



## Agenda Report

20-818

Agenda Date: 9/14/2020

### REPORT TO CIVIL SERVICE COMMISSION

#### SUBJECT

Announcement of and Call for Applicants to the Salary Setting Commission

#### ACTION AND AUTHORITY

To announce and call for applicants to the Salary Setting Commission, per Charter Section 702.

#### DISCUSSION

Pursuant to Charter Section 702, the Civil Service Commission is announcing and calling for applicants for the City of Santa Clara Salary Setting Commission, which is charged with setting the salaries for the Mayor, Council, City Clerk, and Police Chief.

The Salary Setting Commission must be formed and its five (5) members appointed no later than January 1, 2021.

#### **Eligibility and Conflict of Interest**

Before serving on the Salary Setting Commission, any interested resident must meet eligibility requirements and, in order to avoid any potential or perceived conflict of interest, the following criteria will apply to each Commission member.

Before serving on the Commission, each member must establish:

- That she/he is a qualified elector of the City, and
- At the time of application, she/he must also provide two forms of proof of residency (e.g., driver's license, passport, utility bill, etc.).

Before serving, each member must also sign a waiver expressly providing:

- That she/he does not and will not work for a candidate for City of Santa Clara elective office while serving on the Commission;
- That she/he will not run for a City of Santa Clara elective office for the period of time during which his/her compensation decision is in effect;
- That she/he is not currently a City of Santa Clara registered lobbyist and will not register as a City of Santa Clara lobbyist for the period of time during which his/her compensation decision is in effect; and
- That she/he is not a family member, staff member, business partner/associate, or in any other way in a position to financially benefit from a decision made by the Commission
- That he/she will be required to complete a Form-700 filing.

#### **Communication Outreach Plan**

There will be two different communication outreach plans related to the Salary Setting Commission -

one to inform the public of the roles and responsibilities of the Commission as it is created and one to promote the vacancies and seek interested residents to serve.

The communications outreach plan will include the following:

- Development of a city webpage and posting news items, social media posts and the City Manager's Blog with direct links to the page for more information
- Development of a flyer to post at City facilities
- Email flyer and information to constituent database
- Email flyer and information to the Interest List maintained by the City Clerk's Office
- Issue a press release to local media outlets

The schedule for alerting and educating the public and your Commission is as follows:

Week of September 14 - Begin promotion of the vacancies as described above

Thursday, October 15 by 5:00 p.m. - Applications due to the City Clerk's Office

Thursday, October 22 - Interviews and Appointment of Members to the Commission

Monday, November 9 - Oath of Office for all Commissioners and Orientation Meeting

### **FISCAL IMPACT**

There is no cost to the City to open the call for applicants other than administrative staff time.

### **COORDINATION**

This report has been coordinated with the City Attorney's Office, Finance Department and the City Clerk's Office.

### **PUBLIC CONTACT**

Public contact was made by posting the Civil Service 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**

Announce and call for applicants to the Salary Setting Commission pursuant to Charter Section 702.

Reviewed by: Ashley Lancaster, Division Manager Human Resources

Approved by: Aracely Azevedo, Director of Human Resources