

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 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, 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.

DEPARTMENT SUMMARY					
	Actual 2005/06	Actual 2006/07	Budget 2007/08	Budget 2008/09	% Change
Personnel	583,164	645,418	677,490	660,540	-3%
Operating	293,578	285,494	379,690	325,320	-14%
Internal Services	215,762	233,846	198,520	194,570	-2%
Capital	6,285	-	-	-	n/a
Debt Service	12,659	-	-	-	n/a
Total Official Records and Legislative Ser	1,111,448	1,164,758	1,255,700	1,180,430	-6%

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PROGRAM FULL TIME EQUIVALENT POSITIONS				
	Actual 2005/06	Actual 2006/07	Budget 2007/08	Budget 2008/09
Official Records	13.0	13.0	11.0	11.0
Total Official Records	13.0	13.0	11.0	11.0

Program Highlights

- ❖ The Official Records and Legislative Services Department is supported by eleven full time equivalent positions, the same level as the 2007/08 budget.
- ❖ Personnel Services reflect a 3% decrease primarily due to part-time salaries not budgeted in this budget. It is not necessary to budget for poll workers in 2008/09 since it is not an election year.
- ❖ Operating costs reflect a \$26,440 reduction in professional services, and a \$10,400 reduction in postage, printing and advertising costs due to 2008/09 not being an election year.
- ❖ Lobbyist services, to provide legislative assistance at the state and federal levels in the amount of \$135,560 are budgeted in this department, and include an increase of \$1,760, or less than 1%, over the 2007/08 budget.
- ❖ This budget includes \$80,000 in operating costs, a reduction of \$10,000 from the 2007/08 budget, for the cost of advertising in the St. Petersburg Times.
- ❖ There are no other significant changes in the Official Record and Legislative Services Department. The budget for this Department reflects a decrease of 6% from the 2007/08 budget.