

City Clerk Department Overview



Mission Statement

It is the Mission of the Office of the City Clerk to enable the public to fully participate in the governmental process, by providing accurate information and services in a professional manner, enabling the public to make informed decisions affecting the quality of their lives.

The City Clerk's Office provides accurate, accessible and timely legislative information to various constituencies, including the Mayor and Council, city staff and the public. The primary function of the office is to provide administrative, clerical, and logistical support to the Mayor and Council; coordinate and administer records management throughout the city; conduct regular and special municipal elections in conformance with federal, state, and city laws and procedures; and administer the City of Tucson Campaign Finance Program.

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.

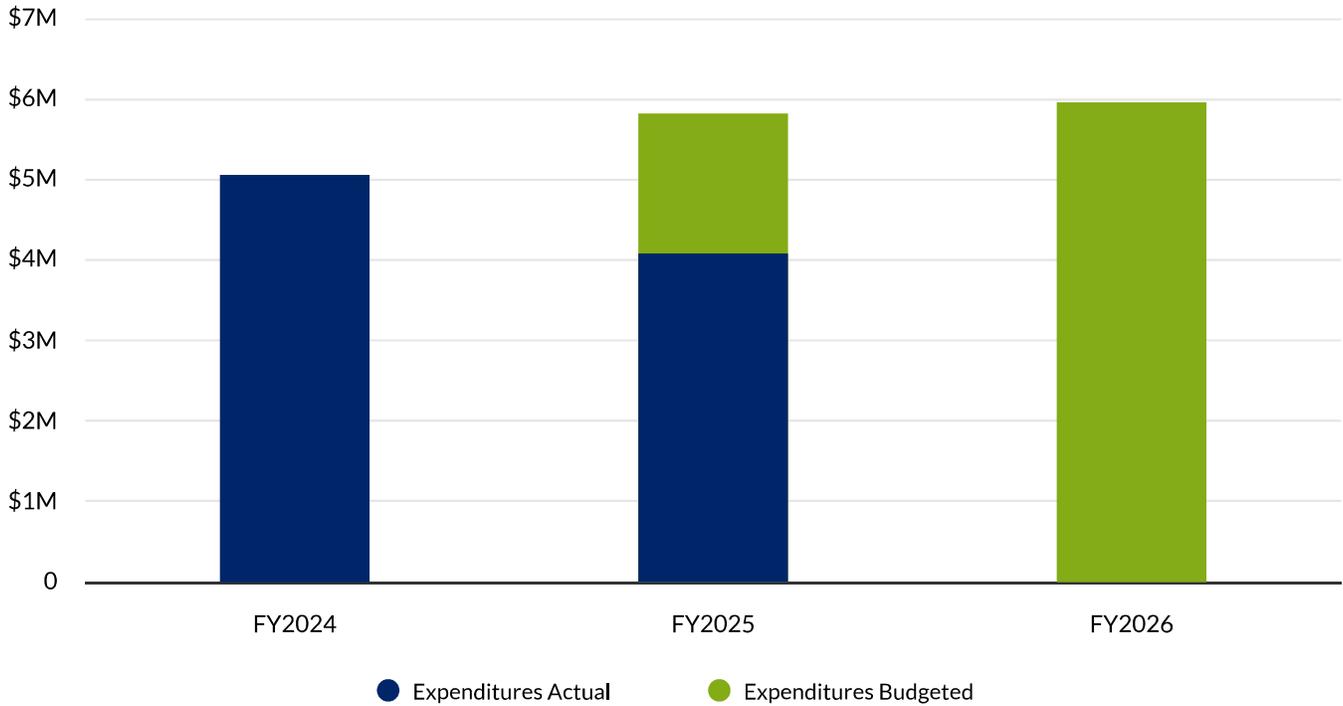
The Department's **One-Time Funding** function manages and allocates one-time funding effectively. Key responsibilities include managing and allocating one-time funding, ensuring a clear separation from recurring operational funds. Central management of one-time funding can track, budget, and report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

Expenditure Summary

\$5,959,917

\$141,734 / 2.44% Higher Than the Prior Year's Budget

Historical Expenditures Across Department



Note: Amounts shown in the graphs are rounded up.

Significant Changes

For Fiscal Year 2026, the City of Tucson's City Clerk's Office is budgeted at \$6.0 million, an increase of 2.44% compared to the prior year's budget of \$5.8 million. This reflects a continuation of gradual budget growth to support departmental responsibilities.

In Fiscal Year 2025, actual expenditures totaled \$4.1 million, which was 19.4% lower than the prior year and represented 69.99% of the budgeted amount. Despite this under-execution of budgeted resources, the Fiscal Year 2026 plan provides for a higher level of funding, indicating an expectation of greater operational needs and service demands in the upcoming year.

Overall, the Fiscal Year 2026 budget highlights a steady upward adjustment in planned spending, suggesting a proactive allocation of resources to strengthen the City Clerk's ability to meet statutory, administrative, and public service responsibilities.

Trends

Although the City Clerk's Office spent less than budgeted last year, the Fiscal Year 2026 budget is slightly higher. This increase ensures the Clerk's Office has enough resources to manage elections, maintain public records, and support the Mayor and Council effectively.

Expenditures by Fund

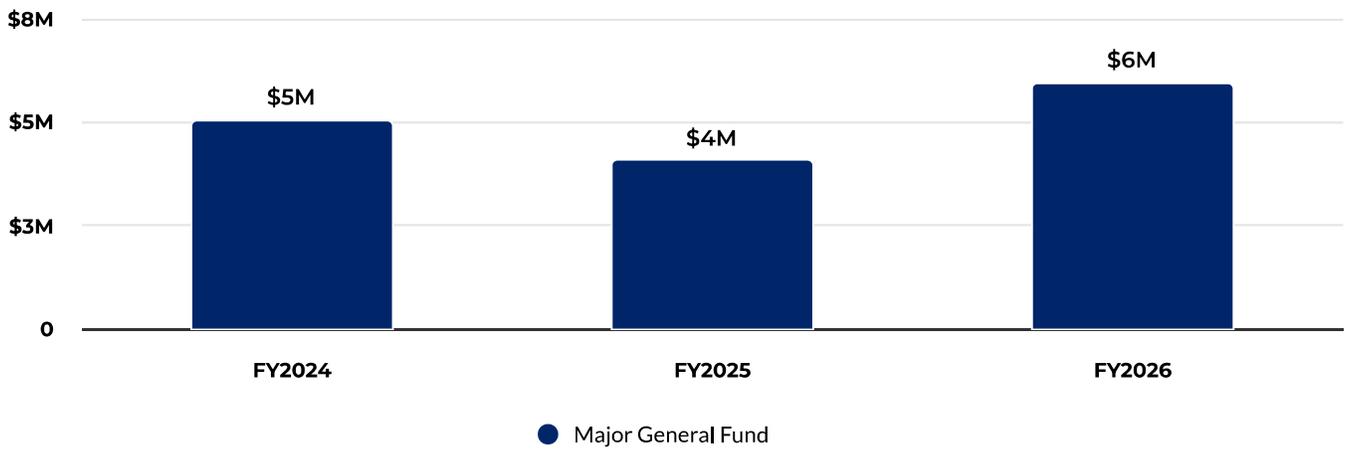
This chart reflects the City of Tucson’s historical spending by funding category, showing a consistent reliance on the Major General Fund over the last three fiscal years.

In Fiscal Year 2026, the City Clerk’s Office is budgeted at \$6.0 million, compared to the Fiscal Year 2025 Adopted Budget. *(Note: The original comparison used Fiscal Year 2025 actuals; this should be a budget-to-budget comparison.)*

The Major General Fund continues to serve as the sole funding source, accounting for 100% of expenditures in both years. Within this fund, expenditures represent 46.37%, reversing the prior year’s decline of \$980,236 (-19.4%). *(Note: The prior comparison also referenced FY 2025 actuals and should instead use FY 2025 budget figures.)*

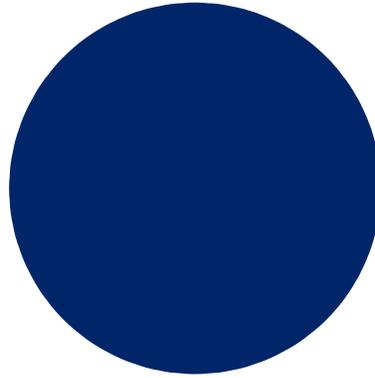
Overall, the Fiscal Year 2026 budget reflects a substantial upward adjustment in General Fund support, underscoring the City’s investment in the Clerk’s Office to strengthen its capacity for managing elections, maintaining official records, and supporting legislative processes.

Historical Expenditures by Fund



Note: Amounts shown in the graphs are rounded up.

Fiscal Year 2026 Expenditures by Fund



● Major General Fund **\$5,959,917** 100.00%

Expenditures by Type

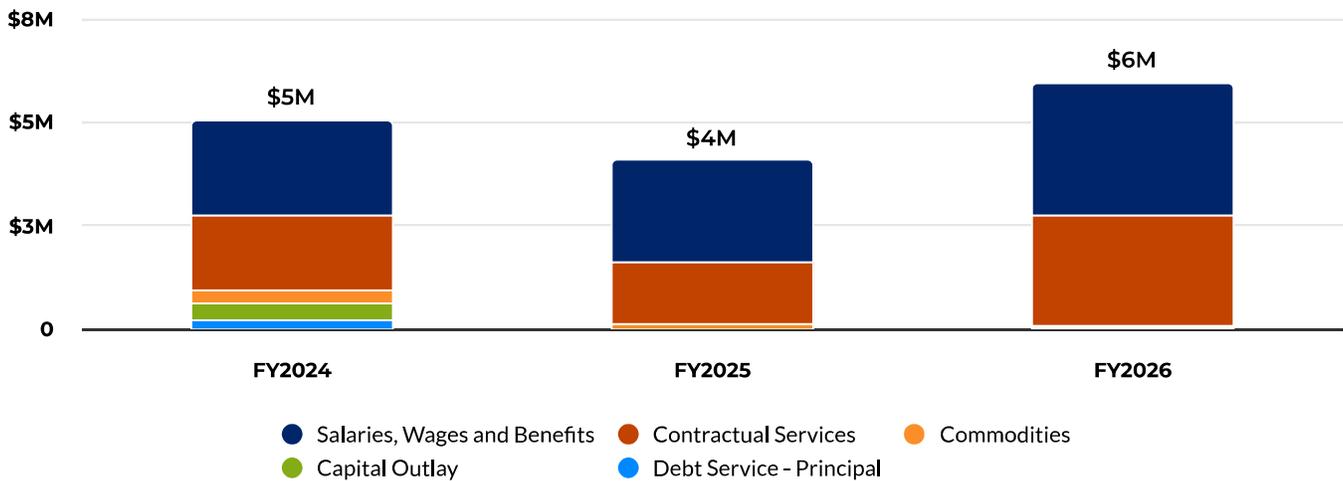
This chart displays the City of Tucson's distribution of spending by expense type over the past three fiscal years, emphasizing the consistent investment in personnel and service delivery.

In Fiscal Year 2026, the City Clerk's Office is budgeted at \$6.0 million, compared to the Fiscal Year 2025 Adopted Budget.

- **Salaries, Wages, and Benefits:**
Remain the largest expenditure category at \$3.2 million (54.27%). *(Note: This comparison should reference FY 2025 budget figures, not actuals.)* This underscores the department's continued emphasis on personnel as its core resource.
- **Contractual Services:**
Experienced the most substantial increase to \$2.7 million (44.83%), highlighting higher planned costs for elections, outside services, and specialized operational needs.
- **Commodities:**
Fell to \$39,780 (0.67%), continuing the downward trend in supply-related costs.
- **Capital Outlay:**
Newly introduced at \$13,670 (0.23%), signaling targeted investments in equipment and small capital items.
- **Debt Service – Principal:**
Remained at \$0.

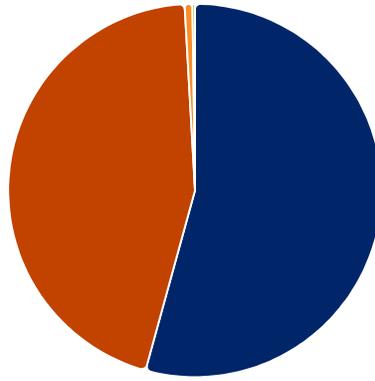
Overall, the Fiscal Year 2026 budget reflects substantial growth in staffing and contractual services, which together account for nearly 99% of total expenditures, while other categories remain minimal or continue to decline. This composition highlights the City's focused investment in personnel and essential service delivery within the City Clerk's Office.

Historical Expenditures by Type



Note: Amounts shown in the graphs are rounded up.

Fiscal Year 2026 Expenditures by Type



● Salaries, Wages and Benefits	\$3,234,709	54.27%
● Contractual Services	\$2,671,758	44.83%
● Commodities	\$39,780	0.67%
● Capital Outlay	\$13,670	0.23%

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

Expenditures by Cost Center

This chart displays how the City of Tucson’s expenditures have been distributed across legislative and administrative operations over the past three fiscal years, highlighting a continued focus on governance and recordkeeping support.

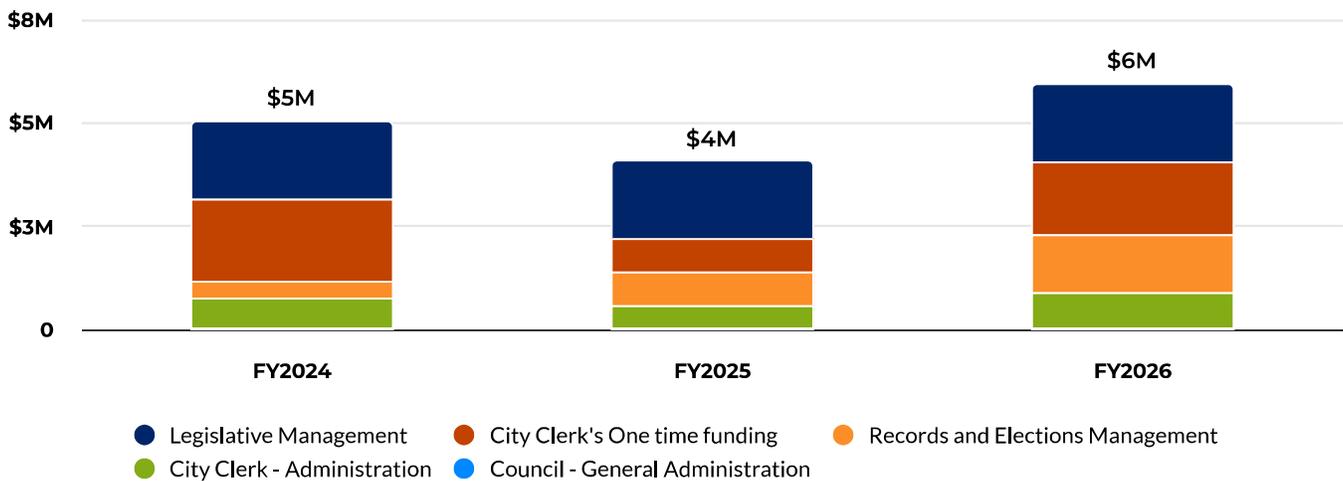
In Fiscal Year 2026, the City Clerk’s Office is budgeted at \$6.0 million, compared to the Fiscal Year 2025 Adopted Budget.

Major Cost Centers

- Legislative Management:**
 Remains the largest cost center at \$1.9 million (31.8%), reflecting a 1.58% change from the prior year. *(This comparison should reference FY25 budget figures.)*
- One-Time Funding:**
 Saw the most significant growth, increasing to \$1.8 million (29.61%), reversing the prior year’s decrease and reflecting a renewed investment in special initiatives and election-related projects.
- Records and Elections Management:**
 Reached \$1.4 million (23.53%), underscoring heightened election-related and records management needs.
- Administration:**
 Increased to \$864,453 (14.5%), strengthening organizational and operational support functions within the department.
- Council – General Administration:**
 Totaled \$32,840 (0.55%), maintaining its role as the smallest cost center but showing steady resource support for council-related activities.

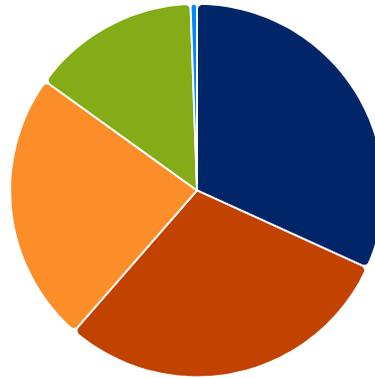
Overall, every major cost center within the City Clerk’s Office increased in Fiscal Year 2026, with particularly strong growth in one-time funding and elections management. This trend reflects a strategic expansion of resources to support legislative operations, records management, and election services, aligning with the City’s broader commitment to transparent governance and efficient administrative support.

Historical Expenditures by Cost Center



Note: Amounts shown in the graphs are rounded up.

Fiscal Year 2026 Expenditures by Cost Center



● Legislative Management	\$1,895,233	31.80%
● City Clerk's One time funding	\$1,765,000	29.61%
● Records and Elections Management	\$1,402,391	23.53%
● City Clerk - Administration	\$864,453	14.50%
● Council - General Administration	\$32,840	0.55%

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

Position Resources

Fiscal Year 2026 Adopted FTE Count

