



**COUNTY OF SAN MATEO**  
Inter-Departmental Correspondence  
County Manager



**Date:** November 7, 2013  
**Board Meeting Date:** December 10, 2013  
**Special Notice / Hearing:** None  
**Vote Required:** Majority

**To:** Honorable Board of Supervisors

**From:** John L. Maltbie, County Manager

**Subject:** Setting Salary for Elected Department Heads for Calendar Year 2015

**RECOMMENDATION:**

Adopt a Resolution setting salaries for all elected department heads for the calendar year commencing January 1, 2015.

**BACKGROUND:**

Ordinance Code section 2.71.060 sets forth a process for setting the salaries of elected department heads for each four year term. This process requires the Board to set the annual salary for these elected officials in advance of a new term of office. The process requires that the Board, within ninety (90) days prior to the commencement of the candidacy filing period for the election of County elected department heads, determine the annual salary to be paid to these elected officials at the start of the next succeeding term.

**DISCUSSION:**

Because all elected department positions will be up for election in June 2014, the Board must set salaries for these positions for the calendar year commencing January 1, 2015. The candidacy filing period for those offices commences February 15, 2014, thus the Board is in compliance with this timeline if it sets the salaries on this date. The "Candidates' Guide", which gives prospective candidates notice of the base salary, will be made available by the Elections Office in mid-January. It is important that this guide include the salaries of the elected department head positions since filing fees are calculated on the basis of the salaries. Due to the printing deadlines for the candidates guide, the Elections Office would prefer to have the salary information before January 1, 2014.

The recommended bi-weekly salaries for each of the elected officials for the term commencing on January 1, 2015 are as follows:

Assessor-County Clerk-Recorder	\$ 6,813.60
Controller	\$ 7,210.40
Coroner	\$ 5,090.40
District Attorney	\$ 10,461.60
Sheriff	\$ 7,925.60
Tax Collector-Treasurer	\$ 6,003.20

The Board recently received a communication from the County Manager noting that, under the prescribed process for annual adjustments for salaries of elected department heads outlined in Ordinance Code section 2.71.060, these same salary increases would be given to elected officials for calendar year 2014, commensurate with the salary increases given to non-elected department heads in November of 2013.

It is important to note that setting the salary for 2015 at this time accomplishes two things: (1) it establishes the amount from which the filing fee is calculated, and (2) it establishes the “floor” below which the salary cannot be constitutionally reduced during the term of office. Setting these salaries will not prevent the Board or the County Manager from approving increases to these salaries during the four year term of office, in accordance with Ordinance Code 2.71.060.

This action furthers the Shared Vision 2025 outcome of a collaborative community by establishing salaries well in advance of the opening of the nominating period to inform those interested in running for an elected office of the salary of the office.

**FISCAL IMPACT:**

Given that the recommended action would result in no increase in salaries from 2014, there will be no impact to the General Fund beyond the impact from the payment of current salaries.