



City of Santa Clara

Meeting Agenda

Salary Setting Commission

Monday, March 10, 2025

4:00 PM

Hybrid Meeting
City Hall Council
Chambers/Virtual
1500 Warburton Avenue
Santa Clara, CA 95050

The City of Santa Clara is conducting the Salary Setting Commission meetings in a hybrid manner (in-person and a method for the public to participate remotely).

• Via Zoom: <https://santaclaraca.zoom.us/j/86182883656?pwd=wXE6fByYmu0qDfQrnZncrfrBOdFJ9E.1>

Webinar ID: 861 8288 3656
Passcode: 332206

Or

Phone: 1-669-900-6833

CALL TO ORDER AND ROLL CALL

Pledge of Allegiance

CONSENT CALENDAR

1. **25-327** [Action to Approve the Salary Setting Commission Meeting Minutes of March 3, 2025](#)

Recommendation: Approve the Meeting Minutes of March 3, 2025.

PUBLIC PRESENTATIONS

[This item is reserved for persons to address the body on any matter not on the agenda that is within the subject matter jurisdiction of the body. The law does not permit action on, or extended discussion of, any item not on the agenda except under special circumstances. The governing body, or staff, may briefly respond to statements made or questions posed, and appropriate body may request staff to report back at a subsequent meeting.]

GENERAL BUSINESS

- 2. **25-328** [Discussion and Possible Action to Set the Salary for the position of City Clerk \(Job Code 063\)](#)

Recommendation: Staff has no recommendation other than to encourage the Commission to consider the available information, and if/when ready, act to set the salary of the City Clerk.

- 3. **25-329** [Discussion and Possible Action to Set the Salary for the position of Police Chief \(Job Code 141\)](#)

Recommendation: Staff has no recommendation other than to encourage the Commission to consider the available information, and if/when ready, act to set the salary of the Police Chief.

STAFF REPORT

COMMISSIONERS REPORT

ADJOURNMENT

MEETING DISCLOSURES

The time limit within which to commence any lawsuit or legal challenge to any quasi-adjudicative decision made by the City is governed by Section 1094.6 of the Code of Civil Procedure, unless a shorter limitation period is specified by any other provision. Under Section 1094.6, any lawsuit or legal challenge to any quasi-adjudicative decision made by the City must be filed no later than the 90th day following the date on which such decision becomes final. Any lawsuit or legal challenge, which is not filed within that 90-day period, will be barred. If a person wishes to challenge the nature of the above section in court, they may be limited to raising only those issues they or someone else raised at the meeting described in this notice, or in written correspondence delivered to the City of Santa Clara, at or prior to the meeting. In addition, judicial challenge may be limited or barred where the interested party has not sought and exhausted all available administrative remedies.

If a member of the public submits a speaker card for any agenda items, their name will appear in the Minutes. If no speaker card is submitted, the Minutes will reflect "Public Speaker."

In accordance with the requirements of Title II of the Americans with Disabilities Act of 1990 ("ADA"), the City of Santa Clara will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities, and will ensure that all existing facilities will be made accessible to the maximum extent feasible. The City of Santa Clara will generally, upon request, provide appropriate aids and services leading to effective communication for qualified persons with disabilities including those with speech, hearing, or vision impairments so they can participate equally in the City's programs, services, and activities. The City of Santa Clara will make all reasonable modifications to policies and programs to ensure that people with disabilities have an equal opportunity to enjoy all of its programs, services, and activities.

Agendas and other written materials distributed during a public meeting that are public record will be made available by the City in an appropriate alternative format. Contact the City Clerk's Office at 1 408-615-2220 with your request for an alternative format copy of the agenda or other written materials.

Individuals who require an auxiliary aid or service for effective communication, or any other disability-related modification of policies or procedures, or other accommodation, in order to participate in a program, service, or activity of the City of Santa Clara, should contact the City's ADA Coordinator at 408-615-3000 as soon as possible but no later than 48 hours before the scheduled event.



City of Santa Clara

1500 Warburton Avenue
Santa Clara, CA 95050
santaclaraca.gov
@SantaClaraCity

Agenda Report

25-327

Agenda Date: 3/10/2025

REPORT TO SALARY SETTING COMMISSION

SUBJECT

Action to Approve the Salary Setting Commission Meeting Minutes of March 3, 2025

RECOMMENDATION

Approve the Meeting Minutes of March 3, 2025.



City of Santa Clara

Meeting Minutes

Salary Setting Commission

03/03/2025

4:00 PM

Hybrid Meeting
City Hall Council Chambers/Virtual
1500 Warburton Avenue
Santa Clara, CA 95050

CALL TO ORDER AND ROLL CALL

Chair Kumar called the meeting to order at 4:05pm.

Present 4 - Commissioner Mihir Kakkad, Commissioner David Kertes, Chair MV Kumar , and Vice Chair John Sontag

Absent 1 - Commissioner Natasha Humphries

CONSENT CALENDAR

1. Action to Approve the Salary Setting Commission Meeting Minutes of February 18, 2025

A motion was made by Commissioner Kertes, seconded by Vice Chair Sontag to approve the Salary Setting Commission Meeting Minutes of February 18, 2025 with a modification to change the date in the Minutes to reflect the February 10, 2025 Minutes and not February 18, 2025.

Aye: 4 - Commissioner Kakkad, Commissioner Kertes, Chair Kumar, and Vice Chair Sontag

Absent: 1 - Commissioner Humphries

PUBLIC PRESENTATIONS

None

GENERAL BUSINESS

2. Action on Resolution Increasing the Salaries of Mayor and Council Members by Approximately 10% Over the Period July 1, 2025, to June 30, 2027, Pursuant to City Charter Section 702

A motion was made by Vice Chair Sontag, seconded by Chair Kumar to approve the resolution increasing the salaries of Mayor and Council Members by Approximately 10% Over the Period of

July 1, 2025, to June 30, 2027, pursuant to City Charter Section 702.

Aye: 4 - Commissioner Kakkad, Commissioner Kertes, Chair Kumar, and Vice Chair Sontag

Absent: 1 - Commissioner Humphries

3. Action to Consider Comparative Information and to Set the Salary of City Clerk (Job Code 063)

The Commission requested that staff add Sunnyvale, Daly City, and Palo Alto to the survey. In addition, a request was made to specify the classification that is below the City Clerk.

4. Action to Consider Comparative Information and to Set the Salary of Police Chief (Job Code 141)

The Commission requested that Alameda County, San Mateo County, and Santa Clara County be added to the survey. The Commission also requested that the Total Compensation for the Assistant Police Chief be provided, along with the classification specification for the position.

STAFF REPORT

The City Attorney's Office representative indicated that she would not be available to attend the April 14 and April 21, 2025 meetings.

COMMISSIONERS REPORT

The Commission was informed of the upcoming AB 1234 Ethics Training that is scheduled for March 17, 2025 at 5pm.

ADJOURNMENT

A motion was made by Vice Chair Sontag, seconded by Chair Kumar to adjourn the meeting at 6:03pm.

Aye: 4 - Commissioner Kakkad, Commissioner Kertes, Chair Kumar, and Vice Chair Sontag

Absent: 1 - Commissioner Humphries

MEETING DISCLOSURES

The time limit within which to commence any lawsuit or legal challenge to any quasi-adjudicative decision made by the City is governed by Section 1094.6 of the Code of Civil Procedure, unless a shorter limitation period is specified by any other provision. Under Section 1094.6, any lawsuit or legal challenge to any quasi-adjudicative decision made by the City must be filed no later than the 90th day following the date on which such decision becomes final. Any lawsuit or legal challenge, which is not filed within that 90-day period, will be barred. If a person wishes to challenge the nature of the above section in court, they may be limited to raising only those issues they or someone else raised at the meeting described in this notice, or in written correspondence delivered to the City of Santa Clara, at or prior to the meeting. In addition, judicial challenge may be limited or barred where the interested party has not sought and exhausted all available administrative remedies.

If a member of the public submits a speaker card for any agenda items, their name will appear in the Minutes. If no speaker card is submitted, the Minutes will reflect "Public Speaker."

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Agenda Report

25-328

Agenda Date: 3/10/2025

REPORT TO SALARY SETTING COMMISSION

SUBJECT

Discussion and Possible Action to Set the Salary for the position of City Clerk (Job Code 063)

BACKGROUND

The City Clerk (Job Code 063) position is an elected position under City Charter Section 660. City Municipal Code Section 2.20.015 requires the Commission to set the City Clerk's compensation on July 1, 2019 and every two years thereafter. Charter Section 702 provides that salaries so established by the Commission shall not exceed one hundred ten percent (110%) of the previous figure.

DISCUSSION

City Charter Section 903 sets forth the duties for the position of City Clerk. It also states that the City Council may, in its discretion, appoint any other officer or employee of the City as City Clerk and grant such person additional compensation for the performance of such duties.

On July 17, 2018, the City Council adopted Ordinance 1983 (Attachment 1) that limits the duties of the elected City Clerk. The Ordinance also assigns the other professional responsibilities of the City Clerk to a City employee (Assistant City Clerk (Job Code 010)) possessing substantive knowledge of professional standards in democratic processes and legislative actions in compliance with federal, state, and local statutes that govern the City Clerk's Office.

City Clerk (Job Code 063)

Pursuant to Ordinance 1983, the City Clerk's duties and responsibilities include:

- a) Be the custodian of the seal of the City
- b) Have charge of all City elections

In June 2019, the Salary Setting Commission approved a resolution to set the salary for the position of City Clerk at \$1,500/month (Attachment 2). In March 2021, the Commission approved a resolution to maintain the salary at \$1,500/month for the period of July 1, 2021 to June 30, 2023 (Attachment 3). In March 2023, the Commission approved a resolution to maintain the salary at \$1,500/month for the period of July 1, 2023 to June 30, 2025 (Attachment 4).

Assistant City Clerk (Job Code 010)

The Assistant City Clerk is now responsible for the day-to-day operations of the City Clerk's Office and expands the assigned duties to include overseeing all professional administrative aspects of the City Clerk's Office. These duties include:

- a) The recording and maintaining of full and true records of all the proceedings of the City

Council.

- b) Publishing and attesting to the publication of all official notices.
- c) Administering oaths or affirmations and taking affidavits and depositions pertaining to the affairs of the City.
- d) The issuance of certified copies of official records as required and requested.
- e) Officially recording the rights, titles and interests in all real properties acquired by the City.
- f) The handling of all Council correspondence unless otherwise specifically designated.
- g) Preparing of the agenda and supplemental material for Council meetings in cooperation with the City Manager.
- h) Routing Council assignments to the respective officers having primary responsibility for their execution.
- i) Duplicating and distributing the minutes, ordinances, resolutions, policies and orders of the City Council to the various boards, commissions and administrative officers.
- j) Coordinate and respond to Public Records Acts requests.

The classification specification for the position of Assistant City Clerk is attached (Attachment 5).

Comparator Information for City Clerk

Staff completed a compensation survey that includes comparator agencies for the classification of City Clerk (Attachment 6). As requested at the March 3, 2025 meeting, the cities of Sunnyvale, Daly City and Palo Alto have been included in the survey.

ENVIRONMENTAL REVIEW

The action being considered does not constitute a "project" within the meaning of the California Environmental Quality Act ("CEQA") pursuant to CEQA Guidelines section 15378(b)(5) in that it is a governmental organizational or administrative activity that will not result in direct or indirect changes in the environment.

FISCAL IMPACT

Any costs associated with approved salary increases will be incorporated in the development of future budgets.

COORDINATION

This report has been coordinated with the City Attorney's Office.

PUBLIC CONTACT

Public contact was made by posting the Council agenda on the City's official-notice bulletin board outside City Hall Council Chambers. A complete agenda packet is available on the City's website and in the City Clerk's Office at least 72 hours prior to a Regular Meeting and 24 hours prior to a Special Meeting. A hard copy of any agenda report may be requested by contacting the City Clerk's Office at (408) 615-2220, email clerk@santaclaraca.gov <<mailto:clerk@santaclaraca.gov>> or at the public information desk at any City of Santa Clara public library.

RECOMMENDATION

Staff has no recommendation other than to encourage the Commission to consider the available information, and if/when ready, act to set the salary of the City Clerk.

Reviewed by: Aracely Azevedo, Director of Human Resources
Approved by: Nadine Nader, Chief Operating Officer/Assistant City Manager

ATTACHMENTS

1. Ordinance No. 1983
2. Resolution No. 19-3
3. Resolution No. 21-2
4. Resolution No. 23-2
5. Assistant City Clerk Classification Specification (Job Code 010)
6. City Clerk Survey

ORDINANCE NO. 1983

AN ORDINANCE OF THE CITY OF SANTA CLARA, CALIFORNIA, ADDING A NEW SECTION 2.20.015 (COMPENSATION), AMENDING SECTION 2.20.020 (“DUTIES AND RESPONSIBILITIES”) AND AMENDING SECTION 2.20.030 (“ASSISTANT CITY CLERK”) OF CHAPTER 2.20 (“CITY CLERK”) OF “THE CODE OF THE CITY OF SANTA CLARA, CALIFORNIA”

BE IT ORDAINED BY THE CITY OF SANTA CLARA AS FOLLOWS:

WHEREAS, the City Clerk position is an elected position under City Charter Section 600;

WHEREAS, the powers and duties of the City Clerk position are enumerated under City Charter Section 903;

WHEREAS, the City Council may, in its discretion, appoint any other officer or employee of the City as City Clerk and grant such person additional compensation for the performance of such duties, under City Charter Section 903;

WHEREAS, the City Council deems it to be in the best interest of the City of Santa Clara to formally assign professional responsibilities of the City Clerk to a City employee possessing substantive knowledge of professional standards and methods in democratic processes and legislative actions in compliance with federal, state, and local statutes that govern the City Clerk’s Office; and

WHEREAS, the City Council hereby designates the Assistant City Clerk as responsible for the day-to-day operations of the City Clerk’s Office and expands the assigned duties to include overseeing all professional administrative aspects of the City Clerk’s Office.

NOW THEREFORE, BE IT FURTHER ORDAINED BY THE CITY OF SANTA CLARA, AS FOLLOWS:

SECTION 1: Chapter 2.20 (entitled “City Clerk”) of Title 2 (entitled “Administration and Personnel”) of “The Code of the City of Santa Clara, California,” (“SCCC”) is amended to add a new section to be numbered and entitled and to read as follows:

2.20.015 City Clerk – Compensation.

The elected City Clerk shall receive as compensation the sum of two thousand dollars (\$2,000) per month. Commencing on July 1, 2019, and every two years on July 1 thereafter, the compensation of the City Clerk shall be set by a Salary Setting Commission consisting of five members to be

appointed by the Civil Service Commission, as set forth in City Charter Section 702.

SECTION 2: That Section 2.20.020 of Chapter 2.20 of Title 2 of “The Code of the City of Santa Clara, California,” (“SCCC”) is amended to read as follows:

Except for the following the duties and responsibilities of the City Clerk as set forth in City Charter Section 903 shall performed by the Assistant City Clerk as appointed to do so in Section 2.20.030:

- (a) Be the custodian of the seal of the City
- (b) Have charge of all City elections.

SECTION 3: That Section 2.20.030 (entitled “Assistant City Clerk”) of Chapter 2.20 (entitled “City Clerk”) of Title 2 (entitled “Administration and Personnel”) of “The Code of the City of Santa Clara, California,” (“SCCC”) is amended to read as follows:

“2.20.030 Assistant City Clerk – Duties and responsibilities.

The position of Assistant City Clerk is hereby created, which position is placed in the unclassified service of the office of the City Clerk. The Assistant City Clerk shall assist the City Clerk in the performance of the Clerk's duties and shall act for the City Clerk in his/her absence. The City Council hereby appoints the Assistant City Clerk pursuant to Section 903 of the City Charter to perform the following duties and responsibilities:

- (a) The recording and maintaining of a full and true record of all the proceedings of the City Council.
- (b) Publishing and attesting the publication of all official notices.
- (c) Administering oaths or affirmations and taking affidavits and depositions pertaining to the affairs of the City.
- (d) The issuance of certified copies of official records as required and requested.
- (e) Officially recording the rights, titles and interests in all real properties acquired by the City.
- (f) The handling of all Council correspondence unless otherwise specifically designated.
- (g) Preparing of the agenda and supplemental material for Council meetings in cooperation with the City Manager.


(h) Routing Council assignments to the respective officers having primary responsibility for their execution.

(i) Duplicating and distributing the minutes, ordinances, resolutions, policies and orders of the City Council to the various boards, commissions and administrative officers.”

SECTION 4: This ordinance shall take effect thirty (30) days after its final adoption; however, prior to its final adoption it shall be published in accordance with the requirements of Section 808 and 812 of “The Charter of the City of Santa Clara, California.”


PASSED FOR THE PURPOSE OF PUBLICATION this 5th day of JULY, 2018, by the following vote:

AYES:	COUNCILORS:	Davis, Kolstad, O’Neill, and Watanabe and Mayor Gillmor
NOES:	COUNCILORS:	Mahan
ABSENT:	COUNCILORS:	None
ABSTAINED:	COUNCILORS:	None

ATTEST: 
JENNIFER YAMAGUMA
ACTING CITY CLERK
CITY OF SANTA CLARA

FINALLY PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF SANTA CLARA this 17th day of JULY, 2018, by the following vote:

AYES:	COUNCILORS:	Davis, Kolstad, O’Neill, and Watanabe and Mayor Gillmor
NOES:	COUNCILORS:	Mahan
ABSENT:	COUNCILORS:	None
ABSTAINED:	COUNCILORS:	None

ATTEST: 
JENNIFER YAMAGUMA
ACTING CITY CLERK
CITY OF SANTA CLARA

Attachments incorporated by reference:
1. None

RESOLUTION NO. 19-3

A RESOLUTION OF THE SALARY SETTING COMMISSION OF THE CITY OF SANTA CLARA, CALIFORNIA, SETTING THE SALARIES OF THE POSITION OF CITY CLERK FOR THE PERIOD JULY 1, 2019, TO JUNE 30, 2021, INCLUSIVE, PURSUANT TO CITY CHARTER SECTION 702 AND SANTA CLARA CITY CODE SECTION 2.20.015

BE IT RESOLVED BY THE CITY OF SANTA CLARA AS FOLLOWS:

WHEREAS, in accordance with City Charter Section 702, a Salary Setting Commission consisting of five qualified electors of the City was appointed by the Civil Service Commission in November 2018, to commence performance of its duties in January 2019;

WHEREAS, pursuant to City Code Section 2.20.015, the Salary Setting Commission is charged with establishing the compensation of the City Clerk for the period commencing on July 1, 2019, and ending two years thereafter;

WHEREAS, the Salary Setting Commission met on twelve occasions from January 8, 2019, through June 20, 2019, inclusive, during which the compensation for City Clerk was discussed on several occasions;

WHEREAS, the Salary Setting Commission was presented with, and took into consideration, various data points including, but not limited to, the history of compensation received by the City Clerk, comparator agency salary levels, modification of the duties of the City Clerk under the Charter and the City Code, and City budget projections; and

WHEREAS, the final decision of the Salary Setting Commission as to the City Clerk salary, as set forth in this Resolution, is based upon the following:

1. Charter Section 903 sets forth generally the various duties of a City Clerk including attending Council meetings and maintaining the minutes of said meetings, maintaining the official contracts entered into by the City, acting as custodian of the City seal, and having charge of all City elections.
2. In July 2018, the City Council by ordinance (SCCC 2.20.020) reduced the scope of the

City Clerk's duties to having charge of City elections and acting as custodian of the City seal; the remainder of the duties listed in the Charter were assigned to the Assistant City Clerk (SCCC 2.20.030).

3. At this time, the primary duty of the City Clerk is to manage (i.e., "have charge of") the City elections. Because elections are generally held every two years, the Commission anticipates that the position will be subject to a biennial increase in time commitment. The Commission further anticipates that in non-election years, the time commitment associated with discharging the duties of the position will be minimal.
4. Concurrently with the reduction in scope of official duties of the City Clerk, the City Council also reduced the salary associated with the position to the sum of \$2,000 per month, which is the same salary earned by Council Members.
5. The City Clerk is not a "regular" employee of the City, subject to internal performance review. Rather, the City Clerk is elected by the voters of the City of Santa Clara; it is, therefore, solely within the purview of the voters to determine the quality of performance by the current office holder. Accordingly, the role of the Salary Setting Commission is to set the salary for the position of City Clerk, irrespective of the identity or performance of the current office holder.
6. The position of City Clerk is similar to that of Council Member in that it is an elected, part-time, executive-level position, and the office holder may hold separate full-time employment in addition to service in his/her elected position. However, unlike the position of Council Member, the City Clerk has no formal requirements for meeting attendance or other specific activities related to his/her City service.
7. At the current rate (\$2,000 per month), the City Clerk salary is approximately 350% higher than the average salary level for the position in the comparator agencies reviewed by the Commission. When taking into consideration medical benefits, the current salary is approximately 11% higher than the average total compensation paid by the

comparator agencies. The comparator agencies reviewed were the cities of Antioch, Fairfield and Morgan Hill.

8. The Commission has reviewed and considered the short- and long-term budget projections provided by staff; the Commission strives to arrive at a prudent and fiscally responsible decision.
9. The Commission appreciates the importance of the position of City Clerk as it relates to properly managing the City elections and strives to strike a balance between acting in a fiscally responsible manner, properly aligning compensation with the duties of the position, and attracting capable candidates for this important position.

NOW THEREFORE, BE IT FURTHER RESOLVED BY THE SALARY SETTING COMMISSION OF THE CITY OF SANTA CLARA AS FOLLOWS:

1. That for the period July 1, 2019, until such time as the individual elected to the position of City Clerk at the next election for that position takes office (if such oath of office is taken before June 30, 2021), the salary for the position of the City Clerk shall remain at its current level of \$2,000 per month.
2. That for the period beginning when the individual elected to the position of City Clerk at the next election for that position takes office (if such oath of office is taken before June 30, 2021) and ending on June 30, 2021, the salary for the position of City Clerk shall be \$1,500 per month.

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3. Effective date. This resolution shall become effective immediately.

I HEREBY CERTIFY THE FOREGOING TO BE A TRUE COPY OF A RESOLUTION PASSED AND ADOPTED BY THE SALARY SETTING COMMISSION OF THE CITY OF SANTA CLARA, CALIFORNIA, AT A REGULAR MEETING THEREOF HELD ON THE 20th DAY OF JUNE, 2019, BY THE FOLLOWING VOTE:

AYES: COMMISSIONERS: Arquero, Banko, Kumar, Stealey, and Chair Sontag

NOES: COMMISSIONERS: None

ABSENT: COMMISSIONERS: None

ABSTAINED: COMMISSIONERS: None

ATTEST: 

JOHN SONTAG, CHAIR
SALARY SETTING COMMISSION

Attachments incorporated by reference: None

RESOLUTION NO. 21-2

A RESOLUTION OF THE SALARY SETTING COMMISSION OF THE CITY OF SANTA CLARA, CALIFORNIA, SETTING THE SALARY FOR THE POSITION OF CITY CLERK FOR THE PERIOD JULY 1, 2021, TO JUNE 30, 2023, INCLUSIVE, PURSUANT TO CITY CHARTER SECTION 702 AND SANTA CLARA CITY CODE SECTION 2.20.015

BE IT RESOLVED BY THE CITY OF SANTA CLARA AS FOLLOWS:

WHEREAS, in accordance with City Charter Section 702, a Salary Setting Commission consisting of five qualified electors of the City was appointed by the Civil Service Commission, and commenced performance of its duties in January 2021;

WHEREAS, pursuant to City Code Section 2.20.015, the Salary Setting Commission is charged with establishing the compensation of the City Clerk for the period commencing on July 1, 2021, and ending on June 30, 2023;

WHEREAS, the Salary Setting Commission met during the months of January, February and March of 2021, during which the compensation levels for the positions of City Clerk was discussed;

WHEREAS, the Salary Setting Commission was presented with, and took into consideration, various data points including, but not limited to, the history of compensation received by the City Clerk, comparator agency salary levels, modification of the duties of the City Clerk under the Charter and the City Code, and City budget projections; and

WHEREAS, the final decision of the Salary Setting Commission as to the compensation for the position of City Clerk, as set forth in this Resolution, is based upon the following:

1. Charter Section 903 sets forth generally the various duties of a City Clerk including attending Council meetings and maintaining the minutes of said meetings, maintaining the official contracts entered into by the City, acting as custodian of the City seal, and having charge of all City elections.
2. In July 2018, the City Council by ordinance (SCCC 2.20.020) reduced the scope of the

City Clerk's duties to having charge of City elections and acting as custodian of the City seal; the remainder of the duties listed in the Charter were assigned to the Assistant City Clerk (SCCC 2.20.030).

3. The primary duty of the City Clerk is to manage (i.e., "have charge of") the City elections. Because elections are generally held every two years, the Commission understands that the position will be subject to a biennial increase in time commitment. The Commission further understands that in non-election years, the time commitment associated with discharging the duties of the position will be minimal.
4. Concurrently with the reduction in scope of official duties of the City Clerk in 2018, the City Council also reduced the salary associated with the position to the sum of \$2,000 per month, which is the same salary earned by Council Members.
5. In 2019, the Salary Setting Commission approved a decrease in the salary for the position of City Clerk to the sum of \$1,500 per month, for the reasons set forth in Commission Resolution 19-3.
6. The City Clerk is not a "regular" employee of the City, subject to internal performance review. Rather, the City Clerk is elected by the voters of the City of Santa Clara; it is, therefore, solely within the purview of the voters to determine the quality of performance by the current office holder. Accordingly, the role of the Salary Setting Commission is to set the salary for the position of City Clerk, irrespective of the identity or performance of the current office holder.
7. The position of City Clerk is similar to that of Council Member in that it is an elected, part-time, executive-level position, and the office holder may hold separate full-time employment in addition to service in his/her elected position. However, unlike the position of Council Member, the City Clerk has no formal requirements for meeting attendance or other specific activities related to his/her City service.
8. At the current rate (\$1,500 per month), the total compensation for the position of City

Clerk is approximately 53% below median and average total compensation for the position in the comparator agencies reviewed by the Commission.

9. The Commission appreciates the importance of the position of City Clerk as it relates to properly managing the City elections and strives to strike a balance between acting in a fiscally responsible manner, properly aligning compensation with the duties of the position, and attracting capable candidates for this important position.
10. The Salary Setting Commission reviewed and considered the short- and long-term budget projections provided by staff; the Commission strives to arrive at a prudent and fiscally responsible decision.
 - a. The Covid-19 pandemic has, among other things, drastically reduced available revenue sources, resulting in a present budget deficit in excess of \$40 million, with the expectation of ongoing (albeit significantly smaller) budget deficits over the next several fiscal years.
 - b. To address these fiscal challenges, the City has taken measures such as instituting a hiring freeze, eliminating as-needed staff positions, limiting expenditures, and renegotiating existing collective bargaining agreements.
 - c. The City has thus far reached agreements with several bargaining units whereby the employees represented by said units will forego previously negotiated cost of living and merit-based or step structure compensation adjustments for a period of two years, in order to reduce ongoing general fund budget deficits; effectively, these employees are subject to a salary freeze for a period of two years.
11. The Commission firmly believes that at this time, when the City's short-term fiscal condition is so critical that much of the City's staff has agreed to a salary freeze, demonstrated leadership is likewise critical in modeling the virtue of fiscal discipline.
12. The Commission discussed the possibility of a reduction in compensation for the position of City Clerk – which was, by no means, intended to be a commentary on performance –

in order to clearly communicate the Commission's opinion that salary reductions for all positions should be considered as a means to address the budget shortfall. Upon consideration of various factors, including parity with the bargaining units and key legal considerations, the Commission ultimately decided not to reduce the compensation.

NOW THEREFORE, BE IT FURTHER RESOLVED BY THE SALARY SETTING COMMISSION OF THE CITY OF SANTA CLARA AS FOLLOWS:

1. That the salary for the position of City Clerk shall remain at its current level (\$1,500 per month) for the period July 1, 2021, to June 30, 2023, inclusive.
2. Effective date. This resolution shall become effective immediately.

I HEREBY CERTIFY THE FOREGOING TO BE A TRUE COPY OF A RESOLUTION PASSED AND ADOPTED BY THE SALARY SETTING COMMISSION OF THE CITY OF SANTA CLARA, CALIFORNIA, AT A REGULAR MEETING THEREOF HELD ON THE 10th DAY OF MARCH, 2021, BY THE FOLLOWING VOTE:

AYES: 4	COMMISSIONERS: Sontag, Kumar, Banko, Misra
NOES: 0	COMMISSIONERS:
ABSENT: 1	COMMISSIONERS: Chu
ABSTAINED: 0	COMMISSIONERS:

ATTEST: 
JOHN SONTAG, CHAIR
SALARY SETTING COMMISSION

Attachments incorporated by reference: None

RESOLUTION NO. 23-2

A RESOLUTION OF THE SALARY SETTING COMMISSION OF THE CITY OF SANTA CLARA, CALIFORNIA, SETTING THE SALARY FOR THE POSITION OF CITY CLERK FOR THE PERIOD JULY 1, 2023, TO JUNE 30, 2025, INCLUSIVE, PURSUANT TO CITY CHARTER SECTION 702 AND SANTA CLARA CITY CODE SECTION 2.20.015

BE IT RESOLVED BY THE CITY OF SANTA CLARA AS FOLLOWS:

WHEREAS, in accordance with City Charter Section 702, a Salary Setting Commission consisting of three qualified electors of the City was appointed by the Civil Service Commission, and commenced performance of its duties in February 2023;

WHEREAS, pursuant to City Code Section 2.20.015, the Salary Setting Commission is charged with establishing the compensation of the elected position of City Clerk for the period commencing on July 1, 2023, and ending on June 30, 2025;

WHEREAS, the Salary Setting Commission met during the months of February and March of 2023, during which time the compensation level for the position of City Clerk was discussed;

WHEREAS, the Salary Setting Commission was presented with, and took into consideration, various data points including, but not limited to, the history of compensation received by the City Clerk, comparator agency salary levels, modification of the duties of the City Clerk under the Charter and the City Code, and City budget projections; and

WHEREAS, the final decision of the Salary Setting Commission as to the compensation for the position of City Clerk, as set forth in this Resolution, is based upon the following:

1. Charter Section 903 sets forth generally the various duties of a City Clerk including attending Council meetings and maintaining the minutes of said meetings, maintaining the official contracts entered into by the City, acting as custodian of the City seal, and having charge of all City elections.
2. In July 2018, the City Council by ordinance (SCCC 2.20.020) reduced the scope of the elected City Clerk's duties to having charge of City elections and acting as custodian of

the City seal; the remainder of the duties listed in the Charter were assigned to the Assistant City Clerk (SCCC 2.20.030).

3. The primary duty of the City Clerk is to manage (i.e., “have charge of”) the City elections. Because elections are generally held every two years, the Commission understands that the position will be subject to a biennial increase in time commitment. The Commission further understands that in non-election years, the time commitment associated with discharging the duties of the position will be minimal. Additionally, the Assistant City Clerk performs much of the work associated with the elections.
4. Concurrently with the reduction in scope of official duties of the City Clerk in 2018, the City Council also reduced the salary associated with the position to the sum of \$2,000 per month, which is the same salary earned by Council Members.
5. In 2019, the Salary Setting Commission approved a decrease in the salary for the position of City Clerk to the sum of \$1,500 per month, for the reasons set forth in Commission Resolution 19-3.
6. The City Clerk is not a “regular” employee of the City, subject to internal performance review. Rather, the City Clerk is elected by the voters of the City of Santa Clara; it is, therefore, solely within the purview of the voters to determine the quality of performance by the current office holder. Accordingly, the role of the Salary Setting Commission is to set the salary for the position of City Clerk, irrespective of the identity or performance of the current office holder.
7. The position of City Clerk is similar to that of Council Member in that it is an elected, part-time, executive-level position, and the office holder may hold separate full-time employment in addition to service in his/her elected position. However, unlike the position of Council Member, the City Clerk has no formal requirements for meeting attendance or other specific activities related to his/her City service.
8. At the current fully loaded rate of \$2,125.05 per month, the total compensation for the

position of City Clerk is below average current total compensation for the position in the two comparator agencies reviewed by the Commission.

9. The Commission appreciates the importance of the position of City Clerk as it relates to properly managing the City elections and strives to strike a balance between acting in a fiscally responsible manner, properly aligning compensation with the duties of the position, and attracting capable candidates for this important position.

10. The Salary Setting Commission reviewed and considered the short- and long-term budget projections provided by staff; the Commission strives to arrive at a prudent and fiscally responsible decision.

a. The Covid-19 pandemic has, among other things, drastically reduced available revenue sources, resulting in a present budget deficit in excess of \$27 million, with the expectation of ongoing (albeit significantly smaller) budget deficits over the next several fiscal years.

b. To address these fiscal challenges, the City has taken measures such as instituting a hiring freeze, eliminating as-needed staff positions, limiting expenditures, and renegotiating existing collective bargaining agreements.

c. The City has reached agreements with the City's bargaining units whereby the employees represented by said units agreed to status quo compensation for a period of two years, in order to reduce ongoing general fund budget deficits; effectively, employees represented by some of these bargaining units were subject to a salary freeze for a period of two years.

11. The Commission discussed the possibility of a reduction in compensation for the position of City Clerk – which was, by no means, intended to be a commentary on performance – in order to clearly communicate the Commission's opinion that salary reductions for all positions should be considered as a means to address the budget shortfall. Upon consideration of various factors – including timing of the reduction, key legal


considerations, and the practical impact of such a reduction being negligible to the general fund – the Commission ultimately decided not to reduce the compensation.

NOW THEREFORE, BE IT FURTHER RESOLVED BY THE SALARY SETTING COMMISSION OF THE CITY OF SANTA CLARA AS FOLLOWS:

1. That the salary for the position of City Clerk shall remain at its current level (\$1,500 per month) for the period July 1, 2023, to June 30, 2025, inclusive.
2. Effective date. This resolution shall become effective immediately.

I HEREBY CERTIFY THE FOREGOING TO BE A TRUE COPY OF A RESOLUTION PASSED AND ADOPTED BY THE SALARY SETTING COMMISSION OF THE CITY OF SANTA CLARA, CALIFORNIA, AT A REGULAR MEETING THEREOF HELD ON THE 29th DAY OF MARCH, 2023, BY THE FOLLOWING VOTE:

AYES:	3	COMMISSIONERS:	Kumar, Sontag, Lawson
NOES:	0	COMMISSIONERS:	
ABSENT:	0	COMMISSIONERS:	
ABSTAINED:	0	COMMISSIONERS:	

ATTEST: 
MV KUMAR, CHAIR
SALARY SETTING COMMISSION

Attachments incorporated by reference: None

CITY OF SANTA CLARA, CALIFORNIA
ASSISTANT CITY CLERK
(Unclassified)
(010)

EDUCATION AND EXPERIENCE

- Combination of education and experience equivalent to completion of an Associate of Arts Degree (60 semester or 90 quarter units) in Public Administration, Business Administration, or related field **and**
- Five years of increasingly responsible experience which includes public contact, clerical, or office management, at least one year of which should be supervisory.
- Experience using word processing, electronic spreadsheets, and records management systems is required.
- Notary Public or willingness to achieve certification is required.
- Bachelor's degree in a related field and/or Certified Municipal Clerk certification or progress towards certification, and/or American Records Management Association training or equivalent is desirable.
- Experience working in a City Clerk or Municipal Clerk's Office is highly desirable.

DISTINGUISHING CHARACTERISTICS

This is a key leadership position in the unclassified service responsible for assisting the City Clerk in the administration of the City Clerk's Department. The incumbent will provide leadership to employees through coaching, enabling and facilitating a team environment and working collaboratively with internal and external customers.

As a member of the City's Unclassified Service this is an "at-will" position and the incumbent serves at the discretion of the City Manager. An incumbent in this classification: demonstrates strong ethical, professional, and service-oriented leadership and interpersonal skills, sets a good example; and correctly applies the tenets of the City's Code of Ethics and Values.

This position is distinguished from other City office administrative classes in that it requires in-depth knowledge of and the ability to interpret the comprehensive laws, rules and regulations related to all legislative and election functions of the City Clerk's Department to provide information and advice to City Council Members, Department Heads, candidates for office, City staff, contractors, and the general public. This position is further distinguished in that it is expected to serve as Acting City Clerk as assigned.

TYPICAL DUTIES:

Under general direction the incumbent will:

- Coordinate and prepare City Council, Stadium Authority, Sports and Open Space Authority Agendas and special meeting notices under tight time deadlines; compile agenda items for meetings of same; prepare, proof and arrange for the printing of agenda packets; assemble and distribute agenda packets to Council Members, the press and other parties as applicable;

- Recommend and coordinate the development and maintenance of computerized applications and systems; maintain the centralized records management system, archives, microfilm center and records retention;
- Research public records and provide information to the public and staff members concerning City Council, , Stadium Authority, and Sports and Open Space Authority actions, laws, ordinances, codes, procedures and projects; independently compose responses to requests for information;
- Assist in the development and implementation of the Department's goals, objectives, policies, procedures and work standards;
- Supervise, train, motivate and evaluate clerical support staff; provide technical assistance and guidance to staff;
- Attend meetings of the City Council, Stadium Authority, and Sports and Open Space Authority at the direction of and in the absence of the City Clerk;
- Record and assist in the preparation of the Official Minutes of the proceedings of above mentioned legislative bodies;
- Assist in the work involved in the holding of general and/or special municipal elections;
- Administer required oaths/affirmations to City Officials and Employees, and take affidavits and depositions pertaining to the affairs of the City;
- Assist in the publication of legal notices and attest, certify, index and file copies of Ordinances, Resolutions, Official Minutes, and other Public Records;
- Manage the Records Management System for the City and the operation of the Records Retention Center for the orderly storage, care, management and safeguarding of both permanently stored and microfilmed records of the various Departments and Offices of the City;
- Assist in the recording of the right, titles, and interests in all real properties and easements acquired by the City;
- Assist in the administration of the State campaign financing and conflict of interest/disclosure laws for elected and certain designated officials of the City;
- Assist in the preparation and administration of the operating budget for the Department;
- Conduct bid openings at the direction of or in the absence of the City Clerk;
- Perform other related duties as required.

KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of:

- Modern office methods, and procedures related to the City Clerk's Office;
- Business letter writing and basic report preparation;
- Basic and advanced record keeping methods;
- Principles, codes, regulations and laws governing records management and the California Election Code;
- Federal, state and local laws and regulations relating to the functions of the City Clerk's Office;
- Environmental and safety practices, procedures and standards; and
- English usage, spelling, grammar and punctuation.

Ability to:

- Establish and maintain cooperative working relationships with those contacted in the course of business, including the general public;
- Effectively handle multiple priorities, organize workload, and meet strict deadlines;
- Work in a team based environment to achieve common goals;
- Communicate effectively both verbally and in writing;
- Read, interpret and apply laws, rules, and regulations;
- Train, supervise, evaluate assigned staff;
- Prepare Agendas and official Minutes;
- Carry out necessary work involved in the conduct of Municipal Elections;
- Index, file, and retrieve official records;
- Implement records retention schedules and manage the City's Records Management Program, including SIRE;
- Deal tactfully with the public and supervise clerical support staff;
- Type from clear copy at a net rate of 50 words per minute; and
- Enter and retrieve data from a computer.

SUPERVISION RECEIVED

Works under the direction of the City Clerk.

SUPERVISION EXERCISED

Supervises clerical support staff.

SPECIAL CONDITION:

May be required to work unusual hours (nights and weekends) and to be available on an on-call basis.

CONFLICT OF INTEREST

Incumbents in this position are required to file a Conflict of Interest statement upon assuming office, annually and upon leaving office, in accordance with City Manager Directive 100.

City Clerk
Total Compensation Survey
March 2025

City Clerk	EMPLOYER PAID													2nd In Department
Agency*	MAX SALARY	HEALTH	DENTAL (FAMILY)	VISION (FAMILY)	LIFE	LTD	EAP	MEDICARE (No SSN)	PENSION (CLASSIC)	DEFERRED COMP (401A OR 457)	PHONE/MOBILE	AUTO	TOTAL COMPENSATION	
City of Santa Clara	\$ 18,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 261.00	\$ 7,300.80	\$ -	\$ -	\$ -	\$ 25,561.80	Assistant City Clerk
City of Fairfield	\$ 68,399.76	\$ 28,256.40	\$ 1,326.36	\$ 173.76	\$ 5.47	\$ 171.00	\$ 45.60	\$ 991.80	\$ 2,393.99	\$ -	\$ 479.88	\$ -	\$ 102,244.02	Deputy City Clerk
City of Antioch	\$ 22,800.00	\$ 21,863.76	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 330.60	\$ 296.40	\$ -	\$ 600.00	\$ 4,200.00	\$ 50,090.76	Assistant City Clerk
Daly City	\$ 111,716.28	\$ 32,986.32	\$ -	\$ 200.00	\$ -	\$ -	\$ 39.00	\$ -	\$ 44,217.30	\$ -	\$ -	\$ -	\$ 189,158.90	Deputy City Clerk
Palo Alto	\$ 192,500.00	\$ 27,120.00	\$ 2,643.96	\$ 153.36	\$ 20.21	\$ 446.40	\$ 50.16	\$ 2,791.25	\$ 21,829.50	\$ -	\$ -	\$ -	\$ 247,554.84	Assistant City Clerk
City of Sunnyvale	\$ 192,585.00	\$ 46,812.48	\$ -	\$ -	\$ 20.61	\$ 1,005.29	\$ 48.00	\$ 2,792.48	\$ 14,443.88	\$ -	\$ -	\$ -	\$ 257,707.74	Deputy City Clerk

* For Santa Clara, City Clerk has option to go into CalPERS; same contribution rate as other non-sworn City employees.



Agenda Report

25-329

Agenda Date: 3/10/2025

REPORT TO SALARY SETTING COMMISSION

SUBJECT

Discussion and Possible Action to Set the Salary for the position of Police Chief (Job Code 141)

BACKGROUND

The Police Chief (Job Code 141) position is an elected position under City Charter Section 600. City Municipal Code Section 2.80.015 requires the Commission to set the Police Chief's compensation on July 1, 2019 and every two years thereafter. Charter Section 702 provides that salaries so established by the Commission shall not exceed one hundred ten percent (110%) of the previous figure.

DISCUSSION

Police Chief (Job Code 141)

City Charter Section 906 sets forth the duties for the position of Police Chief.

The Chief of Police shall have power and be required to:

- (a) Preserve the public peace;
- (b) Execute and return all process issued to him/her by legal authority; and
- (c) Exercise all the powers that are now or may hereafter be conferred upon sheriffs and other police officers by the laws of the State. (Amended by electors at an election held March 7, 2000, Charter Chapter 11 of the State *Statutes of 2000*)

The current Charter Section 701.1 was adopted in 2000 (Measure I) and introduced the requirement that the Chief of Police be able to satisfy the state law qualification requirements imposed upon candidates for County Sheriff. Prior to the 2000 election, the only requirements were that the Chief of Police be a City resident and qualified registered voter. The requirements of the state law are not stringent. Government Code Section 24004.3 sets forth the requirements for County Sheriff as follows:

- (1) An active or inactive advanced certificate issued by the Commission on Peace Officer Standards and Training.
- (2) One year of full-time, salaried law enforcement experience, and possesses a master's degree from an accredited college or university.
- (3) Two years of full-time, salaried law enforcement experience, and possesses a bachelor's degree from an accredited college or university.
- (4) Three years of full-time, salaried law enforcement experience, and possesses an associate in arts or associate in science degree, or the equivalent, from an accredited college.

- (5) Four years of full-time, salaried law enforcement experience, and possesses a high school diploma or the equivalent.

Assistant Police Chief (Job Code 027)

Beginning June 2020, in collaboration with the Police Chief, the City Manager appointed two Assistant Police Chiefs. Having two experienced leaders in this role will help broaden the department's ability to respond to critical, time sensitive matters and lead the department and serve the community.

The classification specification for Assistant Chief of Police requires both an advanced certificate and a management certificate from POST and it is desirable to possess completion certificates from POST Supervisory Leadership Institute (SLI), FBI National Academy, or POST Command College. Please refer to Attachment 1, Classification Specification for Assistant Police Chief.

Recently, the organizational structure reverted to the traditional (pre-2020) structure of a single Assistant Chief position, with four Captains, all reporting to the Chief of Police.

Comparator Information for Police Chief

Staff completed a compensation survey that includes comparator agencies for the classification of Police Chief (Attachment 2). At the March 3, 2025 meeting, the Commission requested that compensation information be added to the survey for the counties of Alameda, Santa Clara, and San Mateo. The City was able to obtain information from Santa Clara County and San Mateo County, which has been included.

ENVIRONMENTAL REVIEW

The action being considered does not constitute a "project" within the meaning of the California Environmental Quality Act ("CEQA") pursuant to CEQA Guidelines section 15378(b)(5) in that it is a governmental organizational or administrative activity that will not result in direct or indirect changes in the environment.

FISCAL IMPACT

Any costs associated with approved salary increases will be incorporated in the development of future budgets.

COORDINATION

This report has been coordinated with the City Attorney's Office.

PUBLIC CONTACT

Public contact was made by posting the Council agenda on the City's official-notice bulletin board outside City Hall Council Chambers. A complete agenda packet is available on the City's website and in the City Clerk's Office at least 72 hours prior to a Regular Meeting and 24 hours prior to a Special Meeting. A hard copy of any agenda report may be requested by contacting the City Clerk's Office at (408) 615-2220, email clerk@santaclaraca.gov <<mailto:clerk@santaclaraca.gov>> or at the public information desk at any City of Santa Clara public library.

RECOMMENDATION

Staff has no recommendation other than to encourage the Commission to consider the available information, and if/when ready, act to set the salary of the Police Chief.

Reviewed by: Aracely Azevedo, Director of Human Resources

Approved by: Nadine Nader, Chief Operating Officer/Assistant City Manager

ATTACHMENTS

1. Classification Specification for Assistant Police Chief
2. Police Chief Survey
3. Resolution No. 23-3

CITY OF SANTA CLARA, CALIFORNIA
ASSISTANT POLICE CHIEF
(Unclassified)
(027)

EDUCATION AND EXPERIENCE

Any education or experience equivalent to:

- Possession of a Bachelor's Degree in Criminal Justice, Police Science, Business Administration, or an approved related field, and
- Minimum of two (2) years experience as a Police Lieutenant with the City of Santa Clara.

Desirable experience to include:

- Successful completion (and application of the concepts) of the P.O.S.T. Supervisory Leadership Institute (SLI), FBI National Academy, or P.O.S.T. Command College;
- At least two (2) years experience at the Police Sergeant level or higher in one of the following assignments: Personnel, Training, Professional Standards, Reserve Police Unit Director, or Traffic Lieutenant;
- Applicant should have served as a Police Sergeant or Police Lieutenant in more than one division for at least two (2) years; and
- Consideration will be given to applicants who have actively sought a diversity of assignments.

LICENSES

Possession of an appropriate, valid California driver's license is required.

CERTIFICATION

Possession of an Advanced P.O.S.T. Certificate and P.O.S.T. Management Certificate is required.

DISTINGUISHING CHARACTERISTICS

This is a sworn leadership position in the Police Department. The Assistant Police Chief is responsible for the overall daily operation of the Police Department, requiring thorough knowledge of all department operations, as well as a complete working knowledge of the Department's budget, including its preparation, administration, and oversight. The incumbent acts as the Chief of Police in his/her absence. This position will oversee the administration of the functions of the Professional Standards Unit and other persons as required.

An incumbent in this classification: demonstrates strong ethical, professional, and service-oriented leadership and interpersonal skills; commands the respect of, and sets a good example for, his/her superiors, peers, and subordinates; understands, accepts, and correctly applies the tenets of the Department's philosophy and values; has established and maintains a good rapport with other City departments and Department Heads; exercises good independent judgment and discretion; manages and directs employees as required; formulates and oversees administrative policies for the effective use of assigned personnel and budgets; and consistently demonstrates a

ASSISTANT POLICE CHIEF (continued)

willingness to cooperate with the remainder of the Management Team, other members of the Department, and other City offices.

As a member of the City's Unclassified Service, this is an "at will" position, and the incumbent serves at the discretion of the City Manager. An incumbent in this classification: demonstrates strong ethical, professional, and service-oriented leadership and interpersonal skills; sets a good example; and correctly applies the tenets of the City's Code of Ethics and Values.

TYPICAL DUTIES

This description may not include all the duties listed below, nor do the examples cover all duties that may be performed.

With general direction:

- Manages the various functions of all divisions, in formulating and revising general orders on policy and procedure, in analyzing operations, and in the assignment of personnel;
- Studies and does research on police field activities and in administrative matters;
- Takes over responsible charge of the personnel, activities and equipment of the Police Department in the absence of the Chief of Police;
- Maintains discipline;
- Confers with officers and supervisors in regards to departmental working relationships;
- Periodically inspects and appraises all officers' work during tours of duty;
- Assists in the preparation of the annual budget and the annual report;
- Receives reports forwarded to the Chief's Office and refers to the Chief of Police all matters of importance requiring his/her attention;
- Consults with and keeps City Manager informed of matters of importance; gives such information as may be desired upon police questions, and acts on or disposes of them in accordance with the policy of the Chief of Police;
- Maintains effective public relations in the field and in the office, including addressing public gatherings;
- Initiates correspondence;
- Prepares special reports;
- Coordinates the investigation of complaints referred to the Chief's Office by the City Manager, other City Departments, or members of the public;
- Handles routine assignments; and does related work as required, and
- Performs other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

Thorough knowledge of:

- Personnel administration and police science.

Knowledge of:

- Laws, ordinances and regulations affecting the work of the Department. Familiarity with the Charter of the City of Santa Clara and commitment to the City Code of Ethics and values;

ASSISTANT POLICE CHIEF (continued)

- Principles and practices of effective leadership and management techniques, e.g. team building practices, problem solving and conflict resolution, project and workload planning and safety procedures and standards; and
- Supervisory personnel practices and procedures.

Ability to:

- Analyze reports and statistics concerning accidents, crimes, and juvenile delinquency;
- Prepare comprehensive reports;
- Establish and maintain effective working relationships with City officials, state and local authorities, and the general public;
- Plan, train, and supervise the work of police and non-sworn personnel;
- Work as team player and be willing to deliver excellent customer service to both internal and external City clients;
- Strong interpersonal skills and communicate effectively both orally and in writing to consistently represent facts and situations accurately, transmit information concisely and in an effective manner, and present a balanced picture of situations; and
- Be an active member of the executive management team and work effectively to achieve common goals.

SUPERVISION RECEIVED

Works under the general direction of the Chief of Police and City Manager.

SUPERVISION EXERCISED

Directly supervises the work of Police Captains and other persons as required, and, in the absence of the Chief of Police, of the entire Police Department.

OTHER REQUIREMENTS

Must be able to perform all of the essential functions of the job assignment.

CONFLICT OF INTEREST

Incumbents in this position are required to file a Conflict of Interest statement upon assuming office, annually, and upon leaving office, in accordance with City Manager Directive 100.

Police Chief			Max Salary	Insurance (Family) ⁽¹⁾					Total Benefits	Retirement		Total Retirement (Classic)	Total Other Benefits ⁽⁴⁾	Total Compensation
Rank	Agency	Classification		Life	Medical	Dental	LTD	Vision		Social Security Medicare (Base Pay Only) ⁽²⁾	Employer Total Retirement Rate (Base Pay + POST Only) ⁽³⁾			
1	MOUNTAIN VIEW	POLICE CHIEF	\$385,175	\$648	\$36,071	\$3,002	\$103	\$ -	\$39,824	\$5,585	\$147,869	\$153,454	\$3,452	\$581,905
2	HAYWARD	CHIEF OF POLICE	\$354,224	\$ -	\$33,597	\$2,015	\$ -	\$372	\$35,985	\$6,524	\$146,833	\$153,357	\$30,467	\$574,033
3	SANTA CLARA (COUNTY)	SHERIFF - U	\$352,657	\$612	\$32,722	\$1,410	\$530	\$105	\$35,379	\$26,978	\$122,619	\$149,597	\$27,400	\$565,034
4	SAN MATEO (COUNTY)	SHERIFF - ELECTIVE	\$361,858	TBD ⁽⁵⁾	\$27,777	\$1,388	TBD ⁽⁵⁾	\$192	\$29,357	\$27,682	\$110,547	\$138,230	\$27,139	\$556,584
5	PALO ALTO	POLICE CHIEF	\$367,702	\$410	\$27,120	\$2,644	\$446	\$153	\$30,773	\$5,332	\$141,676	\$147,007	\$2,400	\$547,882
6	SAN JOSE	CHIEF OF POLICE	\$389,597	\$720	\$28,314	\$1,798	\$ -	\$192	\$31,024	\$ -	\$119,073	\$119,073	\$4,875	\$544,570
7	FREMONT	POLICE CHIEF	\$362,369	\$101	\$32,400	\$1,610	\$665	\$362	\$35,138	\$5,254	\$128,315	\$133,569	\$8,747	\$539,824
8	MILPITAS	CHIEF OF POLICE	\$357,123	\$84	\$34,722	\$2,427	\$86	\$205	\$37,524	\$5,178	\$125,493	\$130,671	\$8,850	\$534,168
9	SANTA CLARA	POLICE CHIEF	\$345,060	\$46	\$13,365	\$267	\$ -	\$108	\$13,785	\$5,003	\$146,302	\$151,305	\$19,653	\$529,804
10	SAN MATEO	CHIEF OF POLICE	\$333,731	\$102	\$31,250	\$1,650	\$1,268	\$149	\$34,419	\$4,839	\$117,807	\$122,646	\$8,792	\$499,588
11	BERKELEY	POLICE CHIEF	\$323,129	\$113	\$30,683	\$2,044	\$3,231	\$ -	\$36,071	\$5,794	\$120,947	\$126,741	\$5,900	\$491,841
12	DALY CITY	CHIEF OF POLICE	\$307,678	\$ -	\$32,986	\$ -	\$ -	\$200	\$33,186	\$4,461	\$99,349	\$103,811	\$1,000	\$445,675
AVG (NO CSC)			\$354,113											\$534,646
AVG (BELOW/ABOVE)			-2.56%											-0.91%

- NOTES:**
- (1) City of Santa Clara Police Chief receives benefits available to Unclassified Police Management Employees (Unit 9A) in effect as of 2018-2023 MOU
 - (2) Only Santa Clara (County) and San Mateo (County) pay for both Social Security and Medicare. All others pay for Medicare only (except San Jose).
 - (3) Employer Rate is the Normal Cost only as provided for Classic employees in CalPERS valuation reports. San Jose and San Mateo (County) are not in CalPERS.
 - (4) Other Benefits include, where available: POST Pay, Deferred Compensation, Uniform Allowance, Auto Allowance, and Professional Development
 - (5) Awaiting on information from agency. Total Compensation Survey will be updated once this information is received.

Classification	Top Step Salary	Insurance (Family) ⁽¹⁾					Total Benefits	Retirement		TOTAL RETIREMENT (CLASSIC)	TOTAL OTHER BENEFITS ⁽⁴⁾	TOTAL COMPENSATION
		Life	Medical	Dental	LTD	Vision		Social Security Medicare (Base Pay Only) ⁽²⁾	Employer Total Retirement Rate (Base Pay + POST Only) ⁽³⁾			
POLICE CHIEF	\$345,060	\$46	\$13,365	\$267	\$ -	\$108	\$13,785	\$5,003	\$139,335	\$144,339	\$19,653	\$522,837
ASSISTANT POLICE CHIEF	\$387,247 ⁽⁵⁾	\$46	\$31,250	\$267	\$ -	\$108	\$31,671	\$5,615	\$156,370	\$161,986	\$31,444	\$612,347

- NOTES:**
- (1) City of Santa Clara Police Chief receives benefits available to Unclassified Police Management Employees (Unit 9A) in effect as of 2018-2023 MOU
 - (2) Medicare only.
 - (3) Employer Rate is the Normal Cost only as provided for Classic employees in CalPERS valuation report.
 - (4) Other Benefits include, where available: POST Pay, Deferred Compensation, Uniform Allowance, Auto Allowance, and Professional Development
 - (5) Salary shown above is incumbent's current salary range. Maximum Salary is \$396,219.

RESOLUTION NO. 23-3

A RESOLUTION OF THE SALARY SETTING COMMISSION OF THE CITY OF SANTA CLARA, CALIFORNIA, SETTING THE COMPENSATION FOR THE POSITION OF CHIEF OF POLICE FOR THE PERIOD JULY 1, 2023, TO JUNE 30, 2025, INCLUSIVE, PURSUANT TO CITY CODE SECTION 2.80.015 AND CHARTER SECTION 702

BE IT RESOLVED BY THE CITY OF SANTA CLARA AS FOLLOWS:

WHEREAS, in accordance with City Charter Section 702, a Salary Setting Commission consisting of qualified electors of the City was appointed by the Civil Service Commission, and commenced performance of its duties in February 2023;

WHEREAS, pursuant to City Code Section 2.80.015 and City Charter Section 702, the Salary Setting Commission is charged with establishing the compensation of the Chief of Police for the period commencing on July 1, 2023, and ending on June 30, 2025;

WHEREAS, the Salary Setting Commission met during the months of February through May of 2021, during which the compensation level for the position of Chief of Police was discussed;

WHEREAS, the Salary Setting Commission was presented with, and took into consideration, various data points including, but not limited to, the history of compensation for the position of Chief of Police; comparator agency salary levels; comparisons of the positions of Chief of Police and Assistant Chief of Police under the City Charter, City Code, and job specifications; compensation levels for the position of Assistant Chief of Police; City budget projections; potential impacts upon decision-making of future commissions; and

WHEREAS, the final decision of the Salary Setting Commission as to compensation for the Chief of Police, as set forth in this Resolution, is based upon the following:

1. In the 2000 special election, the voters passed Measure I, adding Section 701.1 to the City Charter, which imposed upon candidates for the office of Chief of Police a requirement to meet the minimum eligibility and qualification requirements imposed by state law upon candidates for the office of county sheriff.

- a. The minimum qualifications for the office of sheriff require only a California POST advanced certificate, and a combination of education (ranging from high school diploma to master's degree) and work experience (ranging from one to four years).
 - b. These Charter requirements are the only official substantive requirements for the position; because the position is elected, there exists no further job description or other requirement for seeking, or holding, the position of Chief of Police.
2. The Chief of Police, akin to a county sheriff, is elected by the voters of the City of Santa Clara; it is, therefore, solely within the purview of the voters to determine the quality of performance by the current office holder. Accordingly, the role of the Salary Setting Commission is to set the salary for the position of Chief of Police, irrespective of the identity, experience, or performance of the current office holder.
3. Unlike the other elected positions in the City, the position of Chief of Police is a full time regular employee of the City.
4. Currently, the salary level of \$26,141 per month is approximately 3% lower than the average salary level for the position in the comparator agencies reviewed by the Salary Setting Commission. When taking into consideration medical and other benefits, the current total compensation is approximately 2% lower than the average total compensation paid by the comparator agencies.
5. Currently, the average salary of the two incumbents in the position of Assistant Chief of Police Salary is approximately \$29,000, which is approximately 11% higher than the current monthly salary for the position of Chief of Police. The Unit 9A Memorandum of Understanding ("MOU"), which covers the position of Assistant Chief of Police, expires in December 2023 and a successor MOU may result in a wage increase for that position. The Salary Setting Commission is concerned about the potential consequences of continuation and exacerbation of compaction of the salaries for these two positions.

6. The next Salary Setting Commission will meet in early 2025 to again analyze the salary level for the position of Chief of Police. By that time, if the Assistant Chief of Police position receives a wage increase under the new MOU (and in light of the 10% maximum salary increase under Charter Section 702), the Salary Setting Commission may not be in a position to adequately or meaningfully address compaction.
7. The Salary Setting Commission reviewed and considered the short- and long-term budget projections provided by staff; the Commission strives to arrive at a prudent and fiscally responsible decision. The Commission does not believe that the salary increase granted to the position of Chief of Police will negatively impact, in any meaningful way, the City's financial position.

NOW THEREFORE, BE IT FURTHER RESOLVED BY THE SALARY SETTING COMMISSION OF THE CITY OF SANTA CLARA AS FOLLOWS:

1. In accordance with Resolution 21-3 of the Salary Setting Commission, up to and including June 30, 2023, the monthly salary for the position of Chief of Police shall be \$26,141.00. For the period July 1, 2023, to June 30, 2025, inclusive, the monthly salary for the position of Chief of Police shall be increased by 10% for a new monthly salary of \$28,755.00.
2. That for the period July 1, 2023, to June 30, 2025, inclusive, the position of the Chief of Police shall continue to receive benefits equivalent to those currently received by members of the Unclassified Police Management Unit (9A) under the Memorandum of Understanding set to expire on December 25, 2023.
3. That for the period July 1, 2023, to June 30, 2025, inclusive, any accrued leave balances held by the Chief of Police shall continue to be "frozen" as of the date he/she takes office (i.e., shall neither accrue increases in leave balances, nor be subject to decreases in those balances, during his/her term of elected office).
4. Effective date. This resolution shall become effective immediately.

I HEREBY CERTIFY THE FOREGOING TO BE A TRUE COPY OF A RESOLUTION PASSED

AND ADOPTED BY THE SALARY SETTING COMMISSION OF THE CITY OF SANTA CLARA,
CALIFORNIA, AT A REGULAR MEETING THEREOF HELD ON THE 8th DAY OF MAY, 2023,
BY THE FOLLOWING VOTE:

AYES: 3 COMMISSIONERS: Kumar, Sontag, Lawson

NOES: 0 COMMISSIONERS:

ABSENT: 1 COMMISSIONERS: Humphries

ABSTAINED: 0 COMMISSIONERS:

ATTEST:



MV KUMAR, CHAIR
SALARY SETTING COMMISSION

Attachments incorporated by reference: None