

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 priorities 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 citywide 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 2008/09	Actual 2009/10	Budget 2010/11	Budget 2011/12	% Change
Personnel	614,590	557,750	525,410	476,260	-9%
Operating	265,648	350,785	274,900	375,420	37%
Internal Services	188,501	194,848	162,440	166,840	3%
Total Official Records and Legislative Ser	1,068,739	1,103,383	962,750	1,018,520	6%

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PROGRAM FULL TIME EQUIVALENT POSITIONS				
	Actual 2008/09	Actual 2009/10	Budget 2010/11	Budget 2011/12
Official Records	11.0	9.0	9.0	8.0
Total Official Records	11.0	9.0	9.0	8.0

Department Highlights

- ❖ The Official Records and Legislative Services Department is supported by eight full time equivalent positions, a decrease of one FTE from the 2010/11 budget. For the 2011/12 budget, one (1) City Clerk Specialist has been eliminated. This organizational change as well as the new method in charging back medical insurance results in a 9% decrease in personnel costs from the 2010/11 budget.
- ❖ Professional Services reflects an increase of \$105,000, or 82% from the 2010/11 budget, representing costs budgeted for the Supervisor of Elections Office for services provided for the 2012 election process.
- ❖ The budget for Official Records & Legislative Services reflects an overall increase of 6% from the 2010/11 budget, primarily related to election costs that are budgeted for the 2012 election.