

# **City of Santa Clara**

# Meeting Agenda Salary Setting Commission

Monday, May 1, 2023

4:30 PM

Hybrid Meeting
City Hall Council Chambers/Virtual
1500 Warburton Avenue
Santa Clara, CA 95050

The City of Santa Clara is conducting the Salary Setting Commission meetings in a hybrid manner (in-person and a method for the public to participate remotely).

Via Zoom: https://santaclaraca.zoom.us/j/88656291223?pwd=MGInaU9rWUVhRVZ3ZXpiMW1iVHZpZz09

Webinar ID: 886 5629 1223

Passcode: 673211

OR

Phone: 1(669) 444-9171

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

Pledge of Allegiance

#### **CONSENT CALENDAR**

1. 23-503 Action to Approve the Salary Setting Commission Meeting Minutes of March 29, 2023

Attachments: Salary Setting Commission Minutes - March 29, 202

#### **PUBLIC PRESENTATIONS**

[This item is reserved for persons to address the body on any matter not on the agenda that is within the subject matter jurisdiction of the body. The law does not permit action on, or extended discussion of, any item not on the agenda except under special circumstances. The governing body, or staff, may briefly respond to statements made or questions posed, and appropriate body may request staff to report back at a subsequent meeting.]

#### **GENERAL BUSINESS**

2. 23-504 Action to Consider Comparative Information and to Set the

Salary of Police Chief (Job Code 141)

Attachments: Assistant Police Chief.doc

Police Chief Survey (Updated April 11 2023).pdf
Resolution No. 21-3 of the Salary Setting Commission
Setting the Compensation of the Chief of Police.pdf

**Unclassified Salary Plan.pdf** 

**STAFF REPORT** 

**COMMISSIONERS REPORT** 

**ADJOURNMENT** 

**MEETING DISCLOSURES** 

The time limit within which to commence any lawsuit or legal challenge to any quasi-adjudicative decision made by the City is governed by Section 1094.6 of the Code of Civil Procedure, unless a shorter limitation period is specified by any other provision. Under Section 1094.6, any lawsuit or legal challenge to any quasi-adjudicative decision made by the City must be filed no later than the 90th day following the date on which such decision becomes final. Any lawsuit or legal challenge, which is not filed within that 90-day period, will be barred. If a person wishes to challenge the nature of the above section in court, they may be limited to raising only those issues they or someone else raised at the meeting described in this notice, or in written correspondence delivered to the City of Santa Clara, at or prior to the meeting. In addition, judicial challenge may be limited or barred where the interested party has not sought and exhausted all available administrative remedies.

If a member of the public submits a speaker card for any agenda items, their name will appear in the Minutes. If no speaker card is submitted, the Minutes will reflect "Public Speaker."

In accordance with the requirements of Title II of the Americans with Disabilities Act of 1990 ("ADA"), the City of Santa Clara will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities, and will ensure that all existing facilities will be made accessible to the maximum extent feasible. The City of Santa Clara will generally, upon request, provide appropriate aids and services leading to effective communication for qualified persons with disabilities including those with speech, hearing, or vision impairments so they can participate equally in the City's programs, services, and activities. The City of Santa Clara will make all reasonable modifications to policies and programs to ensure that people with disabilities have an equal opportunity to enjoy all of its programs, services, and activities.

Agendas and other written materials distributed during a public meeting that are public record will be made available by the City in an appropriate alternative format. Contact the City Clerk's Office at 1 408-615-2220 with your request for an alternative format copy of the agenda or other written materials.

Individuals who require an auxiliary aid or service for effective communication, or any other disability-related modification of policies or procedures, or other accommodation, in order to participate in a program, service, or activity of the City of Santa Clara, should contact the City's ADA Coordinator at 408-615-3000 as soon as possible but no later than 48 hours before the scheduled event.



# City of Santa Clara

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

# Agenda Report

23-503 Agenda Date: 5/1/2023

# REPORT TO SALARY SETTING COMMISSION

# **SUBJECT**

Action to Approve the Salary Setting Commission Meeting Minutes of March 29, 2023

# **RECOMMENDATION**

Approve the Meeting Minutes of March 29, 2023



# **City of Santa Clara**

# Meeting Minutes Salary Setting Commission

03/29/2023 4:30 PM

Hybrid Meeting City Hall Council Chambers/Virtual 1500 Warburton Avenue Santa Clara, CA 95050

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 Via Zoom: https://santaclaraca.zoom.us/j/88656291223? pwd=MGlnaU9rWUVhRVZ3ZXpiMW1iVHZpZz09

Webinar ID: 886 5629 1223

Passcode: 673211

OR

Phone: 1(669) 444-9171

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

Chair Kumar called the meeting to order at 4:31pm.

**Present** 3 - Commissioner Donald Lawson, Chair MV Kumar, and Vice Chair John Sontag

# **CONSENT CALENDAR**

1. Action to Approve the Salary Setting Commission Meeting Minutes of

March 20, 2023

A motion was made by Vice Chair Sontag, seconded by Commissioner Lawson, to approve the March 20, 2023 Meeting

Minutes.

Ave: 3 - Commissioner Lawson, Chair Kumar, and Vice Chair Sontag

#### **PUBLIC PRESENTATIONS**

None

## **GENERAL BUSINESS**

2. Action to Consider Comparative Information and to Set the Salary of Police

Chief (Job Code 141)

After the staff presentation and public comment, no action was taken on this item. This item is to be continued at the April 24, 2023 meeting.

3. Action on Resolution Setting the Salary of City Clerk as unchanged for the Period July 1, 2023, to June 30, 2025

A motion was made by Vice Chair Sontag, seconded by Commissioner Lawson to approve the Resolution that sets the salary for the City Clerk as unchanged for the period of July 1, 2023 to June 30, 2025, pursuant to City Charter Section 702.

Aye: 3 - Commissioner Lawson, Chair Kumar, and Vice Chair Sontag

#### **STAFF REPORT**

Director of Human Resources, Aracely Azevedo, reminded the Commission that the April 10, 2023 and April 17, 2023 Salary Setting Commission meetings will be cancelled. The Commission will reconvene on April 24, 2023.

4. Informational Report that Includes Additional Background Information about

the City Clerk position

Informational Report was noted and filed.

#### **COMMISSIONERS REPORT**

None

#### **ADJOURNMENT**

A motion was made by Commissioner Lawson, seconded by Vice Chari Sontag, to adjourn the Salary Setting Commission meeting at 5:37pm.

Aye: 3 - Commissioner Lawson, Chair Kumar, and Vice Chair Sontag

#### **MEETING DISCLOSURES**

The time limit within which to commence any lawsuit or legal challenge to any quasi-adjudicative decision made by the City is governed by Section 1094.6 of the Code of Civil Procedure, unless a shorter limitation period is specified by any other provision. Under Section 1094.6, any lawsuit or legal challenge to any quasi-adjudicative decision made by the City must be filed no later than the 90th day following the date on which such decision becomes final. Any lawsuit or legal challenge, which is not filed within that 90-day period, will be barred. If a person wishes to challenge the nature of the above section in court, they may be limited to raising only those issues they or someone else raised at the meeting described in this notice, or in written correspondence delivered to the City of Santa Clara, at or prior to the meeting. In addition, judicial challenge may be limited or barred where the interested party has not sought and exhausted all available administrative remedies.

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# City of Santa Clara

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# Agenda Report

23-504 Agenda Date: 5/1/2023

# REPORT TO SALARY SETTING COMMISSION

# **SUBJECT**

Action to Consider Comparative Information and to Set the Salary of Police Chief (Job Code 141)

# **BACKGROUND**

The Police Chief (Job Code 141) position is an elected position under City Charter Section 600. City Municipal Code Section 2.80.015 requires the Commission to set the Police Chief's compensation on July 1, 2019 and every two years thereafter. Charter Section 702 provides that salaries so established by the Commission shall not exceed one hundred ten percent (110%) of the previous figure.

#### DISCUSSION

Police Chief (Job Code 141)

City Charter Section 906 sets forth the duties for the position of Police Chief.

The Chief of Police shall have power and be required to:

- (a) Preserve the public peace;
- (b) Execute and return all process issued to him/her by legal authority; and
- (c) Exercise all the powers that are now or may hereafter be conferred upon sheriffs and other police officers by the laws of the State. (Amended by electors at an election held March 7, 2000, Charter Chapter 11 of the State *Statutes of 2000*)

The current Charter Section 701.1 was adopted in 2000 (Measure I) and introduced the requirement that the Chief of Police be able to satisfy the state law qualification requirements imposed upon candidates for County Sheriff. Prior to the 2000 election, the only requirements were that the Chief of Police be a City resident and qualified registered voter. The requirements of the state law are not stringent. Government Code Section 24004.3 sets forth the requirements for County Sheriff as follows:

- (1) An active or inactive advanced certificate issued by the Commission on Peace Officer Standards and Training.
- (2) One year of full-time, salaried law enforcement experience, and possesses a master's degree from an accredited college or university.
- (3) Two years of full-time, salaried law enforcement experience, and possesses a bachelor's degree from an accredited college or university.
- (4) Three years of full-time, salaried law enforcement experience, and possesses an associate in arts or associate in science degree, or the equivalent, from an accredited college.

23-504 Agenda Date: 5/1/2023

(5) Four years of full-time, salaried law enforcement experience, and possesses a high school diploma or the equivalent.

# Assistant Police Chief (Job Code 027)

Beginning June 2020, in collaboration with the Police Chief, the City Manager appointed two Assistant Police Chiefs. Having two experienced leaders in this role will help broaden the department's ability to respond to critical, time sensitive matters and lead the department and serve the community.

The classification specification for Assistant Chief of Police requires both an advanced certificate and a management certificate from POST and it is desirable to possess completion certificates from POST Supervisory Leadership Institute (SLI), FBI National Academy, or POST Command College. Please refer to Attachment 1. Classification Specification for Assistant Police Chief.

# Comparator Information for Police Chief

Staff completed a compensation survey that includes comparator agencies for the classification of Police Chief (Attachment 2). This compensation survey is consistent with the information presented to the Salary Setting Commission in 2019 and 2021.

## **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

Any costs associated with approved salary increases will be incorporated in the development of future budgets.

#### 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 <a href="mailto:clerk@santaclaraca.gov">clerk@santaclaraca.gov</a> or at the public information desk at any City of Santa Clara public library.

#### RECOMMENDATION

Staff has no recommendation other than to encourage the Commission to consider the available information, and when ready, act to set the salary of the Police Chief.

23-504 Agenda Date: 5/1/2023

Reviewed by: Aracely Azevedo, Director of Human Resources

Approved by: City Manager's Office

# **ATTACHMENTS**

- 1. Classification Specification for Assistant Police Chief
- 2. Police Chief Survey
- 3. 2021 Police Chief Resolution
- 4. Unclassified Salary Plan

# CITY OF SANTA CLARA, CALIFORNIA

## **ASSISTANT POLICE CHIEF**

(Unclassified) (027)

## **EDUCATION AND EXPERIENCE**

Any education or experience equivalent to:

- Possession of a Bachelor's Degree in Criminal Justice, Police Science, Business Administration, or an approved related field, and
- Minimum of two (2) years experience as a Police Lieutenant with the City of Santa Clara.

# Desirable experience to include:

- Successful completion (and application of the concepts) of the P.O.S.T. Supervisory Leadership Institute (SLI), FBI National Academy, or P.O.S.T. Command College;
- At least two (2) years experience at the Police Sergeant level or higher in one of the following assignments: Personnel, Training, Professional Standards, Reserve Police Unit Director, or Traffic Lieutenant;
- Applicant should have served as a Police Sergeant or Police Lieutenant in more than one division for at least two (2) years; and
- Consideration will be given to applicants who have actively sought a diversity of assignments.

#### LICENSES

Possession of an appropriate, valid California driver's license is required.

#### CERTIFICATION

Possession of an Advanced P.O.S.T. Certificate and P.O.S.T. Management Certificate is required.

#### DISTINGUISHING CHARACTERISTICS

This is a sworn leadership position in the Police Department. The Assistant Police Chief is responsible for the overall daily operation of the Police Department, requiring thorough knowledge of all department operations, as well as a complete working knowledge of the Department's budget, including its preparation, administration, and oversight. The incumbent acts as the Chief of Police in his/her absence. This position will oversee the administration of the functions of the Professional Standards Unit and other persons as required.

An incumbent in this classification: demonstrates strong ethical, professional, and service-oriented leadership and interpersonal skills; commands the respect of, and sets a good example for, his/her superiors, peers, and subordinates; understands, accepts, and correctly applies the tenets of the Department's philosophy and values; has established and maintains a good rapport with other City departments and Department Heads; exercises good independent judgment and discretion; manages and directs employees as required; formulates and oversees administrative policies for the effective use of assigned personnel and budgets; and consistently demonstrates a

# **ASSISTANT POLICE CHIEF** (continued)

willingness to cooperate with the remainder of the Management Team, other members of the Department, and other City offices.

As a member of the City's Unclassified Service, this is an "at will" position, and the incumbent serves at the discretion of the City Manager. An incumbent in this classification: demonstrates strong ethical, professional, and service-oriented leadership and interpersonal skills; sets a good example; and correctly applies the tenets of the City's Code of Ethics and Values.

#### TYPICAL DUTIES

This description may not include all the duties listed below, nor do the examples cover all duties that may be performed.

## With general direction:

- Manages the various functions of all divisions, in formulating and revising general orders on policy and procedure, in analyzing operations, and in the assignment of personnel;
- Studies and does research on police field activities and in administrative matters;
- Takes over responsible charge of the personnel, activities and equipment of the Police Department in the absence of the Chief of Police;
- Maintains discipline;
- Confers with officers and supervisors in regards to departmental working relationships;
- Periodically inspects and appraises all officers' work during tours of duty;
- Assists in the preparation of the annual budget and the annual report;
- Receives reports forwarded to the Chief's Office and refers to the Chief of Police all matters of importance requiring his/her attention;
- Consults with and keeps City Manager informed of matters of importance; gives such information as may be desired upon police questions, and acts on or disposes of them in accordance with the policy of the Chief of Police;
- Maintains effective public relations in the field and in the office, including addressing public gatherings;
- Initiates correspondence;
- Prepares special reports;
- Coordinates the investigation of complaints referred to the Chief's Office by the City Manager, other City Departments, or members of the public;
- Handles routine assignments; and does related work as required, and
- Performs other duties as assigned.

## KNOWLEDGE, SKILLS, AND ABILITIES

Thorough knowledge of:

• Personnel administration and police science.

#### Knowledge of:

• Laws, ordinances and regulations affecting the work of the Department. Familiarity with the Charter of the City of Santa Clara and commitment to the City Code of Ethics and values;

## **ASSISTANT POLICE CHIEF** (continued)

- Principles and practices of effective leadership and management techniques, e.g. team building practices, problem solving and conflict resolution, project and workload planning and safety procedures and standards; and
- Supervisory personnel practices and procedures.

#### Ability to:

- Analyze reports and statistics concerning accidents, crimes, and juvenile delinquency;
- Prepare comprehensive reports;
- Establish and maintain effective working relationships with City officials, state and local authorities, and the general public;
- Plan, train, and supervise the work of police and non-sworn personnel;
- Work as team player and be willing to deliver excellent customer service to both internal and external City clients;
- Strong interpersonal skills and communicate effectively both orally and in writing to consistently represent facts and situations accurately, transmit information concisely and in an effective manner, and present a balanced picture of situations; and
- Be an active member of the executive management team and work effectively to achieve common goals.

#### SUPERVISION RECEIVED

Works under the general direction of the Chief of Police and City Manager.

## SUPERVISION EXERCISED

Directly supervises the work of Police Captains and other persons as required, and, in the absence of the Chief of Police, of the entire Police Department.

## OTHER REQUIREMENTS

Must be able to perform all of the essential functions of the job assignment.

## CONFLICT OF INTEREST

Incumbents in this position are required to file a Conflict of Interest statement upon assuming office, annually, and upon leaving office, in accordance with City Manager Directive 100.

# Total Compensation Survey Police Chief (2023)

Police Chief		Insurance (Family)									(Clas	sic)															
Agency	Top Step	Life	N	Medical	ı	Dental	LTD	Vision	So	cial	E	mployer	ER Paid E	≣ [	Deferred	Aut	to Allow.	Pro	f. Devel.	POST Pay	POST pay	U	Iniform	Re	etiree		Total
	Salary								Sec	urity	Tot	al Retire.	Ret.		Comp					(%)	(\$)	Al	lowance	Me	edical	Com	npensation
									Medi	licare		Rate								(Adv.)	(Adv.)						
									(Base	e Pay	(Ba	ase Pay +															
									On	nly)	PC	ST Only)															
City of Santa Clara	\$ 26,141.00	\$ 3.82	Ф	1.113.74	Ф	22.22	¢	\$ 9.00	¢ /	400.90	¢	16,630.77	¢	Φ	150.00	¢		Ф		5.00/	\$ 1,307.05	Ф	50.00	\$	406.00	Φ	46,234.50
			Φ	, -	φ	184.04	φ -				_		φ -	φ		φ	-	φ	-		. ,			Φ			,
City of Hayward	\$ 22,314.93		<u>\$</u>	2,901.63	<u>\$</u>		<u> </u>	\$ 28.70		323.57	_	10,626.93	<u> </u>	<u> </u>	200.00	Ф		Þ	-		\$ 1,673.62	3	36.67	\$	508.00	<u> </u>	38,798.08
City of Milpitas	<u>\$ 25,964.14</u>	\$ 7.00	\$	2,375.72	\$	221.22	\$ 19.50	\$ 17.05	\$ 3	376.48	\$	15,360.39	\$ -	<u>\$</u>	75.00	\$	550.00	\$	-	0.0%	\$ -	\$	112.50	\$	_	\$	45,079.00
City of Mountain View	\$ 29,393.72	\$ 24.98	\$	2,809.40	\$	224.76	\$ 37.91	\$ -	\$ 4	426.21	\$	13,730.39	\$ -	\$	-	\$	_	\$	83.33	0.0%	\$ -	\$	37.50	\$ 2	2,584.65	\$	49,352.85
City of Palo Alto	\$ 28,211.73	\$ 29.62	\$	2,260.00	\$	187.65	\$ 37.20	\$ 15.38	\$ 4	409.07	\$	20,665.23	\$ -	\$	2,500.00	\$	-	\$	500.00	7.5%	\$ 2,115.88	\$	-	\$ 2	2,124.00	\$	59,055.77
City of Redwood City	\$ 26,507.00	\$ 34.46	\$	2,002.25	\$	113.67	\$ 66.27	\$ 11.83	\$ 3	384.35	\$	14,488.73	\$ -	\$	530.14	\$	400.00	\$	62.50	0.0%	\$ -	\$	66.67	\$	762.74	\$	45,430.60
County of Alameda	\$ 23,535.20	\$ 4.71	\$	2,080.86	\$	123.88	\$ -	\$ -	\$	-	\$	5,610.79	\$ 706.06	5 \$	· -	\$	-	\$	-	0.0%	\$ -	\$	104.17	\$	616.12	\$	32,781.78
County of San Mateo	\$ 27,615.47	\$ 3.58	\$	1,897.00	\$	121.76	\$ 14.47	\$ 16.52	\$ 4	410.00	\$	21,003.29	\$ -	\$	-	\$	513.00	\$	-	7.5%	\$ 2,071.16	\$	108.33	\$	400.00	\$	54,174.58
County of Santa Clara	\$ 27,603.27	\$ 110.59	\$	3,048.97	\$	117.50	\$ 44.18	\$ 9.64	\$ 2,1	111.65	\$	14,453.07	\$ -	\$	1,708.33	\$	200.00	\$	375.00	0.0%	\$ -	\$	-	\$ 2	2,111.65	\$	51,893.85

Figures highlighted in green are updated from prior total compensation survey from March 2023

Average (No CSC) \$ 26,975.79	\$ 47,070.81
Average (Below/Above) -3.09%	-1.78%

#### **RESOLUTION NO. 21-3**

A RESOLUTION OF THE SALARY SETTING COMMISSION OF THE CITY OF SANTA CLARA, CALIFORNIA, SETTING THE COMPENSATION FOR THE POSITION OF CHIEF OF POLICE FOR THE PERIOD JULY 1, 2021, TO JUNE 30, 2023, INCLUSIVE, PURSUANT TO CITY CODE SECTION 2.80.015 **AND CHARTER SECTION 702** 

#### BE IT RESOLVED BY THE CITY OF SANTA CLARA AS FOLLOWS:

WHEREAS, in accordance with City Charter Section 702, a Salary Setting Commission consisting of five qualified electors of the City was appointed by the Civil Service Commission, and commenced performance of its duties in January 2021;

WHEREAS, pursuant to City Code Section 2.80.015, the Salary Setting Commission is charged with establishing the compensation of the Chief of Police for the period commencing on July 1, 2021, and ending on June 30, 2023;

WHERAS, the Salary Setting Commission met during the months of January, February and March of 2021, during which the compensation level for the position of Chief of Police was discussed;

WHEREAS, the Salary Setting Commission was presented with, and took into consideration, various data points including, but not limited to, the history of compensation for the position of Chief of Police; comparator agency salary levels; comparisons of the positions of Chief of Police and Assistant Chief of Police under the City Charter, City Code, and job specifications; compensation levels for the position of Assistant Chief of Police; City budget projections; and WHEREAS, the final decision of the Salary Setting Commission as to compensation for the Chief of Police, as set forth in this Resolution, is based upon the following:

1. In the 2000 special election, the voters passed Measure I, adding Section 701.1 to the City Charter, which imposed upon candidates for the office of Chief of Police a requirement to meet the minimum eligibility and qualification requirements imposed by state law upon candidates for the office of county sheriff.

Resolution - Salary Setting Commission/Compensation of Chief of Police Rev: 11/22/17

Page 1 of 4

- a. The minimum qualifications for the office of sheriff require only a California POST advanced certificate, and a combination of education (ranging from high school diploma to master's degree) and work experience (ranging from one to four years).
- b. These Charter requirements are the only official substantive requirements for the position; because the position is elected, there exists no further job description or other requirement for seeking, or holding, the position of Chief of Police.
- 2. The Chief of Police, akin to a county sheriff, is elected by the voters of the City of Santa Clara; it is, therefore, solely within the purview of the voters to determine the quality of performance by the current office holder. Accordingly, the role of the Salary Setting Commission is to set the salary for the position of Chief of Police, irrespective of the identity, experience, or performance of the current office holder.
- 3. In 2019, the Salary Setting Commission approved Resolution 19-2 which held the salary of the Chief of Police as unchanged at the rate of \$26,141 per month for the period July 1, 2019 through June 30, 2021. Currently, that salary level of \$26,141 per month is approximately 11% higher than the average salary level for the position in the comparator agencies reviewed by the Salary Setting Commission. When taking into consideration medical and other benefits, the current total compensation is approximately 2% higher than the average total compensation paid by the comparator agencies.
- 4. The Salary Setting Commission is not persuaded that salary compaction within the police department management ranks alone justifies an increase to the salary level for Chief of Police.
- 5. The Salary Setting Commission reviewed and considered the short- and long-term budget projections provided by staff; the Commission strives to arrive at a prudent and fiscally responsible decision.

Resolution – Salary Setting Commission/Compensation of Chief of Police Rev: 11/22/17

- a. The Covid-19 pandemic has, among other things, drastically reduced available revenue sources, resulting in a present budget deficit in excess of \$40 million, with the expectation of ongoing (albeit significantly smaller) budget deficits over the next several fiscal years.
- b. To address these fiscal challenges, the City has taken measures such as instituting a hiring freeze, eliminating as-needed staff positions, limiting expenditures, and renegotiating existing collective bargaining agreements.
- c. The City has thus far reached agreements with several bargaining units whereby the employees represented by said units will forego previously negotiated cost of living and merit-based or step structure compensation adjustments for a period of two years, in order to reduce ongoing general fund budget deficits; effectively, these employees are subject to a salary freeze for a period of two years.
- 6. The Commission firmly believes that at this time, when the City's short-term fiscal condition is so critical that much of the City's staff has agreed to a salary freeze, demonstrated leadership is likewise critical in modeling the virtue of fiscal discipline.
- 7. The Commission discussed the possibility of a reduction in compensation for the position of Chief of Police which was, by no means, intended to be a commentary on performance in order to clearly communicate the Commission's opinion that salary reductions for all positions should be considered as a means to address the budget shortfall. Upon consideration of various factors, including parity with the bargaining units and other elected officials, and key legal considerations, the Commission ultimately decided not to reduce the compensation.

# NOW THEREFORE, BE IT FURTHER RESOLVED BY THE SALARY SETTING COMMISSION OF THE CITY OF SANTA CLARA AS FOLLOWS:

1. That for the period July 1, 2021, to June 30, 2023, inclusive, the salary for the position of Chief of Police shall remain at its current level of \$26,141 per month.

Resolution – Salary Setting Commission/Compensation of Chief of Police Rev: 11/22/17

- 2. That for the period July 1, 2021, to June 30, 2023, inclusive, the position of the Chief of Police shall receive benefits equivalent to those received by members of the Unclassified Police Management Unit (9A) under the Memorandum of Understanding set to expire on December 25, 2023.
- 3. That for the period July 1, 2021, to June 30, 2023, inclusive, any accrued leave balances held by the Chief of Police shall be "frozen" as of the date he/she takes office (i.e., shall neither accrue increases in leave balances, nor be subject to decreases in those balances, during his/her term of elected office).
- 4. Effective date. This resolution shall become effective immediately.

  I HEREBY CERTIFY THE FOREGOING TO BE A TRUE COPY OF A RESOLUTION PASSED AND ADOPTED BY THE SALARY SETTING COMMISSION OF THE CITY OF SANTA CLARA, CALIFORNIA, AT A REGULAR MEETING THEREOF HELD ON THE 24<sup>th</sup> DAY OF MARCH, 2021, BY THE FOLLOWING VOTE:

AYES: 4 COMMISSIONERS: Sontag, Kumar, Banko, Chu

NOES: 0 COMMISSIONERS: None

ABSENT: 0 COMMISSIONERS: None

ABSTAINED: 1 COMMISSIONERS: Misra

ATTEST:

JOHN SONTAG, CHAIR SALARY SETTING COMMISSION

Attachments incorporated by reference: None

Minimum Salary **Maximum Salary** Hourly Job Title Job Code Union Code Hourly Monthly Annual Monthly Annual ACCOUNTING DIVISION MANAGER 109 80.131673 13,889.49 166,673.88 103.698692 17,974.44 215,693.28 ASST BUILDING OFFICIAL 222 \$ 85.410288 14,804.45 177,653.40 \$ 110.539731 19,160.22 \$ 229,922.64 015 9 \$ \$ 206,474.64 \$ ASST CITY ATTORNEY 99.266654 17,206.22 128.467096 \$ 22,267.63 \$ 267,211.56 010 ASST CITY CLERK \$ 66.393519 \$ 138,098.52 85.920692 \$ 14,892.92 \$ 178,715.04 11,508.21 012 \$ \$ \$ ASST CITY LIBRARIAN 86.493404 14,992.19 179,906.28 \$ 111.934038 19,401.90 \$ 232,822.80 ASST CITY MANAGER 016 134.505115 23,314.22 279,770.64 174.057404 30,169.95 \$ 362,039.40 97.761288 \$ ASST DIR OF COMMUNITY DEV 038 \$ 16,945.29 \$ 203,343.48 \$ 127.089346 \$ 22,028.82 \$ 264,345.84 021 \$ 117.181558 20,311.47 315,428.16 ASST DIR OF ELECTRIC UTIL 243,737.64 151.648154 26,285.68 \$ 022 \$ \$ \$ ASST DIR OF FINANCE 93.259731 16,165.02 193,980.24 120.692365 20,920.01 251,040.12 ASST DIR OF HUMAN RESOURCES 018 \$ 93.259731 \$ 16,165.02 193,980.24 120.692365 20,920.01 251,040.12 ASST DIR OF PUB WORKS/CITY ENG 071 \$ 102.845885 17.826.62 213,919.44 133.098346 23.070.38 276,844.56 ASST DIR OF WATER & SEWER UTIL 014 92.307346 15,999.94 191,999.28 119.466058 20,707.45 \$ 248,489.40 ASST FIRE CHIEF 024 9B \$ \$ 282,402.84 \$ 30,456.75 \$ 135.770596 23,533.57 175.712019 365,481.00 026 9B ASST FIRE MARSHAL 104.134962 \$ 18,050.06 216,600.72 \$ 134.762885 \$ 23,358.90 \$ 280,306.80 027 9A \$ \$ ASST POLICE CHIEF 141.537173 24.533.11 \$ 294.397.32 183.163154 \$ 31.748.28 380.979.36 9 028 15,802.48 ASST TO THE CITY MANAGER \$ 91.168154 189.629.76 117.978346 20,449.58 245.394.96 201 77.143788 13,371.59 160.459.08 99.833077 \$ 17,304.40 207,652.80 AUDIT MANAGER **BATTALION CHIEF** 036 9B \$ 112.191058 \$ 19,446.45 \$ 233,357.40 \$ 145.180327 \$ 25,164.59 \$ 301,975.08 036S 9BS \$ \$ 98.762143 \$ **BATTALION CHIEF 24 HRS** 76.320453 18,520.43 222,245.16 \$ 23,966.28 287,595.36 \$ 113 \$ 80.131673 103.698692 BUDGET & TREASURY DIVISION MGR 13.889.49 166.673.88 17.974.44 215.693.28 041 BUILDING MAINTENANCE MANAGER \$ 70.962519 \$ 12.300.17 147.602.04 91.834269 \$ 15.917.94 191,015.28 BUILDING OFFICIAL 042 \$ 93.956885 16,285.86 195,430.32 121.588731 21,075.38 | \$ 252,904.56 CEMETERY OPERATIONS MANAGER 045 \$ 56.745115 \$ 9,835.82 118,029.84 73.433827 \$ 12,728.53 152,742.36 037 \$ 114.156346 \$ 237,445.20 \$ 147.737192 \$ 25,607.78 \$ 307,293.36 CHIEF ASST CITY ATTORNEY 19,787.10 108 \$ \$ \$ CHIEF ELECTRIC UTILITY OFFICER 154.685885 26.812.22 321.746.64 \$ 200.176615 34.697.28 \$ 416.367.36

\$

26,812.22

321,746.64 \$

200.176615

\$

34,697.28 \$

416,367.36

154.685885

CHIEF OPERATING OFFICER

9

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Minimum Salary Maximum Salary

				Minimum Salary	y			'				
Job Title	Job Code	Union Code	Hourly	Monthly		Annual	Hourly	Monthly		Annual		
CITY ATTORNEY	060	Appointed					\$ 165.865385	\$ 28,750.00	\$	345,000.00		
CITY AUDITOR	067	9	\$ 93.259731	\$ 16,165.02	\$	193,980.24	\$ 120.692365	\$ 20,920.01	\$	251,040.12		
CITY CLERK	063	Elected						\$ 1,500.00	\$	18,000.00		
CITY COUNCIL MEMBER	CNCL	Elected						\$ 2,000.00	\$	24,000.00		
CITY LIBRARIAN	066	9	\$ 108.105865	\$ 18,738.35	\$	224,860.20	\$ 139.902058	\$ 24,249.69	\$	290,996.28		
CITY MANAGER	069	Appointed	\$ 221.016923	\$ 38,309.60	\$	459,715.20	\$ 232.647058	\$ 40,325.49	\$	483,905.88		
COMMUNICATIONS & OUTREACH MGR	083	9	\$ 64.420327	\$ 11,166.19	\$	133,994.28	\$ 83.362327	\$ 14,449.47	\$	173,393.64		
COMMUNICATIONS OPERATIONS MGR	068	9	\$ 72.998077	\$ 12,653.00	\$	151,836.00	\$ 94.467288	\$ 16,374.33	\$	196,491.96		
COMPLIANCE MANAGER	081	9	\$ 65.434904	\$ 11,342.05	\$	136,104.60	\$ 84.675750	\$ 14,677.13	\$	176,125.56		
CONTRACTS MANAGER	342	9	\$ 72.132808	\$ 12,503.02	\$	150,036.24	\$ 93.340673	\$ 16,179.05	\$	194,148.60		
DEPUTY CITY ATTORNEY I	170	9	\$ 62.036192	\$ 10,752.94	\$	129,035.28	\$ 80.281038	\$ 13,915.38	\$	166,984.56		
DEPUTY CITY ATTORNEY II	172	9	\$ 72.375577	\$ 12,545.10	\$	150,541.20	\$ 93.664327	\$ 16,235.15	\$	194,821.80		
DEPUTY CITY CLERK	178	9	\$ 55.873673	\$ 9,684.77	\$	116,217.24	\$ 72.313327	\$ 12,534.31	\$	150,411.72		
DEPUTY CITY MANAGER	079	9	\$ 100.287519	\$ 17,383.17	\$	208,598.04	\$ 129.774288	\$ 22,494.21	\$	269,930.52		
DEPUTY FIRE CHIEF	080	9B	\$ 123.427212	\$ 21,394.05	\$	256,728.60	\$ 159.739442	\$ 27,688.17	\$	332,258.04		
DEPUTY PARKS & REC DIRECTOR	175	9	\$ 81.040500	\$ 14,047.02	\$	168,564.24	\$ 104.875154	\$ 18,178.36	\$	218,140.32		
DEPUTY PUBLIC WORKS DIRECTOR	176	9	\$ 81.183635	\$ 14,071.83	\$	168,861.96	\$ 105.061904	\$ 18,210.73	\$	218,528.76		
DEVELOPMENT PROJECT MANAGER	158	9	\$ 81.178327	\$ 14,070.91	\$	168,850.92	\$ 105.052904	\$ 18,209.17	\$	218,510.04		
DEVELOPMENT REVIEW OFFICER	144	9	\$ 78.538154	\$ 13,613.28	\$	163,359.36	\$ 101.638269	\$ 17,617.30	\$	211,407.60		
DIRECTOR OF COMMUNITY DEVELOPM	090	9	\$ 118.849846	\$ 20,600.64	\$	247,207.68	\$ 153.808212	\$ 26,660.09	\$	319,921.08		
DIRECTOR OF FINANCE	087	9	\$ 118.613308	\$ 20,559.64	\$	246,715.68	\$ 153.496962	\$ 26,606.14	\$	319,273.68		
DIRECTOR OF HUMAN RESOURCES	088	9	\$ 109.344577	\$ 18,953.06	\$	227,436.72	\$ 141.501808	\$ 24,526.98	\$	294,323.76		
DIRECTOR OF INF TECHNOLOGY/CIO	089	9	\$ 112.830404	\$ 19,557.27	\$	234,687.24	\$ 146.020962	\$ 25,310.30	\$	303,723.60		
DIRECTOR OF PUBLIC WORKS	091	9	\$ 125.715750	\$ 21,790.73	\$	261,488.76	\$ 162.690923	\$ 28,199.76	\$	338,397.12		
DIRECTOR OF WTR & SEWER UTILS	102	9	\$ 113.944673	\$ 19,750.41	\$	237,004.92	\$ 147.452654	\$ 25,558.46	\$	306,701.52		
ELEC DIV MGR - ENGINEERING	104Q	9	\$ 96.838962	\$ 16,785.42	\$	201,425.04	\$ 125.329788	\$ 21,723.83	\$	260,685.96		

**Minimum Salary Maximum Salary** 

				Minimum Salary	<u> </u>			IVIAX	dimum Salary		
Job Title	Job Code	<b>Union Code</b>	Hourly	Monthly		Annual	Hourly		Monthly	Annual	
ELEC DIV MGR - GENERATION	104R	9	\$ 96.838962	\$ 16,785.42	\$	201,425.04	\$ 125.329788	\$	21,723.83	\$ 260,685.96	
ELEC DIV MGR - OPERATIONS	104P	9	\$ 96.838962	\$ 16,785.42	\$	201,425.04	\$ 125.329788	\$	21,723.83	\$ 260,685.96	
ELEC DIV MGR - SUBSTATIONS	104M	9	\$ 96.838962	\$ 16,785.42	\$	201,425.04	\$ 125.329788	\$	21,723.83	\$ 260,685.96	
ELEC DIV MGR - TRANSM, DISTRIB	104S	9	\$ 96.838962	\$ 16,785.42	\$	201,425.04	\$ 125.329788	\$	21,723.83	\$ 260,685.96	
ELEC DIV MGR-MKT A & P	107F	9	\$ 96.838962	\$ 16,785.42	\$	201,425.04	\$ 125.329788	\$	21,723.83	\$ 260,685.96	
ELEC DIVISION MANAGER	104	9	\$ 96.838962	\$ 16,785.42	\$	201,425.04	\$ 125.329788	\$	21,723.83	\$ 260,685.96	
ELEC PROGRAM MANAGER	424	9	\$ 84.215135	\$ 14,597.29	\$	175,167.48	\$ 108.977308	\$	18,889.40	\$ 226,672.80	
ELEC UTIL CHIEF OPER OFFICER	116	9	\$ 128.902846	\$ 22,343.16	\$	268,117.92	\$ 166.818000	\$	28,915.12	\$ 346,981.44	
ELEC UTIL RISK CONTROL ANALYST	697	9	\$ 75.419481	\$ 13,072.71	\$	156,872.52	\$ 97.604596	\$	16,918.13	\$ 203,017.56	
EMERGENCY SERVICES COORDINATOR	106	9	\$ 63.330923	\$ 10,977.36	\$	131,728.32	\$ 81.961731	\$	14,206.70	\$ 170,480.40	
ENVIRONMENTAL PROGRAMS MGR	461	9	\$ 65.434904	\$ 11,342.05	\$	136,104.60	\$ 84.675750	\$	14,677.13	\$ 176,125.56	
EXECUTIVE ASSISTANT	187	9	\$ 55.033327	\$ 9,539.11	\$	114,469.32	\$ 71.217808	\$	12,344.42	\$ 148,133.04	
FIELD FOREPERSON	114	9	\$ 79.253942	\$ 13,737.35	\$	164,848.20	\$ 102.559558	\$	17,776.99	\$ 213,323.88	
FIRE CHIEF	117	9B	\$ 147.659538	\$ 25,594.32	\$	307,131.84	\$ 191.078769	\$	33,120.32	\$ 397,443.84	
FIRE MARSHAL	120	9B	\$ 112.190423	\$ 19,446.34	\$	233,356.08	\$ 145.176346	\$	25,163.90	\$ 301,966.80	
FLEET MANAGER	034	9	\$ 67.613596	\$ 11,719.69	\$	140,636.28	\$ 87.495577	\$	15,165.90	\$ 181,990.80	
HOUSING & COMM SVC DIV MGR	075	9	\$ 81.252115	\$ 14,083.70	\$	169,004.40	\$ 105.155308	\$	18,226.92	\$ 218,723.04	
HOUSING DEVELOPMENT OFFICER	749	9	\$ 63.810288	\$ 11,060.45	\$	132,725.40	\$ 82.578000	\$	14,313.52	\$ 171,762.24	
HUMAN RESOURCES DIV MGR	139	9	\$ 80.131673	\$ 13,889.49	\$	166,673.88	\$ 103.698692	\$	17,974.44	\$ 215,693.28	
INFORMATION TECHNOLOGY SVC MGR	112	9	\$ 75.207808	\$ 13,036.02	\$	156,432.24	\$ 97.318269	\$	16,868.50	\$ 202,422.00	
INSPECTION MANAGER	134	9	\$ 80.480250	\$ 13,949.91	\$	167,398.92	\$ 104.159308	\$	18,054.28	\$ 216,651.36	
LEGAL EXECUTIVE ASSISTANT	185	9	\$ 55.033327	\$ 9,539.11	\$	114,469.32	\$ 71.217808	\$	12,344.42	\$ 148,133.04	
LIBRARY DIV MGR -SUPPORT SVCS	127G	9	\$ 67.563808	\$ 11,711.06	\$	140,532.72	\$ 87.445788	\$	15,157.27	\$ 181,887.24	
MANAGEMENT ANALYST	008	9	\$ 55.873673	\$ 9,684.77	\$	116,217.24	\$ 72.313327	\$	12,534.31	\$ 150,411.72	
MAYOR	MAYOR	Elected						\$	2,500.00	\$ 30,000.00	
MUNICIPAL SERVICES DIV MGR	110	9	\$ 80.131673	\$ 13,889.49	\$	166,673.88	\$ 103.698692	\$	17,974.44	\$ 215,693.28	

Minimum Salary Maximum Salary

				Min	imum Salary	<i>'</i>						
Job Title	Job Code	Union Code	Hourly		Monthly		Annual	Hourly	Monthly		Annual	
PARK MAINT & OPERATIONS SUPERV	131	9	\$ 66.785712	\$	11,576.19	\$	138,914.28	\$ 86.418692	\$ 14,979.24	\$	179,750.88	
PARKS & RECREATION DIRECTOR	132	9	\$ 110.172462	\$	19,096.56	\$	229,158.72	\$ 142.566231	\$ 24,711.48	\$	296,537.76	
PARKS CONST, MTC & REPAIR MGR	130	9	\$ 66.785712	\$	11,576.19	\$	138,914.28	\$ 86.418692	\$ 14,979.24	\$	179,750.88	
PERFORMANCE AUDITOR I	203	9	\$ 46.561385	\$	8,070.64	\$	96,847.68	\$ 60.261115	\$ 10,445.26	\$	125,343.12	
PERFORMANCE AUDITOR II	204	9	\$ 55.873673	\$	9,684.77	\$	116,217.24	\$ 72.313327	\$ 12,534.31	\$	150,411.72	
PLAN REVIEW MANAGER	629	9	\$ 81.345462	\$	14,099.88	\$	169,198.56	\$ 105.261115	\$ 18,245.26	\$	218,943.12	
PLANNING MANAGER	072	9	\$ 84.831346	\$	14,704.10	\$	176,449.20	\$ 109.780269	\$ 19,028.58	\$	228,342.96	
POLICE CAPTAIN	138	9A	\$ 134.809558	\$	23,366.99	\$	280,403.88	\$ 174.454212	\$ 30,238.73	\$	362,864.76	
POLICE CHIEF	141	Elected							\$ 26,141.00	\$	313,692.00	
POLICE RECORDS MANAGER	647	9	\$ 57.554365	\$	9,976.09	\$	119,713.08	\$ 74.485788	\$ 12,910.87	\$	154,930.44	
POWER SYSTEM SCHEDULER/TRADER	674	9	\$ 72.226212	\$	12,519.21	\$	150,230.52	\$ 93.471346	\$ 16,201.70	\$	194,420.40	
POWER TRADER	673	9	\$ 92.307346	\$	15,999.94	\$	191,999.28	\$ 119.466058	\$ 20,707.45	\$	248,489.40	
PRINCIPAL ACCOUNTANT	148	9	\$ 72.132808	\$	12,503.02	\$	150,036.24	\$ 93.340673	\$ 16,179.05	\$	194,148.60	
PRINCIPAL ELECTRIC UTILITY ENG	145	9	\$ 92.238865	\$	15,988.07	\$	191,856.84	\$ 119.366423	\$ 20,690.18	\$	248,282.16	
PRINCIPAL ENG - WATER & SEWER	142W	9	\$ 89.437673	\$	15,502.53	\$	186,030.36	\$ 115.743635	\$ 20,062.23	\$	240,746.76	
PRINCIPAL ENG/CITY SURVEYOR	140	9	\$ 93.909692	\$	16,277.68	\$	195,332.16	\$ 121.532654	\$ 21,065.66	\$	252,787.92	
PRINCIPAL ENGINEER	142	9	\$ 89.437673	\$	15,502.53	\$	186,030.36	\$ 115.743635	\$ 20,062.23	\$	240,746.76	
PRINCIPAL FINANCIAL ANALYST	149	9	\$ 72.132808	\$	12,503.02	\$	150,036.24	\$ 93.340673	\$ 16,179.05	\$	194,148.60	
PRINCIPAL PLANNER	143	9	\$ 72.132808	\$	12,503.02	\$	150,036.24	\$ 93.340673	\$ 16,179.05	\$	194,148.60	
PRINCIPAL POWER ANALYST	154	9	\$ 72.132808	\$	12,503.02	\$	150,036.24	\$ 93.340673	\$ 16,179.05	\$	194,148.60	
PRINCIPAL UTIL INFO SYSTEM MGR	146	9	\$ 92.307346	\$	15,999.94	\$	191,999.28	\$ 119.466058	\$ 20,707.45	\$	248,489.40	
PUBLIC INFORMATION OFFICER	077	9	\$ 87.663635	\$	15,195.03	\$	182,340.36	\$ 113.440442	\$ 19,663.01	\$	235,956.12	
PUBLIC RECORDS MANAGER	082	9	\$ 55.873673	\$	9,684.77	\$	116,217.24	\$ 72.313327	\$ 12,534.31	\$	150,411.72	
PURCHASING DIVISION MANAGER	147	9	\$ 77.143788	\$	13,371.59	\$	160,459.08	\$ 99.833077	\$ 17,304.40	\$	207,652.80	
RECREATION MANAGER	150	9	\$ 72.817500	\$	12,621.70	\$	151,460.40	\$ 94.230750	\$ 16,333.33	\$	195,999.96	
RISK MANAGER	700	9	\$ 77.143788	\$	13,371.59	\$	160,459.08	\$ 99.833077	\$ 17,304.40	\$	207,652.80	

11,166.19 \$

133,994.28 \$

83.362327

14,449.47 \$

173,393.64

				Mir	nimum Salary	,		Maximum Salary							
Job Title	Job Code	Union Code	Hourly		Monthly		Annual		Hourly		Monthly		Annual		
SR DEPUTY CITY ATTORNEY	161	9	\$ 76.932115	\$	13,334.90	\$	160,018.80	\$	99.565442	\$	17,258.01	\$	207,096.12		
SR ELEC DIV MGR	173	9	\$ 106.518519	\$	18,463.21	\$	221,558.52	\$	137.860327	\$	23,895.79	\$	286,749.48		
SR ELEC DIV MGR-MKT A&P	174A	9	\$ 106.518519	\$	18,463.21	\$	221,558.52	\$	137.860327	\$	23,895.79	\$	286,749.48		
SR INFORMATION TECH SVCS MGR	743	9	\$ 82.409942	\$	14,284.39	\$	171,412.68	\$	106.649250	\$	18,485.87	\$	221,830.44		
SR MANAGEMENT ANALYST	742	9	\$ 61.460885	\$	10,653.22	\$	127,838.64	\$	79.544481	\$	13,787.71	\$	165,452.52		
SR PERFORMANCE AUDITOR	202	9	\$ 65.434904	\$	11,342.05	\$	136,104.60	\$	84.675750	\$	14,677.13	\$	176,125.56		
SR POWER SYSTEM SCHEDLR/TRADER	772	9	\$ 77.629327	\$	13,455.75	\$	161,469.00	\$	100.467981	\$	17,414.45	\$	208,973.40		
STREET SUPERINTENDENT	159	9	\$ 73.801038	\$	12,792.18	\$	153,506.16	\$	95.513077	\$	16,555.60	\$	198,667.20		
TRANSPORTATION MANAGER	171	9	\$ 90.253154	\$	15,643.88	\$	187,726.56	\$	116.801827	\$	20,245.65	\$	242,947.80		
UTILITY BUSINESS SYSTEMS MGR	898	9	\$ 72.014538	\$	12,482.52	\$	149,790.24	\$	93.191250	\$	16,153.15	\$	193,837.80		
UTILITY OPERATIONS ENGINEER	155	9	\$ 76.023288	\$	13,177.37	\$	158,128.44	\$	98.376462	\$	17,051.92	\$	204,623.04		
WATER & SEWER OPERATIONS MGR	180	9	\$ 74.722327	\$	12,951.87	\$	155,422.44	\$	96.708231	\$	16,762.76	\$	201,153.12		
WATER & SEWER SUPERINTENDENT	029	9	\$ 67.563808	\$	11,711.06	\$	140,532.72	\$	87.445788	\$	15,157.27	\$	181,887.24		

64.420327 \$

WEB & DIGITAL MEDIA MANAGER

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