

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.\* The Office is also 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.

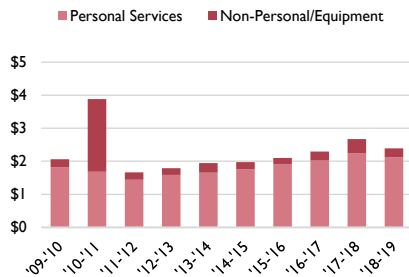
The City Clerk’s operating expenditures totaled \$2.4 million in 2018-19, with \$2.1 million in personal services and \$0.3 million in non-personal expenditures. In addition, the City Clerk was responsible for \$3.4 million in Citywide expenses, out of which \$1.8 million was spent in elections and ballot measures. Staffing remained unchanged at 15 positions.

The Clerk’s Office also provides administrative support to the Mayor and Council Offices, tracking office budgets and facilitating the disbursement of grants (410 in 2018-19). The Office coordinated the recruitment of 25 full-time and 12 part-time staff for the Mayor and Council Offices.

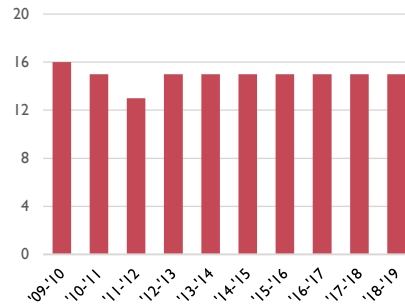
During the 2019 Boards and Commissions Spring Recruitment, the City Clerk’s Office recruited for 50 appointed positions by screening and processing 137 online applications.

\*The City Auditor’s Office conducted an [Audit of the Office of the City Clerk](#) in 2015-16, an [Audit on Open Government](#) in 2016-17, and an [Audit of Form 700s](#) in 2019-20.

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



**City Clerk Authorized Positions**



Note: Spikes in expenditures in 2010-11 were due to elections. Elections expenditures are now consolidated Citywide.

## KEY FACTS (2018-19)

Number of meetings staffed	192
Number of agendas posted online	343
Number of Council agenda items	810
Number of ordinances processed	69
Number of resolutions processed	470
Number of records requested (e.g., legislative histories, contracts, election related documents)	1,066
City staff requests	498
Public requests	568
Estimated number of contracts processed	2,040
Number of campaign filings processed	437
Council agendas posted 10 days before a meeting**	100%
Council synopsis posted by the next meeting**	83%
Council Committee minutes posted 5 days before the relevant Council meeting**	26%
Decision-Making Bodies minutes posted within 10 days**	74%

\*\*In accordance with the [City’s Ethics and Open Government Provisions](#), which include a matrix of public meeting requirements.