

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.

The City Clerk's operating budget totaled \$2.6 million* in 2015-16 and staffing remained unchanged at 15 positions. Ten years ago there were 1.5 more positions than in 2015-16.

In 2015-16, the City Clerk's Office, in coordination with the City Attorney's Office and the Registrar of Voters, administered a Primary Election for Districts 2, 4, 6, 8, and 10 that included providing information to candidates. The Office is responsible for 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 close to 600 grants for the Mayor and Council. The Office also coordinated the recruitment of 13 full-time and 24 part-time staff, and the appointment of 44 interns for the Mayor and City Council Offices. The Clerk's Office also provides administrative support to the elected offices including tracking their operating budgets.

During the 2016 Boards and Commissions Spring Recruitment, the City Clerk's Office recruited for 39 appointed positions by screening and processing over 100 online applications.

*In addition to expenditures paid out of its operating budget, the Clerk was also responsible for \$2.7 million in Citywide expenses including \$2 million for Elections and Ballot Measures.

The City Auditor's Office conducted an [Audit of the Office of the City Clerk](#) in FY 2015-16.

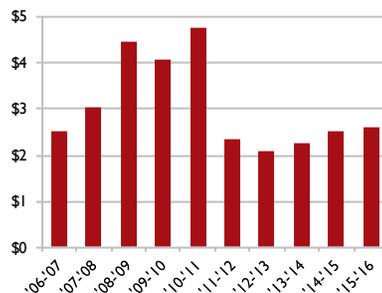
KEY FACTS (2015-16)

Number of ordinances processed	93
Number of resolutions processed	395
Number of Public Records Act requests processed	1,929
Number of Statements of Economic Interest and Family Gift Reports processed	3,108
Number of Lobbyist reports processed	238
Number of contracts processed	1,905
Number of meetings staffed	174

City Clerk's Office: Selected Activities in 2015-16

- 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 in coordination with the City Manager's Office.
- 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 Budget (\$millions)



Note: Spikes in 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

