

# 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 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 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** – 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 with the requesting division to obtain project funding from a variety of funding sources including federal, state and foundation grants.

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DEPARTMENT SUMMARY					
	Actual 2003/04	Actual 2004/05	Budget 2005/06	Budget 2006/07	% Change
Personnel	615,659	601,760	692,940	712,890	2.9%
Operating	289,999	240,596	320,210	414,320	29.4%
Internal Services	199,735	198,610	215,840	231,860	7.4%
Debt Service	71,194	19,718	21,170		-100.0%
Transfers		96,000			
<b>Total Official Records and Legislative Services</b>	<b>1,176,587</b>	<b>1,156,684</b>	<b>1,250,160</b>	<b>1,359,070</b>	<b>8.7%</b>

PROGRAM FULL TIME EQUIVALENT POSITIONS				
	Actual 2003/04	Actual 2004/05	Budget 2005/06	Budget 2006/07
Official Records	12.0	11.5	13.0	13.0
<b>Total Official Records</b>	<b>12.0</b>	<b>11.5</b>	<b>13.0</b>	<b>13.0</b>

## Program Highlights

- ❖ The Official Records and Legislative Services Department is supported by 13.0 full time equivalent (FTE) positions, the same as the 2005/06 budget.
- ❖ Due to the *Tampa Tribune* discontinuing its Pinellas Section, advertising costs have significantly increased from \$35,000 in 2005/06 to \$90,000 in 2006/07. This reflects the increased cost for switching from the Tampa Tribune to the *St. Petersburg Times*.
- ❖ Lobbyist services, to provide legislative assistance at the state and federal levels, in the amount of \$137,800 are budgeted in this department, an increase of less than 1% over the 2005/06 budget.
- ❖ Debt Service reflects a decrease of 100%, due to the expiration of a lease/purchase contract on the imaging system.
- ❖ Contractual services reflects an increase of \$53,250 from the 2005/06 budget due to the need for backfile conversion of records into the new electronic document management system.
- ❖ There have been no other significant changes to the program in this fiscal year. The department's budget reflects a net increase of 8.7% over the 2005/06 budget.
- ❖ Internal Service costs increased 7.4% over last year due to higher Information Technology charges for support of the imaging system software.