



# OFFICIAL RECORDS AND LEGISLATIVE SERVICES

## Department Description

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. Departmental functions include: official proceedings management; records management; property assessments, code enforcement liens, election activities; legislative/lobbyist liaison; and grant research and writing.

DEPARTMENT 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%
<b>Total Official Records and Legislative Ser</b>	<b>1,100,249</b>	<b>987,962</b>	<b>1,130,440</b>	<b>1,060,210</b>	<b>-6%</b>

PROGRAM FULL TIME EQUIVALENT POSITIONS				
	Actual 2013/14	Actual 2014/15	Budget 2015/16	Budget 2016/17
Official Records	8.0	8.0	8.0	8.0
<b>Total Official Records</b>	<b>8.0</b>	<b>8.0</b>	<b>8.0</b>	<b>8.0</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 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.