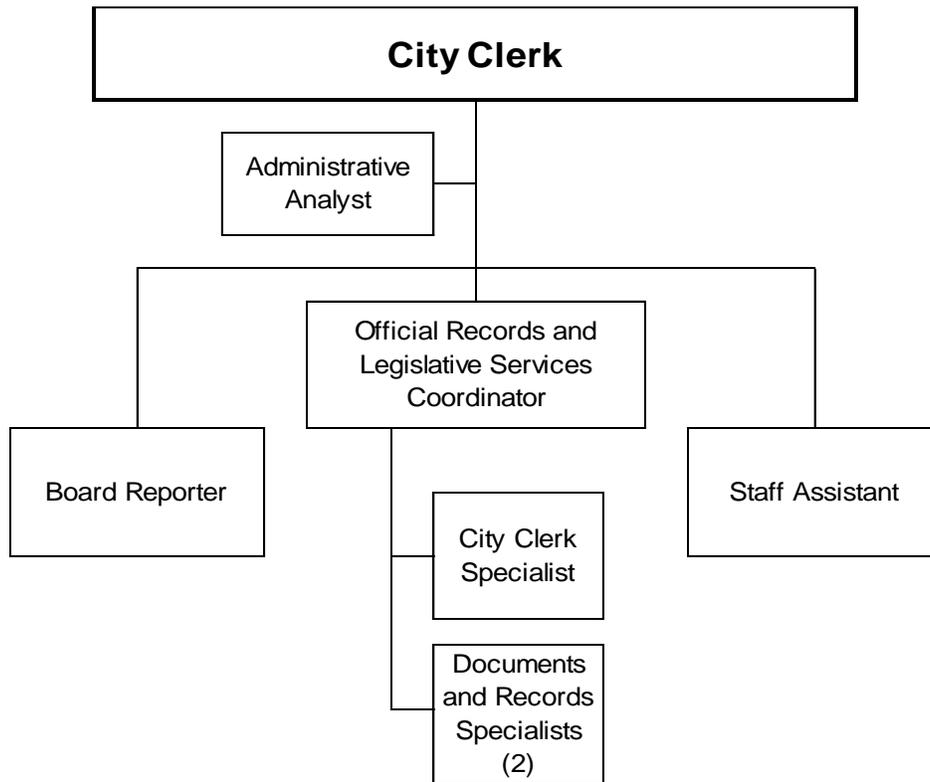




# Official Records and Legislative Services

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Official Records and Legislative Services – 8.0 FTE’s

# 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 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.

## Official Records and Legislative Services

Program Summary					
	Actual 2012/13	Actual 2013/14	Budget 2014/15	Budget 2015/16	% Change
Personnel	517,083	534,386	526,690	550,170	4%
Operating	264,500	392,763	301,120	407,470	35%
Internal Services	160,190	173,100	174,820	172,800	-1%
<b>Total Official Records and Legislative Services</b>	<b>941,773</b>	<b>1,100,249</b>	<b>1,002,630</b>	<b>1,130,440</b>	<b>13%</b>
<b>Full Time Equivalent Positions</b>	<b>8.0</b>	<b>8.0</b>	<b>8.0</b>	<b>8.0</b>	<b>-</b>

### Department Highlights

- ◆ The Official Records and Legislative Services Department is supported by eight full time equivalent positions, the same level of staffing as the 2014/15 budget.
- ◆ The budget for Official Records & Legislative Services reflects an increase of 13% from the 2014/15 budget, primarily related to the budget for election costs.
- ◆ Other operating costs reflect an increase of 35% from the 2014/15 budget. This includes the budget of \$100,000 for services provided from the Supervisor of Elections Office for the scheduled election in fiscal year 2015/16.

