

**RESOLUTION NO. 25-2**

**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, 2025, TO JUNE 30, 2027, 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 February 2025;

**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, 2025, and ending on June 30, 2027;

**WHEREAS**, the Salary Setting Commission met during the months of February and March of 2025, 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, and modification of the duties of the City Clerk under the Charter and the City Code; 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 professional Assistant City Clerk (SCCC 2.20.030).

3. 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 was the same salary earned by Council Members.
4. 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.
5. At the current fully loaded annual rate of \$25,561 per month, the total compensation for the position of City Clerk is below the average current annual total compensation for the position in the comparator agencies reviewed by the Commission.
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. 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.
9. The time commitment associated with the position, varying on a biennial basis, is likely

to have associated financial impacts on the incumbent, e.g. childcare or elder care, which are subject to inflationary forces. The Commission does not believe that public service should have a negative financial impact on the elected official. In addition, the Commission believes that a stipend fairly tailored to address these potential financial impacts would facilitate the attraction of a qualified and diverse group of candidates for these positions.

10. The Ten-Year Financial Forecast included in the last budget indicated an expected cumulative budget shortfall for each of the next ten years, but at a much lower level than was initially forecast in June 2022. So, while the City is not yet recovered from the financial effects of the pandemic, there does appear to be significant improvement.
11. The City Charter limits salary increases to a maximum of 10% per 2-year Commission cycle. As compared with the size and scope of the City's overall Operating Budget, an increase to the stipend for one position, capped at 10%, was not deemed to create a meaningful impact to the City's fiscal outlook.
12. 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 the various considerations described above, while 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 the salary of the position of City Clerk shall be increased to \$1,575 per month for the period July 1, 2025, to June 30, 2026.
  2. That the salary for the position of City Clerk shall be increased to \$1,650 per month for the period July 1, 2026, to June 30, 2027.
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 17<sup>th</sup> DAY OF MARCH, 2025, BY THE FOLLOWING VOTE:

AYES: COMMISSIONERS:

NOES: COMMISSIONERS:

ABSENT: COMMISSIONERS:

ABSTAINED: COMMISSIONERS:

ATTEST: \_\_\_\_\_  
MV KUMAR, CHAIR  
SALARY SETTING COMMISSION

Attachments incorporated by reference: None