

CITY CLERK

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

CITY CLERK

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 \$1.7 million* in 2011-12, a decrease of 57 percent from 2010-11. Expenditures in 2010-11 were higher due to expenses related to elections. Compared to five years ago, 2011-12 expenditures were 31 percent lower.

Staffing in 2011-12 totaled 13, a decrease of 13 percent compared to 2010-11. Compared to five years ago, staffing was 26 percent lower in 2011-12.

In 2011-12 the City Clerk's Office conducted elections for City Councilmembers and ballot measures in accordance with the City Charter and the State Elections Code. In addition, the Office maintained compliance with open government, campaign finance, lobbyist registration, statements of economic interest, and other public disclosure requirements.

* In addition, the City Clerk's Office administered about \$1.9 million in spending for various Citywide items.

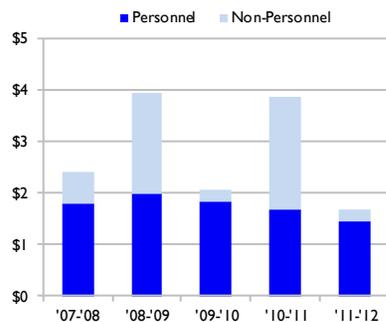
KEY FACTS (2011-12)

Number of ordinances processed	175
Number of resolutions processed	365
Number of Public Records Act requests processed	1,500
Number of Statements of Economic Interest processed	1,450
Number of Lobbyist reports processed	250
Number of contracts processed	1,300
Number of meetings staffed	185

City Clerk's Office: Selected Activities in 2011-12

- 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)



City Clerk Authorized Positions

