

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. The Office is responsible for open government, campaign finance, lobbyist registration, statements of economic interest, and other public disclosure requirements.

The Office is responsible for preparing and distributing agenda items for City Council and various Committee meetings; providing access to the City’s legislative records and documents under the California Public Records Act; and reviewing all City contracts for administrative compliance. The City Clerk’s operating budget totaled \$2.7 million* in 2016-17 and staffing remained unchanged at 15 positions. Ten years ago there were 2.5 more positions than in 2016-17.

The Clerk’s Office also provides administrative support to the Mayor and Council Offices, including tracking their office budgets and facilitating the disbursement of grants (about 580 in 2016-17). The Office also coordinated the recruitment of 36 full-time and 18 part-time staff, and the appointment of 39 interns for the Mayor and City Council Offices.

During the 2017 Boards and Commissions Spring Recruitment, the City Clerk’s Office recruited for 79 appointed positions by screening and processing about 340 online applications.

*In 2016-17, the City Clerk’s Office actual expenditures totaled \$2.2 million, out of which, \$1.4 million was spent on administering elections and ballot measures.

The City Auditor’s Office conducted an [Audit of the Office of the City Clerk](#) in FY 2015-16, and an [Audit on Open Government](#) in FY 2016-17.

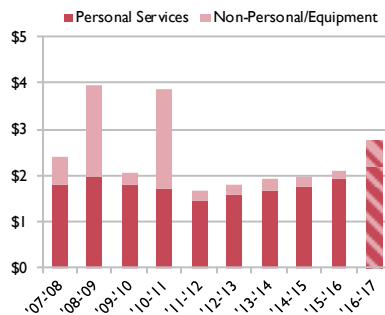
KEY FACTS (2016-17)

Number of meetings staffed	187
Number of ordinances processed	203
Number of resolutions processed	410
Number of records requested (e.g. legislative histories, contracts, election related documents)	1,578
City staff requests	788
Public requests	790
Number of Statements of Economic Interest and Family Gift Reports processed	4,047
Number of Lobbyist reports processed	332
Number of contracts processed	2,151
Number of campaign filings processed	518

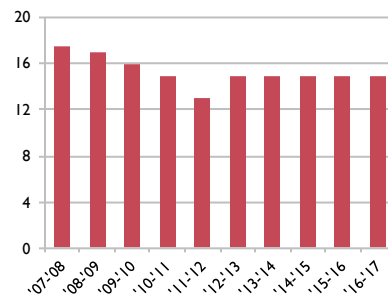
Selected activities in 2016-17:

- The City Clerk’s Office received a Digital Strategy Award in the area of Environmental Stewardship by Granicus, a technology provider for public agencies, for implementing environmentally conscious office policies through the use of software.
- The City Clerk’s Office, in coordination with the City Attorney’s Office and the Santa Clara County Registrar of Voters, administered a General Election for Districts 2, 6, and 8 that included providing information to candidates. There were also three measures on the November ballot: Measures E (Opportunity to Work), F (Pension Modification), and G (Business Tax Modification).

City Clerk Operating Expenditures (\$millions)



City Clerk Authorized Positions



Note: 2016-17 is adopted budget data. All other years are actual expenses. Spikes in expenditures due to elections.