



FOR IMMEDIATE RELEASE

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Milpitas Appoints Wendy Wood as New City Clerk

Wood will be responsible for administering democratic processes such as elections, access to city records, and all legislative actions ensuring transparency to the public

Milpitas, Calif. – City Manager Steven G. McHarris has appointed Wendy Wood as City Clerk. Wood comes to Milpitas from the City of Campbell, where she served as City Clerk for five years and Deputy City Clerk for five and a half years.

“Wendy joins our team with a solid reputation in performing a variety of highly complex clerical and administrative duties related to local government functions,” says City Manager Steve McHarris. “Her diligence, organization and leadership will be a strong addition to our team. I am confident that her skills and genuine desire to help others will be immediately evident. I am very pleased to welcome her.”

Wendy’s professional career began in the private sector as an Administrative Assistant, where she was skilled in customer service and document management. She transitioned these skills to pursue a career in the public sector and was hired as the Deputy City Clerk for the City of Campbell. While working as the Deputy City Clerk, Wendy was selected to participate in the Alliance for Innovation Academy, where she worked on a team project to improve community engagement. She was also elected by her peers to serve as the Vice President for the Campbell Municipal Employee Association. She received her designation as a Certified Municipal Clerk from the International Institute of Municipal Clerks in 2014. In 2015, Wendy was appointed by the City Council to serve as the City Clerk.

The City Clerk’s Office is responsible for the recording, writing and maintenance of City Council proceedings. The City Clerk’s Office also conducts municipal elections and acts as compliance officer for local, state, and federal statutes including the Political Reform Act, the Brown Act, the Public Records Act, and all legislative actions ensuring transparency to the public. As a Records Manager, the City Clerk’s Office also oversees another legislative process – the preservation and protection of public records.

Wendy earned her bachelor’s degree in Business Administration from San Jose State University and is currently working on her Master Municipal Clerk certification. She is also a graduate of the Santa Clara County Leadership Academy. She begins with the City of Milpitas on January 27, 2021.

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About the City of Milpitas

Located at the southern end of San Francisco Bay, Milpitas is a progressive community that is an integral part of Silicon Valley. A full-service city with water utility, sewer utility, police and fire services, Milpitas celebrates a diverse population of nearly 80,000. Under a Council-Manager form of government, the City Council has established the following seven priority areas of service and policy: public safety, environment, transportation and transit, economic development and job growth, neighborhoods and housing, community wellness and open space, and governance and administration.

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