

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. In 2020, the Office helped the City transition to providing City Council and Board and Commissions meetings remotely as a result of the COVID-19 pandemic.

The City Clerk’s operating expenditures totaled \$2.4 million in 2019-20, with \$2.2 million in personal services and \$0.2 million in non-personal expenditures. In addition, the City Clerk was responsible for \$2.8 million in Citywide expenses, out of which \$1.9 million was spent on 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 (299 in 2019-20). The Office coordinated the recruitment of 24 full-time and 24 part-time staff for the Mayor and City Council Offices.

During the 2020 Boards and Commissions Spring Recruitment, the City Clerk’s Office recruited for 48 appointed positions by screening and processing about 138 online applications.

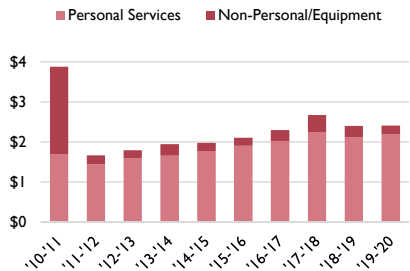
*For more information, the City Auditor’s Office conducted an [Audit of Form 700s](#) in 2019-20.

KEY FACTS (2019-20)

Number of meetings staffed	139
Number of agendas posted online	233
Number of Council agenda items	841
Number of ordinances processed	152
Number of resolutions processed	451
Number of records requested (e.g., legislative histories, contracts, election related documents)	1,155
Estimated City Staff Requests	376
Public Requests	779
Estimated number of contracts processed	2,100
Number of campaign filings processed	232
Council agendas posted 10 days before a meeting**	100%
Council synopsis posted by the next meeting**	72%
Council Committee minutes posted 5 days before the relevant Council meeting**	36%
Decision-Making Bodies minutes posted within 10 days**	94%

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

City Clerk Operating Expenditures (\$millions)



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

City Clerk Authorized Positions

