



# City of Santa Clara

## Meeting Agenda

### Salary Setting Commission

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Wednesday, January 30, 2019

7:00 PM

City Hall - Council Chambers  
1500 Warbuton Avenue  
Santa Clara, CA 95050

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#### CALL TO ORDER AND ROLL CALL

#### CONSENT CALENDAR

19-144 [Meeting Minutes of January 8 and 17, 2019](#)

**Recommendation:** Approve the Meeting Minutes of January 8 and 17, 2019.

#### PUBLIC PRESENTATIONS

#### GENERAL BUSINESS

#### STAFF REPORT

19-121 [Action to Consider Additional Comparative Information and to Set Salaries of Mayor, Council, City Clerk and Police Chief](#)

**Recommendation:** Staff has no recommendation other than to encourage the Commission to consider the available responsive information and when ready, act to set the salaries of the Mayor, Council, City Clerk, and Police Chief.

#### COMMISSIONERS REPORT

#### ADJOURNMENT



# City of Santa Clara

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

## Agenda Report

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**19-144**

**Agenda Date: 1/30/2019**

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**SUBJECT**

Meeting Minutes of January 8 and 17, 2019

**RECOMMENDATION**

Approve the Meeting Minutes of January 8 and 17, 2019.

**ATTACHMENT**

1. Meeting Minutes of January 8, 2019
2. Meeting Minutes of January 17, 2019

Draft



# City of Santa Clara

## Meeting Minutes

### Salary Setting Commission

01/08/2019

7:00 PM

City of Santa Clara  
Central Park Library  
Margie Edinger Room  
2635 Homestead Road  
Santa Clara, CA 95050

#### CALL TO ORDER AND ROLL CALL

Staff called the meeting to order at 7:00 pm and conducted roll call.

**Present** 5 - Commissioner Pilar Arquero , Commissioner Marjorie Banko ,  
Commissioner MV Kumar , Commissioner John Sontag, and  
Commissioner David Stealey

#### CONSENT CALENDAR

None

#### PUBLIC PRESENTATIONS

None

#### GENERAL BUSINESS

- 1      [19-1683](#)      Presentation and Overview of Relevant Provisions of Brown Act, Robert's Rules of Order  
  
City Attorney Reuter provided an electronic presentation of the Brown Act.
- 2      [19-1684](#)      Election of Salary Setting Commission Chair and Vice-Chair

**Recommendation:** Staff recommends that the Commission conduct an election for Chair and Vice Chair.

**A motion was made by Commissioner Stealey, seconded by Commissioner Kumar to elect Commissioner John Sontag as Chairperson.**

**Aye:** 5 - Commissioner Arquero, Commissioner Banko , Commissioner Kumar, Commissioner Sontag, and Commissioner Stealey

**A motion was made by Commissioner Sontag, seconded by Commissioner Pilar to elect Commissioner MV Kumar as Vice-Chairperson.**

**Aye:** 5 - Commissioner Arquero, Commissioner Banko , Commissioner Kumar, Commissioner Sontag, and Commissioner Stealey

3      [19-1678](#)      Action To Set Future Commission Meeting Dates

**Recommendation:** Poll Commissioners and set future meeting dates.

**A motion was made by Commission Stealey, seconded by Commissioner Kumar to set the future Salay Setting Commission meeting dates as January 17 and 30, February 21 and 28, and March 14 and 28, 2019.**

**Aye:** 5 - Commissioner Arquero, Commissioner Banko , Commissioner Kumar, Commissioner Sontag, and Commissioner Stealey

#### **STAFF REPORT**

4      [19-1682](#)      Overview of Legislative Actions, Review of Comparator Agency Information and Recommendations for Process to Review and Set Elected Legislative Officials Compensation

**Recommendation:** This item is for information and discussion only, and no action is required at this time.

Staff presented salary information for Elected Officials.

#### **COMMISSIONERS REPORT**

Commissioners requested staff provide information regarding City of Santa Clara's budget.

#### **ADJOURNMENT**

The meeting was adjourned at 8:27 pm. The next regularly scheduled meeting is January 17, 2019.

Draft



# City of Santa Clara

## Meeting Minutes

### Salary Setting Commission

01/17/2019

7:00 PM

City Hall - Council Chambers  
1500 Warburton Avenue  
Santa Clara, CA 95050

#### CALL TO ORDER AND ROLL CALL

Chairperson Sontag called the meeting to order at 7:00 pm.

#### CONSENT CALENDAR

None

#### PUBLIC PRESENTATIONS

None

#### GENERAL BUSINESS

#### STAFF REPORT

- 1      [19-070](#)      Consideration of Information Related to Comparator Agencies

**Recommendation:** This item is for information and discussion only, and no action is required at this time.

Staff reported on information related to comparator agencies; no action is required.

- 2      [19-086](#)      Presentation of City Budget and Forecast

**Recommendation:** This item is for information only; no action is required at this time.

Staff Ken Lee provided an electronic presentation on the budget of the City.

#### COMMISSIONERS REPORT

Chairperson Sontag requested the job descriptions of Chief of Police and City Clerk.

#### ADJOURNMENT

Chairperson Sontag adjourned the meeting at 8:16 p.m to the next regularly scheduled meeting on January 30, 2019.



## Agenda Report

19-121

Agenda Date: 1/30/2019

### REPORT TO SALARY SETTING COMMISSION

#### SUBJECT

Action to Consider Additional Comparative Information and to Set Salaries of Mayor, Council, City Clerk and Police Chief

#### BACKGROUND

Charter Section 702 requires the Salary Setting Commission (Commission) to set the compensation of the Mayor and Council prior to March 15, 2019 and thereafter, every two years. The Charter provision also provides that salaries so established by the Commission shall not exceed one hundred ten percent (110%) of the previous figure. City Code Section 2.20.015 requires the Commission to set the City Clerk's compensation on July 1, 2019, and every two years thereafter. City Code Section 2.80.015 requires the Commission to set the Chief of Police's compensation on July 1, 2019, and every two years thereafter.

#### DISCUSSION

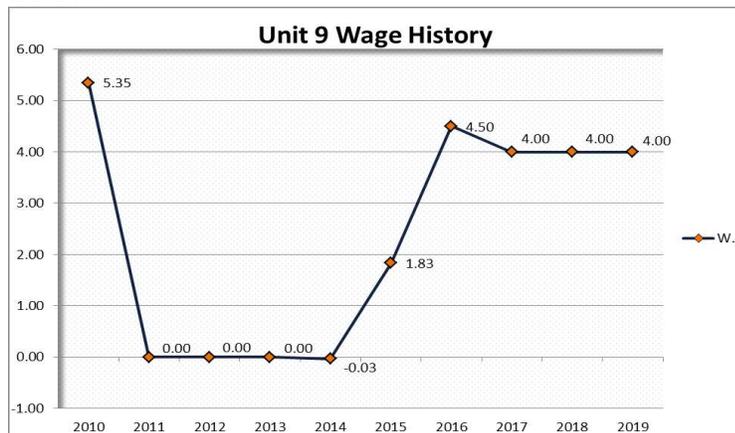
At its previous meeting, the Commission requested updated information regarding comparator agencies and particular information related to the positions of Mayor, Council, City Clerk and Police Chief. The Commission's information requests from that meeting are:

1. What is the salary growth of the City's Unit 9 bargaining group over the last 10 years?
2. Are there any available existing studies regarding Mayor and Council salaries?
3. Compare and contrast City Clerk and Assistant City Clerk;
  - a. What were their respective duties before and after the recent change?
4. Compare and contrast Police Chief and Assistant Police Chief duties;
  - a. What is the organizational structure of the Police Department?
  - b. What are the Sheriff requirements mentioned in the Charter?
  - c. What are POST requirements needed for Police Chief and are they different than APC or other positions in the Department?
5. Provide a compensation survey for City Clerk and Police Chief;
6. What is the salary history of the Assistant City Clerk position?
7. What do the Charter Review Committee minutes reflect regarding its consideration or justification for raising the salaries to \$2000/\$2500 in 2016?
  - a. What are the prior methods used to raise salaries of all positions: Mayor, Council, City Clerk, and Police Chief?

Responsive information regarding comparator agencies as available and compiled is included in Attachment 1. Responsive information for the additional seven categories is provided below:

- 1. What is the salary growth of the City's Unit 9 bargaining group over the last 10 years?**  
The City's unclassified management employees' salary increases are shown in the table

below.



## 2. Are there any available existing studies regarding Mayor and Council salaries?

Staff has researched the League of California Cities available publications and there do not appear to be any studies related to setting compensation for mayors and councils. Staff is providing additional salary surveys for the positions of Mayor and Council as Attachments 2 and 3.

## 3. Compare and contrast City Clerk and Assistant City Clerk;

### a. What were their respective duties before and after the recent change?

Staff directs the Commission's attention to the following meetings (agendas, materials, and video available on the City's website):

- March 29, 2018 Council Study Session on duties and responsibilities of a professional city clerk
- April 24, 2018 Agenda Item entitled "Discussion and Council Direction on Assigned Responsibilities and Commensurate Salary Options for Elected City Clerk"
- June 26, 2018 Agenda Items entitled "Consideration of an Ordinance Assigning the City Auditor Function to the Assistant Finance Director" and "Discussion and Council Direction on Assigned Responsibilities and Commensurate Salary Options for Elected City Clerk"
- July 5, 2018 Agenda Item entitled "Introduction of an Ordinance Assigning Professional Responsibilities from the Elected City Clerk to the Assistant City Clerk and Setting the Salary of the Elected City Clerk Commensurate with the Stipend and Benefits of Council Members"

City Clerk Duties BEFORE Council's recent adoption of Ordinance No. 1983:

- Attend all meetings of the City Council and be responsible for the recording and maintaining of a full and true record of all the proceedings of the City Council in books that shall bear appropriate titles and be devoted to such purposes;
- Maintain separate books, in which shall be recorded respectively all ordinances and resolutions, with the certificate of the clerk annexed to each thereof stating the same to be the original or a correct copy, and as to an ordinance requiring publication, stating that the same has been published or posted in accordance with this Charter;
- Maintain separate books, in which a record shall be made of all written contracts and official bonds;

- Keep all aforementioned books properly indexed and open to public inspection when not in actual use;
- Publishing and attesting the publication of all official notices;
- Administer oaths or affirmations, take affidavits and depositions pertaining to the affairs and business of the City and certify copies of official records;
- The issuance of certified copies of official records as required and requested;
- Officially recording the rights, titles and interests in all real properties acquired by the City;
- The handling of all Council correspondence unless otherwise specifically designated;
- Preparing of the agenda and supplemental material for Council meetings in cooperation with the City Manager;
- Routing Council assignments to the respective officers having primary responsibility for their execution;
- Duplicating and distributing the minutes, ordinances, resolutions, policies and orders of the City Council to the various boards, commissions and administrative officers;
- *Be the custodian of the seal of the City;*
- *Have charge of all City elections.*

The current duties of the Elected City Clerk, per Ordinance No. 1983 are as follows:

- *Be the custodian of the seal of the City;*
- *Have charge of all City elections.*

In addition, the Council has the right under the Charter to appoint any City employee to act as the City Auditor. Prior to his resignation, the City Clerk was acting as both the City Clerk and City Auditor, and he received compensation for both roles (a base pay of \$200,976, of which \$178,500 correlates to the City Clerk's Office and \$22,476 correlates to City Auditor). Under the City Charter, the City Council has the authority to assign any of the City Clerk's duties and responsibilities to any other employee of the City, and grant such person the commensurate additional compensation. Based upon a review of the job duties for both Clerk and Auditor, the Council assigned the auditor duties to an Assistant Finance Director (a new employee was hired in the Finance Department to fill this role, among other functions) and many of the City Clerk duties to the assistant city clerk. In particular, the City Council was concerned about continuity for the Clerk's Office and the ability to ensure that a qualified individual would be able to fill this professional position. The two duties italicized above are the duties that remain for the City Clerk. All other duties have been formally assigned to the Assistant City Clerk by ordinance. The Assistant City Clerk was, in actual practice, already performing these functions and acting as back-up for the City Clerk in all functions, and therefore neither the job description nor the salary range for the assistant city clerk had to be amended as a result of this change to the formally assigned duties. There was previously no ordinance representing the Assistant City Clerk's duties and responsibilities (the current 2.20.030 was adopted in 2018). However, the Assistant City Clerk job description is included as Attachment 4.

#### **4. Compare and contrast Police Chief and Assistant Police Chief duties;**

The minimum qualifications of the Police Chief are that he/she is a resident and qualified elector of the City, and can exercise all powers as conferred upon sheriffs and police officers in the State. Assistant Police Chief's duties are essentially to assist the Police Chief in the overall

operation and command of the department and to act as the Police Chief in his/her absence. The position's minimum qualifications require education equivalent to a Bachelor's Degree in an approved field and must have held the rank of Lieutenant for two years (see Attachment 5).

**a. What is the organizational structure of the Police Department?**

See Attachment 6.

**b. What are the Sheriff requirements mentioned in the Charter?**

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.

The job description for Assistant Chief of Police is Attachment 5. Both an advanced certificate and a management certificate from POST are required and it is desirable to possess completion certificates from POST Supervisory Leadership Institute (SLI), FBI National Academy, or POST Command College.

**c. What are POST requirements needed for Police Chief and are they different than Assistant Police Chief or other positions in the Department?**

Pursuant to California state law and the California Commission on Peace Officer Standards and Training (POST), every person appointed to the position of chief of police, either as an interim or permanent appointment, must be a peace officer and must satisfy all the applicable peace officer selection standards. In addition, as a condition of continued employment, a chief of police must obtain the POST Basic Certificate within two years of appointment, if the individual does not possess the certificate. Certain persons are disqualified from holding the position of chief of police: persons convicted of a felony; persons convicted of an offense in any other jurisdiction which would be a felony in California; those adjudged by a court to be mentally incompetent, a mentally disordered sex offender, drug addicted or in danger of becoming drug addicted; and any person found not guilty of a felony by reason of insanity.

(California Government Code Section 1029) These requirements would also apply to the Assistant Police Chief and anyone running for the elected office of Police Chief in the City.

**5. Provide a compensation survey for City Clerk and Police Chief.**

See Attachments 7 and 8.

**6. What is the salary history of the Assistant City Clerk position?**

Based upon the agenda reports and information provided to Council, there was no change to the Assistant City Clerk salary range as a result of allocating the duties to that position because it was already performing those functions and being paid a commensurate salary.

**7. What do the Charter Review Committee minutes reflect regarding its consideration or justification for raising the salaries to \$2000/\$2500 in 2016?**

Staff has reviewed the minutes from the 2016 Charter Review Committee meetings as well as the City Council meetings at which Measure O was placed on the ballot. The following discussion points are noted in the minutes relative to the bodies' decisions to alter Mayor and Council salaries:

- Review of prior Charter section 702 (adopted in 2000) which set Council salary at \$600/month and Mayor salary at \$1000/month, with annual increases at CPI level, not to exceed 5% per year. By the time of the 2016 election, the Council was paid \$855.27 and Mayor was paid \$1425.47
- The Committee reviewed comparison of data for nearby cities: population, budget size (general fund) and salaries of its elected officials, as well as the time commitment involved with being a council member (see Argument in Favor of Measure O, drafted by members of the Charter Review Committee, Attachment 9)
- It was determined that the average Council salary was \$1,500 in comparator agencies. Based upon the 67% difference between current Council and Mayor salary, the new Mayor salary should be \$2500
- It was noted that payment to elected officials for attendance at other meetings (such as other Authorities) is limited by State law
- The final recommendation from the Charter Review Committee to Council was \$1500/mo for Council members and \$2500/mo for Mayor, with no limit on amounts of increases awarded by the Salary Setting Commission

The Council heard the Committee's recommendation on July 12, 2016. A Council member commented that in 2000, the difference between Council and Mayor salary was only \$400, so the delta should be similar (rather than \$1000 delta proposed by the Committee). Upon further discussion it was proposed that monthly compensation would be set at \$2,000 for Council members and \$2500 for Mayor. It was also proposed that a 110% cap on increases in compensation should be included with language similar to that which existed in the 2000 version of charter section 702. The Council passed the motion, and the matter was placed on the ballot as Measure O.

**a. What are the prior methods used to raise salaries of all positions: Mayor, Council, City Clerk, and Police Chief?**

Since 2000, the Council and Mayor increases occurred based on CPI adjustments as described above. Staff is still researching this question with the intent of providing additional information at a future meeting, if needed.

**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**

Increased salary costs for the positions of Mayor, Council, and City Clerk could result in a maximum annual increase of up to approximately \$19,800 for the next fiscal year; the maximum annual increase for the Police Chief is approximately \$31,369. Any additional 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 and the Finance Department.

**PUBLIC CONTACT**

Public contact was made by posting the Commission 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 responsive information and when ready, act to set the salaries of the Mayor, Council, City Clerk, and Police Chief.

Reviewed by: Teresia Zadroga-Haase, Director, Human Resources

Approved by: Nadine Nader, Assistant City Manager

**ATTACHMENTS**

1. Comparator Agency Information
2. Salary Survey, Mayor
3. Salary Survey, Council
4. Assistant City Clerk Job Description
5. Assistant Police Chief Job Description
6. Police Department Organizational Chart
7. Police Chief Salary Survey

- 8. City Clerk Salary Survey
- 9. Argument in Favor of Measure O

Agency	General Law or Charter	Council Salary/Mo	Mayor Salary/Mo	# Members	# Council Meetings/ 2018	# Authorities	# Committees	Agency Budgets	Population	Benefits	CPI Region (as of 10/2018)
Cupertino	General Law	\$743.07	\$743.07	5	48	0	25	\$131.7m	58,302	Health/Vision/ Dental/CalPERS/ life	4.40%
Fremont	General Law	\$2,118.89	\$3,764.52	7	36	2		\$205.7m	214,089	Health/CalPERS	4.40%
Mountain View	Charter	\$1,115.40	\$1,394.34	7	60	2		\$328.1m	74,066	Health/Vision/ Dental/CalPERS/ Life	4.40%
Palo Alto	Charter	\$1,000.13	\$1,150.13	7	55	1	37	\$711.2m	64,403	Health/Vision/ Dental/CalPERS/ Life	4.40%
Sunnyvale	Charter	\$2,465.02	\$3,286.70	7	38	3	42	\$489m	140,081	Fee Only Rate - Health/Vision/ Dental/CalPERS	4.40%
	Survey Median	\$1,115.40	\$1,394.34								
	Survey Average	\$1,488.50	\$2,067.75								

Santa Clara	Charter	\$2,000.00	\$2,500.00	7	48	5	42	\$860.9m	116,468	Optional CalPERS	4.40%
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Santa Clara  
above median  
salary: 79.31% 79.30%

Santa Clara  
above average  
salary: 34.36% 20.90%

**Cupertino Compensation History:**

2006 - raised from \$618.85 to \$730.24 at new term (Cupertino City Code Sec. 2.16.020)

**Palo Alto Compensation History:**

2017 -- went from \$600 to \$1000 for Council Members

**Sunnyvale Compensation History:**

	Council		Mayor	
	annual	Monthly	annual	Monthly
1/1/2018	\$29,580.12	\$2,465.01	\$39,440.40	\$3,286.70
1/1/2019	\$30,680.52	\$2,556.71	\$40,907.64	\$3,408.97

CONFIDENTIAL  
CITY OF SANTA CLARA  
TOTAL MONTHLY COMPENSATION ARRAY  
CLASS: MAYOR

Note: Unless otherwise noted, the salary information included in this report was in effect on January 23, 2019

Agency	General Law or Charter	Top Step Salary	Insurance					Employer-Pd Employee Retirement	Deferred Comp	Auto Allow.	Prof. Devel.	Retiree Medical	Total Compensation
			Life	Medical	Dental	LTD	Vision						
City of Mountain View	Charter	\$1,394.34	\$9.20	\$2,935.74	\$250.16	\$36.98	\$0.00	\$20.22	\$0.00	\$0.00	\$1,000.00	\$297.68	\$5,944.31
City of Palo Alto	Charter	\$1,150.13	\$2.40	\$2,088.00	\$210.00	\$0.00	\$15.59	\$16.68	\$0.00	\$0.00	\$0.00	\$0.00	\$3,856.31
City of Cupertino	General Law	\$743.07	\$3.84	\$1,786.68	\$126.78	\$0.00	\$14.94	\$10.77	\$0.00	\$0.00	\$0.00	\$1,766.00	\$4,646.54
City of San Jose	Charter	\$11,051.00	\$6.26	\$1,528.30	\$149.84	\$0.00	\$16.00	\$160.24	\$0.00	\$0.00	\$0.00	\$0.00	\$13,261.64
City of Fremont	General Law	\$3,764.52	\$5.98	\$450.00	\$123.70	\$0.00	\$30.20	\$54.59	\$0.00	\$0.00	\$0.00	\$0.00	\$5,586.24
City of Sunnyvale	Charter	\$3,286.70	\$0.00	\$3,566.78	\$19.20	\$0.00	\$42.12	\$47.66	\$0.00	\$0.00	\$0.00	\$133.00	\$8,055.50
<b>Survey Median:</b>		<b>\$2,340.52</b>											<b>\$5,765.27</b>
<b>Survey Average</b>		<b>\$3,564.96</b>											<b>\$6,892.09</b>

City of Santa Clara  
Charter  
\$2,500.00  
\$897.50  
\$36.25  
\$0.00  
\$0.00  
\$0.00  
\$0.00  
\$0.00  
\$0.00  
\$0.00  
\$0.00  
\$0.00  
\$3,433.75

Santa Clara above/below median salary: 6.81% Above  
 Santa Clara above/below average salary: -43% Below  
 Santa Clara above/below median total compensation:  
 Santa Clara above/below average total compensation:

City of Santa Clara Total Monthly Compensation Array  
 Class: MAYOR  
 Page 2 (NOTES)

Retirement: \*Classic formulas  
 Agency Base Agency-Paid Employee Contribution  
 City of Mountain View 32.650%  
 City of Palo Alto 26.169%  
 City of Cupertino 2.7@55  
 City of San Jose 24% 2.7@55  
 City of Fremont 30.741%  
 City of Sunnyvale 29.210%  
 City of Santa Clara 35.900% 0% 2.7@55

Medical includes Vision; prof. dev. Per fiscal yr  
 Retiree Med EE+2  
 Retiree Med EE+2  
 Medical EE+2  
 Dental & Vision EE +2

an additional \$30 each per meeting for the Stadium Authority, SOSA and Housing Authority.  
 (Attendance mandatory; max 4 meetings a month)

CONFIDENTIAL  
CITY OF SANTA CLARA  
TOTAL MONTHLY COMPENSATION ARRAY  
CLASS: CITY COUNCIL

Note: Unless otherwise noted, the salary information included in this report was in effect on January 23, 2019

Agency	General Law or Charter	Top Step Salary	Insurance			LTD	Vision	Soc. Sec. Medicare	Employer Retire. Rate	Employer-Pd Employee Retirement	Deferred Comp	Auto Allow.	Prof. Devel.	Retiree Medical	Total Compensation
			Life	Medical	Dental										
City of Mountain View	Charter	\$1,115.40	\$7.36	\$2,935.74	\$250.16	\$36.98	\$0.00	\$16.17	\$0.00	\$0.00	\$0.00	\$0.00	\$1,000.00	\$297.68	\$5,659.49
City of Palo Alto	Charter	\$1,000.13	\$2.40	\$2,088.00	\$210.00	\$0.00	\$15.59	\$14.50	\$326.54	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,657.16
City of Cupertino	General Law	\$743.07	\$3.84	\$1,786.68	\$126.78	\$0.00	\$14.94	\$10.77	\$194.45	\$0.00	\$0.00	\$0.00	\$0.00	\$1,766.00	\$4,646.54
City of San Jose	Charter	\$8,134.00	\$6.26	\$1,528.30	\$149.84	\$0.00	\$16.00	\$117.94	\$0.00	\$0.00	\$0.00	\$350.00	\$0.00	\$0.00	\$10,302.34
City of Fremont	General Law	\$2,118.89	\$5.98	\$450.00	\$123.70	\$0.00	\$30.20	\$30.72	\$651.37	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,410.86
City of Sunnyvale	Charter	\$2,465.02	\$0.00	\$3,566.78	\$19.20	\$0.00	\$42.12	\$35.74	\$720.03	\$0.00	\$0.00	\$0.00	\$0.00	\$133.00	\$6,981.90
<b>Survey Median:</b>		<b>\$1,617.15</b>													<b>\$5,153.01</b>
<b>Survey Average</b>		<b>\$2,596.09</b>													<b>\$5,776.38</b>

\$5,153.01  
\$5,776.38

City of Santa Clara	Charter	\$2,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$29.00	\$718.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,747.00
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Santa Clara above/below median salary:

23.67% Above

Santa Clara above/below average salary:

-30% Below

Santa Clara above/below median total compensation:

-88% Below

Santa Clara above/below average total compensation:

-110% Below

City of Santa Clara Total Monthly Compensation Array  
Class: CITY COUNCIL  
Page 2 (NOTES)

Retirement: \*Classic formulas

	Agency Base	Agency-Paid Employee Contribution
City of Mountain View	32.650%	Medical includes vision; prof. dev
City of Palo Alto	26.169%	Medical EE +2
City of Cupertino	30.741%	Retiree med EE +2
City of San Jose	29.210%	Medical EE+2
City of Fremont	35.900%	Dental & Vision EE +2
City of Sunnyvale	0%	an additional \$30 each per meeting for the Stadium Authority, SOSA and Housing Authority.
City of Santa Clara	2.7@55	(Attendance mandatory,max 4 meetings a month)

defined contribution plan (6.555) or PERS (8.892% Classic & 6.842% PEPRA)

2% @ 60 for classic members hired after December 23, 2012 (Tier 2) and 2.7% @ 55 for all other classic members

0%

City of Santa Clara

2.7@55

2.7@55

2.7@55

**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 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.

# Santa Clara Police Department

Office Specialist IV

**Chief of Police**

Management Analyst

**Asst. Chief of Police**

Internal Affairs

## Field Operations Division Commander

Office Specialist

Day Shift Watch Commander  
1500-0200

Swing Shift Watch Commander  
0600-1700

Team 1A Dayshift  
0600-1700

Sergeant

Officers

CSO Patrol  
M-Th, 0600-1600

CSO Parking  
M-Th, 0700-1700

Team 2A MidMorning  
1100-2200

Sergeant

Officers

CSO  
M-Th, 1000-2000

Day Motors  
0600-1700

Sergeant

Officers

CSO - Vehicles

Traffic Investigator  
0700-1700

Team 3A Swingshift  
1500-0200

Sergeant

Officers

Team 4A - Graveyard  
2000-0700

Sergeant

Officers

Night Motors  
0900-2000

Sergeant

Officers

Team 1B Dayshift  
0600-1700

Sergeant

Officers

CSO Patrol  
T-F, 0600-1600

F-M, 0600-1600

CSO Parking  
T-F, 0800-1800

Team 2B MidMorning  
1100-2200

Sergeant

Officers

Team 3 Swingshift  
1500-0200

Sergeant

Officers

Team 4B Graveyard  
2000-0700

Sergeant

Officers

FTO Coordinator

Field Training Program

Police Academy

Silicon Valley Animal Control Authority

Bicycle and Pedestrian Advisory Committee

## Investigations Division Commander

Office Specialist III  
Office Specialist II

Detective Division Lieutenant

Forensic Coordinator

Crime Analyst

Robbery/Assaults and Homicide

Narco/Robbery

General Property Crimes

Misc. Gen. Assaults Supervisor

Domestic Violence

Subpoenas/Court CSO

Special Enforcement Team

280's/Sex Crimes/Elder Abuse Supervisor

Juvenile Crimes/South

Juvenile Crimes/North

Financial Crimes Identity Theft

SCCSET

AB109

DEA

RATTF

RCFL

Chaplain Coordinator

Chaplains

Peer Support Coordinator

Records Manager

Desk CSO's  
M-Th, 0730-1730  
T-F, 0800-1800  
F-M, 0800-1800  
Patrol on Sundays

Records Supervisor

Records Specialists

Records Supervisor

Records Specialists

Records Supervisor

Records Specialists

Records Specialist in Training

## Special Operations Division Commander

Office Specialist

Special Operations Lieutenant

Special Operations Intelligence

Temporary Holding Facility

Jail Service Officers

Hostage Negotiation Team

Special Response Team K-9

Police Reserve Captain

Reserves

Cadets

## Services Division Commander

Office Specialist

Communications Center Manager

Services Division Lieutenant

Public Information Officer

Communication Tech II

Senior Dispatcher

Dispatcher II

Senior Dispatcher

Dispatcher II

Dispatcher I

Senior Dispatcher

Dispatcher III

Dispatcher II

Senior Dispatcher

Dispatcher II

Dispatcher in Training

Senior Dispatcher - TDY CAD

Per Diem

Professional Standards Unit

CSU

DARE UNIT

SRO

Crime Prevention Unit

Crossing Guard Supervisor

NSU

Officers

Northside Substation Alarms and Permits

Training Coordinator

Office Specialist

Range Master

Property/Evidence CSO's

PAL Director

Office Specialist

January, 2019

**CONFIDENTIAL**  
**CITY OF SANTA CLARA**  
**TOTAL MONTHLY COMPENSATION ARRAY**  
**CLASS: POLICE CHIEF**

Note: Unless otherwise noted, the salary information included in this report was in effect on January 23, 2019

Agency	Top Step Salary	Insurance				LTD	Vision	Soc. Sec. Medicare	Employer Retire. Rate	Employer-Pd Employee Retirement	Deferred Comp	Auto Allow.	Prof. Devel.	Retiree Medical	Total Compensation
		Life	Medical	Dental	Life										
City of Mountain View	23,591.34	66.00	2126.53	224.76	36.98	10.00	342.07	10587.56	0	0	0	83.33	2,126.53	39,195.10	
City of Palo Alto	23,209.33	33.96	2008.00	214.89	37.20	15.90	336.54	11532.72	0	0	0	125.00	1,727.00	39,240.53	
City of Milpitas	20,599.95	7.00	2027.64	221.22	19.50	17.05	298.70	9109.50	0	75.00	0	0	733.39	33,108.95	
City of Redwood City	22,323.00	25.65	1838.18	99.86	17.40	10.81	323.68	9231.01	0	446.46	0	750.00	1,065.75	34,292.15	
City of Hayward	19,363.07	23.24	1924.98	148.08	60.58	14.35	280.76	7981.46	0	0	0	0.00	237.31	30,033.83	
County of Santa Clara	24,099.76	97.57	1366.86	54.27	0	4.59	349.45	10112.02	0	0	0	0.00		36,084.51	
County of San Mateo	21,049.20								Waiting for agency response						
<b>Survey Average:</b>	<b>22,033.66</b>													<b>35,174.11</b>	

<b>City of Santa Clara</b>	<b>26,141.00</b>	<b>5.60</b>	<b>982.43</b>	<b>22.22</b>	<b>0</b>	<b>9.02</b>	<b>379.04</b>	<b>10775.32</b>	<b>0.00</b>	<b>0</b>	<b>400.00</b>	<b>0.00</b>	<b>352.00</b>	<b>39,066.63</b>
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Santa Clara above/below average **18.64%**  
Above

Santa Clara above/below average total compensation:

**11.07%**  
Above

**NOTES:**

City of Milpitas and Mountain View: Auto provided  
 City of Redwood City: Auto provided; City pays 100% of the "Employee Only" rate for the plan chosen up to a maximum monthly amount equal to the Bay Area Kaiser Family rate  
 City of Santa Clara: Police Chief is eligible to be provided with an automobile in lieu of an auto allowance similar to Mountain View and Milpitas

**Retirement:**

	<u>Agency Base</u>	<u>Agency-Paid Employee Contribution</u>
City of Mountain View	44.879%	0%
City of Palo Alto	49.690%	0%
City of Milpitas	44.221%	0%
City of Redwood City	41.352%	0%
City of Hayward	41.220%	0%
County of Santa Clara	41.959%	0%
County of San Mateo	49.098%	0%
City of Santa Clara		3.0@50

44.683% contribution rate, but employee pays 7% as cost share amount

**Paid Holidays:**

	<u>No. Holidays</u>
City of Mountain View	12
City of Palo Alto	12
City of Milpitas	13
City of Redwood City	14
City of Hayward	14.5
County of Santa Clara	12
County of San Mateo	
City of Santa Clara	13

**Vacation:**

	<u>No. Days</u>
City of Mountain View	17
City of Palo Alto	25
City of Milpitas	36
City of Redwood City	15
City of Hayward	15
County of Santa Clara	0
County of San Mateo	
City of Santa Clara	15

**Management Leave:**

<u>No. of Days</u>
12
10
5
20
10
0
15

City of Mountain View  
City of Palo Alto  
City of Milpitas  
City of Redwood City  
City of Hayward  
County of Santa Clara  
County of San Mateo  
City of Santa Clara

**Sick Leave**

<u>No. of Days</u>
12
12
12
12
12
0
12

City of Mountain View  
City of Palo Alto  
City of Milpitas  
City of Redwood City  
City of Hayward  
County of Santa Clara  
County of San Mateo  
City of Santa Clara

**CONFIDENTIAL**  
**CITY OF SANTA CLARA**  
**TOTAL MONTHLY COMPENSATION ARRAY**  
**CLASS: CITY CLERK**

Note: Unless otherwise noted, the salary information included in this report was in effect on January 23, 2019

Agency	Top Step Salary	Insurance							Prof. Devel.	Retiree Medical	Total Compensation
		Life	Medical	Dental	LTD	Vision	Soc. Sec. Medicare	Deferred Comp			
City of Antioch	\$941.20	\$4.86	\$1,601.51	\$0.00	\$0.00	\$0.00	\$13.65	\$6,776.64	\$4,200.00	\$0.00	\$13,537.86
City of Fairfield	\$190.00	\$0.00	\$518.00	\$0.00	\$0.00	\$0.00	\$2.76	\$0.00	\$0.00	\$50.00	\$760.76
City of Morgan Hill	\$200.00	\$0.00	\$1,822.96	\$0.00	\$0.00	\$0.00	\$2.90	\$0.00	\$0.00	\$0.00	\$2,025.86

Survey Median: \$200.00  
 Survey Average: \$443.73  
 \$2,025.86  
 \$5,441.49

City of Santa Clara	\$2,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$29.00	\$0.00	\$0.00	\$0.00	\$2,029.00
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Santa Clara above/below median salary: 900.00% Above

Santa Clara above/below average salary: 351% Above

Santa Clara above/below median total compensation:

0% Above

Santa Clara above/below average total compensation:

-168% Below

Agency	City Clerk	Assistant City Clerk/ Deputy City Clerk	% Difference
City of Mountain View	\$11,918.70	\$8,147.98	1.462779732
City of Palo Alto	\$13,481.87	\$9,918.13	1.359315718
City of Milpitas	\$12,275.12	\$8,624.35	1.423309583
City of San Jose	\$16,159.67	\$12,115.98	1.333748488
City of Sunnyvale	\$10,717.50	\$7,894.29	0.736579426
City of Santa Clara	\$16,748.00	\$12,762.00	1.31233349

## ARGUMENT IN FAVOR OF MEASURE O

The City of Santa Clara is the third largest city in the County with an annual budget of close to \$750 million dollars, yet its Council Members and Mayor are some of the lowest paid.

Our Council spends easily 30 hours a week doing their job, which involves more than preparing for and attending Council meetings. Between the City and local agencies there are over 25 committees or liaison positions. Our Council is also expected to represent our City at many civic functions throughout the County, State and Nation. They also make themselves available to all residents and many hold open office hours and coffee chats. These important commitments require hours of their time. **Simply stated, time spent as a Council Member and Mayor does not begin and end with Tuesday evening meetings.**

The Charter Review Committee spent many hours reviewing the role of the Council, what they do for our City and our residents, and most importantly what we, the residents of Santa Clara, expect of them. Committee members overwhelmingly agreed to recommend that voters approve an increase to Council Members' and the Mayor's monthly salaries.

This measure also forms a new Salary Setting Commission with the task of reviewing Council salary every 2 years. This new Commission is appointed by the Civil Service Commission, NOT the Council, and has the authority to increase OR decrease the Council's salary without their interference. Any increase in salary is capped, and there is no limit to any decrease.

**The changes in this measure ensure that our council is fairly compensated for their countless hours of service, and ensures that future adjustments are done without Council interference.**

We urge you to support this measure. Please vote "YES" on Measure O.

/s/ Beverly Silva  
Charter Review Committee Chairperson

/s/ Jodi Muirhead  
Charter Review Committee Member

/s/ Hosam Haggag  
Charter Review Committee Member

/s/ Howard A. Myers  
Charter Review Committee Member

/s/ Brian P. Lowery  
Charter Review Committee Member

**NO ARGUMENT AGAINST MEASURE O WAS SUBMITTED**