

OFFICIAL RECORDS AND LEGISLATIVE SERVICES

Mission

The Official Records and Legislative Services Department is the custodian of the City's current and historical knowledge. It is our mission to receive, organize, maintain, preserve, and disseminate this knowledge. We strive to do this accurately, effectively, and efficiently. Also, the Department coordinates the City's legislative and grants programs in efforts to optimize funding opportunities. We are committed to fulfilling this mission by keeping abreast of current issues, cutting red tape, and going the extra mile to provide quality service to our customers.

Department Description

Official Proceedings Management - Processes items presented to the City Council for official action and follow-up. Prepares a written summary of official proceedings and actions taken by the City Council and board members. Provides staff and resources to prepare required ads for publication and notification to property owners of possible changes concerning their property. Ordinances and resolutions are distributed under this function.

Records Management - Coordinates retention and destruction of official records, includes cemetery, document processing and microfilming. This function includes maintenance of the City Code and distribution of supplements. Part of this program is to provide information to other departments, citizens, etc. by searching through City records. An integrated document management system, implemented in the 99/00 budget year captures official City documents, minutes and agendas in an electronic format for Citywide access, establishes workflow for processing the agenda electronically, and facilitates research of information.

Property Assessments, Code Enforcement and Liens - Assesses property owners for improvements, imposes code enforcement fines and files liens.

Election - Establishes the election schedule for municipal elections, and coordinates election activities with the supervisor of elections. In addition, there are two employee elections, Pension Advisory Committee and Civil Service Board, which are handled under this program.

Legislative/Lobbyist - Coordinates the City's priorities and appropriation requests with federal and state lobbyists; and tracks proposed legislation through both House and Senate. It also provides the staff and resources to coordinate the City's priorities and serve as liaison with lobbyists, Florida League of Cities, and legislators.

Grant Writing - Coordinates and implements all grant-related activities for the City. This program is charged with researching funding opportunities and communicating possible funding sources to city staff. The writing of grant proposals is undertaken by the Grants Coordinator in conjunction with the requesting division to obtain project funding from a variety of funding sources including federal, state and foundation grants. This program was added to the Official Records and Legislative Services Department in fiscal year 2001/02. Prior to that it was operated within the General Support Services Department.

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Program Summary					
	<i>Actual</i> <i>2001/02</i>	<i>Actual</i> <i>2002/03</i>	<i>Budget</i> <i>2003/04</i>	<i>Budget</i> <i>2004/05</i>	<i>%</i> <i>Change</i>
Personnel	446,475	561,334	607,600	605,520	-0.3%
Operating	287,530	272,014	326,280	350,630	7.5%
Internal Services	144,895	181,120	200,290	194,080	-3.1%
Capital	14,474	-	-	-	n/a
Debt Service	72,949	78,292	79,980	28,210	-64.7%
Transfers	66,300	-	-	-	n/a
Total	1,032,623	1,092,760	1,214,150	1,178,440	-2.9%
Program Full-Time Equivalent Positions	12.7	12.7	12.0	11.5	

Program Highlights

- ❖ The Official Records & Legislative Services Department is supported by 11.5 full-time equivalent positions, a decrease of 0.5 FTE from the 2003/04 budget due to a department reorganization, which converted a full-time Staff Assistant to a part-time FTE.
- ❖ Lobbyist services in the amount of \$127,800 are budgeted in this department, the same level as the 2003/04 budget.
- ❖ Approximately \$50,000 is budgeted for the cost of an election. This is a \$20,000 increase over the 2003/04 budget. In 2003/04 the City was able to piggyback on the county's presidential primary resulting in a significant savings to the City with this election.
- ❖ Contractual services reflect an increase of \$14,600 from the 2003/04 budget level due to increased costs for maintenance of the FYI system.
- ❖ Debt service reflects a decrease of \$51,770. This is due to the debt payments on the document imaging project nearing completion.
- ❖ There have been no other significant changes to the Official Records and Legislative Services program in this fiscal year. The department's budget reflects a net decrease of 2.9% from the 2003/04 budget.