

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, and in 2021-22, 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. 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., the Brown Act).

The City Clerk’s operating expenditures totaled \$3.4 million in 2021-22, with \$2.6 million in personal services and \$0.8 million in non-personal expenditures. In addition, the City Clerk was responsible for \$1.2 million in Citywide expenses, out of which \$2,697 was spent on elections and ballot measures. Staffing has stayed the same from last year at 14 positions.

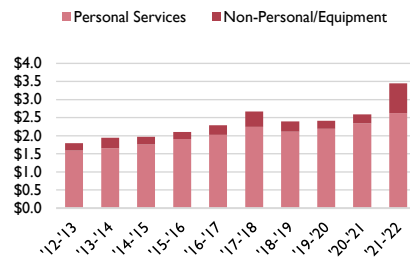
The Clerk’s Office also provides administrative support to the Mayor and Council Offices, tracking office budgets and facilitating the disbursement of grants (296 in 2021-22). The Office coordinated the recruitment of 27 full-time and 17 part-time staff for the Mayor and City Council Offices.

During the 2022 Boards and Commissions Spring Recruitment, the City Clerk’s Office recruited for 70 appointed positions by screening and processing about 89 online applications.

KEY FACTS (2021-22)

Number of meetings staffed	233
Number of agendas posted online	794
Number of Council actions processed and tracked	955
Number of public records requests (e.g., legislative histories, contracts, election related documents)	681
Number of ordinances processed	160
Number of resolutions processed	463
Number of contracts processed	2,592
Number of campaign filings processed	607

City Clerk Operating Expenditures (\$millions)



City Clerk Authorized Positions

