

# OFFICIAL RECORDS AND LEGISLATIVE SERVICES

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## **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 assists with grant 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, captures official City documents, minutes and agendas in an electronic format for City wide access, establishes workflow for processing the agenda electronically, and facilitates research of information.

**Property Assessments, Code Enforcements and Liens** – Assesses property owners for improvements, tracks 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** – This program is charged with researching funding opportunities and communicating possible funding sources to City staff.

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DEPARTMENT SUMMARY					
	Actual 2004/05	Actual 2005/06	Budget 2006/07	Budget 2007/08	% Change
Personnel	601,760	583,164	712,890	677,490	-5%
Operating	240,596	293,578	414,320	379,690	-8%
Internal Services	198,610	215,762	231,860	198,520	-14%
Capital		6,285			n/a
Debt Service	19,718	12,659			n/a
Transfers	96,000	-			n/a
<b>Total Official Records and Legislative Ser</b>	<b>1,156,684</b>	<b>1,111,448</b>	<b>1,359,070</b>	<b>1,255,700</b>	<b>-8%</b>

PROGRAM FULL TIME EQUIVALENT POSITIONS				
	Actual 2004/05	Actual 2005/06	Budget 2006/07	Budget 2007/08
Official Records	12.0	13.0	13.0	11.0
<b>Total Official Records</b>	<b>12.0</b>	<b>13.0</b>	<b>13.0</b>	<b>11.0</b>

## Program Highlights

- ❖ The Official Records and Legislative Services Department is supported by eleven (11) full time equivalent (FTE) positions, a reduction of two from the 2006/07 budget. One position of Grants Writer has been eliminated from the budget. The second position of Systems Analyst has been transferred to the Information Technology Department in the Software Applications program. These changes result in a 5% reduction in personnel service costs for the 2007/08 budget.
- ❖ Lobbyist services, to provide legislative assistance at the state and federal levels in the amount of \$139,000 are budgeted in this department, an increase of \$1,200, or less than 1%, over the 2006/07 budget.
- ❖ This budget includes approximately \$60,000 to fund a City election in March 2008. In addition \$90,000 is included in operating costs, the same level as the 2006/07 budget, for the cost of advertising in the St. Petersburg Times.
- ❖ Operating costs reflect a \$50,000 reduction in contractual service for microfilm and scanning services. This is the primary reason for the 8% decrease in operating costs in the 2007/08 budget.
- ❖ There are no other significant changes in the Official Record and Legislative Services Department. The budget for this Department reflects a decrease of 8% from the 2006/07 budget.