

Terri Cook
City Clerk

It has been an honor to serve you as your elected City Clerk for over eight years. When I was elected in 2002, I brought the unique perspective from having served five years as a member the City Council and four years as Planning Commissioner. I am a life-long Belmont resident, and have been involved in the community since high school.

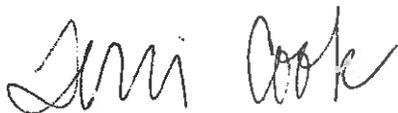
One of the important roles the City Clerk plays is the demystification of governmental services. People often call my office first when they are unclear where to turn to resolve their issue or get answers to their questions, even on non-city related matters. Because I am elected by the voters, and not appointed by the City Manager or City Council, my first responsibility is to the public. I am the full-time eyes and ears of the voters at City Hall.

The City Clerk's office is responsible for maintaining the permanent record of City Council actions such as resolutions and ordinances, which are the local laws governing our city. I am also responsible for maintaining other vital City records, preparing and managing Council meeting packets, coordinating elections, overseeing legal noticing and postings, interpreting policy, and providing administrative support to the City Council.

Technology plays an important role in the City Clerk's office as well as throughout the organization, and in recent years it has enabled us to make more City documents available to the public from the comfort of your own home, as well as given you the ability to do City business on a 24/7 basis. The Municipal Code is also available online in a searchable format. Staff reports for City Council meetings are posted to the agenda, and are available for upcoming meetings as well as archived for research of past issues. City Council meetings are not only televised, but are web-streamed as well, making the meetings available from your web browser, wherever you are. Visit the City's website at www.belmont.org or call my office at (650) 595-7413 for more information.

It has been my privilege to serve you as City Clerk for almost nine years, and I look forward to continuing in this role. My door is always open to you. I would appreciate your vote on November 8.

July 22, 2011

A handwritten signature in cursive script that reads "Terri Cook". The signature is written in black ink and is positioned below the date.