



CITY OF SAN JOSE, CALIFORNIA

Office of the City Clerk
200 East Santa Clara Street
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Telephone (408) 535-1260
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Office of the City Clerk Policy for Posting/Processing Written Public Comment to the City Council

When members of the public, including individuals, corporations, unions, or commissions submit written comments or correspondence addressed to the City Clerk or City Council, the following policy is in effect.

POLICY:

- The following items will be published to the public record of the Rules and Open Government Committee (ROGC) meeting agenda
 - Letters addressed to the City Council or Rules and Open Government Committee (ROGC) **not related to an item on the City Council or ROGC agenda** where a copy is sent to the City Clerk unless meets one of the exceptions below
 - Public Utility documents (cover letters only, attachments will be on file)
 - LAFCO letters
- Exceptions: The following items will NOT be published to the public record
 - Letters that raise issues or address complaints about areas the City has no jurisdiction over (such as complaints against the County, the State, the Federal Government, PG&E, etc)
 - Letters that raise issues or address complaints under the jurisdiction of other non-City legislative bodies (e.g., County Board of Supervisors, VTA, MTC, BAUASI, etc.)
 - Letters addressing complaints/issues about a specific department/division or with a specific request for service such as business license inquiries, public records requests, or other similar topics shall be directed to the appropriate department/division and/or City Manager for action
 - Items submitted at the City Council or Council subcommittee meetings will not be accepted for posting to the public record on the agenda for the next ROGC meeting. Those items will be filed as part of the agenda packet for the meeting at which they were first submitted. We do not post Open Forum materials.
- Items Related to items on a City Council agenda shall be directed to the Office of the City Clerk's Agendadesk to be included as part of the record for the related City Council meeting.
 - Agendadesk will redact names, addresses, social security numbers, email addresses, and signatures
 - Agenda desk will post the letter on the website where the agendas are posted.
 - If the Office of the City Clerk doesn't receive a copy of the correspondence, it will not be posted.

Communications to the City Clerk or City Council are public record and will become part of the City's electronic records, which are accessible through the City's website. Before posting online, the following is redacted: addresses, email addresses, social security numbers, phone numbers, and signatures.

However, please note: e-mail addresses, names, addresses, and other contact information are not required, but if included in any communication to the City Council, will become part of the public record. If you do not want your contact information included in the public record, please do not include that information in your communication. Please contact the City Clerk Department for further information.

Approved by the City Clerk: /s Toni J. Taber, MMC, December 12, 2025