

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 maintains the legislative history of the City Council. The Office is responsible for:

- Open government, campaign finance, lobbyist registration, statements of economic interest, and other public disclosure requirements.
- Preparing and distributing agenda items for City Council, Committee, and Commission 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.
- Facilitating remote and hybrid City Council and Board and Commissions meetings in accordance with California’s open meeting laws (i.e., Brown Act).

The City Clerk’s operating expenditures totaled \$3.3 million in 2022-23, with \$2.9 million in personal services and \$0.4 million in non-personal expenditures. In addition, the City Clerk was responsible for \$5.6 million in Citywide expenses, out of which \$4.6 million was spent on elections and ballot measures. Staffing increased from 14 to 18 authorized positions since last year.

The Clerk’s Office also provides administrative support to the Mayor and Council Offices, tracking office budgets and facilitating the disbursement of grants (306 in 2022-23). The Office coordinated the recruitment of 42 full-time and 14 part-time staff for the Mayor and City Council offices. Going forward, the Office is funding onsite and virtual interpretation services for City Council and Committee meetings.

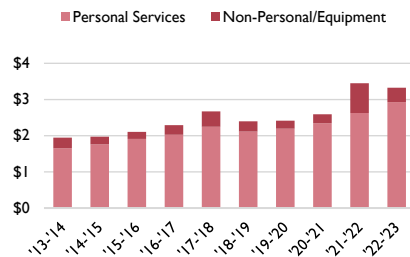
During the 2022 Boards and Commissions Spring Recruitment, the Office recruited for 97 appointed positions by screening and processing 241 online applications.

## KEY FACTS (2022-23)

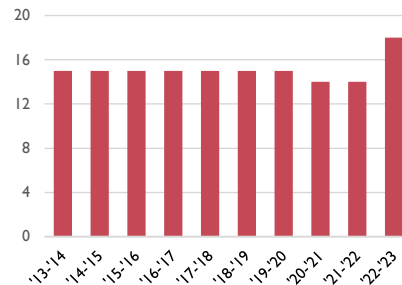
Number of meetings staffed	173
Number of Brown Act agendas posted online	809
Number of Council actions processed and tracked	913
Number of Public Records Requests (e.g., legislative histories, contracts, election related documents)	1,686
Number of Ordinances Processed	130
Number of Resolutions Processed	491
Number of contracts processed	2,723
Number of campaign filings processed	91
Council agendas posted 10 days before a meeting*	100%
Council synopsis and/or minutes posted by next meeting*	95%
Council Committee minutes posted 5 days before the relevant Council meeting*	100%
Decision-Making Bodies minutes posted within 10 days*	98%

\*In accordance with the [City’s Ethics and Open Government Provisions](#), which include the [Matrix of Public Meeting Requirements](#).

**City Clerk Operating Expenditures (\$millions)**



**City Clerk Authorized Positions**



**Council Documents Posted within Open Government Standards\***

