

CITY CLERK AND ELECTIONS

Program Goal

The City Clerk Department maintains orderly and accessible records of all city activities and transactions including posting all public meeting notifications; preparing agendas and minutes for City Council formal meetings; providing for effective administration of city elections and annexations; administering liquor, bingo and regulatory license services; and providing printing, typesetting, microfilming, document imaging, office automation and mail delivery services to all city departments.

Budget Allowance Explanation

The City Clerk 2009-10 operating budget allowance of \$5,675,000 is \$415,000 or 7.9 percent more than 2008-09 estimated expenditures. The increase is due to a scheduled election. The increase is partially offset by budget reductions that suspend positions responsible for city elections, internal mail delivery, printing services, maintenance of official records, training classes, translation and technical support. Also included in the budget reductions are high-level maintenance and support for the city's Enterprise Messaging System, and reductions in funding for prepared legal descriptions for annexations and verification of property management.

Expenditure and Position Summary

	2007-08	2008-09	2009-10
Operating Expense	\$7,591,000	\$5,260,000	\$5,675,000
Total Positions	124.0	105.3	105.3
Source of Funds:			
General	\$7,426,000	\$5,085,000	\$5,498,000
City Improvement	165,000	165,000	164,000
Other Restricted	—	10,000	13,000

City Clerk Major Performance Measures and Service Levels

The following significant performance measures and service trends will be achieved with the 2009-10 budget allowance:

	2007-08**	2008-09*	2009-10
Number of Council formal and special meeting agenda items	3,323	3,400	3,400
Open meeting law notices posted***	4,716	5,000	4,500
Total printing and copy impressions (including rapid copy)	46.2M	30.0M	30.0M
City Council regular and special elections held	3	0	1
Business license data entry activity	32,447	33,800	33,800
Records imaged for public access	N/A	95%	95%
Effectiveness of anti-spam filter	97%	95%	95%
Customer satisfaction with department	96%	95%	95%

*Based on 10 months actual experience.

**In 2008 the city of Phoenix completed an extensive review of every department's performance measures. Many new measures were created to better assess the efficiency and effectiveness of services being provided. Historical data is not always available for these new measures.

***Includes meeting notices and meeting result postings as required by state law as of September 2008.

