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**MINUTES OF THE  
SALARY SETTING COMMISSION**

**SAN JOSE, CALIFORNIA**

**WEDNESDAY, JANUARY 31, 2024**

The Salary Setting Commission meeting was held in City Hall, 14<sup>th</sup> Floor, Conference Room T-1446. The meeting was called to order at 6:00 p.m.

**PRESENT:** Chair Doug Ludlow; Vice Chair Matthew Bright, Commissioner David Burckhard, and Commissioner Wendell Wenjen.

**ABSENT:** None.

**VACANCY:** One.

**STAFF:** Senior Deputy City Attorney, Suzanne Hutchins; City Clerk, Toni Taber; Deputy City Clerk, Yasmin Johnson; and Deputy City Clerk, Daniel Aguilar.

**ELECTION OF CHAIR AND VICE CHAIR**

Action: Upon motion by Commissioner Bright, seconded by Commissioner Wenjen, and carried unanimously, the Salary Setting re-appointed Doug Ludlow as the Chair on the Salary Setting Commission. (3-0-1; Absent: Burckhard)

Action: Upon motion by Commissioner Wenjen, seconded by Commissioner Burkhard, and carried unanimously, the Salary Setting appointed Matthew Bright as the Vice Chair of the Salary Setting Commission. (4-0-0)

Commissioner Burckhard arrived late and was not present for the initial vote of the Chair, the election of the Chair was voted on once more to include Commissioner Burckhard's vote.

Action: Upon motion by Commissioner Bright, seconded by Commissioner Wenjen, and carried unanimously, the Salary Setting re-appointed Doug Ludlow as the Chair of the Salary Setting Commission. (4-0-0)

**PUBLIC RECORD**

None provided.

## **CONSENT CALENDAR**

None provided.

## **REPORTS & INFORMATION**

City Clerk Toni Taber briefed the Commissioners regarding the overview of the Brown Act, the history of Mayor and Council Salaries, and their role on the Salary Setting Commission.

## **PUBLIC HEARING**

1. Paul Soto provided public comment.

## **OLD BUSINESS**

None provided.

## **NEW BUSINESS**

### **a.) Discuss and Approve Workplan and Budget**

City Clerk Toni Taber advised the Commissioners regarding their role in the approval of the workplan and budget.

### **b.) Comparable Jurisdictions Survey**

- Chair Ludlow requested to bring back a list of the top 20 cities in the USA to the information table provided by the Clerk.
- Commissioner Wenjen requested that the information table provided also include the type of Mayor, such as a “Strong Mayor.”
- Vice Chair Bright requested to include the Department of Housing and Urban Development (HUD) Fair Market Rents (40th Percentile Rents) as an index for the survey.
- Vice Chair Bright requested to know if the 2024 council member survey can be anonymous.
- Vice Chair Bright requested information on Mayoral and Council base salaries including overtime.

**c.) Review and Approve Interview Questions for Current and Former Councilmembers and Candidates.**

Action: Upon motion by Commissioner Bright, seconded by Commissioner Burkhard, and carried unanimously, the Commission moved approval of the final edited language for the interview questions. The interview questions are to be sent to the Mayor, current and former Councilmembers, and candidates, with pending approval from the City Attorney’s Office regarding the anonymity of the interview questions. (4-0-0)

The following questions were decided on below:

Salary Setting Commission Interview Questions 2024

- How many hours a week and weeks per year do you spend on your position as Mayor/Councilmember?
- Should Mayor/Council pay be comparable to any other specific local or county elected positions? If so, specify those positions.
- How does the compensation package encourage or discourage qualified candidates from all economic backgrounds to run for Mayor/Council.
- To what extent did salary affect your decision to run for Mayor/Council?
- Do you feel you need other sources of income beyond the Council/Mayor Salary?
- Do you think the current compensation package is fair given the responsibilities of the position?
- Is there anything else you think the salary setting commission should know about the compensation that we haven’t asked about?

**PUBLIC COMMENT**

None provided.

**MEETING SCHEDULE AND AGENDA ITEMS**

The Commissioners decided on the following meeting dates, with the March and April meetings to be advertised as public hearings. :

- February 28, 2024 at 6:00 p.m.
- March 13, 2024 at 6:00 p.m.
- April 17, 2024 at 6:00 p.m.

**ADJOURNMENT**

Upon motion by Commissioner Bright, seconded by Commissioner Burkhard, and carried unanimously, the meeting was called to be adjourned. (4-0-0)

Chair Ludlow adjourned the Salary Setting Commission meeting of the City of San José at 7:39 p.m.

Approved on:  
Attest:  
Salary Setting Commission  
City Clerk, Toni Taber, CMC, Secretary

***DRAFT***

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Yasmin Johnson  
Deputy City Clerk, City of San José