



# City of Santa Clara

## Meeting Agenda

### Civil Service Commission

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Thursday, October 22, 2020

7:00 PM

City Hall - Council Chambers

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NOTICE IS HEREBY GIVEN that, pursuant to the provisions of California Government Code §54956 (“The Brown Act”) and Section 708 of the Santa Clara City Charter, the Chairperson calls for a Special Meeting of the Civil Service Commission of the City of Santa Clara, to commence and convene on Thursday, October 22, 2020, at 7:00 pm for a Special Meeting in the City Hall Council

Chambers located in the East Wing of City Hall at 1500 Warburton Avenue, Santa Clara, California

and Zoom Webinar, to consider the following matter(s) and to potentially take action with respect to them.

Pursuant to the provisions of California Governor’s Executive Order N-29-20, issued on March 17, 2020, to prevent the spread of COVID-19, Committee members will be attending the meeting remotely. The City of Santa Clara has implemented methods for the public to participate remotely via Zoom link or phone call in.

To join Zoom Meeting please use this URL to join.

<https://santaclaraca.zoom.us/j/97059145929?pwd=YnJ4a2NSNXplaDZrc0FOaFpIWDBKdz09>

Meeting ID: 970 5914 5929

Passcode: 793515

#### **CALL TO ORDER AND ROLL CALL**

*Pledge of Allegiance*

#### **CONSENT CALENDAR**

**20-906** [Action to Approve the Civil Service Commission Meeting Minutes of September 14, 2020](#)

***Recommendation:*** Approve the Meeting Minutes of September 14, 2020.

**20-1014** [Action to Approve the Open Recruitment Report for October 1, 2019 through September 30, 2020](#)

***Recommendation:*** Approve the Open Recruitment Report for October 1, 2019 through September 30, 2020

**PUBLIC PRESENTATIONS****GENERAL BUSINESS**

- 20-892** [Election of Civil Service Commission Chair and Vice-Chair](#)  
***Recommendation:*** Staff recommends that the Commission conduct an election for the roles of Chair and Vice-Chair the period of October 22, 2020 through June 30, 2021, or as soon thereafter as is practicable for holding the next Commission election.
- 20-989** [Action to Establish Civil Service Commission Meeting and Board of Review Dates for 2021](#)  
***Recommendation:*** Approve Civil Service Commission meeting and Board of Review dates for 2021.
- 20-1011** [Action to Waive the Qualifying Written for Utility Field Services Worker on a One-Time Basis \(Job Code 897\)](#)  
***Recommendation:*** Approve to Waive the Qualifying Written for Utility Field Services Worker on a One-Time Basis (Job Code 897)
- 20-1022** [Reappoint Dave Stealey to the Salary Setting Commission for a Four \(4\) Year Term](#)  
***Recommendation:*** Reappoint Dave Stealey to the Salary Setting Commission for a Four (4) Year Term
- 20-1021** [Conduct Applicant Interviews and Appoint Members to the Salary Setting Commission](#)  
***Recommendation:*** Conduct interviews of applicants and appoint members to the Salary Setting Commission.

**STAFF REPORT****COMMISSIONERS REPORT****ADJOURNMENT**



# City of Santa Clara

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

## Agenda Report

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20-906

Agenda Date: 10/22/2020

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### **REPORT TO CIVIL SERVICE COMMISSION**

#### **SUBJECT**

Action to Approve the Civil Service Commission Meeting Minutes of September 14, 2020

#### **RECOMMENDATION**

Approve the Meeting Minutes of September 14, 2020.



# City of Santa Clara

## Meeting Minutes

### Civil Service Commission

09/14/2020

7:00 PM

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

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To join Zoom Meeting please use this URL to join.

<https://santaclaraca.zoom.us/j/95355293731>

Meeting ID: 953 5529 3731

#### **CALL TO ORDER AND ROLL CALL**

Chairperson Brown called the meeting to order at 7:02 pm, and led the meeting in the Pledge of Allegiance.

**Present** 4 - Vice Chair Carolyn McAllister, Chair Willie D. Brown Jr.,  
Commissioner Franklin Felizardo, and Commissioner Tahir Naim

**Absent** 1 - Commissioner John Casey

#### **CONSENT CALENDAR**

[20-586](#) Action to Approve the Meeting Minutes of May 18, 2020.

**Recommendation:** Approve the Meeting Minutes of the Special Meeting of May 18, 2020.

**A motion was made by Commissioner McAllister, seconded by Commissioner Felizardo, to approve the Civil Service Commission Meeting Minutes of May 18, 2020.**

**Aye:** 3 - Vice Chair McAllister, Chair Brown Jr., and Commissioner Felizardo

**Absent:** 1 - Commissioner Casey

**Abstained:** 1 - Commissioner Naim

[20-845](#) Action to Approve the Meeting Minutes of September 1, 2020

**Recommendation:** Approve the Meeting Minutes of September 1, 2020.

**A motion was made by Commissioner Felizardo, seconded by Commissioner Naim, to approve the Civil Service Commission Meeting Minutes of September 1, 2020.**

**Aye:** 4 - Vice Chair McAllister, Chair Brown Jr., Commissioner Felizardo, and Commissioner Naim

**Absent:** 1 - Commissioner Casey

[20-795](#) Action to Approve the Open Recruitment Report for September 1, 2019 through August 31, 2020

**Recommendation:** Approve the Open Recruitment Report for September 1, 2019 through August 31, 2020

**A motion was made by Commissioner McAllister, seconded by Commissioner Naim, to approve the Open Recruitment Report for September 1, 2019 through August 31, 2020.**

**Aye:** 4 - Vice Chair McAllister, Chair Brown Jr., Commissioner Felizardo, and Commissioner Naim

**Absent:** 1 - Commissioner Casey

**PUBLIC PRESENTATIONS**

None

**GENERAL BUSINESS**

[20-818](#) Announcement of and Call for Applicants to the Salary Setting Commission

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

**A motion was made by Commissioner Naim, seconded by Commissioner Felizardo, to announce and call for applicants to the Salary Setting Commission pursuant to Charter Section 702.**

**Aye:** 4 - Vice Chair McAllister, Chair Brown Jr., Commissioner Felizardo, and Commissioner Naim

**Absent:** 1 - Commissioner Casey

[20-827](#) Request to Extend Eligible List for Deputy Fire Marshal I (Job Code 372)

**Recommendation:** Staff recommends the Civil Service Commission approve the request to extend the eligible list for Deputy Fire Marshal I (Job Code 372) by one (1) year with a new expiration date of September 6, 2021.

**A motion was made by Commissioner McAllister, seconded by Commissioner Felizardo, to extend the eligible list for Deputy Fire Marshall I (Job Code 372) by one (1) year with a new expiration date of September 6, 2021.**

**Aye:** 4 - Vice Chair McAllister, Chair Brown Jr., Commissioner Felizardo, and Commissioner Naim

**Absent:** 1 - Commissioner Casey

[20-830](#) Action to Adjust the Examination Weighting Plan for Electric Crew Foreperson (Job Code 550)

**Recommendation:** Approve the modified weighting plan for Electric Crew Foreperson (Job Code 550)

**A motion was made by Commissioner McAllister, seconded by Commissioner Felizardo, to approve the modified weighting plan for Electric Crew Foreperson (Job Code 550).**

**Aye:** 4 - Vice Chair McAllister, Chair Brown Jr., Commissioner Felizardo, and Commissioner Naim

**Absent:** 1 - Commissioner Casey

**An amended motion was made by Commissioner McAllister, seconded by Commissioner Felizardo, to approve the modified weighting plan for Electric Crew Foreperson (Job Code 550) for one year.**

**Aye:** 4 - Vice Chair McAllister, Chair Brown Jr., Commissioner Felizardo, and Commissioner Naim

**Absent:** 1 - Commissioner Casey

**STAFF REPORT**

None

**COMMISSIONERS REPORT**

None

**ADJOURNMENT**

**A motion was made by Commissioner Naim, seconded by Commissioner McAllister to adjourn the Civil Service Commission Meeting at 7:51 pm.**

**Aye:** 4 - Vice Chair McAllister, Chair Brown Jr., Commissioner Felizardo, and Commissioner Naim

**Absent:** 1 - Commissioner Casey



# City of Santa Clara

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## Agenda Report

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20-1014

Agenda Date: 10/22/2020

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### REPORT TO CIVIL SERVICE COMMISSION

#### SUBJECT

Action to Approve the Open Recruitment Report for October 1, 2019 through September 30, 2020

#### RECOMMENDATION

Approve the Open Recruitment Report for October 1, 2019 through September 30, 2020

#### ATTACHMENT

1. Open Recruitment Report for October 1, 2019 through September 30, 2020



OPEN RECRUITMENT REPORT  
October 1, 2019 - September 30, 2020

Req #	Title	Status	Department	Created
19170	Grounds Maintenance Worker II	Open	Parks and Recreation	10/11/2019
19171	Recreation Coordinator (Therapeutics)	Open	Parks and Recreation	10/11/2019
19180	Combination Inspector	Open	Community Development	10/22/2019
19182	Electric Utility Engineer	Open	Electric Utility	10/23/2019
19185	Customer Service Representative	Open	Community Development	10/25/2019
19188	Electric Engineering Aide	Open	Electric Utility	10/31/2019
19190	Staff Analyst I	Open	Water and Sewer Utilities	11/5/2019
19194/19195	Customer Service Representative	Open	Finance	11/13/2019
19200	Librarian II (Adult Services Local History & Genealogy)	Open	Library	11/17/2019
19201	Office Specialist II	Open	Community Development	11/20/2019
19202	Meter Data Analyst	Open	Electric Utility	11/21/2019
19203	Senior Engineering Aide	Open	Electric Utility	11/21/2019
19205/19206	Deputy Fire Marshal II	Open	Fire	11/25/2019
19208	Water & Sewer Maintenance Worker I	Open	Water and Sewer Utilities	12/9/2019
19209	Adult Services Library Program Coordinator	Open	Library	12/13/2019
19210/19211	Children's Librarian I & II	Open	Library	12/16/2019
19212	Parks Office Manager	Open	Parks and Recreation	12/17/2019
19213	Library Technology Assistant	Open	Library	12/17/2019
19214	Deputy Fire Marshal II	Open	Fire	12/17/2019
19215	Deputy Fire Marshal I	Open	Fire	12/18/2019
19216	Fire Protection Engineer	Open	Fire	12/18/2019
19217	Fire Prevention Specialist II	Open	Fire	12/18/2019
19220	Automotive Technician III	Open	Public Works/Automotive Services	1/2/2020
19222	Utility Services Technician	Open	Finance	1/6/2020
19223	Library Assistant	Open	Library	1/6/2020
19230	Senior Engineering Aide	Open	Electric Utility	1/13/2020
19231	Service Coordinator Inspector - Underground Fiber	Open	Electric Utility	1/13/2020
19235	Office Specialist III	Open	Public Works/Engineering	1/15/2020
19236	Senior Key Customer Representative	Open	Electric Utility	1/21/2020
19237	Assistant Sanitary Sewer Superintendent	Open	Water and Sewer Utilities	1/23/2020
19238	Assistant Engineer (Civil)	Open	Public Works/Engineering	1/27/2020
19241	Senior Electric Utility Engineer	Open	Electric Utility	1/29/2020
19243	Senior Plans Examiner	Open	Community Development	1/30/2020
19244	Associate Engineer (Civil)	Open	Public Works/Engineering	1/31/2020
19245	Public Safety Dispatcher I	Open	Police/Communications Division	2/3/2020
19246	Plans Examiner	Open	Community Development	2/3/2020
19247	Public Works Inspector	Open	Public Works/Engineering	2/12/2020
19248	Electric Engineering Aide	Open	Electric Utility	2/12/2020
19249	Engineering Aide - Fiber	Open	Electric Utility	2/20/2020
19253	Plans Examiner	Open	Community Development	2/28/2020
19254	Staff Analyst I	Open	Community Development	2/28/2020
19256	Public Safety Dispatcher II	Open	Police/Communications Division	3/5/2020
19259	Police Officer	Open	Police	3/18/2020
19270	Utility Field Services Worker	Open	Finance	7/1/2020
19278	Code Enforcement Officer	Open	Public Works/Streets Division	8/10/2020
20252	Assistant/Associate Planner	Open	Community Development	2/26/2020
20272	Electrician	Open	Electric Utility	7/30/2020

OPEN RECRUITMENT REPORT  
October 1, 2019 - September 30, 2020

<b>20273</b>	Electric Utility Electrician Technician	Open	Electric Utility	7/30/2020
<b>20274</b>	Electric Crew Foreperson	Open	Electric Utility	7/30/2020
<b>20275</b>	Public Safety Dispatcher II	Open	Police/Communications Division	7/30/2020
<b>20276</b>	Police Officer	Open	Police	7/30/2020

DR: 10/1/19-9/30/20



# City of Santa Clara

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## Agenda Report

20-892

Agenda Date: 10/22/2020

### REPORT TO CIVIL SERVICE COMMISSION

#### **SUBJECT**

Election of Civil Service Commission Chair and Vice-Chair

#### **BACKGROUND**

City Charter, Article X, Section 1003 provides, "As soon as practicable, following the first day of July of every year, each of such boards and commissions shall organize by electing one of its members to serve as presiding officer at the pleasure of such board or commission."

#### **DISCUSSION**

The City Charter requires that commissions elect one of its members to serve as presiding officer. Traditionally, the Commission has elected a Chair and a Vice Chair who may serve as the Chair interchangeably as needed in the absence of the Chair. Willie Brown, who serves as the current Civil Service Commission Chair, and Carolyn McAllister, who serves as the current Vice Chair, assumed their positions in July 2019. The Civil Service Commission may vote to elect a Chair and Vice Chair to serve a term ending in June 2021, or as soon thereafter as is practicable for holding the next Commission election. There is no restriction against Commissioners serving multiple or sequential terms as Chair or Vice Chair if so elected.

#### **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(a) as it has no potential for resulting in either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment.

#### **FISCAL IMPACT**

There is no fiscal impact associated with this item aside from administrative cost and expenses.

#### **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**

Staff recommends that the Commission conduct an election for the roles of Chair and Vice-Chair the period of October 22, 2020 through June 30, 2021, or as soon thereafter as is practicable for holding

the next Commission election.

Reviewed by: Ashley Lancaster, Division Manager of Human Resources

Approved by: Aracely Azevedo, Director, Human Resources



## Agenda Report

20-989

Agenda Date: 10/22/2020

### REPORT TO CIVIL SERVICE COMMISSION

#### SUBJECT

Action to Establish Civil Service Commission Meeting and Board of Review Dates for 2021

#### BACKGROUND

No City Charter or City Code provision specifies the frequency of the Civil Service Commission meetings. Historically, City practice has been that the Commission meets at least every two months and when necessary as a hearing board.

#### DISCUSSION

For 2020, the Civil Service Commission approved a meeting schedule of every second Monday of each month (except if the Monday falls on a holiday) beginning in January, with a start time of 7:00 p.m.

For the 2021 calendar year, the Administration is recommending scheduling monthly meetings on the second Monday (except if the Monday falls on a holiday) of the month. It is also recommended that the meetings begin at 6:30 p.m., as that would provide additional time in the event a board of review hearing was to follow the Civil Service Commission meeting. In addition, in the event departmental staff attends to provide information to the Commission in support of the department's request, the earlier start time would aid in securing attendance of the correct staff members. For each alternating month, it is recommended that, if necessary, the Board of Review convene immediately following the conclusion of the Civil Service Commission meeting. The meeting dates proposed for 2021 are as follows:

January 11, 2021  
February 8, 2021\*  
March 8, 2021  
April 12, 2021\*  
May 10, 2021  
June 14, 2021\*  
July 12, 2021  
August 9, 2021\*  
September 13, 2021  
October 14, 2021\*/\*\*  
November 8, 2021  
December 13, 2021\*

\* The Board of Review will commence immediately following the conclusion of the CSC meeting, if necessary.

\*\*Original Monday falls on a City Holiday. Recommend having meeting on Thursday of the same week.

If approved by the Commission, these dates and the modified start time will be brought to Council for approval as the regular meeting dates of the Civil Service 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 additional cost to the City other than administrative staff time and expense.

**PUBLIC CONTACT**

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**RECOMMENDATION**

Approve Civil Service Commission meeting and Board of Review dates for 2021.

Reviewed by: Ashley Lancaster Human Resources Division Manager

Approved by: Aracely Azevedo, Director of Human Resources



## Agenda Report

20-1011

Agenda Date: 10/22/2020

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### REPORT TO CIVIL SERVICE COMMISSION

#### **SUBJECT**

Action to Waive the Qualifying Written for Utility Field Services Worker on a One-Time Basis (Job Code 897)

#### **BACKGROUND**

The Human Resources Department requests Commission approval to waive the Qualifying Written Exam for Utility Field Services Worker (Job Code 897). This request is based on the authority of Civil Service Rule 3.1, "The Commission shall determine whether the examination shall consist of a written, oral, or performance, or psychological, investigative, physical test, or any combination thereof, and shall indicate the procedure in the announcement." This request has been coordinated with the Finance Department.

#### **DISCUSSION**

The Finance Department recommends waiving the qualifying written exam on a one-time basis for the Utility Field Services Worker (Job Code 897) classification. The examination weighting plan consists of a qualifying written exam and 100% oral exam. The minimum qualifications require two (2) years of experience as a Meter Reader with the City of Santa Clara; therefore, the recruitment will be closed promotional. All prospective applicants that would be eligible to apply for this position and meet the minimum qualifications will be assessed on the technical knowledge, skills, and abilities required of the higher-level position. Waiving the qualifying written exam will reduce the amount of time and resources to fill the position, thus expediting the hiring process.

There are no recommended changes to the class specification for Utility Field Services Worker (Job Code 897).

#### **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 waive the qualifying written of the examination plan.

#### **PUBLIC CONTACT**

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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**

Approve to Waive the Qualifying Written for Utility Field Services Worker on a One-Time Basis (Job Code 897)

Reviewed by: Ashley Lancaster, Division Manager Human Resources

Approved by: Aracely Azevedo, Director of Human Resources





# City of Santa Clara

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## Agenda Report

20-1022

Agenda Date: 10/22/2020

### REPORT TO CIVIL SERVICE COMMISSION

#### SUBJECT

Reappoint Dave Stealey to the Salary Setting Commission for a Four (4) Year Term

#### BACKGROUND

Charter Section 702 requires the Civil Service Commission appoint five (5) members to the Salary Setting Commission. Mr. Dave Stealey was appointed to the Salary Setting Commission in 2018, for a two (2) year term and his term expired on January 1, 2020. Mr. Stealey has expressed interest in serving another term on the Salary Setting Commission.

#### DISCUSSION

In 2018, the Civil Service Commission appointed five (5) commissioners to the Salary Setting Commission; three commissioners for a four-year term, and two commissioners for a four-year term. At that time, Dave Sealey was appointed to a two-year term which expired on January 1, 2020.

There are currently two vacancies on the Salary Setting Commission. A recruitment and application period were held for interested residents to serve on the Salary Setting Commission. As of October 15, 2020, two (2) applications were received.

Since Mr. Sealey served a two-year term, he is eligible to serve a four-year term if appointed by the Civil Service Commission. A majority vote by the Civil Service Commission is required to reappoint Mr. Sealey to the Salary Setting Commission.

If reappointed, Mr. Sealey will need to schedule an appointment with the City Clerk's Office for administering of the Oath of Office, and other onboarding activities, before the end of the calendar year. Staff will also poll the commissioners regarding a date for the first Salary Setting Commission meeting to be held in calendar year 2021.

#### COORDINATION

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

#### PUBLIC CONTACT

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**RECOMMENDATION**

Reappoint Dave Stealey to the Salary Setting Commission for a Four (4) Year Term

Reviewed by: Aracely Azevedo, Director of Human Resources

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



## Agenda Report

20-1021

Agenda Date: 10/22/2020

### REPORT TO CIVIL SERVICE COMMISSION

#### SUBJECT

Conduct Applicant Interviews and Appoint Members to the Salary Setting Commission

#### BACKGROUND

Charter Section 702 requires the Civil Service Commission appoint five (5) members to the Salary Setting Commission, so that the Commission can commence its term on January 1, 2021. There are currently two (2) vacancies on the Commission. Commissioner Stealey, who was serving a two-year term, has expressed an interest in being reappointed to a four-year term, which is the subject of a separate agenda action item. Assuming the Civil Service Commission reappoints Commissioner Stealey, that leaves one (1) vacancy to be filled and the voting guidelines listed below will be modified to fill one (1) vacancy.

#### DISCUSSION

As of the publication of this agenda, there are three (3) applicants for the Salary Setting Commission. Pursuant to the Board and Commissions Recruitment and Interview Policy adopted by the City Council, there must be one more application received than available openings in order to proceed with the interview and appointment process.

#### **Mechanics of Voting:**

The process for appointments to the Salary Setting Commission will be adapted from the Voting Guidelines used to appoint members to the Planning Commission and Civil Service Commission (attached). A vote will be held to select the individuals filling the four-year term seats.

Interview questions will be provided to Civil Service Commissioners at the beginning of the interview process.

#### **Interview and voting process (adapted from City Council's Voting Guidelines):**

- 1) Each applicant is introduced and given three (3) minutes for an opening statement. The applicant may respond to questions from the Commission. Applicants will have one (1) minute for a closing statement.
- 2) Commission votes for applicants to fill the seats for a four-year term:
  - A) Each Commissioner will have two votes, and may cast one vote each for their two desired appointees. Only one vote per applicant is allowed. A Commissioner may choose to vote for less than 2 applicants, but will relinquish unused votes.

- B) The votes are tallied by the Director of Human Resources and then the Director of Human Resources announces the two applicants who received the highest number of votes, and are therefore eligible for appointment to the four-year terms.
- C) If there is a tie that prevents identification of the top two (and only two) applicants, there will be up to 3 rounds of re-votes for the Commission to reconsider the applicants.
- i. Ties that do not interfere with the Director of Human Resources ability to designate the top two candidates shall not trigger the re-vote process.
  - ii. The Commission has the opportunity to deliberate between each round of re-voting.
  - iii. If, after three rounds of re-votes, there is still a tie and there is not a full Commission present, the Commission will defer the decision until a full Commission is present, and re-interview the applicants that are the subject of the tied vote.
  - iv. If, after three rounds of re-votes, there is still a tie and there is a full Commission present, the Members will draw straws, with the person drawing the long straw abstaining from voting at the next round.
- D) The applicants receiving the highest number of votes are designated and announced as the winners by the Director of Human Resources.
- 3) A Commissioner makes a motion to appoint the applicants that received the highest number of votes to the four-year term.

Following appointment of the two (2) Salary Setting Commissioners, each of the new Commissioners will be requested to schedule an appointment with the City Clerk's Office for administering of the Oath of Office, and other onboarding activities before the end of the calendar year. Staff will also poll the commissioners regarding a date for the first Salary Setting Commission meeting to be held in calendar year 2021.

### **COORDINATION**

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

### **PUBLIC CONTACT**

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### **RECOMMENDATION**

Conduct interviews of applicants and appoint members to the Salary Setting Commission.

Reviewed by: Aracely Azevedo Director of Human Resources

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

### **ATTACHMENTS**

1. Voting Guidelines
2. Applicant - E. Chu

3. Applicant - S. Lari
4. Applicant - R. Misra
5. Conflicts Review - Salary Setting Commission Applicants Memo

**CITY OF SANTA CLARA  
VOTING GUIDELINES FOR THE APPOINTMENT  
OF APPLICANTS TO BOARDS AND COMMISSIONS**

- 1) Council is given a copy of the applications in their weekly packet to review and consider applicant qualifications.
- 2) Council interviews applicant. Interviews are held at a City Council Meeting for the Planning Commission and Civil Service Commission. Interviews are held in a less formal area of City Hall for all other Boards and Commissions.
  - A) Each applicant is given three (3) minutes for an opening statement. The applicant may respond to questions from the Council. The applicant has one (1) minute for a closing statement.
- 3) Council votes for applicants:
  - A) If there are four (4) or fewer applicants, the Council will cast one vote each for their desired appointee.
  - B) If there are five (5) or more applicants, the Council will cast one vote each for their two desired appointees. Only one vote per applicant is allowed. A Councilmember may choose to vote for only one applicant but will relinquish the other vote.
- 4) The votes are tallied:
  - A) If there are four (4) or fewer applicants, the Clerk will announce the winner.
    - i. If there is a tie, there will be 3 re-votes for the Council to reconsider the applicants. The Council has the opportunity to deliberate between each round of re-voting.
    - ii. If there is still a tie and there is not a full Council present, the Council will defer the decision until a full Council is present, and re-interview the top two applicants.
    - iii. If there is a full Council present, the Members will draw straws, with the person drawing the long straw abstaining from voting at the next round. The Council has the opportunity to deliberate.
    - iv. The Council votes, with the applicant receiving the highest number of votes being the winner. The City Clerk will announce the winner.
  - B) If there are five (5) or more applicants, the Clerk will announce the two applicants who received the highest number of votes. The Council then has an opportunity to deliberate regarding the remaining two applicants.

The Council will then cast one vote each for their desired appointee. The City Clerk will announce the winner.

- i. If there is a tie, there will be 3 re-votes for the Council to reconsider the applicants. The Council has the opportunity to deliberate between each round of re-voting.
  - ii. If there is still a tie and there is not a full Council present, the Council will defer the decision until a full Council is present, and re-interview the top two applicants.
  - iii. If there is a full Council present, the Members will draw straws, with the person drawing the long straw abstaining from voting at the next round. The Council has the opportunity to deliberate.
  - iv. The Council votes, with the applicant receiving the highest number of votes being the winner. The City Clerk will announce the winner.
- 5) A Council Member makes a motion to appoint the applicant that received the highest number of votes. The Council has the opportunity to vote unanimously to appoint the applicant using the Council Chambers electronic voting equipment.



**City of Santa Clara**  
The Center of What's Possible

APPLICATION  
BOARD, COMMISSIONS, AND COMMITTEE

CITY OF SANTA CLARA  
City Clerk's Office 1500 Warburton Avenue,  
Santa Clara, California 95050

Phone: 408-615-2220 E-mail: [Clerk@santaclaraca.gov](mailto:Clerk@santaclaraca.gov)

CITY OF SANTA CLARA  
OFFICE OF THE CITY CLERK

2020 SEP 30 PM 1:53

\*If you are having trouble viewing or submitting this form please download the free version of Adobe Reader:  
<http://get.adobe.com/reader>

Board/ Commission/ Committee Applying For:

Name:

Address:

City:

State:  Zip Code:

E-mail Address:

Primary Phone Number

Secondary Phone Number

Are you eligible to register to vote in Santa Clara?  Yes  No  Unsure

Are you a registered voter of Santa Clara?  Yes  No  Unsure

Present Employer:

Job Title:

Previous Governmental Bodies/ Elective Offices  
Applicant has served:

Position/ Office Held:

Dates:



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Civic or Charitable Organizations to which Applicant has belonged:

Position(s) Held:

Dates:

Intero Foundation

Member/Supporter

2016 - Present

T. Rowe Price Tutoring and Mentoring Program

Founder and Coordinator

2007-2009

Harbor Way East Condo Board of Directors

Treasurer

2008-2009

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Special Interests, Hobbies or Talents:

Volleyball, hiking, traveling, and scuba diving.  
High performance driver education (HPDE) and road racing.

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College, Professional, Vocational Schools attended:

Major Subject:

Degree/Dates:

Johns Hopkins University

Biomedical Engineering

Bachelor of Science  
May 2006

Special awards or recognition received:

Library Advisory Committee Member, Researched Assistant at Johns Hopkins School of Medicine

Please state reasons why you want to become a member of this Board/Commission/Committee, including what specific objectives you would be working toward as a member of this advisory board:

As a homeowner and resident in Santa Clara I would like to be involved with the process for shaping the future of Santa Clara. As a small business owner in Santa Clara, I believe it is essential to contribute my time and resources to help the City. The analytical skills of having both an engineering and finance background would be beneficial to me if appointed to the Salary Setting Commission. The jobs of Mayor, City Councilmembers, City Clerk, and Police Chief are vital to our city and I consider it essential that they are compensated fairly for the enormous amount of work they do.

Any other information which you feel would be useful to the City Council in reviewing your application:

I am a Bay Area native born at O'Connor Hospital growing up in Milpitas and Los Altos before moving to Santa Clara. I appreciate the Civil Service Commission's consideration for appointing me to the planning commission.

Are you associated with any Organization/ Employment that might be deemed a conflict of interest in performing your duties if appointed to this position?

Yes  No  Unsure


If yes, please name the Organization or Employment.

[Empty box for naming organization or employment]

City policy directs all advisory body members not to vote on matters where there exists a potential conflict of interest. Would you be willing to abstain from voting if such a conflict arises?

Yes  No  Unsure

Signature of Applicant:



Date Signed:

9/24/2020

**By signing you are confirming that you are the person listed in this application, and that all information provided is truthful and correct.**

**Please submit the completed application, along with the attached Post Service Limitation Acknowledgment in person or by mail to: City Clerk's Office, 1500 Warburton Avenue, Santa Clara, California 95050. All information provided will be public information.**

### Post Service Limitation Acknowledgment

If selected to serve on the City of Santa Clara Salary Setting Commission, by signing below, I hereby agree and acknowledge that I shall not do any of the following:

1. That she/he does not and will not work for a candidate for City of Santa Clara elective office while serving on the Commission;
2. 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;
3. 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
4. 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
5. That he/she will be required to complete a Form-700 filing.

Signature: 

Date: 9/21/2020



**City of Santa Clara**  
The Center of What's Possible

APPLICATION  
BOARD, COMMISSIONS, AND COMMITTEE  
CITY OF SANTA CLARA

City Clerk's Office 1500 Warburton Avenue,  
Santa Clara, California 95050

Phone: 408-615-2220 E-mail: [Clerk@santaclaraca.gov](mailto:Clerk@santaclaraca.gov)

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<http://get.adobe.com/reader>

2022 OCT 15 PM 4:10  
CITY OF SANTA CLARA  
OFFICE OF THE CITY CLERK

Board/ Commission/ Committee Applying For:

Salary Setting Commission

Name:

Saira Lari

Address:

City:

Santa Clara

State:

CA

Zip Code:

95054

E-mail Address:

Primary Phone Number

Secondary Phone Number

Are you eligible to register to vote in Santa Clara?

Yes  No  Unsure

Are you a registered voter of Santa Clara?

Yes  No  Unsure

Present Employer:

N/A

Job Title:

N/A

Previous Governmental Bodies/ Elective Offices  
Applicant has served:

Position/ Office Held:

Dates:

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Civic or Charitable Organizations to which Applicant has belonged:

Position(s) Held:

Dates:

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Special Interests, Hobbies or Talents:

Accounting, Finance and Sustainable Economic Development are passions of mine. I also enjoy biking and hiking with my family. I have two little ones and love to bake and garden with them.

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College, Professional, Vocational Schools attended:

Major Subject:

Degree/Dates:

UCLA

BS in Business Economics with a Minor in Accounting

June 2007

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Special awards or recognition received:

Please state reasons why you want to become a member of this Board/Commission/Committee, including what specific objectives you would be working toward as a member of this advisory board:

As we've been sheltering in place for months, I've been thinking a lot about the socio-economic issues in Bay Area and have specifically become interested in increasing my civic engagement within the city. I confess, I didn't think much about the salary of city employees until I came across media coverage of the top employee's salaries.

My main objective as a member of the salary commission would be evaluate the current salaries and ensure employees are fairly compensated.

Any other information which you feel would be useful to the City Council in reviewing your application:

Are you associated with any Organization/  
Employment that might be deemed a conflict of  
interest in performing your duties if appointed to this  
position?

Yes       No       Unsure

If yes, please name the Organization or Employment.

I am an active member of the Bay Area chapter of the Muslim American Society (MAS Bay Area).

City policy directs all advisory body members not to  
vote on matters where there exists a potential conflict  
of interest. Would you be willing to abstain from voting  
if such a conflict arises?

Yes       No       Unsure

Signature of Applicant:

Saira Lari

Date Signed:

10/12/2020


**By signing you are confirming that you are the person listed in this application, and that all information provided is truthful and correct.**

**Please submit the completed application, along with the attached Post Service Limitation Acknowledgment in person or by mail to: City Clerk's Office, 1500 Warburton Avenue, Santa Clara, California 95050. All information provided will be public information.**

### Post Service Limitation Acknowledgment

If selected to serve on the City of Santa Clara Salary Setting Commission, by signing below, I hereby agree and acknowledge that I shall not do any of the following:

1. That she/he does not and will not work for a candidate for City of Santa Clara elective office while serving on the Commission;
2. 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;
3. 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
4. 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
5. That he/she will be required to complete a Form-700 filing.

Signature: 

Date: 10/12/2020



# City of Santa Clara

The Center of What's Possible

## APPLICATION BOARD, COMMISSIONS, AND COMMITTEE CITY OF SANTA CLARA

City Clerk's Office 1500 Warburton Avenue,  
Santa Clara, California 95050

Phone: 408-615-2220 E-mail: [Clerk@santacalaraca.gov](mailto:Clerk@santacalaraca.gov)

CITY OF SANTA CLARA  
OFFICE OF THE CITY CLERK  
2020 005 10 PM 2:56

\*If you are having trouble viewing or submitting this form please download the free version of Adobe Reader:  
<http://get.adobe.com/reader>

Board/ Commission/ Committee Applying For:

Salary Setting Commission

Name:

Ram Misra

Address:

City:

Santa Clara

State:

CA

Zip Code:

95051

E-mail Address:

Primary Phone Number

Secondary Phone Number

Are you eligible to register to vote in Santa Clara?

Yes  No  Unsure

Are you a registered voter of Santa Clara?

Yes  No  Unsure

Present Employer:

Lockheed

Job Title:

Software Engineer

Previous Governmental Bodies/ Elective Offices  
Applicant has served:

Position/ Office Held:

Dates:

Board of Directors, Credit Union

Direcor

1994-2012



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Civic or Charitable Organizations to which  
Applicant has belonged:

Position(s) Held:

Dates:

IEEE Computer Society

Treasurer

2010-2014

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Special Interests, Hobbies or Talents:

Volunteering: I have volunteered for various organizations, such as United Way, Kaiser Hospital, Super Bowl 50, Judge - Senior Year Engineering Design Contest at Santa Clara University, etc.

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College, Professional, Vocational Schools  
attended:

Major Subject:

Degree/Dates:

Santa Clara University

Computer Science

MS/1987

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Special awards or recognition received:

GE GM(General Manager) Award, while I was employed there.

Please state reasons why you want to become a member of this Board/Commission/Committee, including what specific objectives you would be working toward as a member of this advisory board:

I have extensive track record of volunteering, very well educated and have about 2 decades( about 20 years) of hands on experience as Member - Board of Directors. As a director, I participated in setting CEO salary. I think that experience will be asset for this position.

Any other information which you feel would be useful to the City Council in reviewing your application:

I am currently member of Police Chief's Advisory Committee(CAC). If appointed, I will abstain from Police Chief's Salary setting decision. This is to avoid any perception of Conflict of Interest.

Are you associated with any Organization/ Employment that might be deemed a conflict of interest in performing your duties if appointed to this position?

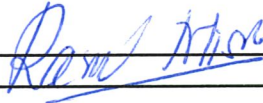
Yes  No  Unsure

If yes, please name the Organization or Employment.

City policy directs all advisory body members not to vote on matters where there exists a potential conflict of interest. Would you be willing to abstain from voting if such a conflict arises?

Yes  No  Unsure

Signature of Applicant:



Date Signed:

10/09/2020

**By signing you are confirming that you are the person listed in this application, and that all information provided is truthful and correct.**

**Please submit the completed application, along with the attached Post Service Limitation Acknowledgment in person or by mail to: City Clerk's Office, 1500 Warburton Avenue, Santa Clara, California 95050. All information provided will be public information.**

### Post Service Limitation Acknowledgment

If selected to serve on the City of Santa Clara Salary Setting Commission, by signing below, I hereby agree and acknowledge that I shall not do any of the following:

1. That she/he does not and will not work for a candidate for City of Santa Clara elective office while serving on the Commission;
2. 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;
3. 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
4. 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
5. That he/she will be required to complete a Form-700 filing.

Signature: *Rene Tolich*

Date: 10/9/2020



**Date:** October 19, 2020

**To:** Civil Service Commission

**From:** Sujata Reuter, Assistant City Attorney

**Subject:** Conflicts Review – Salary Setting Commission Applicants

**Background**

The City Attorney's Office has been asked to review applications to City Boards and Commissions. The applications generally do not provide complete information regarding potential conflicts; however, they do occasionally disclose potential conflicts of interest or incompatible offices. The purpose of this memorandum is to highlight areas of potential conflict that are disclosed by the applications. In order to analyze potential conflicts, it is necessary to consider the duties of the particular commission for which the applicant is seeking appointment. This review is limited to the information provided on the applications and is not intended to be comprehensive investigation of potential conflicts involving the applicants.

**Commission Duties**

Pursuant to City Charter Section 702, as well as City Code Sections 2.20.015 and 2.80.015, the Salary Setting Commission is responsible for setting the compensation for the elected offices in the city (the positions of Mayor, Council Member, City Clerk and Chief of Police).

**Legal Conflicts that May Preclude Vote or Participation**

A commissioner may be precluded from participating in certain matters of Commission business if the commissioner has a personal financial interest in that matter. While this list is not complete, these types of conflicts generally fall within one or more of the following situations:

- An application shows persons or entities that are "sources of income" to a potential commissioner within the 12 months preceding the start of the commission term, as defined under the Political Reform Act,
- An applicant is an officer or employee of a person or entity that could be involved in a matter coming before the commission, or
- An applicant engages in a profession serving the local market that is likely to realize financial benefits or detriments, distinguishable from the public generally, that would result from the work performed by the Commission

**Appearance of Bias**

There may be facts which would not amount to a legal conflict of interest requiring a commissioner to recuse him- or herself from a commission vote or discussion, however the relationship could create an appearance of bias on the part of the commissioner. The City's Code of Ethics and Values requires that Commissioners "make impartial decisions, free of . . . financial and other personal interests that impair [one's] independence of judgment or action." Accordingly, a situation may arise that may require a

commissioner to recuse him- or herself if the facts could reasonably lead one to conclude that the applicant would be biased for or against a person or entity.

### **Review of Applicants**

Set forth below are the applicants and any apparent legal conflicts of interest and/or appearance of bias related to entities that are likely to come before the commission in some manner, as identified on the applications.

- **Ram Misra**
  - The Applicant is a software engineer at Lockheed. No other sources of income are disclosed on the application.
  - The Applicant currently volunteers to serve on the “Chief’s Advisory Committee” (CAC) which is a somewhat informal group of 15 community members who advise the Chief of Police on issues and public policies which influence or impact the ongoing relationship between SCPD and the community it serves. The CAC does not have power or authority to investigate, review or otherwise participate in matters involving specific personnel or play a role in civil or criminal litigation. It is a non-compensated volunteer position. The CAC is not an official Board or Commission of the City of Santa Clara – it was not established by action of the City Council, by Ordinance, or Charter. The members of the CAC are not appointed by the City Council or any other official legislative body of the City. Service on the CAC and Salary Setting Commission do not appear to be incompatible offices. Furthermore, because CAC is not an official Board or Commission of the City, the City’s policy stating that an individual may not serve concurrently on two City Boards or Commissions would not apply to require the Applicant to resign from the CAC. However, as the Applicant notes, there may be the appearance of bias in that service on the CAC may be viewed as creating a “personal interest” in the matter of the Police Chief’s compensation. If the Applicant recuses himself from discussion and votes dealing with the Chief of Police, that has the potential of negatively impacting the Commission’s business (as any vacancy would).
  - The application discloses neither incompatible offices nor apparent conflicts of interest.
  
- **Eric Chu**
  - The Applicant is a realtor employed by Intero but provides no details about the types of real estate deals the applicant handles. The application references being a “small business owner” and it is presumed that refers to the real estate business. No other sources of income are disclosed on the application.
  - The Applicant currently serves as a member/supporter of the Intero Foundation, whose mission to positively impact the growth and well-being of children and elderly by taking donations from Intero agents and employees and passing those donations on to organizations that focus on supporting and assisting children and the elderly in the areas of education, health services, and personal development. A review of the Foundation’s website did not reveal any apparent conflicts of interest.
  - The application discloses neither incompatible offices nor apparent conflicts of interest.
  
- **Saira Lari**
  - The application discloses neither incompatible offices nor apparent conflicts of interest.

**Conclusion**

The Civil Service Commission may wish to consider the above comments in making its appointments to the Salary Setting Commission.

**cc:** Aracely Acevedo, Director of Human Resources