City of Phoenix

CITY CLERK DEPARTMENT FACTS

Council, License, and Management Services Division

City Council and Open Meeting Law Support
- Posts nearly 3,000 meeting notices annually in compliance with Arizona Open Meeting Law
- Processes approximately 2,000 Council agenda items annually
- Publishes all Council meeting notices, packets and results to phoenix.gov
- Administers the City's lobbyist registration program

Fiscal and Payroll
- Administers $10.6 million department budget
- Processes $4.1 million of internal work order credits
- Processes payroll for 52 full time and up to 30 seasonal employees

License Services
- Processes an average of 400 new applications per month
- Assists 600-800 walk-in customers per month
- Recovers $2.9 million in revenue annually

Printing and Design Services
- Prints 35 million impressions annually
- Two-day turnaround on rush print jobs
- Ten-day turnaround on routine print jobs

Director's Office

Mail Services
- Mails 4.8 million water bills annually
- Realizes $540,000 savings of postage costs yearly by using presort services
- Processes more than 7 million pieces of U.S. Mail annually

Records and Elections Division

Annexations
- Annexed 1 area in FY 2011-12 comprised of .0090 square miles and $18,228 in assessed valuation
- Annexed 5 areas in FY 2010-11 comprised of .0309 square miles and $1,434,001 in assessed valuation
- Annexed 4 areas in FY 2009-10 comprised of .0371 square miles and $222,213 in assessed valuation

Election Services

- The city of Phoenix is the second largest election jurisdiction in the state (second to Maricopa County) with almost 633,000 registered voters. (April 2013)
- There are more than 410,000 city voters on the permanent early voting list to automatically receive an early ballot by mail for each election. (April 2013)

Initiative, Referendum and Recall Petition Services

- A successful initiative petition requires 25,480 valid signatures.*
- A successful referendum petition requires 16,987 valid signatures.*

* Valid signatures are those of registered voters residing in Phoenix.

Official Records

- Scans more than 120,000 images into records imaging system annually
- Processes more than 20,000 requests for information annually
- Stores up to 29,000 cubic feet of inactive records in Records Center