



City of Phoenix

About the City of Phoenix City Clerk Department

The City Clerk Department upholds public trust and protects local democracy by providing access to services and information on matters of public interest to residents, elected officials, city departments, and other customers. The department is organized into the areas listed below to assure customers are provided with efficient and effective service.

Annexations, 602-256-3245

- Handles resident inquiries and requests regarding the annexation process
- Conducts annexations in accordance with State law and initiates public notices and Council actions to effectuate annexations
- Communicates and coordinates with city departments to ensure that proposed annexations are reviewed by departments and annexed areas receive appropriate city services

City Council and Open Meeting Law Support, 602-256-3186

- Administers the Open Meeting Law and Lobbyist Programs
- Prepares Agendas and Minutes for Formal and Special City Council Agendas and disseminates to staff and the public
- Prepares letters to residents and businesses notifying them of Council Actions
- Posts all City Council notices, packets and results to the city's Internet site
- Maintains Boards and Commissions appointment information, including coordination of loyalty oaths

Election Services, 602-261-8683

- Conducts regularly scheduled city of Phoenix Mayor and Council elections every odd-numbered year
- Provides information to assist potential candidates for city elective office
- Accepts candidate nomination petitions and other required documents for city elective office
- Verifies signatures and certifies all nomination petitions
- Conducts all special city elections as required by resident initiative or by Council order
- Tracks and enforces filing of required candidate and political committee campaign finance reports

Emergency Operations Center, 602-256-HELP (4357)

- During city emergency situations, operates a resident information hotline to provide accurate information to the public
- Provides general information on some major events in the city

Initiative, Referendum and Recall Petition Services, 602-262-6837

- Provides information to residents regarding the initiative, referendum and recall petition processes
- Accepts applications and other legal documents for the petition processes
- Verifies signatures and certifies sufficiency or insufficiency of all such petitions

License Services, 602-262-4638

- Issues Regulated Business Licenses (ex. Amusements, Auctions, Curb Painters, Massage, Escorts, etc.)
- Processes Liquor License, Off-Track Betting, and Bingo License Applications

Official Records, 602-262-6811

- Receives and maintains all official city documents such as ordinances, resolutions, contracts, agreements, deeds and Council minutes, and provides electronic access to these public records
- Administers the citywide Records Management Program
- Stores up to 29,000 cubic feet of inactive records in Records Center