



City Council Report

915 I Street, 1st Floor

Sacramento, CA 95814

www.cityofsacramento.org

File ID: 2021-00984

September 14, 2021

Consent Item 18

Title: (City Council / Housing Authority) Approve the 2021 Compensation and Benefits Recommendations for the Sacramento Housing and Redevelopment Agency (SHRA) Executive Director and Establish a Management 401 (a) Plan

Location: Citywide

Recommendation: 1) Adopt a City Council Resolution: a) approving compensation and salary range and benefit changes for the Sacramento Housing and Redevelopment Agency Executive Director; and b) authorizing the Sacramento Housing and Redevelopment Agency (SHRA) to establish a Management 401 (a) Plan; and 2) adopt a Housing Authority Resolution: a) approving compensation and salary range and benefit changes for the SHRA Executive Director; and b) authorizing SHRA to establish a Management 401 (a) Plan.

Contact: James Shields, Deputy Executive Director, (916) 440-1316, Sacramento Housing and Redevelopment Agency

Presenter: None

Attachments:

- 1-Description/Analysis
- 2-City Council Resolution
- 3-Housing Authority Resolution
- 4-Exhibit A (Executive Director Salary Schedule)

Description/Analysis

Issue Detail: A performance review and salary and benefit evaluation was held by the joint City/County 2x2 evaluation committee, and subsequently by the City Council during the noticed Council session held at the April 20, 2021 Council meeting.

This report recommends that the City Council and Housing Authority of the City of Sacramento authorize SHRA to approve the compensation and salary range changes for the SHRA Executive Director as follows:

1. Salary Schedule for SHRA Executive Director
Adoption of the proposed salary range for the SHRA Executive Director effective March 1, 2021 – Exhibit A
2. Salary Step Increase for SHRA Executive Director
Effective March 1, 2021 Executive Director shall be placed at Step 6 of the approved salary range
3. Automobile Allowance
Effective March 1, 2021, Automobile Allowance of \$500 per month
4. Management 401 (a) Plan
Authorize the establishment of an Agency Management 401 (a) Plan for the Executive Director with a 5% employee contribution and a 5% employer contribution
5. 401 (a) Plan Execution: Authorize the Executive Director to take all steps necessary to negotiate, execute and amend any and all documents to establish, maintain and terminate a 401 (a) Plan.

Policy Considerations: The recommended actions in this report are consistent with Agency policy and labor relations practices. The California Code of Regulations requires that the City Council adopt SHRA's salary schedule at a public meeting. (2CCR 570.5) This obligation arises whenever salary ranges are changed to ensure that salary rates are transparent and publicly available. These publicly adopted rates are used by CalPERS to determine the appropriate compensation earnable for each SHRA employee when calculating their pension benefit.

Salary schedules for all SHRA job classifications are being approved because CalPERS has interpreted section 570.5 to require approval of the entire salary schedule each time there is a change in the salary range for any classification provided as Exhibit A.

Economic Impacts: None.

Environmental Considerations:

California Environmental Quality Act (CEQA): The proposed actions consist of governmental fiscal activities which do not involve a commitment to any specific project, and as such, does not constitute a “project” under the California Environmental Quality Act (CEQA) Guidelines Section 15378 (b)(4).

Sustainability Considerations: Not Applicable.

Commission/Committee Action: Not Applicable.

Rationale for Recommendation: A salary survey of comparable Housing Authority Executive Directors was conducted and provided to the 2X2 committee for consideration. At the evaluation meeting on April 13, 2021, the committee agreed to recommend to the City Council and the Board of Supervisors that Ms. Dozier receive a salary true-up, an adjustment to the Executive Director’s salary range and changes to her benefits based on the survey results.

Financial Considerations: The Adoption of the proposed compensation and benefit changes for the SHRA Executive Director will result in an additional annual cost estimated for a total of \$57,233. All salary and benefit costs for the proposed increase are contained in the approved 2021 Agency Budget.

Local Business Enterprise (LBE)/Minority and Women’s Business Enterprise (MBE/WBE): The items discussed in this report have no M/WBE impact; therefore, M/WBE considerations do not apply.

RESOLUTION NO. 2021 –

Adopted by the Sacramento City Council

on date of

2021 COMPENSATION AND BENEFITS RECOMMENDATIONS FOR THE SACRAMENTO HOUSING AND REDEVELOPMENT AGENCY EXECUTIVE DIRECTOR AND ESTABLISHMENT OF A MANAGEMENT 401 (A) MONEY PURCHASE PLAN

BACKGROUND

- A. The California Code of Regulations requires that the City Council adopt SHRA's salary scheduled at a public meeting. (2CCR 570.5) This obligation arises whenever salary ranges are changed to ensure that salary rates are transparent and publicly available.
- B. These publicly adopted rates are used by CalPERS to determine the appropriate compensation earnable for each SHRA employee when calculating their pension benefit.
- C. Salary schedules for all SHRA job classifications are being approved because CalPERS has interpreted section 570.5 to require approval of the entire salary schedule each time there is a change in the salary range for any classification provided as Exhibit C.
- D. The proposed action in this staff report consists of governmental fiscal activities which do not involve a commitment to any specific project, and as such, does not constitute a "project" under the California Environmental Quality Act (CEQA) Guidelines Section 15378 (b)(4) and there is no federal involvement associated with this action; therefore, the National Environmental Policy Act (NEPA) does not apply.
- E. The establishment of a Management 401 (a) Money Purchase Plan benefits employees by providing funds for retirement.

BASED ON THE FACTS SET FORTH IN THE BACKGROUND, THE CITY COUNCIL RESOLVES AS FOLLOWS:

- Section 1. All evidence presented having been duly considered, the findings, including environmental findings regarding this action as stated above are approved.
- Section 2. The compensation and benefit changes for the SHRA Executive Director are approved.
 - a) Salary Range Adjustments:
Adoption of the proposed salary range for the SHRA Executive Director effective March 1, 2021 (Exhibit A).
 - b) Salary Step Increase for SHRA Executive Director:

Effective March 1, 2021, the Executive Director shall be placed at Step (6) of the approved salary range (\$302,225).

- c) Automobile Allowance:
Effective March 1, 2021, Automobile Allowance of \$500 per month.
- 4. Management 401 (a) Plan:
Authorize the establishment of a Management 401 (a) money purchase plan for the Executive Director with a 5% employee contribution and a 5% employer contribution.
- 5. The Executive Director, or her designee is authorized to take all steps necessary to negotiate, execute and amend any and all documents to establish, maintain and terminate a 401 (a) Plan.

Section 3. The Executive Director is authorized to make minor changes or adjustments to exhibits in order to correct omissions and errors.

Section 4. The salary schedule included as Exhibit A to this resolution is hereby approved.

RESOLUTION NO. 2021 –

Adopted by the Housing Authority of the City of Sacramento

on date of

2021 COMPENSATION AND BENEFITS RECOMMENDATIONS FOR THE SACRAMENTO HOUSING AND REDEVELOPMENT AGENCY EXECUTIVE DIRECTOR AND ESTABLISHMENT OF A MANAGEMENT 401 (A) MONEY PURCHASE PLAN

BACKGROUND

- A. The California Code of Regulations requires that SHRA's salary schedule be adopted at a public meeting. (2 CCR section 570.5) This obligation arises whenever salary ranges are changed to ensure that salary rates are transparent and publicly available.
- B. These publicly adopted rates are used by California Public Employees Retirement System (CalPERS) to determine the appropriate compensation earnable for each SHRA employee when calculating their pension benefit.
- C. Salary schedules for all SHRA job classifications are being approved because CalPERS has interpreted 2 CCR section 570.5 to require approval of the entire salary schedule each time there is a change in the salary range for any classification.
- D. The proposed action in this staff report consists of governmental fiscal activities which do not involve a commitment to any specific project, and as such, does not constitute a "project" under the California Environmental Quality Act (CEQA) Guidelines Section 15378 (b)(4) and there is no federal involvement associated with this action; therefore, the National Environmental Policy Act (NEPA) does not apply.
- E. The establishment of a Management 401 (a) Money Purchase Plan benefits employees by providing funds for retirement.

BASED ON THE FACTS SET FORTH IN THE BACKGROUND, THE HOUSING AUTHORITY RESOLVES AS FOLLOWS:

- Section 1. All evidence presented having been duly considered, the findings, including environmental findings regarding this action as stated above are approved.
- Section 2. The compensation and benefit changes for the SHRA Executive Director are approved.
 - 1. Salary Range Adjustments:

Adoption of the proposed salary range for the SHRA Executive Director effective March 1, 2021 (Exhibit A).

2. Salary Step Increase for SHRA Executive Director:
Effective March 1, 2021, the Executive Director shall be placed at Step (6) of the approved salary range (\$302,225).
3. Automobile Allowance:
Effective March 1, 2021, Automobile Allowance of \$500 per month.
4. Management 401 (a) Plan:
Authorize the establishment of a Management 401 (a) money purchase plan for the Executive Director with a 5% employee contribution and a 5% employer contribution.
5. The Executive Director, or her designee is authorized to take all steps necessary to negotiate, execute and amend any and all documents to establish, maintain and terminate a 401 (a) Plan.

Section 3. The Executive Director is authorized to make minor changes or adjustments to exhibits in order to correct omissions and errors.

Section 4. The salary schedule included as Exhibit A to this resolution is hereby approved.

EXHIBIT A - EFFECTIVE 3/1/21 SHRA SALARY SCHEDULE FOR UNREPRESENTED CLASSIFICATIONS

Classification	Code	Unit	Range		Min Annual	Max Annual
AGENCY CLERK-RANGE 1	215	2	7	\$	61,262.00	\$ 95,038.00
AGENCY CLERK-RANGE 2	214	2	10	\$	70,919.00	\$ 110,019.00
AGENCY COUNSEL-RANGE 1	218	2	9	\$	67,542.00	\$ 104,780.00
AGENCY COUNSEL-RANGE 2	219	2	14	\$	86,202.00	\$ 133,728.00
AGENCY COUNSEL-RANGE 3	220	2	18	\$	104,780.00	\$ 162,548.00
ASSET MANAGER	250	2	16	\$	95,038.00	\$ 147,435.00
ASSISTANT DIRECTOR	116	1	20	\$	115,520.00	\$ 179,209.00
CHIEF FINANCIAL OFFICER	131	1	24	\$	140,415.00	\$ 217,829.00
CONFIDENTIAL ADMIN ASSISTANT	403	4	C9	\$	42,748.00	\$ 66,316.00
CONFIDENTIAL ADMIN SPECIALIST	404	4	C10	\$	44,885.00	\$ 69,632.00
CONFIDENTIAL CLERK	412	4	C3	\$	31,899.00	\$ 49,486.00
CONTRACTS ADMINISTRATOR	246	2	7	\$	61,262.00	\$ 95,038.00
DEPUTY EXECUTIVE DIRECTOR	101	1	24	\$	140,415.00	\$ 217,829.00
DIRECTOR	108	1	21	\$	121,296.00	\$ 188,169.00
ENGINEERING PROJECT MANAGER	236	2	13	\$	82,098.00	\$ 127,360.00
EXECUTIVE ASSISTANT	411	4	C10	\$	44,885.00	\$ 69,632.00
EXECUTIVE DIRECTOR	100	1	ED	\$	236,801.00	\$ 333,203.00
FINANCE ANALYST	243	2	7	\$	61,262.00	\$ 95,038.00
GENERAL COUNSEL	102	1	25	\$	147,435.00	\$ 228,721.00
GRANT WRITER	241	2	7	\$	61,262.00	\$ 95,038.00
HUMAN RESOURCES ANALYST	402	4	C15	\$	57,286.00	\$ 88,869.00
HUMAN RESOURCES ASSISTANT	410	4	C3	\$	31,899.00	\$ 49,486.00
HUMAN RESOURCES SPECIALIST	406	4	C10	\$	44,885.00	\$ 69,632.00
HUMAN RESOURCES TECHNICIAN	405	4	C9	\$	42,748.00	\$ 66,316.00
IT APPLICATIONS & SUPP ANALYST	254	2	10	\$	70,919.00	\$ 110,019.00
IT APPLICATIONS/DEV ANALYST	248	2	10	\$	70,919.00	\$ 110,019.00
IT BUSINESS ANALYST	242	2	10	\$	70,919.00	\$ 110,019.00
IT MANAGER	209	2	18	\$	104,780.00	\$ 162,548.00
IT NETWORK/MIDRANGE SPECIALIST	249	2	12	\$	78,188.00	\$ 121,296.00
MAINTENANCE SUPERVISOR	257	2	8	\$	64,326.00	\$ 99,790.00
MANAGEMENT ANALYST	231	2	10	\$	70,919.00	\$ 110,019.00
MANAGER IN TRAINING	299	2	1	\$	45,715.00	\$ 70,919.00
PORTFOLIO MANAGER	255	2	17	\$	99,790.00	\$ 154,807.00
PROGRAM INTEGRITY ANALYST	325	2	2	\$	48,001.00	\$ 74,465.00
PROGRAM MANAGER	205	2	17	\$	99,790.00	\$ 154,807.00
PROJECT COORDINATOR	252	2	7	\$	61,262.00	\$ 95,038.00
PROJECT MANAGER	251	2	16	\$	95,038.00	\$ 147,435.00
PUBLIC INFORMATION OFFICER	202	2	13	\$	82,098.00	\$ 127,360.00
REAL ESTATE ADMINISTRATOR	260	2	10	\$	70,919.00	\$ 110,019.00
REAL ESTATE COORDINATOR	239	2	4	\$	52,921.00	\$ 82,098.00
REGIONAL MANAGER	256	2	8	\$	64,326.00	\$ 99,790.00
RESIDENT SERVICES SUPERVISOR	326	2	4	\$	52,921.00	\$ 82,098.00
RESIDENT TRAINEE SUPERVISOR	307	2	1	\$	45,715.00	\$ 70,919.00
SECTION 3 ADMINISTRATOR	253	2	7	\$	61,262.00	\$ 95,038.00
SENIOR HUMAN RESOURCES ANALYST	245	2	9	\$	67,542.00	\$ 104,780.00
SENIOR MANAGEMENT ANALYST	235	2	12	\$	78,188.00	\$ 121,296.00
SENIOR PROGRAM ANALYST	240	2	4	\$	52,921.00	\$ 82,098.00
SITE MANAGER I	302	2	1	\$	45,715.00	\$ 70,919.00
SITE MANAGER II	301	2	4	\$	52,921.00	\$ 82,098.00
STAFF MANAGER	247	2	13	\$	82,098.00	\$ 127,360.00
SUPERVISOR	304	2	8	\$	64,326.00	\$ 99,790.00

EXHIBIT A - EFFECTIVE 3-1-21 SHRA SALARY SCHEDULES FOR REPRESENTED CLASSIFICATIONS

Classification	Code	Unit	Range		Min Annual	Max Annual
ACCOUNT CLERK	502	5	D	\$	38,510.00 \$	49,149.00
ACCOUNTANT	602	6	HH	\$	61,492.00 \$	78,481.00
ACCOUNTANT SPECIALIST	601	6	EE	\$	45,886.00 \$	58,563.00
ACCOUNTING TECHNICIAN	503	5	E	\$	42,457.00 \$	54,187.00
ADMINISTRATIVE SECRETARY	504	5	F	\$	46,809.00 \$	59,741.00
ASSISTANT AGENCY CLERK	657	6	G	\$	53,119.00 \$	67,795.00
CD ANALYST-RANGE 1	603	6	GG	\$	55,775.00 \$	71,184.00
CD ANALYST-RANGE 2	604	6	I	\$	64,566.00 \$	82,405.00
CLERICAL ASSISTANT	526	5	B	\$	31,682.00 \$	40,435.00
COMMUNITY PROPERTY REP	676	6	FF	\$	50,589.00 \$	64,566.00
COMMUNITY PROPERTY REP-OS	677	6	LA2	\$	37,304.00 \$	37,304.00
COMPLIANCE ANALYST-RANGE 1	678	6	GG	\$	55,775.00 \$	71,184.00
COMPLIANCE ANALYST-RANGE 2	679	6	HH	\$	61,492.00 \$	78,481.00
COMPLIANCE/PROCUREMENT ANALYST	617	6	HH	\$	61,492.00 \$	78,481.00
CONSTRUCTION TECHNICIAN	632	6	HH	\$	61,492.00 \$	78,481.00
CUSTOMER SERV REPRESENTATIVE	560	5	CC	\$	36,676.00 \$	46,809.00
FACILITIES COORDINATOR	100	5	I	\$	64,567.00 \$	82,405.00
FINANCE SPECIALIST-PAYROLL	618	6	EE	\$	45,886.00 \$	58,563.00
GIS ANALYST	664	6	I	\$	64,566.00 \$	82,405.00
HOUSING ASSISTANT	518	5	CC	\$	36,676.00 \$	46,809.00
HOUSING AUTHORITY ANALYST	646	6	H	\$	58,563.00 \$	74,743.00
HOUSING FINANCE ANALYST-RANGE1	606	6	HH	\$	61,492.00 \$	78,481.00
HOUSING FINANCE ANALYST-RANGE2	609	6	J	\$	71,184.00 \$	90,851.00
HOUSING FINANCE ANALYST-RANGE3	635	6	K	\$	78,481.00 \$	100,163.00
HOUSING PROGRAM SPECIALIST	647	6	G	\$	53,119.00 \$	67,795.00
HOUSING PROGRAM TECHNICIAN I	665	6	DD	\$	40,418.00 \$	51,584.00
HOUSING PROGRAM TECHNICIAN II	667	6	E1	\$	44,560.00 \$	56,872.00
HOUSING SERVICES COORDINATOR	674	6	FF	\$	50,589.00 \$	64,566.00
IT CUST SERVICES SUPPORT SPEC	642	6	GG	\$	55,775.00 \$	71,184.00
IT DESKTOP & SUPPORT ANALYST	682	6	I	\$	64,566.00 \$	82,405.00
LOAN SERVICING ANALYST	625	6	HH	\$	61,492.00 \$	78,481.00
MAINTENANCE COORDINATOR	558	5	HH	\$	61,492.00 \$	78,481.00
MAINTENANCE TECHNICIAN	535	5	F	\$	58,570.00 \$	58,570.00
MAINTENANCE WORKER	559	5	D	\$	38,510.00 \$	49,149.00
MAINTENANCE WORKER APPRENTICE	561	5	B1	\$	31,824.00 \$	32,760.00
OFFICE ASSISTANT	512	5	C	\$	34,929.00 \$	44,580.00
OFFICE TECHNICIAN	536	5	D	\$	38,510.00 \$	49,149.00
PRINCIPAL ACCOUNTANT	651	6	J	\$	71,184.00 \$	90,851.00
PRINCIPAL CONSTRUCTION TECH	654	6	I	\$	64,566.00 \$	82,405.00
PRINCIPAL HOUSING PROGRAM SPEC	648	6	H	\$	58,563.00 \$	74,743.00
PRINCIPAL IT CUST SUPPORT SPEC	620	6	I	\$	64,566.00 \$	82,405.00
PROGRAM TECHNICIAN	627	6	FF	\$	50,589.00 \$	64,566.00
REAL ESTATE ANALYST	660	6	HH	\$	61,492.00 \$	78,481.00
REAL ESTATE SPECIALIST	655	6	GG	\$	55,775.00 \$	71,184.00
REDEVELOPMENT ANALYST-RANGE 1	628	6	HH	\$	61,492.00 \$	78,481.00
REDEVELOPMENT ANALYST-RANGE 2	629	6	II	\$	67,795.00 \$	86,525.00
REDEVELOPMENT ANALYST-RANGE 3	633	6	K	\$	78,481.00 \$	100,163.00
REDEVELOPMENT PLANNER-RANGE 1	605	6	HH	\$	61,492.00 \$	78,481.00
REDEVELOPMENT PLANNER-RANGE 2	607	6	II	\$	67,795.00 \$	86,525.00
REDEVELOPMENT PLANNER-RANGE 3	631	6	KK	\$	82,405.00 \$	105,172.00
REGULATORY COMPLIANCE ANALYST	659	6	HH	\$	61,492.00 \$	78,481.00

REGULATORY COMPLIANCE SPEC	658	6	G	\$	53,119.00 \$	67,795.00
RELOCATION SPECIALIST	680	6	FF	\$	50,589.00 \$	64,566.00
RESIDENT SERVICES TECHNICIAN	507	5	D	\$	38,510.00 \$	49,149.00
RESIDENT TRAINEE PROGRAM LEAD	556	5	E	\$	42,457.00 \$	54,187.00
SECTION 3 COORDINATOR	675	6	HH	\$	61,492.00 \$	78,481.00
SENIOR HOUSING PROGRAM SPEC	681	6	HH	\$	61,492.00 \$	78,481.00
SENIOR LOAN SERVICING ANALYST	669	6	J	\$	71,184.00 \$	90,851.00