

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, Committee, and Commission meetings, including the City’s Redistricting and Charter Review Commissions. The Office also provides access to the City’s legislative records and documents under the California Public Records Act and reviews all City contracts for administrative compliance.

The City Clerk’s operating expenditures totaled \$2.6 million in 2020-21, with \$2.3 million in personal services and \$0.3 million in non-personal expenditures. In addition, the City Clerk was responsible for \$4.0 million in Citywide expenses, out of which \$3.2 million was spent on elections and ballot measures. Staffing was reduced by 1 position to 14.

The Clerk’s Office also provides administrative support to the Mayor and Council Offices, tracking office budgets and facilitating the disbursement of grants (161 in 2020-21). The Office coordinated the recruitment of 24 full-time and 25 part-time staff for the Mayor and City Council Offices.

During the 2021 Boards and Commissions Spring Recruitment, the City Clerk’s Office recruited for 123 appointed positions by screening and processing about 296 online applications.

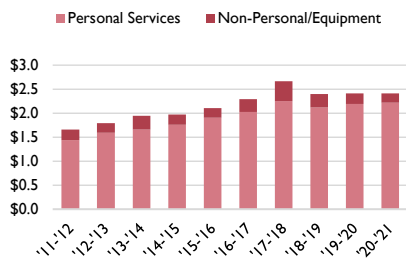
*For more information, the City Auditor’s Office conducted an [Audit of Form 700s](#) in 2019.

KEY FACTS (2020-21)

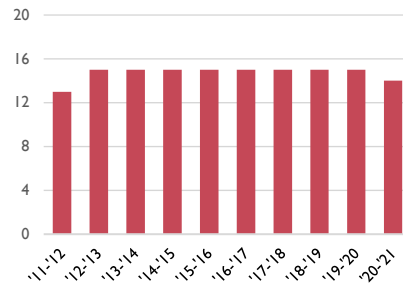
Number of meetings staffed	194
Number of agendas posted online	219
Number of Council actions processed and tracked	1,280
Number of ordinances processed	182
Number of resolutions processed	491
Number of Public Records Requests (e.g., legislative histories, contracts, election related documents)	729
Number of contracts processed	2,436
Number of campaign filings processed	299
Council agendas posted 10 days before a meeting**	100%
Council synopsis posted by the next meeting**	93%
Council Committee minutes posted 5 days before the relevant Council meeting**	82%
Decision-Making Bodies minutes posted within 10 days**	84%

**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



COVID-19 IMPACTS

In response to the COVID-19 pandemic, the City Clerk’s Office has facilitated remote and in-person City Council and Board and Commissions meetings in accordance with California’s Open Meeting Laws (e.g. Brown Act).