



## Agenda Report

18-593

Agenda Date: 5/14/2018

### REPORT TO CIVIL SERVICE COMMISSION

#### **SUBJECT**

Information regarding Salary Setting Commission, Charter Section 702

#### **BACKGROUND**

This is an informational report to the Commission regarding the new commission established by City Charter Section 702, the Salary Setting Commission.

#### **DISCUSSION**

Charter Section 702 provides in relevant part:

Commencing on July 1, 2019, and every two years on July 1 thereafter, the compensation of the City Council and Mayor shall be set by a Salary Setting Commission consisting of five members to be appointed by the Civil Service Commission from the qualified electors of the City for a term of four years. The first members shall be appointed for a term commencing January 1, 2019. Initially, the Commissioners shall be appointed in a manner so that two are appointed for two-year terms and three are appointed for four-year terms. On or before March 15 of every odd year, the Salary Setting Commission shall establish the salary of the Mayor and members of the City Council for the period commencing July 1 of that odd year and ending two years thereafter. Salaries so established by the Commission shall not exceed one hundred ten percent (110%) of the previous figure.

#### **Salary Setting Commission basics:**

- 5 members, appointed by Civil Service Commission
- Term will commence 1/1/19
  - 2 members - appointed for two-year terms
  - 3 members - appointed for four-year terms
- Prior to 3/15/19 and every odd year thereafter, the Commission shall establish the salary of the Mayor and Councilmembers, effective the next July 1 for two years (ex: July 1, 2019 through June 30, 2021).

#### **Key dates (subject to change):**

3/15/19	Last date to set salary by Salary Setting Commission
TBD	Meeting of Commission to study salaries, options
1/1/19	Commission term commences
11/19/18	Commission interviewed, appointed by Civil Service Commission (last regularly set Civil Service meeting) - could need to be specially set on different date
TBD	Period for advertising Commission openings
9/17/18	Commission announcement at Civil Service meeting (regularly set meeting)
7/17/18	Brief description of process at Joint Council/Commission Dinner Meeting
7/9/18	Detailed staff report at Commission regular meeting regarding factors to consider in

appointing members of Commission

City staff is in the process of setting the schedule for alerting the public, educating the Civil Service Commission about the role of the Salary Setting Commission, finalizing appropriate deadlines, establishing a staff liaison to the Salary Setting Commission, and the presentation of information to the Salary Setting Commission regarding salaries, benchmarks agencies, and other key factors in setting elected officials' salaries. Staff may also seek direction from the City Council on having the Salary Setting Commission set salaries for the elected positions of City Clerk and Police Chief.

### **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 to the City other than staff time.

### **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**

This agenda report is to provide the Civil Service Commission with information regarding the Salary Setting Commission, Charter Sec. 702. There is no recommendation.

Reviewed by: Vanessa Guerra, Human Resources Division Manager

Approved by: Julia Hill, Interim Director, Human Resources