

# FUNCTIONAL ORGANIZATION CHART FY 2011-2012

## ADMINISTRATION/ COMMISSION MEETINGS

**LEGISLATION:** Minutes, resolutions, ordinances, oaths of office, official schedules.

**PROTOCOL DOCUMENTS:** Prepares proclamations, commendations, retirement resolutions, etc.

**COMMISSION MEETINGS:** Attends, records, Commission actions, transcribes minutes, utilize FTR/DCR Digital Recording System, Legistar – Electronic Agenda and Legislative Workflow Management System, provide network access of audio files to departments.

**BOARDS/COMMITTEES ADMINISTRATION:** Coordinate and monitor activities pursuant to Ordinance No. 2003-20.

**LEGAL ADVERTISING:** Processes legal advertising.

**PUBLIC INFORMATION/RESEARCH:** Retrieval, and conveyance of information upon request, dissemination of information.

### BUDGET ADMINISTRATION / STRATEGIC PLANNING

**CERTIFICATIONS:** Prepares certifications.

**DECLARATION OF RESTRICTIVE COVENANTS:** General, garage, awning, sign, driveway covenants forward to Clerk of Circuit Court for recordation, which includes recorded stamp from the County.

**APPEALS:** Prepares appeals to the Commission.

**BIDS AND PROPOSALS:** Receives, opens, reads, logs, routes for appropriate tabulation.

**DRAFTS LEGISLATION:** Prepares resolutions/ordinances received from departments as well as reviews same; verifies inclusion of any amendments.

**LOBBYIST REGISTRATION:** Record administrative filings of issue registration and annual lobbyist registration (\$150), along with annual reporting of expenditures.

**BOARD AND COMMITTEE APPOINTMENTS:** Official receipt of all questionnaires tendered by individuals seeking appointment to City Boards and/or Committees.

**NOTARIZATION:** Provides notarization of documents.

**BONDS:** Attends and participates in validation proceedings, before Court of Law, signs City Bonds.

**CONFLICT OF INTEREST REQUIREMENTS:** Files and maintains conflict of interest requirements.

**COURT APPEARANCE:** Subpoena, Court attendance in response to service of process, etc.

**CHARTER/CODE:** Administers and supervises ongoing codification of adopted legislation into the City Code.

**REFERRALS:** To City departments and/or affected agencies.

**SPECIAL PROJECTS:** Research draft proposals regarding prospective revenue-producing projects and/or administrative projects.

**ATTESTATION:** Maintain custody of City Seal, attest official legislation, documents and agreements, executes documents as Secretary of the Municipal Corporation.

**FINANCIAL DISCLOSURE:** Administers the supervision of financial disclosure; maintains records regarding same (i.e., Statement of Financial Interests – Form 1, Source of Income Statement, Certified Financial Statement, Quarterly Gift Disclosures, Real/Corporate Property Disclosure Forms, etc.)

## PASSPORT SERVICES

**EXAMINE** applications to ensure completion of same.

**SCREEN** applications for citizenship evidence and photographs.

**RECORD** identification.

**EXECUTE** application (applicant swears/affirms as to truth of statement given).

**PLACE SEAL** of acceptance facility; sign applications.

**STAMPING** of Notarized Seal on Application.

**ADMINISTER OATH** as to truthfulness of statements provided by customer.

**COLLECT** fees.

**DATA ENTRY**, Revenue transmittal.

## RECORDS MANAGEMENT

**Over 80 Years** of official records are stored on microfilm for records and security reasons.

**MICROFILMING:** Minutes, ordinances, resolutions, background memoranda, and related documents.

**PROCESSING & SAFEKEEPING OF OFFICIAL RECORDS:** Film processing, film duplications, film indexing, film storage at State archives.

**ELECTRONIC DOCUMENT/RECORDS MGT. APPLICATION:** Legal discovery, legal retention, e-mail management, etc.

**RECORDS MANAGEMENT** Draft legislation (including any amendments to the records ordinance) regarding citywide Records Management and Archival Program; continue storage of 80+ years of official records on microfilm for security reasons; Inventory and schedule departmental documents, build database for comprehensive automated file code indexing system. Administer citywide Records Management Program, implement records management plan, build Coral Gables Digital Library Program, partnership with F.I.U.

## BUSINESS PROCESS MANAGEMENT

**DIGITAL LIBRARY** – Citywide/Global Research, FTR/DCR Digital Recording System, WinScribe Digital Dictation System with Speech Recognition, Legistar – Electronic Agenda and Legislative Workflow Management System; TRIM Context – Electronic Document and Records Management System. (ERDMS); City Clerk's e-Services Website; Passport Transmittal Application; UM Six Sigma Management Principles/Dashboard Business Intelligence Solution – Improves business processes and supports critical business strategies by directing the development, implementation and maintenance of business applications systems. Understand business needs and translate into technical requirements. Formulates business systems architecture plans, estimates costs, and ensures projects meet strategic needs. Implements technological service strategies to support business and user needs. Implements and monitors Employee Functional Recording Application Relies on extensive experience, judgment and collaboration with City Clerk to plan and accomplish goals.

## RESEARCH/SPECIAL PROJECTS/PUBLIC INFORMATION REQUESTS

**RESEARCH PROJECTS:** Disseminate information.

**FCLA/FIU PALMM Partnership** regarding historical collections.

**INDEXING/STORAGE** All official City Commission meeting minutes; notification of appointees upon being selected by the Commission, mark up official agenda and distribute; send special legislation to Washington/Tallahassee and/or as directed; send for codification all pertinent legislation (ordinance form only), etc.

**ADVERTISING:** Official advertising pursuant to State/Charter Code mandate.

**JOINT APPLICATION DESIGN:** Work breakdown, structure analysis, flowcharting, collaborative partnerships, and analysis of procedural workflow; functional analysis of business processes; engaging in collaborative impacting on enterprise process management, identify problems and find solutions which link legal and regulatory compliance issues to applications, to process, and to end-users.

**FIOG:** The John Scott Dailey Florida Institute of Government, a statewide institute established by the Florida Legislature and housed at Florida State University, selection of the City of Coral Gables as the lead city in a shared knowledge and technology solutions project aimed at small, medium and rural-sized cities. The Institute's Technology Empowerment Center, using the City of Coral Gables as the lead municipal partner, will develop a Public Service Desktop that will offer a selection of technology software and services.

**PUBLIC INFORMATION:** Handling public information request (verbal, written and over the counter requests).

**USER SURVEY:** Monthly assessment of residents rating of office services.

**COMPUTER FUNCTIONS/LIAISON:** Serves as testing ground for new computer-related technology and software applications.

**GRANTMANSHIP:** Prepare proposals to funding agencies to provide technological solutions for our historical collections. Establish collaborative projects with other institutions, help identify, classify and preserve said collections. Research for potential revenue producing projects resulting from contracts for government services from other governmental agencies.

**PUBLIC/PRIVATE PARTNERSHIPS.** Building partnerships for future process management initiatives in our agency.

## ELECTIONS

**ELECTIONS:** Direct responsibility and supervision of all Municipal Elections (charter amendments, candidate, bond referendum, business improvement district, straw ballot issues, retirement board/employee elections, updating G.I.S. maps on election demographics, precinct maps, prepare candidate packets regarding qualifying information and election schedule, campaign finance reporting, etc.)

**ATTEND** logic and accuracy testing of tabulation equipment to determine the accuracy of results.

**CANVASS** the presumed invalid absentee ballots.

**PREPARE** all legal notices.

**REVIEW** qualification documents and qualify candidates.

**REVIEW** Campaign Treasurer's Reports. Send out deficiency letters to candidates of record.

**GEOGRAPHICAL** Systems analysis, political mapping based on demographic data.

**CERTIFICATION** and declaration of election results.

**ADVISORY BOARD** Elections.

**RETIREMENT BOARD** Elections.