

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

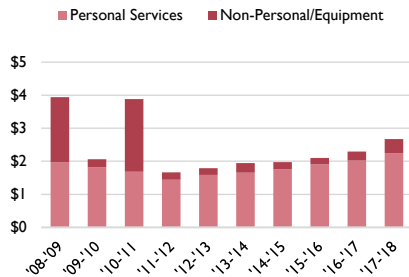
The Office is responsible for preparing and distributing agenda items for City Council and various Committee meetings; providing access to the City’s legislative records and documents under the California Public Records Act; and reviewing all City contracts for administrative compliance. The City Clerk’s operating expenditures totaled \$2.7 million in 2017-18, with \$2.2 million in personal services and \$0.4 million in non-personal expenditures. In addition, the City Clerk was responsible for \$3.1 million in Citywide expenses, out of which \$1.9 million was spent in elections and ballot measures. Staffing remained unchanged at 15 positions.

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 (545 in 2017-18). The Office coordinated the recruitment of 23 full-time and 22 part-time staff, and the appointment of 52 interns for the Mayor and City Council Offices.

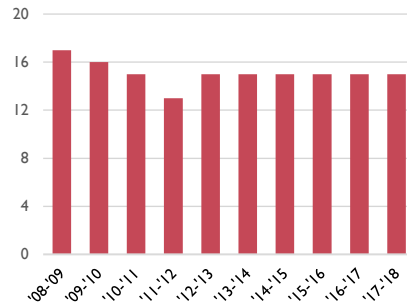
During the 2018 Boards and Commissions Spring Recruitment, the City Clerk’s Office recruited for 65 appointed positions by screening and processing about 186 online applications.

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.

City Clerk Operating Expenditures (\$millions)



City Clerk Authorized Positions



Note: Spikes in expenditures in 2008-09 and 2010-11 were due to elections.

KEY FACTS (2017-18)

Number of meetings staffed	191
Number of ordinances processed	83
Number of resolutions processed	452
Number of records requested (e.g., legislative histories, contracts, election related documents)	1,465
City staff requests	579
Public requests	886
Number of statements of economic interests and family gift reports processed	2,109
Number of lobbyist reports processed	282
Number of contracts processed	2,142
Number of campaign filings processed	556

Selected activities in 2017-18:

- The City Clerk’s Office, in coordination with the City Attorney’s Office and the Santa Clara County Registrar of Voters, administered a Primary Election for the Mayor and for Districts 1,3,5,7, and 9 that included providing information to candidates. There were also two measures on the June 2018 ballot: Measures B (Evergreen Senior Homes Initiative) and C (City of San José’s Urban Sprawl Charter Amendment).
- The City Clerk’s Office, in coordination with the IT department, went live with GILES, a new public-facing search engine for legislative documents such as ordinances, resolutions, and contracts.