



Agenda Report

19-816

Agenda Date: 8/20/2019

REPORT TO COUNCIL

SUBJECT

Informational Report on Resolution of the Salary Setting Commission Setting the Compensation for the position of City Clerk for the Period of July 1, 2019 to and including June 30, 2021

BACKGROUND

Santa Clara City Code Section 2.20.015 requires the Salary Setting Commission (Commission) to set the City Clerk's compensation biennially. The Salary Setting Commission would be free to utilize any data and information that it deemed appropriate in setting the City Clerk's compensation but in no event would any increases in salary granted by the Commission exceed 10 percent of the previous figure.

DISCUSSION

The Commission met on twelve (12) occasions from January 8, 2019, through June 20, 2019, to discuss the salary for the elected position of City Clerk for the period of July 1, 2019 to and including June 30, 2021. As part of this evaluation, the Commission was presented with information including, but not limited to, the reduced duties of the City Clerk, comparator agency salary levels, and City budget projections.

Upon thorough review and consideration of the various data points, the Commission unanimously voted to approve a resolution at its June 20, 2019 meeting to maintain the current compensation rate at \$2,000 per month of the City Clerk for the period of July 1, 2019 until such time as the individual elected to the position of City Clerk at the next election for that position takes office (anticipated to be in December 2020). In addition, the Commission voted to reduce the monthly compensation of the City Clerk to \$1,500 (\$18,000/annually) for the period beginning when the individual elected to the position of City Clerk at the next election takes office (anticipated to be December 2020) and ending on June 30, 2021.

At this time, no further legislative action is necessary to implement the Commission's decision. At a future date, however, staff will present for Council's consideration an amendment to City Code Section 2.20.015 to reflect the reduction in salary, as well as an updated salary schedule. This report, and the recommendation to note and file the Commission's Resolution, is for informational purposes only.

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 government organizational or administrative activity that will not result in direct or indirect changes in the environment.

FISCAL IMPACT

Sufficient funding for the City Clerk's compensation is included as part of the Adopted Fiscal Year 2019/20 and 2020/21 Biennial Operating Budget.

COORDINATION

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

PUBLIC CONTACT

Public contact was made by posting the Council 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

Note and file the Resolution of the Salary Setting Commission setting the compensation for the position of City Clerk, for the period of July 1, 2019 to and including June 30, 2021.

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

Approved by: Deanna J. Santana, City Manager

ATTACHMENTS

1. Resolution No. 19-3 of the Salary Setting Commission Setting the Salary for the Position of City Clerk