

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 2006/07	Actual 2007/08	Budget 2008/09	Budget 2009/10	% Change
Personnel	645,418	646,785	660,540	583,880	-12%
Operating	285,494	286,063	325,320	305,360	-6%
Internal Services	233,846	200,209	194,570	198,280	2%
Capital	-	-	-	-	n/a
Total Official Records and Legislative Ser	1,164,758	1,133,057	1,180,430	1,087,520	-8%

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PROGRAM FULL TIME EQUIVALENT POSITIONS				
	Actual 2006/07	Actual 2007/08	Budget 2008/09	Budget 2009/10
Official Records	13.0	11.0	11.0	9.0
Total Official Records	13.0	11.0	11.0	9.0

Department Highlights

- ❖ The Official Records and Legislative Services Department is supported by nine full time equivalent positions, a reduction of two positions, the Assistant Director and a Board Reporter, from the 2008/09 budget. In addition, personnel costs reflect part-time salaries of \$37,550 supporting the 2009/10 election process.
- ❖ Personnel Services reflects a 12% decrease primarily due to the elimination of two full time equivalents.
- ❖ Contractual Services reflects a \$13,250 reduction primarily due to the transfer of MuniAgenda, Granicus and LaserFiche support to the Information Technology Department.
- ❖ Professional Services reflects an increase of \$26,500 for the Supervisor of Elections office due to the 2009/10 election process. This is partially offset by a \$15,760 reduction in the retainer for Federal Lobbyist services.
- ❖ The budget for Official Records & Legislative Services reflects an overall decrease of 8% from the 2008/09 budget.