



## Agenda Report

21-527

Agenda Date: 3/31/2021

### REPORT TO SALARY SETTING COMMISSION

#### **SUBJECT**

Action on Delegating Authority to Approve the Meeting Minutes of March 31, 2021 to the Chair of the Salary Setting Commission

#### **BACKGROUND**

Since it began its work in January 2021, the Salary Setting Commission (Commission) has held seven (7) meetings to set the compensation of the Mayor and Council members, Chief of Police and City Clerk pursuant to the City Charter Section 702 and applicable City Code sections. As of the March 31, 2021, meeting the Commission will have completed its business and will reconvene in January 2023.

#### **DISCUSSION**

The Commission is expected to complete its business on March 31, 2021, and is not expected to have additional meetings until January 2023. Generally, following a meeting, staff prepares meeting minutes and presents the minutes to the Commission for approval at the next meeting. With March 31, 2021, being the final meeting for the current period, the Commission will not be able to approve the final meeting minutes during its last meeting.

Staff recommends delegating the Commission's authority to approve the meeting minutes of March 31, 2021, to the Chair of the Commission.

#### **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**

There is no fiscal impact associated with this report.

#### **COORDINATION**

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

#### **PUBLIC CONTACT**

Public contact was made by posting the Salary Setting 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)

[<mailto:clerk@santaclaraca.gov>](mailto:clerk@santaclaraca.gov) or at the public information desk at any City of Santa Clara public library.

**RECOMMENDATION**

Staff recommends delegating the authority to approve the meeting minutes of March 31, 2021 to the Chair of the Salary Setting Commission.

Reviewed by: Aracely Azevedo, Director of Human Resources

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