

City Clerk Department Overview



Mission Statement

To empower the public to actively participate in government by providing accurate, timely information and professional services. This ensures residents can make informed decisions that impact their quality of life.

The following divisions are included in this department:

The **Council – General Administration** division supports the administrative functions of the City Council offices. Key responsibilities include providing day-to-day administrative assistance to ensure the smooth operation of Council offices.

The **City Clerk – Administration** division provides leadership and administrative oversight to ensure all departmental programs operate in compliance with legal and City policy requirements. Key responsibilities include managing payroll for Mayor and Council offices, assisting with staff onboarding and separations, and serving as the department's liaison to Human Resources and Business Services. Also, the team is responsible for financial oversight and budget development for the department.

The **Legislative Management** division documents and manages all legislative actions taken by the Mayor and Council and oversees records management across the city. Key responsibilities include processing and distributing agendas, minutes, contracts, resolutions, ordinances, and other official documents for the Mayor and Council and other public meetings. Also, the division manages appointments by City boards, committees, and commissions. In addition, the team oversees the liquor license application process in coordination with various departments, implements and manages citywide records policies and procedures, and responds to public records requests in accordance with legal requirements.

The **Elections Management** division administers City elections in compliance with the Arizona State Constitution, City Charter, State Statutes, and City Code. Key responsibilities include managing elections for Mayor and Council offices, charter amendments, ballot measures, initiatives, and referenda, ensuring all processes follow legal guidelines to promote maximum voter participation. This team also oversees redistricting every four years and again two years after each census, as required.

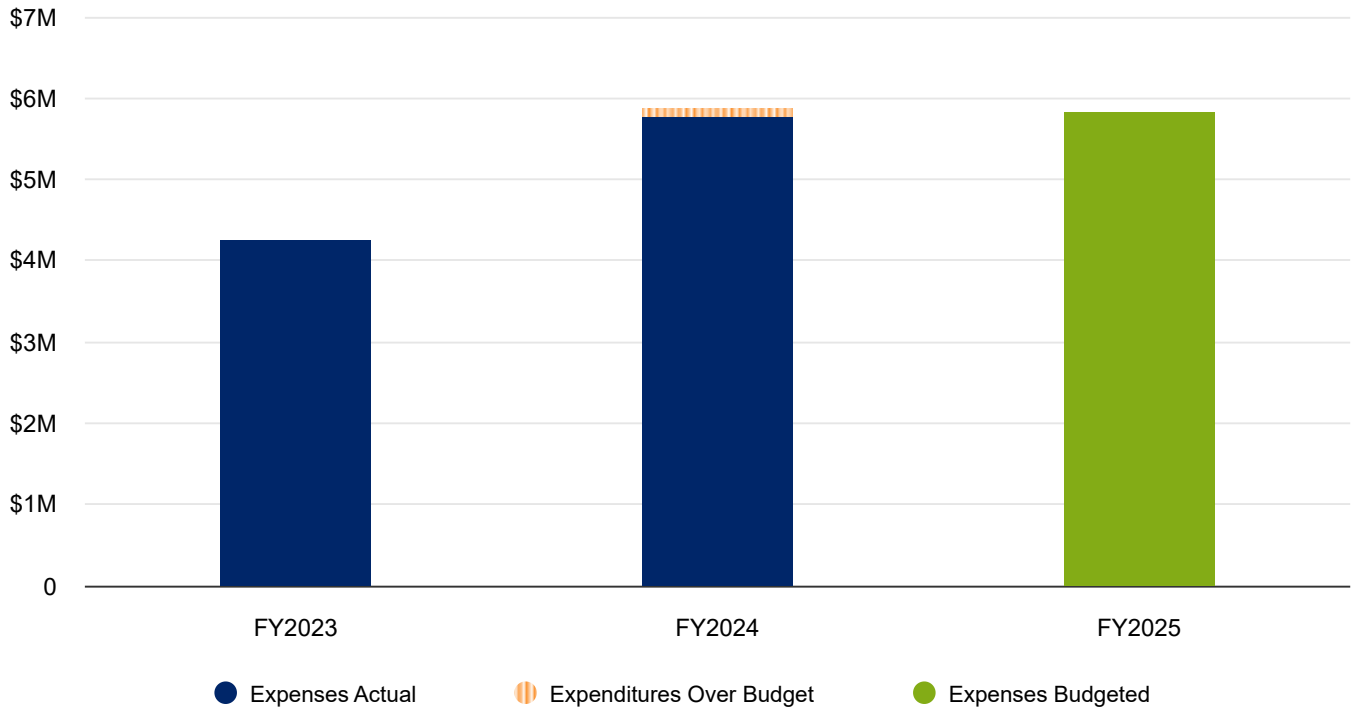
The department's **One-Time Funding** function manages and allocates one-time funding effectively. Key responsibilities include managing and allocating one-time funding, ensuring a clear separation from recurring operational funds. Central management of one-time funding can track, budget, and report on all one-time financial resources, supporting transparency and the strategic use of these funds for non-recurring initiatives and projects.

Expenditure Summary

\$5,818,183

\$37,027 / 0.64% Higher Than the Prior Year's Budget

Historical Expenditures Across Department



Significant Changes

The adopted budget for Fiscal Year 2025 of \$5,818,183 reflects an insignificant change, a net \$37,027 increase overall from the Fiscal Year 2024 Adopted Budget.

Trends

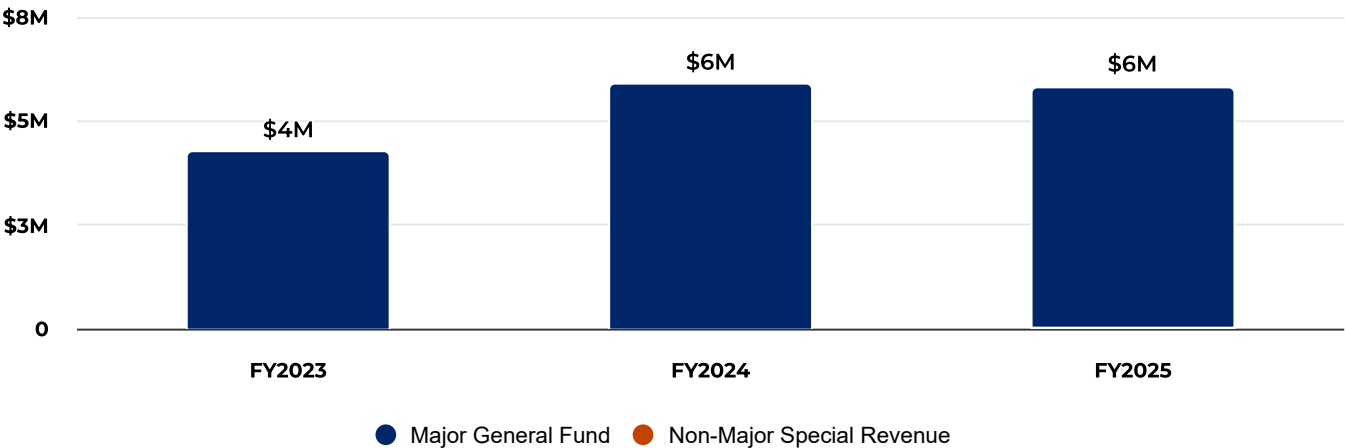
The City Clerk's budget experiences increases in budgeted expenses during years during elections year. Additional expenses have been incurred as a result of cloud storage of electronic documents and media for City departments.

Expenditures by Fund

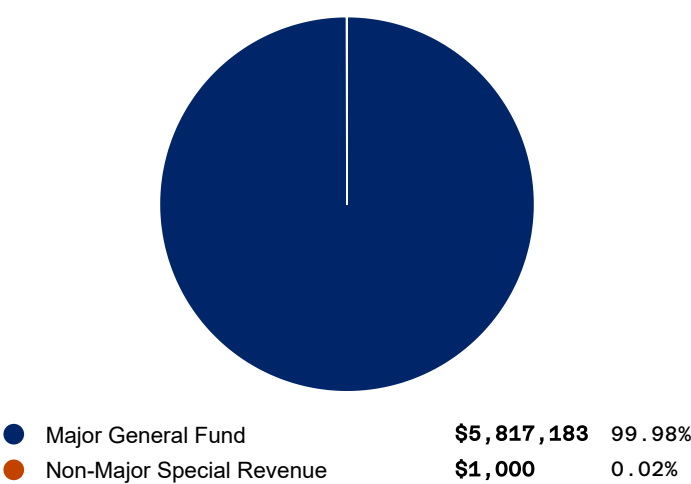
This chart reflects historical spending by funding category, showing a consistent reliance on the Major General Fund over the last three fiscal years.

- Fiscal Year 2023: Total expenditures were approximately \$4 million, with all spending sourced from the Major General Fund.
- Fiscal Year 2024: Expenditures increased to \$6 million, continuing to be fully supported by the Major General Fund with no recorded use of special revenue sources.
- Fiscal Year 2025: Expenditures are projected to remain steady at \$6 million, again relying solely on General Fund resources.

Historical Expenditures by Fund



Fiscal Year 2025 Expenditures by Fund

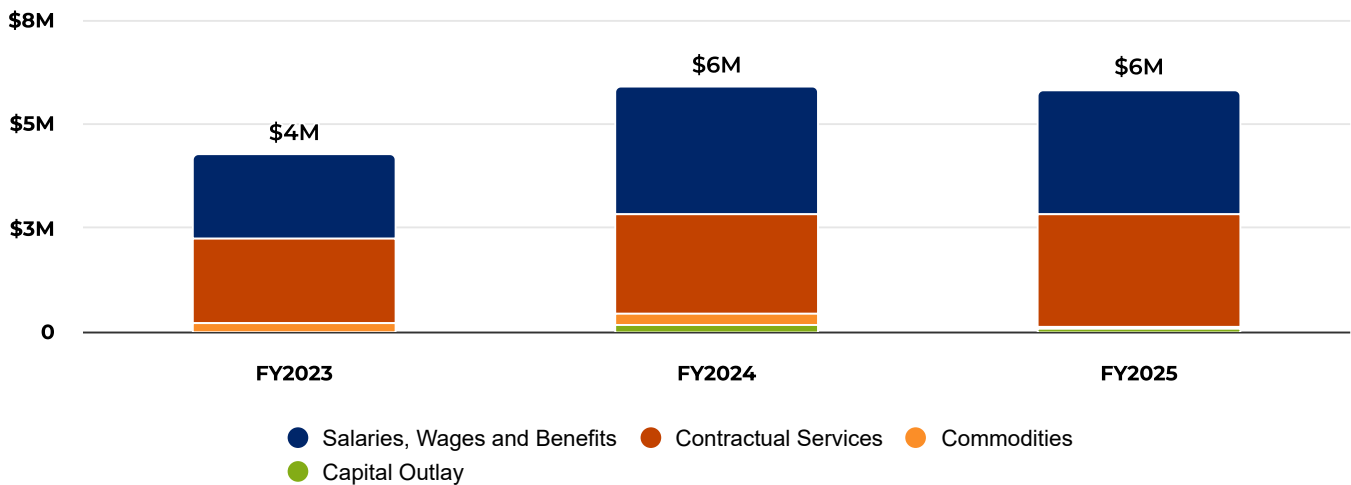


Expenditures by Type

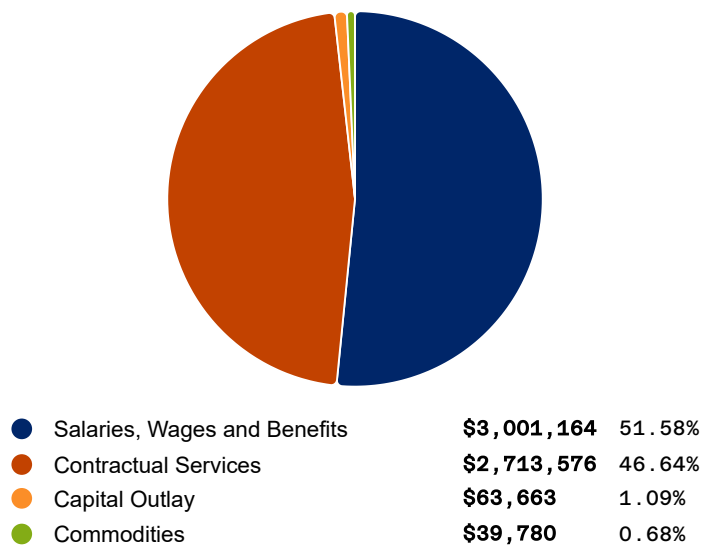
This chart displays the distribution of spending by expense type over three fiscal years, emphasizing the consistent investment in personnel and service delivery.

- Fiscal Year 2023: Total expenditures were \$4 million, with most spending allocated to:
 - Contractual Services
 - Salaries, Wages, and Benefits
 - Minimal expenditures on Commodities and Capital Outlay
- Fiscal Year 2024: Spending increased to \$6 million, with proportional increases across all major categories, particularly in personnel and contracted services, supporting operational growth.
- Fiscal Year 2025: Expenditures are projected to remain steady at \$6 million, continuing to prioritize:
 - Staff compensation
 - Contractual Services, which may include consulting, legal, IT, or other outsourced support
 - Modest investments in capital and material needs

Historical Expenditures by Type



Fiscal Year 2025 Expenditures by Type



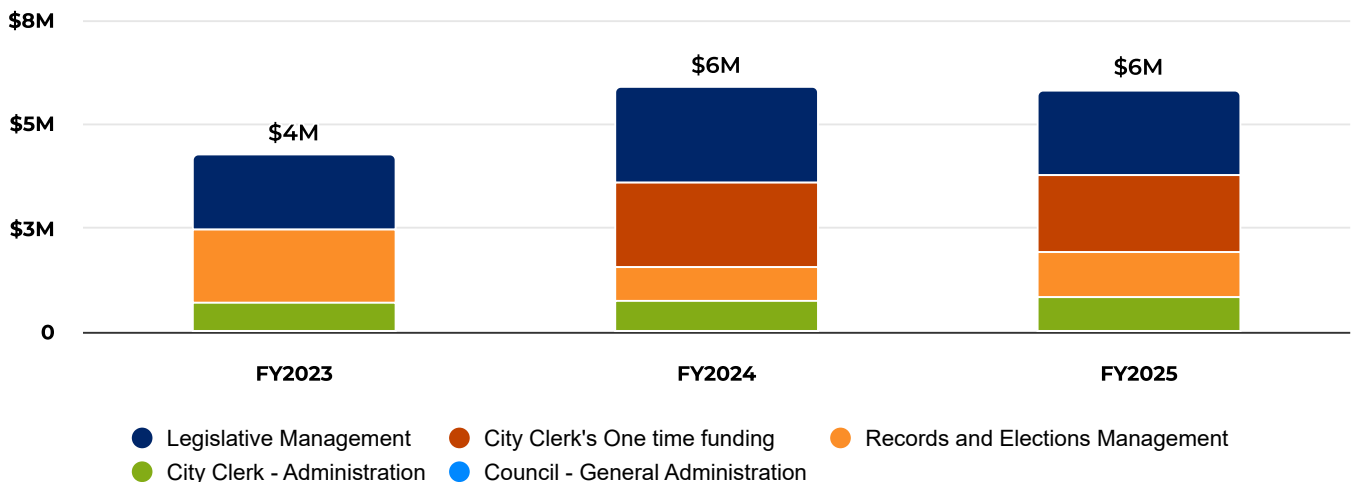
Note: Charts may not total 100% due to rounding.

Expenditures by Cost Center

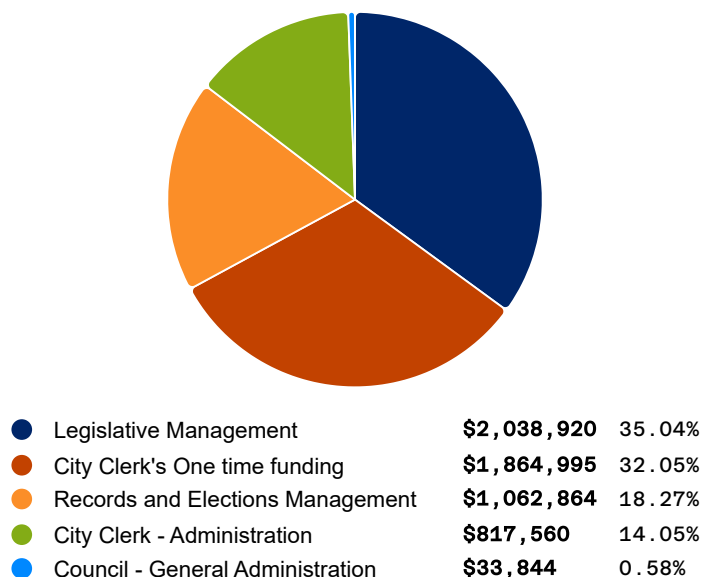
This chart displays how expenditures have been distributed across legislative and administrative operations over the past three fiscal years, with a clear focus on governance and recordkeeping support.

- Fiscal Year 2023: Total spending was \$4 million, with the majority allocated to:
 - Legislative Management
 - Records and Elections Management
 - City Clerk – Administration
- Fiscal Year 2024: Expenditures increased to \$6 million, largely due to the addition of City Clerk’s One-Time Funding, which provided temporary support for projects or initiatives outside the regular operating budget.
- Fiscal Year 2025: Expenditures are projected to remain steady at \$6 million, with funding allocated for Special and 2025 Elections, Campaign Finance Reporting Software, and Express Vote Voting machines. This reflects sustained investment in:
 - Legislative operations
 - City Clerk services
 - Elections and records management
 - Council – General Administration

Historical Expenditures by Cost Center



Fiscal Year 2025 Expenditures by Cost Center



Note: Charts may not total 100% due to rounding.

Accomplishments

The City Clerk's Office has assigned full-time staff to the City Records Center to enhance support for departmental records officials and ensure compliance with state laws on records retention and destruction. Additionally, a Public Records Request module has been successfully implemented within the OnBase content management platform. This enhancement streamlines the intake, processing, and fulfillment of public records requests, improving efficiency for both the public and City departments.

Future Objectives

To address the growing complexity of elections administration, the City Clerk's Office has assigned full-time employees to support Elections Operations. These dedicated staff members are responsible for updating and implementing key election procedures, including ballot receipt and processing, election board worker coordination, voting site management, and ensuring security throughout all phases of the election process. This focused support enhances the integrity and efficiency of City elections.

Position Resources

