

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 Commission for official action and follow-up. Prepares a written summary of official proceedings and actions taken by the City Commission 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>2000/01</i>	<i>Actual</i> <i>2001/02</i>	%	<i>Budget</i> <i>2002/03</i>	%	<i>Budget</i> <i>2003/04</i>	%
Personnel	503,162	446,475	-11.3%	561,100	25.7%	607,600	8.3%
Operating	263,761	287,530	9.0%	362,880	26.2%	326,280	-10.1%
Internal Services	116,450	144,895	24.4%	185,190	27.8%	200,290	8.2%
Capital	999	14,474	1348.8%	-	-100.0%	-	n/a
Debt Service	20,031	72,949	264.2%	98,170	34.6%	79,980	-18.5%
Transfers	197,190	66,300	-66.4%	-	-100.0%	-	n/a
Total	1,101,593	1,032,623	-6.3%	1,207,340	16.9%	1,214,150	0.6%
Program Full-Time Equivalent Positions	11.7	12.7		12.7		12.0	

Program Highlights

- ❖ The Official Records & Legislative Services Department is supported by 12 full-time equivalent positions, **a decrease of 0.7 FTE from the 2002/03 budget due to the deletion of a part-time staff assistant position.**
- ❖ Lobbyist services in the amount of \$127,800 are budgeted in this department, representing a \$17,200 decrease from the 2002/03 funding level.
- ❖ Although the City will be piggybacking on the county's presidential primary in 2003/04, there will still be approximately \$20,000 in costs associated with this election. These were not needed in the previous fiscal year, since there was no election. This represents a significant savings over the usual \$50,000 cost of an election.
- ❖ Contractual services reflect a decrease of \$33,850 from the 2002/03 budget level, and debt service reflects a decrease of \$18,190. This is due to 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 increase of 0.6% from the 2002/03 budget.