

## 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 \$1.8 million in 2012-13, an increase of 8 percent from 2011-12. Compared to ten years ago, 2012-13 expenditures were 4 percent lower.

Staffing in 2012-13 increased from 13 to 15 positions over the past year. Compared to ten years ago, staffing was 1.5 positions higher in 2012-13.

In 2012-13 the City Clerk's Office conducted elections in November 2012 for 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 600 grants for the Mayor and Council. The Office also facilitated recruitment of six permanent staff and the appointment of 28 interns for the Mayor and City Council Offices.

During the 2013 Boards and Commissions Spring Recruitment, the City Clerk's Office recruited for 44 positions. Over 300 applications were submitted, screened and processed through the online application process.

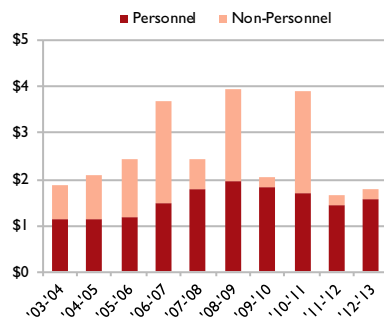
### KEY FACTS (2012-13)

Number of ordinances processed	161
Number of resolutions processed	373
Number of Public Records Act requests processed	2,279
Number of Statements of Economic Interest and Family Gift Reports processed	2,163
Number of Lobbyist reports processed	285
Number of contracts processed	1,667
Number of meetings staffed	212

### City Clerk's Office: Selected Activities in 2012-13

- 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

