office of the Village Clerk

Village Council
Robert L. Vernon, *Mayor*
Jorge E. Mendia, *Vice Mayor*
Michael Davey
Enrique Garcia
Steve Liedman
Thomas Thornton
Patricia Weinman

Village Clerk
Conchita H. Alvarez, *CMC*

January 4, 2008

The Honorable Mayor and Members of the Village Council
Village of Key Biscayne
Key Biscayne, Florida

Dear Mayor and Councilmembers:

I am pleased to provide you with this annual report highlighting the activities of the Office of the Village Clerk throughout calendar year 2007.

This annual report is intended to acquaint the Council, Village staff and the general public with the day to day operation of the Clerk's Office.

I am looking forward to continued service in 2008 and to the tasks and challenges that lie ahead for the Clerk's Office and our Village government.

Sincerely,

Conchita H. Alvarez, CMC
Village Clerk

88 West McIntyre Street • Suite 220 • Key Biscayne, Florida 33149 • (305) 365-5506 • Fax (305) 365-8914
MISSION STATEMENT: "TO PROVIDE A SAFE, QUALITY COMMUNITY ENVIRONMENT FOR ALL ISLANDERS THROUGH RESPONSIBLE GOVERNMENT."
www.keybiscayne.fl.gov

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" 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 well aware of the importance of keeping accurate written records of their agreements and actions and so the position of the 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 city, town and village, regardless of size or form of government, has a clerk or equivalent position.

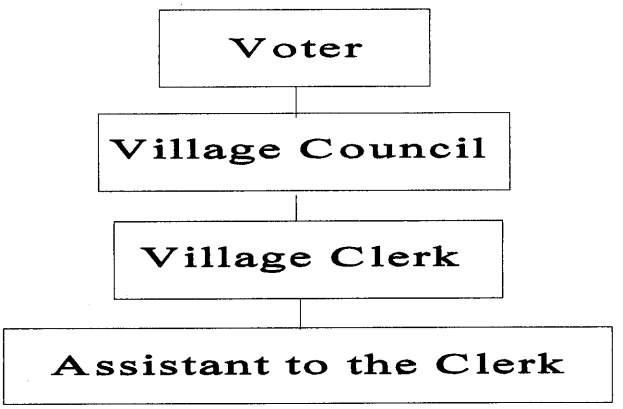
William B. Munro, an eminent political scientist, writing in one of the first textbooks on municipal administration (1934), stated that "no other office in municipal service has so many contacts. It serves the mayor, the city council, the city manager, and all administrative departments without exception. 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 Key Biscayne, the Office of the Village Clerk is established by Section 3.04 of the Village Charter. The charter states that "the Village Council shall appoint a Village Clerk. The clerk shall give notice of Village Council meetings to its members and the public, shall keep a journal of its proceedings which shall be a public record and shall perform such other duties as the Village Council may prescribe from time to time. The clerk shall report to the Village Council."

Organizational Chart and Staffing

The Clerk's Office is staffed by the Village Clerk and an Assistant to the Clerk.

Mission Statement



The Office of the Village Clerk is committed to serving the Village Council and public in a responsive and efficient manner and pledges to be ever mindful of its neutrality and impartiality -- rendering equal service to all. The Clerk's Office shall also uphold the Village's Mission Statement, particularly "provide a...quality community environment...through responsible government."

Objectives of the Clerk's Office

Pursuant to state law, the Village Charter and local customs, ordinances and rules, the Village Clerk is entrusted with numerous and diverse duties. These duties include the following:

Secretary to the Council

- Record and maintain accurate minutes of the proceedings of the Village Council.
- Prepare, in cooperation with the Village Manager, and distribute Village Council meeting agendas and packets.
- Process, record and file agreements, contracts, ordinances, proclamations, and resolutions.
- Coordinate publication of public notices as required by law.
- Maintain custody of all official records not specifically handled by other departments.
- Provide information and records research to the Village Council, staff and public.
- Perform liaison work between the public and the Council as may be directed.

Secretary of the Municipal Corporation

- Maintain custody of the municipal seal.
- Sign official documents.

Election Official

- Serve as the Supervisor of Elections for Village elections including council and mayoral seats, referenda and charter petitions.
- Qualify all candidates for municipal elections.
- Maintain receipt of any and all petitions.
- Serve as the Canvassing Board for municipal elections.
- Maintain receipt of election results.

Administrative Official

- Administer the publication of the Village Code, code supplements and the Village Charter.
- Coordinate and administer indexing of Village Council minutes under contract with Municipal Code Corporation.
- Serve as Financial Disclosure Coordinator with the State of Florida Commission on Ethics and serve as the Records Management Liaison with the State of Florida Department of State.
- Initiate and coordinate the scheduling, computer imaging and destruction, if applicable, of Village records.
- Provide notary services and administer oaths of office to Village officials.

2007 Accomplishments

Certification

The Clerk continued her education program in order to maintain the certification awarded by the International Institute of Municipal Clerk's and entered the second level of the MMCA Program which establishes the ultimate professional designation for Municipal Clerks know as the Master Municipal Clerk (MMC). The MMC designation recognizes individual efforts in continuing professional education and simplifies the professional designation beyond the CMC level.

Charter Revision Commission

The Charter Revision Commission of 2007 was appointed by the Village Council on December 5, 2006 and met during the early months of 2007 to review the Village Charter.

The Village Clerk served as the recording secretary at all meetings of the Charter Revision Commission and prepared official minutes of the proceedings.

Elections

As a result of the meetings held by the Charter Revision Commission, two amendments were proposed to the electorate at a special mail ballot election held on June 12, 2007. Ballots could be returned by mail to the Supervisor of Elections or hand delivered in the Clerk's office no later than 4:30 p.m. on June 12, 2007. The two amendments were approved by the electorate on June 12, 2007. A total of 2,035 electors cast ballots in the election.

The Clerk's office also received and recorded a charter amendment petition from a citizen's group regarding Land Development Regulations. The Village Council, pursuant to Charter Section 6.02, authorized to submit the charter amendment to the electors together with the proposed amendments to the Charter by the Charter Revision Commission, on June 12, 2007. A total of 2,035 electors of the 5,712 registered voters in the Village cast ballots in the special election. The proposed amendment requiring Approval By Vote of Electors for Amendments to Land Development Regulations was approved by 1,398 electors. A total of 620 electors voted against the amendment.

Hurricane Noel

In response to the threat of Tropical Storm Noel on October 30, 2007, and pursuant to the Office of the Village Clerk Hurricane Operations Plan, the Clerk implemented the following provisions of the plan: safeguarded all vital and permanent records of the Village; stored scanned records at an alternate location; performed a back-up of all computer files in the Office of the Clerk; attended Emergency Operations Center (E.O.C.) meetings and completed tasks as assigned by the E.O.C. director and complied with all applicable provisions of the Village's Hurricane Plan.

Internet

The Village Clerk continues to provide important Village Council related information via the Internet to residents and interested parties. The Village's Internet address is http://www.keybiscayne.fl.gov.

Lien Letters

The Clerk's Office received 436 requests for municipal lien and special assessment verification. Each request was researched and a letter prepared.

Records Retention

All agenda materials for 2007 were scanned as part of the Village's records retention program.

Telephone Directory

The Clerk's Office continues to publish a telephone directory of Village personnel for use by staff and the public. Two directories were published in 2007.

Village Code

The Clerk's Office coordinated the publication and distribution of Supplements Twenty-four and Twenty-five to the Village Code. The Clerk also coordinated the bounding, in book form, of the 2007 Village Council Minutes.

Village Council

The Clerk's Office prepared and distributed agendas and packets for the 34 meetings held in 2007.

Regular Mtgs.	Zoning	Workshops	Special Meetings	LPA	Continuation
12	6	4	8	2	2

The Village Clerk served as the recording secretary at all meetings of the Village Council and prepared official minutes of the proceedings.

The Village Clerk executed and recorded the 10 ordinances adopted by the Village Council.

The Clerk's Office prepared 65 resolutions adopted by the Village Council. All adopted resolutions were executed, recorded and indexed.

The Clerk's Office prepared 12 proclamations issued by the Office of the Mayor.

The Village Clerk provided secretarial, clerical and research assistance to Councilmembers at their direction.

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