

Meeting Date: 8/4/2016

Report Type: Consent

Report ID: 2016-00790

Title: (City Council/Housing Authority) 2016 Compensation Recommendations for the Sacramento Housing and Redevelopment Agency (SHRA) Executive Director

Location: Citywide

Recommendation: 1) Pass a City Council Resolution a) approving compensation and salary range changes for the SHRA Executive Director, b) approving the Executive Director Performance Review Policy, which includes adding the County Executive and the City Manager to the City/County 2x2 performance evaluation committee, and c) authorizing the Executive Director or her designee to make minor changes or adjustments to exhibits in order to correct omissions and errors, and 2) a Housing Authority Resolution a) approving compensation and salary range changes for the SHRA Executive Director, b) approving the Executive Director Performance Review Policy, and c) authorizing the Executive Director or her designee to make minor changes or adjustments to exhibits in order to correct omissions and errors.

Contact: Melissa D. Chaney, Director, (916) 808-7173, Human Resources

Presenter: None

Department: Sacramento Housing & Redevelopment Agency

Division: Sacramento Housing & Redevelopment Agency

Dept ID: 99991011

Attachments:

- 1-Description/Analysis
- 2-City Council Resolution
- 3-Housing Authority Resolution
- 4-Exhibit A - Exec Director Salary Schedule
- 5-Exhibit B - Exec Director Performance Evaluation Compensation
- 6-Exhibit C - SHRA Salary Schedule

City Attorney Review

Approved as to Form

Brett Witter

7/27/2016 2:20:50 PM

Approvals/Acknowledgements

Department Director or Designee: Melissa D. Chaney - 7/19/2016 9:23:42 AM

Description/Analysis

Issue: This report recommends that the City Council and Housing Authority of the City of Sacramento authorize compensation and salary range changes for the SHRA Executive Director as outlined below. In addition, this report recommends an ongoing process for the evaluation of the Executive Director as recommended by the joint City/County Performance Evaluation Committee. The recommendations are summarized below.

1. Salary Schedule for SHRA Executive Director
This report recommends adoption of a proposed salary range for the SHRA Executive Director effective March 1, 2016 which adds two additional salary steps (9 & 10) to the existing range. The new salary range is provided as Exhibit A.
2. Salary Step Increase for SHRA Executive Director
Effective March 1, 2016, the Executive Director shall receive a 10 percent salary increase and be placed at Step 7 of the approved salary range.
3. Performance Review Policy
This report recommends the adoption of a policy/procedure for conducting an annual performance evaluation and compensation changes for the SHRA Executive Director which is provided as Exhibit B.

Policy Considerations: The recommended actions in this report are consistent with SHRA policy and labor relations practices. The California Code of Regulations requires that the City Council and Housing Authority 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 which is provided as Exhibit C.

Environmental Considerations:

California Environmental Quality Act (CEQA): The proposed actions consist of governmental fiscal, organizational or administrative activities that will not result in direct or indirect physical changes in the environment, and as such, do not constitute a "project" under CEQA, Guidelines Section 15378 (b)(4).

National Environmental Policy Act (NEPA)The proposed actions consist of governmental administrative and management activities and are therefore categorically exempt under NEPA, 24 CFR 58.34(a)(3).

Rationale for Recommendation: La Shelle Dozier was appointed to the SHRA Executive Director position on January 13, 2009 and was placed at Step 5 of the

Executive Director salary range. Since her appointment in 2009, she has not received any merit increases or performance evaluations.

Due to the absence of a formal evaluation process for the Executive Director, the Mayor, in collaboration with the Chair of the Board of Supervisors, recommended the creation of a joint City/County performance evaluation committee comprised of two council members and two board members to review the Executive Director's performance and provide recommendations for any compensation changes.

On November 17, 2015 the Mayor approved the creation of a performance evaluation committee and appointed two City Council members (Council Members Jennings and Warren) to serve on the committee. On January 26, 2016 the Board of Supervisors approved the creation of a performance evaluation committee and appointed Supervisors Nottoli and Kennedy to the committee.

On February 29, 2016, the full committee met with Ms. Dozier and conducted her performance evaluation. At this meeting, the consensus among the committee was to recommend a ten percent (10%) salary increase and also discussed the possibility of adding two additional steps (Step 9 & 10) to the Executive Director Salary range. The addition of the two steps is in line with other SHRA unrepresented 10-step salary ranges. The committee also discussed drafting a policy/procedure to outline the process for an annual performance evaluation and compensation for the Executive Director. The committee agreed to reconvene at a later date to finalize Ms. Dozier's review.

On May 23, 2016, the committee met with Ms. Dozier to finalize her review and make additional recommendations. Based on Ms. Dozier's exemplary review, in addition to recommending a step increase as outlined above, the committee is also recommending a proposed salary range adjustment. Furthermore, the committee is recommending adopting a policy/procedure that establishes a process for an annual performance evaluation of the SHRA Executive Director. This process would require the Mayor of the City of Sacramento and the Chair of the Board of Supervisors to appoint two members of each governing board to participate in a joint City/County 2x2 performance evaluation committee to conduct a performance evaluation of the SHRA Executive Director.

Financial Considerations: Approval of the proposed compensation changes for the SHRA Executive Director will result in an additional annual cost of \$17,680. All salary and benefit costs for the proposed increase are contained in the approved 2016 SHRA Budget.

LBE/M/WBE and Section 3 Considerations: The items discussed in this report have no LBE/M/WBE impact; therefore, LBE/M/WBE considerations do not apply.

RESOLUTION NO. 2016 –

Adopted by the Sacramento City Council

on date of

COMPENSATION FOR SACRAMENTO HOUSING AND REDEVELOPMENT AGENCY (SHRA) EXECUTIVE DIRECTOR

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 The proposed actions consist of governmental fiscal, organizational or administrative activities that will not result in direct or indirect physical changes in the environment, and as such, do not constitute a "project" under the California Environmental Quality Act (CEQA), Guidelines Section 15378(b)(4).
- D The proposed actions consist of governmental administrative and management activities and are therefore categorically exempt under the National Environmental Policy Act (NEPA), 24 CFR 58.34(3).

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

- Section 1. The compensation changes for the SHRA Executive Director are approved as follows:
 - 1. Salary Schedule for SHRA Executive Director
The proposed salary range for the SHRA Executive Director is hereby approved effective March 1, 2016 which adds two additional salary steps (9 & 10) to the existing range which is provided as Exhibit A.
 - 2. Salary Step Increase for SHRA Executive Director
The Executive Director, LaShelle Dozier, shall be placed at Step 7 of the approved salary range effective March 1, 2016.

3. Joint City/County 2x2 Performance Evaluation Committee
The Executive Director Performance Evaluation & Compensation Policy, attached as Exhibit B, is hereby approved. The Mayor of the City of Sacramento may appoint two members of the City Council and the City Manager, and the Chair of the Board of Supervisors may appoint two members of the Board of Supervisors and the County Executive to participate in a joint City/County 2x2 performance evaluation committee to conduct performance evaluations of the SHRA Executive Director.

Table of Contents

Exhibit A – Salary Schedule

Exhibit B – Executive Director compensation review process

RESOLUTION NO. 2016 –

Adopted by the Housing Authority of the City of Sacramento

on date of

COMPENSATION FOR SACRAMENTO HOUSING AND REDEVELOPMENT AGENCY (SHRA) EXECUTIVE DIRECTOR

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 The proposed actions consist of governmental fiscal, organizational or administrative activities that will not result in direct or indirect physical changes in the environment, and as such, do not constitute a "project" under the California Environmental Quality Act (CEQA), Guidelines Section 15378(b)(4).
- D The proposed actions consist of governmental administrative and management activities and are therefore categorically exempt under the National Environmental Policy Act (NEPA), 24 CFR 58.34(3).

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

- Section 1. The compensation changes for the SHRA Executive Director are approved as follows:
 - 1. Salary Schedule for SHRA Executive Director
The proposed salary range for the SHRA Executive Director is hereby approved effective March 1, 2016 which adds two additional salary steps (9 & 10) to the existing range which is provided as Exhibit A.
 - 2. Salary Step Increase for SHRA Executive Director
The Executive Director, LaShelle Dozier, shall be placed at Step 7 of the approved salary range effective March 1, 2016.

3. Joint City/County 2x2 Performance Evaluation Committee
The Executive Director Performance Evaluation & Compensation Policy, attached as Exhibit B, is hereby approved. The Mayor of the City of Sacramento may appoint two members of the City Council and the City Manager, and the Chair of the Board of Supervisors may appoint two members of the Board of Supervisors and the County Executive to participate in a joint City/County 2x2 performance evaluation committee to conduct performance evaluations of the SHRA Executive Director.

SACRAMENTO HOUSING AND REDEVELOPMENT AGENCY

SALARY SCHEDULE FOR SHRA EXECUTIVE DIRECTOR

Classification	Job Code	Eff Date	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
EXECUTIVE DIRECTOR	100	3/1/2016	138,255	145,168	152,426	160,047	168,050	176,452	185,275	194,539	204,266	214,479



Sacramento Housing and Redevelopment Agency

POLICY/PROCEDURE INSTRUCTION

TO: Sacramento Housing and Redevelopment Agency Executive Director

FROM: Sacramento Board of Supervisors
Sacramento City Council

POLICY SUBJECT: Executive Director Performance Evaluation & Compensation

EFFECTIVE: January 1, 2016

Scope and Purpose:

Scope - This policy applies to the Executive Director of the Sacramento Housing and Redevelopment Agency (SHRA/Agency).

Purpose – The performance evaluation process is intended to provide review and feedback to the Executive Director to facilitate the effective management of SHRA.

Policy:

County

The Chair of the Board of Supervisors may appoint two members of the Board of Supervisors and the County Executive to participate in a joint City/County 2x2 performance evaluation committee.

City

The Mayor of the City of Sacramento may appoint two members of the City Council and the City Manager to participate in a joint City/County 2x2 performance evaluation committee.

The Committee's task is to review and evaluate the performance of the Executive Director.

Procedure/Process:

The Executive Director will:

1. Prepare a summary of accomplishments for the period to be evaluated along with goals and objectives, and present the summary to the members of the Committee for review prior to any evaluation session with the Committee.
2. Schedule an evaluation session with the Committee.

Responsibilities of the 2 x 2 Performance Evaluation Committee:

1. Evaluate the Executive Director's performance when directed by the Mayor and Chair.
2. Solicit feedback from their respective governing boards.
3. Provide feedback to the Executive Director

Compensation Adjustments

1. The Executive Director will receive step increases each year effective on their anniversary date.
2. Increases will not exceed the maximum of the approved Executive Director salary range.

SHRA Human Resources will:

1. Maintain the completed performance reviews in the Executive Directors personnel file.
2. Process annual step increases.

SHRA SALARY SCHEDULES FOR UNREPRESENTED CLASSIFICATIONS

Classification	Code	Effective	Min Annual	Max Annual
AGENCY CLERK-RANGE 1	215	04/30/16	\$ 55,488	\$ 86,080
AGENCY CLERK-RANGE 2	214	04/30/16	\$ 64,234	\$ 99,648
AGENCY COUNSEL-RANGE 1	218	04/30/16	\$ 61,175	\$ 94,903
AGENCY COUNSEL-RANGE 2	219	04/30/16	\$ 74,359	\$ 115,355
AGENCY COUNSEL-RANGE 3	220	04/30/16	\$ 94,903	\$ 147,225
ASSISTANT DIRECTOR	116	04/30/16	\$ 94,903	\$ 147,225
CONFIDENTIAL ADMIN ASSISTANT	403	04/30/16	\$ 38,719	\$ 60,066
CONFIDENTIAL ADMIN SPECIALIST	404	04/30/16	\$ 40,655	\$ 63,069
DEPUTY EXECUTIVE DIRECTOR	101	04/30/16	\$ 121,123	\$ 187,902
DIRECTOR-RANGE 1	108	04/30/16	\$ 104,630	\$ 162,316
DIRECTOR-RANGE 2	105	04/30/16	\$ 109,862	\$ 170,431
ENGINEERING PROJECT MANAGER	236	04/30/16	\$ 70,818	\$ 109,861
EXECUTIVE ASSISTANT	411	04/30/16	\$ 40,655	\$ 63,069
EXECUTIVE DIRECTOR	100	03/01/16	\$ 138,255	\$ 214,479
FINANCE ANALYST	241	04/30/16	\$ 55,488	\$ 86,080
GENERAL COUNSEL	102	04/30/16	\$ 115,355	\$ 178,953
GRANT WRITER	241	04/30/16	\$ 55,488	\$ 86,080
HUMAN RESOURCES ASSISTANT	410	04/30/16	\$ 28,893	\$ 44,823
HUMAN RESOURCES SPECIALIST	406	04/30/16	\$ 36,875	\$ 57,205
IT BUSINESS ANALYST	242	04/30/16	\$ 64,234	\$ 99,648
IT MANAGER	209	04/30/16	\$ 94,903	\$ 147,225
MANAGEMENT ANALYST	231	04/30/16	\$ 64,234	\$ 99,648
PROGRAM INTEGRITY ANALYST	325	04/30/16	\$ 41,406	\$ 64,234
PROGRAM MANAGER	205	04/30/16	\$ 81,981	\$ 127,179
PUBLIC INFORMATION OFFICER	202	04/30/16	\$ 70,818	\$ 109,861
REAL ESTATE COORDINATOR	239	04/30/16	\$ 47,932	\$ 74,359
SENIOR HUMAN RESOURCES ANALYST	401	04/30/16	\$ 51,887	\$ 80,493
SENIOR PROGRAM ANALYST	240	04/30/16	\$ 47,932	\$ 74,359
SITE MANAGER I	302	04/30/16	\$ 41,406	\$ 64,234
SITE MANAGER II	301	04/30/16	\$ 47,932	\$ 74,359
SUPERVISOR	304	04/30/16	\$ 55,488	\$ 86,080

SHRA SALARY SCHEDULE FOR REPRESENTED CLASSIFICATIONS

Classification	Code	Effective	Min Annual	Max Annual
ACCOUNTANT	602	04/02/16	\$ 56,809	\$ 69,051
ACCOUNTANT SPECIALIST	601	04/02/16	\$ 42,391	\$ 51,527
ASSISTANT AGENCY CLERK	657	04/02/16	\$ 49,074	\$ 59,650
CD ANALYST-RANGE 1	603	04/02/16	\$ 51,527	\$ 62,632
CD ANALYST-RANGE 2	604	04/02/16	\$ 59,651	\$ 72,506
COMPLIANCE/PROCUREMENT ANALYST	617	04/02/16	\$ 56,809	\$ 69,051
CONSTRUCTION ENGINEER	608	04/02/16	\$ 65,764	\$ 79,936
CONSTRUCTION TECHNICIAN	632	04/02/16	\$ 56,809	\$ 69,051
FINANCE SPECIALIST-PAYROLL	618	04/02/16	\$ 42,391	\$ 51,527
GIS ANALYST	664	04/02/16	\$ 59,651	\$ 72,506
HOUSING AUTHORITY ANALYST	646	04/02/16	\$ 54,104	\$ 65,763
HOUSING FINANCE ANALYST-RANGE1	606	04/02/16	\$ 56,809	\$ 69,051
HOUSING FINANCE ANALYST-RANGE2	609	04/02/16	\$ 65,764	\$ 79,936
HOUSING FINANCE ANALYST-RANGE3	635	04/02/16	\$ 76,129	\$ 92,535
HOUSING PROGRAM SPECIALIST	647	04/02/16	\$ 46,738	\$ 56,810
HOUSING PROGRAM TECHNICIAN I	665	04/02/16	\$ 35,562	\$ 43,225
HOUSING PROGRAM TECHNICIAN II	667	04/02/16	\$ 39,205	\$ 47,654
IT APPLICATIONS AND DEVELOPMENT ANALYST	630	04/02/16	\$ 79,935	\$ 97,162
IT CUSTOMER SERVICES SUPPORT SPECIALIST	642	04/02/16	\$ 51,527	\$ 62,632
IT NETWORK/MIDRANGE SPECIALIST	643	04/02/16	\$ 88,128	\$ 107,121
LOAN SERVICING ANALYST	625	04/02/16	\$ 56,809	\$ 69,051
PRINCIPAL ACCOUNTANT	651	04/02/16	\$ 65,764	\$ 79,936
PRINCIPAL CONSTRUCTION TECHNICIAN	654	04/02/16	\$ 59,651	\$ 72,506
PRINCIPAL HOUSING PROGRAM SPECIALIST	648	04/02/16	\$ 54,104	\$ 65,763
PROGRAM TECHNICIAN	627	04/02/16	\$ 46,738	\$ 56,810
REAL ESTATE ANALYST	660	04/02/16	\$ 56,809	\$ 69,051
REAL ESTATE SPECIALIST	655	04/02/16	\$ 51,527	\$ 62,632
REDEVELOPMENT ANALYST-RANGE 1	628	04/02/16	\$ 56,809	\$ 69,051
REDEVELOPMENT ANALYST-RANGE 2	629	04/02/16	\$ 65,764	\$ 79,936
REDEVELOPMENT ANALYST-RANGE 3	633	04/02/16	\$ 76,129	\$ 92,535
REDEVELOPMENT PLANNER-RANGE 1	605	04/02/16	\$ 56,809	\$ 69,051
REDEVELOPMENT PLANNER-RANGE 2	607	04/02/16	\$ 65,764	\$ 79,936
REDEVELOPMENT PLANNER-RANGE 3	631	04/02/16	\$ 76,129	\$ 92,535
REGULATORY COMPLIANCE ANALYST	659	04/02/16	\$ 56,809	\$ 69,051
REGULATORY COMPLIANCE SPECIALIST	658	04/02/16	\$ 49,074	\$ 59,650
ACCOUNT CLERK	502	04/15/15	\$ 34,115	\$ 43,540
ACCOUNTING TECHNICIAN	503	04/15/15	\$ 37,611	\$ 48,003
ADMINISTRATIVE SECRETARY	504	04/15/15	\$ 41,467	\$ 52,923
RESIDENT SERVICES TECHNICIAN	507	04/15/15	\$ 34,115	\$ 43,540
SEMI-SKILLED LABORER	508	04/15/15	\$ 30,943	\$ 39,492
OFFICE ASSISTANT	512	04/15/15	\$ 30,943	\$ 39,492
HOUSING ASSISTANT	518	04/15/15	\$ 32,490	\$ 41,467
HOUSING TECHNICIAN	519	04/15/15	\$ 34,115	\$ 43,540
MAINTENANCE WORKER	525	04/15/15	\$ 34,115	\$ 43,540
CLERICAL ASSISTANT	526	04/15/15	\$ 28,066	\$ 35,821

EXHIBIT C

MAINTENANCE TECHNICIAN	535	04/15/15	\$	41,467	\$	52,923
OFFICE TECHNICIAN	536	04/15/15	\$	34,115	\$	43,540
MAINTENANCE SPEC STAT ENGINEER	547	04/15/15	\$	50,403	\$	64,329
MAINTENANCE SPECIALIST	551	04/15/15	\$	50,403	\$	64,329
MAINTENANCE LEAD	555	04/15/15	\$	45,718	\$	58,157
RESIDENT TRAINEE PROGRAM LEAD	556	04/02/16	\$	37,611	\$	48,003

Classifications with no ranges.

LEASING AGENT	Code	Effective	Annual Salary
	668	04/02/16	\$ 26,386