# Village of Key Biscayne

*Office of the Village Clerk*
Annual Report to the Village Council
January 2014

Conchita H. Alvarez, MMC
*Village Clerk*

Myriam Restrepo
*Clerk Typist-Imaging Technician*

# VILLAGE OF KEY BISCAYNE

**Office of the Village Clerk**

*Village Council*
Franklin H. Caplan, *Mayor*
Michael W. Davey, *Vice Mayor*
Theodore J. Holloway
Michael E. Kelly
Mayra P. Lindsay
Ed London
James S. Taintor

*Village Clerk*
Conchita H. Alvarez, *MMC*

January 14, 2014

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 2013.

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 2014 and to the tasks and challenges that lie ahead for the Clerk's Office and our Village government.

Sincerely,

Conchita H. Alvarez, MMC
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.

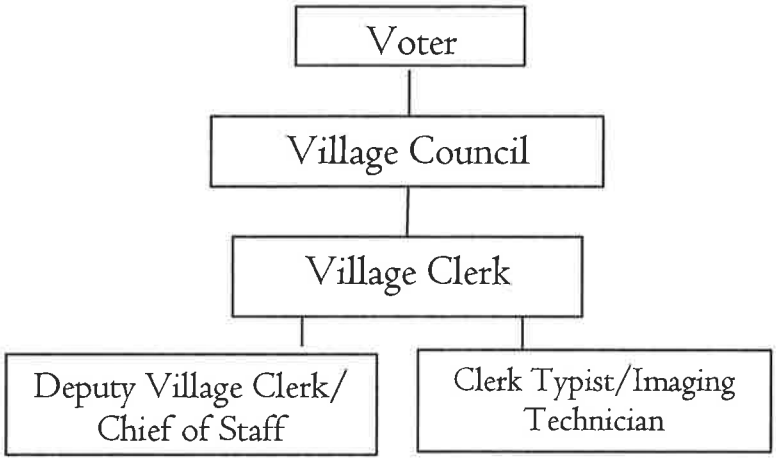
In America, the early settlers were well aware of the importance of keeping accurate written records of their agreements and actions and so the position of the town clerk was one of the earliest offices established in colonial towns. The office has continued to this day as an essential municipal post 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, Deputy Village Clerk/Chief of Staff and a Clerk Typist-Imaging Technician.




## *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.
- 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.

# *2013 Accomplishments*

## Tropical Storm Chantal

In response to the threat of Tropical Storm Chantal on July 10, 2013 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.

## Conversion program of Council Meetings from VHS to DVD

In 2011, the Clerk started a program by which all original Council Meetings taped in the outdated legacy VHS format, from 1992 to date, will be converted to the current DVD digital format, in order to better preserve the history of the Village of Key Biscayne. This program is now completed.

## 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 652 requests for municipal lien and special assessment verification. Each request was researched and a letter prepared.

## Records Retention

All agenda materials for 2013 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 2013.

## Village Code

The Clerk's Office coordinated the publication and distribution of Supplements Thirty-four and Thirty-five to the Village Code. The Clerk also coordinated the bounding, in book form, of the 2013 Village Council Minutes. The Charter and the Code are also available on the internet at www.keybiscayne.fl.gov.

## Village Council

The Clerk's Office prepared and distributed agendas and packets for the 29 meetings held in 2013.

| Regular Mtgs. | Zoning | Workshops | Special Meetings | LPA | Continuation |
|---|---|---|---|---|---|
| 13 | 4 | 3 | 6 | 3 | 0 |

The Village Clerk and/or the Deputy 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 43 resolutions adopted by the Village Council. All adopted resolutions were executed, recorded and indexed.

The Clerk's Office prepared 7 proclamations issued by the Office of the Mayor.

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

VILLAGE SEAL DESCRIPTION ADOPTED BY
THE VILLAGE COUNCIL
ON AUGUST 10, 1993

One of the oldest and most recognizable landmarks in South Florida, the Cape Florida Lighthouse was first constructed in 1825. It has a colorful, well-documented history. It stands in the Bill Baggs Cape Florida State Recreation Area. Like all lighthouses, it is a symbol of familiar homecoming to sailors, fishermen and landlubbers alike. It also represents man-made structures of lasting quality, strength and safety in an uncertain world.

The coconut palm, threatened by disease in Florida in recent years, has been a popular symbol of peaceful nature for many tropical areas around the world. Key Biscayne was once a plantation of this versatile tree.

The two sea birds, against the backdrop of the moon, stand for the animals with whom we share our environment.

The sun, sustainer of life, is depicted as just having set. The image evokes a universal human reaction -- a powerful, visual reminder of the potential beauty and transitory nature of all things.

The moon is shown on the seal -- not only for its magical qualities -- but also because it is understood that one of the earliest local Indian dialects contained a word-picture-phrase, "Bischiyano," meaning "Favorite Path of the Rising Moon".

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