

Official Records and Legislative Services – 8.0 FTEs

Official Records and Legislative Services

Department Objective

The Official Records and Legislative Services Department is the custodian of the City's current and historical knowledge. It is our objective to receive, organize, maintain, preserve and disseminate this knowledge.

In furthering the City Council's Strategic Direction of providing cost effective municipal services and infrastructure through efficiency, the Department coordinates the City's legislative priorities, assists with grant programs in efforts to optimize funding opportunities, coordinates municipal and employee elections, and assesses property owners for improvements.

Summary of Services Provided

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

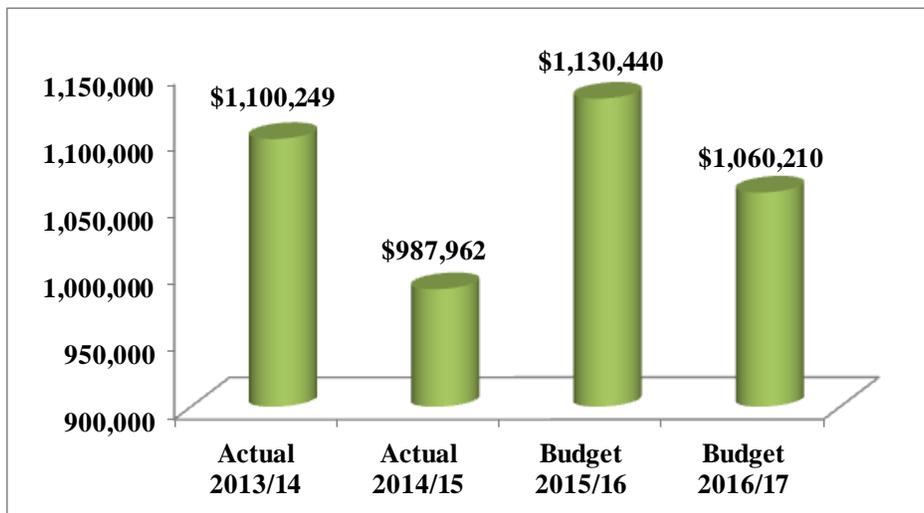
This program is charged with researching funding opportunities and communicating possible funding sources to City staff.

Official Records and Legislative Services

Budget Summary

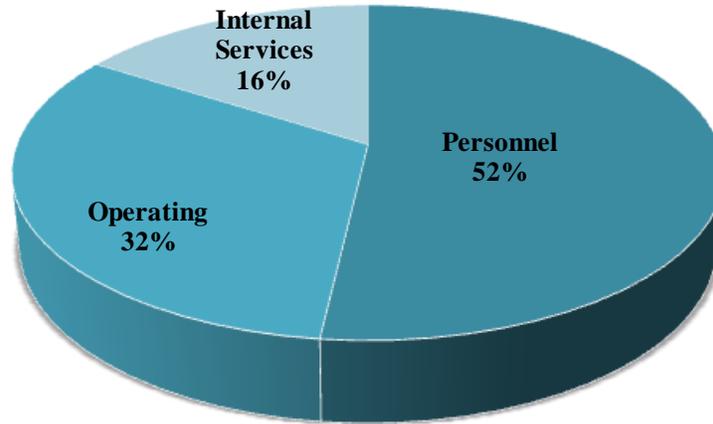
	Actual 2013/14	Actual 2014/15	Budget 2015/16	Budget 2016/17	% Change
Personnel	534,386	537,479	550,170	549,400	0%
Operating	392,763	279,201	407,470	341,280	-16%
Internal Services	173,100	171,282	172,800	169,530	-2%
Total Official Records and Legislative Services	1,100,249	987,962	1,130,440	1,060,210	-6%
Total Official Records FTEs	8.0	8.0	8.0	8.0	0.0

Department Total Summary



Official Records and Legislative Services

Fiscal Year 2016/17 Budget by Category



Key Performance Indicator	FY 2013/14	FY 2014/15	FY 2015/16
<u>Public Records Requests</u> *Annual total number of Public Records Requests received.	176	255	336
<u>Public Meetings</u> *Annual total number of public meetings held which required a record of minutes.	150	171	147
<u>Grants</u> *Annual total of grants received.	3 Grants \$296,772	5 Grants \$308,634	6 Grants \$250,101

Budget Highlights

- ◆ The Official Records and Legislative Services Department is supported by eight full time equivalent positions, the same level of staffing as the 2015/16 budget.
- ◆ The budget for Official Records & Legislative Services reflects a decrease of 6% from the 2015/16 budget, primarily related to reductions in operating costs.
- ◆ Other operating costs reflect a decrease of 16% from the prior budget due to no funding for the cost of elections in fiscal year 2016/17.