

CITY CLERK

The mission of the San José City Clerk is to maximize public access to municipal government.

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The City Clerk's Office assists the City Council in the legislative process and makes that process accessible to the public by maintaining the legislative history of the City Council and complying with election laws.

Operating expenditures totaled \$1.9 million in 2013-14, an increase of 8 percent from 2012-13. Compared to ten years ago, 2013-14 expenditures were 7 percent lower.

Staffing in 2013-14 remained at 15 positions over the past year. Compared to ten years ago, staffing was 3 positions higher in 2013-14 .

In 2013-14 the City Clerk's Office conducted primary elections for Mayor & City Councilmembers and ballot measures in accordance with the City Charter and the State Elections Code. The Office maintained compliance with open government, campaign finance, lobbyist registration, statements of economic interest, and other public disclosure requirements.

In addition, the Clerk's Office facilitated the disbursement of over 700 grants for the Mayor and Council. The Office also facilitated recruitment of 10 full-time and 8 part-time staff, and the appointment of 43 interns for the Mayor and City Council Offices.

During the 2014 Boards and Commissions Spring Recruitment, the City Clerk's Office recruited for 42 appointed positions by screening and processing 135 online applications.

* The Clerk also oversaw \$1.8 million in Citywide expenditures, including \$1 million for Elections and Ballot measures.

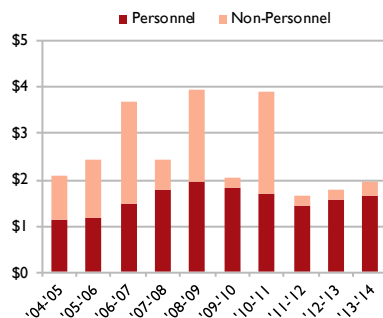
KEY FACTS (2013-14)

Number of ordinances processed	163
Number of resolutions processed	353
Number of Public Records Act requests processed	1,109
Number of Statements of Economic Interest and Family Gift Reports processed	2,312
Number of Lobbyist reports processed	275
Number of contracts processed	1,601
Number of meetings staffed	196

City Clerk's Office: Selected Activities in 2013-14

- Prepared and distributed Agenda packets, synopses, and action minutes of City Council and Rules and Open Government Committee meetings and posted them on the City's website. Prepared and distributed minutes for other City Council Committees. Both City Council and City Council Committee meetings were web-cast live, indexed, and archived for on-demand replay.
- Provided access to the City's legislative records and documents. Requests for the City's legislative records and related public documents were received and fulfilled under provisions of the California Public Records Act.
- Reviewed all City contracts for administrative compliance and made them available for review.

City Clerk Operating Expenditures (\$millions)



Note: Spikes in non-personnel expenditures were due to elections in those years. However, beginning in FY 2012-13, election expenditures are included in a separate appropriation and will no longer appear in non-personnel.

City Clerk Authorized Positions

