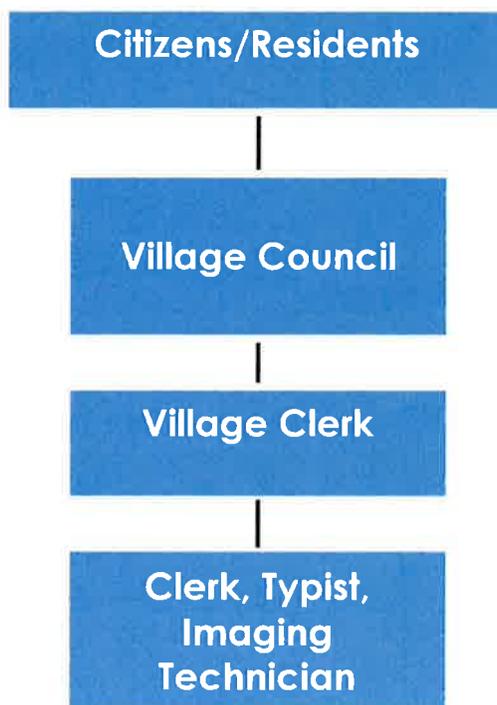


Mission Statement:

To provide a safe, quality community environment for all islanders through responsible government.

DEPARTMENTAL ORGANIZATIONAL CHART



FUNCTIONAL ORGANIZATIONAL CHART

Village Clerk

- The Village Clerk acts as Secretary to the Council by recording and maintaining accurate minutes of the proceedings of the Village Council, publishing public notices, and maintaining custody of all official records not handled by someone else.
- The Village Clerk serves as the Supervisor of Elections for the Village.
- Administers the publication of the Village Code, code supplements and the Village Charter.
- Provides notary services and administers oaths of office to Village officials.
- Serves as Financial Disclosure Coordinator with the State of Florida Commission on Ethics and serves as the Records Management Liaison with the State of Florida Department of State.

DEPARTMENTAL DESCRIPTION

The Office of the Village Clerk was established on June 18, 1991 with the adoption of the Village Charter. The Charter prescribes that the Council shall appoint a Village Clerk who shall give notice of Village Council meetings, keep a journal of its proceedings and perform such other duties as may be prescribed by the Village Council from time to time.

The Village Clerk also provides a myriad of other services that are dictated through ordinances, State statutes, and tradition. These services include: preparing Council Agendas; publishing public notices; serving as Supervisor of Elections; processing and maintaining custody of agreements, contracts, ordinances, resolutions, and proclamations; administering publication of the Village Code and Charter; and providing information and records research to the Council, staff, and public.

The Office of the Village Clerk has implemented state-of-the-art technology to enhance the dissemination of information regarding the activities of the Village Council and Village Government including:

- Optical-imaging of vital records and frequently requested documents (agenda packets, minutes, resolutions, etc.), which provides for quick retrieval time and reduced storage space.
- Publication of the full agenda packet on the Village's Internet web page.

The Clerk's Office is staffed by the Village Clerk and a full-time Clerk, Typist, Imaging Technician.

2017 DEPARTMENTAL OBJECTIVES AND MANAGEMENT OVERVIEW

- To complete and distribute Council meeting Agendas to the Council, staff and public five days prior to the scheduled meeting.
- To maintain accurate minutes of the proceedings of the Council.
- To publish public notices as required by law.
- To serve as the Supervisor of Elections for municipal elections.
- To process and maintain custody of agreements, contracts, ordinances, resolutions and proclamations.
- To maintain custody of Village records and coordinate the optical-imaging and storage of said records.
- To provide clerical and research support for members of the Council.
- To administer the publication of the Village Charter, code book and supplements under contract with Municipal Code Corporation.
- To provide information and records research to the Council, the public and staff.
- To provide notary service and administer oaths of office to committee members, police and fire officers, and other Village Officials.
- To compile and maintain the Clerk's Office Procedures and Information Manual.

OFFICE OF THE VILLAGE CLERK

FISCAL YEAR 2017 BUDGET

- To serve as the Financial Disclosure Coordinator with the State of Florida Commission on Ethics and the Records Management Liaison with the State of Florida Department of State.
- To maintain custody of the Village Seal.
- To serve as liaison between the public and Council as directed.

PERFORMANCE INDICATORS

The following indicators are relevant to the department's objectives and provide the performance measurements that will be utilized by this office to assess the effectiveness and quality of the services it provides.

ACTIVITY	FY	FY
	2014-15 Actual	2015-16 Year-To-Date
Regular Council Meetings	12	6
Zoning Meetings	7	5
Special Council Meetings	10	1
Workshops	2	2
Local Planning Agency (LPAs) Meetings	3	0

PERSONNEL SUMMARY

Authorized Positions	FY 2013	FY 2014	FY2015	FY2016	FY2017
Village Clerk	1	1	1	1	1
Clerk, Typist, Imaging Tech	1	1	1	1	1
Total Full-Time	2.0	2.0	2.0	2.0	2.0

Clerk

General Ledger Code/Description				VARIANCE			
	FY2016	YTD	FY2017	Budget		2016	
	Adopted	@07/31/16	Proposed	2016 VS 2017	Actual VS Budget	Remaining	
NON-DISCRETIONARY EXPENSES:							
Personnel Expenses							
001.03.512.12100 F/T SALARIES - VILLAGE CLERK	\$123,648	\$100,820	\$125,379	\$1,731	1.4%	\$22,828	18.5%
001.03.512.12200 F/T SALARIES - CLERK/TYPIST/IMAGING TECH	\$52,061	\$42,050	\$52,293	\$232	0.4%	\$10,011	19.2%
001.03.512.21100 PAYROLL TAXES	\$13,442	\$9,876	\$13,592	\$150	1.1%	\$3,566	26.5%
001.03.512.22100 RETIREMENT CONTRIBUTIONS	\$21,085	\$17,788	\$21,321	\$236	1.1%	\$3,297	15.6%
001.03.512.23100 LIFE, HEALTH, DISABILITY INSURANCE	\$13,216	\$11,113	\$14,152	\$936	7.1%	\$2,103	15.9%
001.03.512.24100 WORKERS COMPENSATION	\$403	\$387	\$443	\$40	10.0%	\$16	4.0%
001.03.512.45000 INSURANCE PROPERTY & LIABILITY	\$10,431	\$7,883	\$10,431	\$0	0.0%	\$2,548	24.4%
TOTAL NON-DISCRETIONARY EXPENSES	\$234,286	\$189,916	\$237,610	\$3,324	1.4%	\$44,370	18.9%
DISCRETIONARY EXPENSES:							
001.03.512.34100 CONTRACT SERVICES - FACILITY MGMT	\$6,108	\$5,482	\$7,310	\$1,202	19.7%	\$626	10.2%
001.03.512.40000 TRAVEL & PER DIEM	\$9,448	\$7,762	\$9,448	\$0	0.0%	\$1,687	17.9%
001.03.512.41100 COMMUNICATIONS - WEBSITE	\$4,400	\$3,900	\$4,400	\$0	0.0%	\$500	11.4%
001.03.512.41200 COMMUNICATIONS	\$6,780	\$10,636	\$9,203	\$2,423	35.7%	(\$3,856)	-56.9%
001.03.512.42000 FREIGHT & POSTAGE	\$1,000	\$734	\$1,000	\$0	0.0%	\$266	26.6%
001.03.512.43000 UTILITIES	\$8,500	\$6,435	\$9,000	\$500	5.9%	\$2,065	24.3%
001.03.512.44000 RENTALS & LEASES	\$2,133	\$4,124	\$3,075	\$942	44.2%	(\$1,991)	-93.3%
001.03.512.46100 REPAIR & MAINTENANCE-VILLAGE HALL	\$5,619	\$3,334	\$5,600	(\$19)	-0.3%	\$2,285	40.7%
001.03.512.47100 PRINTING, BINDING & IMAGING	\$5,000	\$1,568	\$5,000	\$0	0.0%	\$3,432	68.6%
001.03.512.49100 OTHER CURR. CHARGES-ORDINANCE CODIFICATI	\$3,500	\$3,114	\$3,500	\$0	0.0%	\$386	11.0%
001.03.512.49200 OTHER CURR. CHARGES-ELECTION EXPENSES	\$10,000	\$0	\$10,000	\$0	0.0%	\$10,000	100.0%
001.03.512.49300 OTHER CURR. CHARGES- ELECTION ADVERTISING	\$10,000	\$1,866	\$10,000	\$0	0.0%	\$8,134	81.3%
001.03.512.49400 OTHER CURR. CHARGES-LEGAL ADVERTISING	\$35,000	\$9,450	\$35,000	\$0	0.0%	\$25,550	73.0%
001.03.512.49800 VIDEO STREAMING	\$9,600	\$5,560	\$9,600	\$0	0.0%	\$4,040	42.1%
001.03.512.51000 OFFICE SUPPLIES	\$5,000	\$3,894	\$5,000	\$0	0.0%	\$1,106	22.1%
001.03.512.54100 SUBSCRIPTIONS & MEMBERSHIPS	\$1,090	\$1,577	\$1,716	\$626	57.4%	(\$487)	-44.7%
001.03.519.64100 CAPITAL OUTLAY	\$1,000	\$837	\$1,000	\$0	0.0%	\$163	16.3%
TOTAL DISCRETIONARY EXPENSES	\$124,178	\$70,274	\$129,852	\$5,674	4.6%	\$53,904	43.4%
GRAND TOTAL CLERK'S OFFICE	\$358,464	\$260,190	\$367,462	\$8,998	2.5%	\$98,274	27.4%

